



NOTICE TO LESSEES:

Listed below is a quick reference to policies that will be enforced during all events at our facility. A complete list of St. Charles Convention Center (SCCC) Policies & Procedures can be accessed at www.stcharlesconventioncenter.com.

1. All events at the SCCC require insurance. Please refer to your license agreement or contact your Event Manager for more information.
2. All freight brought into the facility on carts or dollies must be brought in through the loading docks. ONLY hand-carried items may be brought into the building through public entrances. Please use the freight elevator for movement of freight from level to level; passenger elevators and escalators are NOT to be used.
3. Exhibitors may choose to load/unload uncrated materials from any vehicle not requiring a commercial license including: vans, pickup trucks, & passenger vehicles. Exhibitors may perform all setup/teardown of their booth, display, and/or product materials (including the use of power tools) subject to safety policies established by SCCC. However, shows which have contracted with an outside decorator may be bound by terms of that contract, including restrictions on Exhibitor Appointed Contractors, and it is show management's responsibility to inform exhibitors accordingly. In addition, there may be certain instances where the use of SCCC labor or union labor is required. The Director of Event Services must give prior approval before using any temporary labor at the SCCC.
4. For a limited time only, parking is permitted at docks for loading and unloading. All other parking at docks is prohibited. Exhibitor parking is available in Parking Lot C, just south of the Exhibit Hall. All trailers or vehicles that require multiple parking spaces (which include but are not limited to semi-trucks, buses, & uninhabited RVs or campers) must park in Parking Lot D. No inhabited overnight RVs or campers will be allowed to park in SCCC parking lots.
5. Forklift use in the facility is restricted to a SCCC forklift with driver or the use of an outside forklift driven by a certified union driver.
6. No motorized pallet jacks, hand trucks, or forklifts are permitted on carpeted surfaces.
7. If booth space and/or shipping are provided by an outside company (a company other than the SCCC) then please refer to their shipping and receiving policies. The SCCC cannot receive shipments for events that have contracted with an outside decorating company. If SCCC is the decorator, only then will the SCCC accept shipments and provide drayage services. Packages should be scheduled to arrive on the first move-in day. Shipments that are received two (2) weeks prior to the first move-in day shall be refused. Items arriving during the two (2) week timeframe are subject to additional charges and handling fees. Please see the SCCC Shipping Form for a complete list of guidelines. All freight must be removed from the facility at the end of the event. Items left behind will be treated as abandoned equipment and disposed of as the facility sees fit.
8. Lighting, heating, and/or air conditioning of all rented space is provided by the SCCC one (1) hour prior to and during actual EVENT hours. Work lighting will be provided during move-in and move-out. Heating and/or air conditioning during NON-EVENT timeframes are available upon request and at additional costs.
9. Outside food and beverage is not allowed in the facility. However, some Consumer/Trade Show vendors are allowed to distribute 2oz sample sizes of certain types of food and beverage. Sales of food and beverage items that are larger than 2oz in size and designed for onsite consumption must be preapproved by the Director of Food & Beverage and are subject to a concessionaire buyout fee. Additionally, all unsealed food products require a health permit. A Food & Beverage Vendor Packet may be obtained from your Event Manager.
10. All food and beverage and audio/visual services are subject to a 22% Management Charge, applicable state tax, and a 1% St. Charles City tourism tax. All room rental, equipment rental, and utility services are also subject to applicable state tax and a 1% St. Charles City tourism tax.

11. Decorations and/or signs cannot be taped, nailed, or otherwise attached to facility surfaces. Decals, confetti, and glitter are not permitted. Candles may be used only on tables when securely supported on a substantial noncombustible display. To avoid danger of ignition, flames must be enclosed and protected from outside materials. All combustible materials must be approved in writing by the SCCC Director of Event Services.
12. Helium balloons are allowed in the Grand Ballroom and Meeting Rooms with a \$100 deposit. If any balloons become loose and require retrieval by the SCCC staff, a \$25 removal fee will be charged for the first balloon and \$5 for each balloon thereafter. Helium balloons are ONLY allowed in the Exhibit Hall if assembled by a licensed and insured Balloon Artist. Said artist will be required to submit a \$250 deposit, as well as a Certificate of Liability Insurance.
13. If there is an admission charged for an event, the use of SCCC Box Office staff and security are required. Charges apply for Convention Center Ticket stock and any printing provided by SCCC. The facility will collect \$.05 for each ticket printed and will have sole supervision over the ordering, sale, distribution, and collection of onsite tickets. A Ticketing Fee of 10% of gross ticket sales will be assessed. Cash and credit cards can be accepted at the Box Office. Licensee may decide if credit cards will be processed and shall be responsible for all credit card service charges in connection with ticket sales.
14. Permits are required for certain types of events; please contact your Event Manager for details. All permits must be obtained prior to your move-in or the first day of your event. Two (2) copies of your floor plan must be submitted to your Event Manager, no less than 21 days prior to move-in or the first day of your event. Your Event Manager will submit the floor plan to the Director of Event Services, as well as the Fire Marshall, for approval.
15. No vehicles may be driven into the facility without authorization from the Event Manager. Any lessee or contractor allowed to bring vehicles into the facility must post an Auto Liability Insurance Policy for \$1 Million Dollars. Display vehicles must have battery cables disconnected, fuel tanks locked or taped, and less than 5 gallons of gas (or ¼ tank of gas, whichever is less). Carpeting or visqueen must be placed under the vehicle for any possible leakage.
16. To be able to receive advanced pricing, all Utility Orders must be placed 14 days prior to the first exhibitor move-in day. After the 14 days, regular pricing will apply. Payment must be made in full at time of order. Visa, MasterCard, American Express, or certified checks (no personal checks are accepted). The order form must be completed in full to avoid processing and installation delays.
17. Plastic, waterproof material must be placed under all plantings, water fountains, and other landscaping materials.
18. With the exception of ADA service animals or animals used as part of SCCC approved exhibits or activities, animals are not permitted in the facility. Please see our complete list of Policies & Procedures on the website for more information.
19. For the benefit of our patrons, exhibitors, and employees, and in compliance with state and local laws, the SCCC is a non-smoking facility. This included the use of electronic cigarettes or E-Cigs. Smoking is not permitted ANYWHERE in the facility. We do not restrict smoking in outdoor areas and are grateful for everyone's cooperation in preventing litter. Exhibitors are not allowed to prop open exterior doors to the facility in order to smoke.