



Notice to Exhibitors

The Oncenter Complex is a county owned facility; therefore there is no smoking in any of the Oncenter Complex buildings.

Decorations, signs, banners, etc.... may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, painted surfaces, or any space within the Oncenter Complex.

No holes may be drilled, cored, or punched in any building within the Oncenter Complex.

No adhesive backed (stick-on) decals or similar items may be distributed or used in any building within the Oncenter Complex.

If you require disposal of any cardboard boxes, all boxes must be broken down. Please leave broken down boxes in aisle way and Oncenter Complex personnel will have it removed.

Exhibitor sponsoring organizations and/or exhibitors may distribute no sample food and/or beverage products except upon written authorization of the Oncenter Complex's Director of Food and Beverage.

The distribution and/or sale of alcoholic beverages, other than by Oncenter Complex, is strictly prohibited. Oncenter Complex reserves the right to remove any alcoholic beverages found on the premises.

Parking in the loading dock and service drives, except for loading and unloading, is prohibited. Violators will be towed at their expense and risk.

All freight and exhibit materials must enter the building through designated loading docks on Montgomery Street. In **No Case** should passenger elevators, escalators, or public lobbies be used for freight and/or exhibitor load in or load out.

Oncenter Complex accepts deliveries of freight, packages, cartons, or mail for any customer, exhibitor, or delegate of the customer two days prior to the event. Shipments arriving at Oncenter Complex within two weeks, but more than two days, of move-in day may be accepted at customer/exhibitor's risk, depending on available storage space. Shipments arriving prior to two weeks without arrangements with Oncenter Complex maybe refused for shipment at a later date. Please arrange for drayage with an outside contractor for storage prior to two days before your event. When shipping packages to Oncenter Complex, be sure to include your name, your company name, booth number, name and date of event.

Prior to the completion of the event, please schedule return shipments with your own freight company. Please completely tape and label all boxes and arrange removal by the end of the load-out period. Nothing may be left in the facility and Oncenter Complex takes no responsibility for items left following an event.

All fire and safety and building regulations must be strictly followed. Particular attention should be paid to the prohibition against propane, acetylene, and other flammable materials. Questions may be directed to your Event Coordinator. Exhibitors are responsible for showing proof of flame retardant materials.

Gas powered vehicles that are to stay in the building during the event can contain no more than 2 gallons of gasoline. The gas cap must be locked or taped, battery must be disconnected, carpet must be put under all wheels, and plastic under the vehicle. Vehicles must be in good working order, free of any leaks and drips.

It is the goal of every employee of the Oncenter Complex to provide you with efficient, courteous service. Therefore, tipping and giving of gratuities is **NOT** accepted practice, with serious repercussions to the employee(s) involved.

Oncenter Complex has exclusivity for utility services to assist exhibitors with show needs. All utility orders and payments must be received no later than 10 business days prior to the opening date of the show. A 30% service charge will be levied on any transaction within the 10-day pre-show limit. Oncenter Complex cannot guarantee services prior to show opening on late request. No credit can be issued on service ordered, installed, and not used. For extensive booth layouts and utilities, it is recommended that a plan be submitted to the Event Coordinator, indicating where utilities are required.

If you have any questions, please feel free to contact the Event Coordinator assigned to your event at the Oncenter Complex main phone number (315) 435-8000.

WE LOOK FORWARD TO YOUR PARTICIPATION IN A SUCCESSFUL SHOW.
THANK YOU FOR YOUR COOPERATION.