



## **SBICC Exhibitor Rules & Regulations**

### **Event Floor Safety**

- All exit doors must remain unlocked, unobstructed and in proper operating condition at all times when the building is occupied.
- All fire extinguishers, pull stations, standpipe cabinets, electrical cabinets and emergency exits (including those inside an exhibit space) must be visible and accessible at all times.
- Exit signs must be visible from all areas. If not, temporary signs must be posted.
- All main and cross-aisles, corridors and other exits must be maintained at their required widths during show hours.
- Loading doors will be closed before the opening of the event and remain closed during the public hours of the event. Any exceptions must be approved by SBICC.
- Chairs, tables and other display equipment may not protrude into the aisles.
- Materials used in the construction of displays must be fire retardant or resistant. Exhibitors are responsible for the safe construction and maintenance of their displays.

### **Non-Smoking Facility**

- The SBICC is a non-smoking facility. Smoking is not permitted anywhere inside the facility. Areas outside the facility have been designated for smoking.

### **Animals**

- Animals used in approved exhibits, displays or performances are to remain in a properly enclosed pen or cage when not performing.
- Handlers of the animals are responsible for the animals' actions and cleanup/disposal or waste.

### **Electrical**

- Electrical systems must comply with the requirements of the National Electric Code.
- All electrical equipment and cords must be UL listed and approved for its specific use.
- All 120volt cords must be three-wire grounded.
- Each extension cord must be plugged directly into an approved receptacle and except for approved multiple extension cords, serve only one appliance or fixture.
- The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
- Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property.
- The SBICC reserves the right to require a public safety house electrician if the General Manager determines that the needs of the event warrant such action. Standby services will be provided at Lessee's expense.

### **Hazardous Materials**

- The use of hazardous materials is not permitted without the written approval of the SBICC General Manager and the local Fire Marshall. Such approval is required 21 days prior to the event.
- Only a limited supply of the material is allowed in the device to be demonstrated and a material specific fire extinguisher must be nearby.
- All hazardous materials allowed to be brought into the facility must be labeled and accompanied by the applicable Materials Safety Data Sheet (MSDS) which must be produced upon request.
- Hazardous materials include but not limited to: open flames, hot coals, compressed gas cylinders, gasoline, cryogenic gases, radioactive material and/or any flammable, combustible or toxic liquid, solid or gas.

### **Protection of Facility Surfaces for Safety & Maintenance**

- The SBICC General Manager must approve the location of special decorations, banners and signs. The method of installation shall be in accordance with all national, state and local safety codes, including but not limited to OSHA, BOCA and SBICC policy. Paintings of signs, banners, exhibits or other objects is not permitted in the SBICC. The SBICC directional and exit signs must not be covered or otherwise obscured.
- Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, windows, painted surfaces or columns.  
Holes may not be drilled, cored, or punched into any surface of the SBICC.
- Adhesive-backed decals or similar items (except name tags) are not permitted in the SBICC and may not be distributed by exhibitors. Any costs incurred by the SBICC for the removal of these items will be charged to the Lessee.
- Visqueen or a similar kind of protective covering must be used to cover the floor for any display or exhibit using water, dirt, soil, sand or any other landscaping type materials. Exhibits or displays with fountains, pools or spas must be waterproof.

### **Vehicles for Display**

- A vehicle that is a part of a display or an exhibit inside the facility must meet the following requirements:
  - Vehicles for display will be noted on the approved event floor plan.
  - The vehicle must have less than 1/8<sup>th</sup> of a tank of gas or fuel.
  - Any fueling or de-fueling cannot take place inside the facility.
  - Visqueen must be placed underneath each vehicle.
  - The battery cables must be disconnected from the battery.
  - All vehicles will remain stationary and their engines may not be started or run while the public is in the facility unless approved by Fire Marshall/Southern Manatee Fire Department.
  - The gas cap must remain locked or taped.
  - Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are required to be equipped with smoke detectors acceptable to the local Fire Marshall.
  - The Fire Marshall reserves the right to inspect the vehicles for compliance before the general public is permitted to occupy the building.
  - An extra set of keys to the ignition must be left with Lessee or the SBICC General Manager in case of an emergency.

### **Vehicles not for Display**

- Vehicles inside the facility for the purpose of unloading and /or loading lessee or exhibitor materials are not permitted without the prior approval of the SBICC General Manager.
- All such vehicles must be removed from the facility prior to the opening of the event.
- The use of electric carts, motorized equipment and bicycles in the facility is restricted to SBICC's staff and contractors and the lessee's staff and contractors. Such vehicles are restricted to the event floor and can be operated only during non-event hours when the public is not present.

### **Food & Beverage**

- Request for any sampling or distribution of food or beverage products must be submitted in writing at least 30 days prior to the event for approval of the SBICC General Manager. All request of distribution must be by lessees or exhibitors who process or distribute the food or beverage in their normal course of business. Applicable alcohol permits must be obtained in advance. Sample sizes will be no larger than 1 ounce for beverages and 2 ounces for food products.