

## ICC Exhibitor's Guide

### Move-in/Move-out/Parking

- Move-in and move-out is through the loading docks only.
- All booths and freight, regardless of size must be come through the loading docks and transported on freight elevators. ***For the safety of our guests, passenger elevators or escalators are prohibited for use in transporting booths or freight.***
- The Show Manager will give you specific dates and times for your move-in. During these times, please pull around to the back of the Center to the loading docks. However, no vehicles will be allowed in dock areas, exhibit halls, etc. without proper identification.
- “No parking” zones, tow away zones and other restricted areas will be strictly enforced. Vehicles will be towed at the owner’s expense.
- When loading and unloading, make certain you do not block exit doors or obstruct with freight, equipment, display material, trash, etc.
- The self-unloading of privately-owned vehicles in the designated unloading area will require a minimum of two (2) people, one to move freight and one to stay with the vehicle. Any vehicle left unattended will be ticketed and towed at the owner’s expense.
- Please note that the speed limit in the parking garage, loading dock and driveway areas is 10 mph. Vehicles are to be operated in a safe and prudent manner. Any actions, including speeding, erratic driving, etc. deemed unsafe by the Center are not tolerated. Failure to adhere to Center policies will be grounds for ejection from the premises and suspension of work privileges.
- All vehicles to be displayed on the Exhibit Hall floor must be pre-approved and meet CENTER guidelines. Please refer to the Exhibitor’s Planning Guide provided by your Show Manager for details.
- No refueling of vehicles or equipment is permitted within fifty (50) feet of the CENTER.
- Overnight parking is not allowed without prior written authorization, and only then in designated areas. The CENTER assumes no responsible for vehicles left at the CENTER at any time.

### Freight Deliveries

- It’s preferred that all freight be shipped to the show decorator and delivered to the CENTER during the designated move-in period. However, if there is no show decorator, the Center accepts advance freight deliveries for a nominal fee. Your Show Manager will provide the Package Form in advance for you to complete and forward with payment. Packages not prepaid will not be released to the exhibitor until payment is received.
- The CENTER is not responsible for any equipment or materials stored at the facility.

### Electrical, Telecommunications and Equipment

- Most simple electronics, i.e., televisions, computers, phone chargers, etc., require a simple 20 amps single phase 120V outlet. The Center provides these, as well as extension cords and power strips, for a fee. The Show Manager can provide you with the Electrical Service Order form for you to complete and submit with payment prior to move-in.
- All electrical cords should be taped down immediately after placement.

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- The Center provides, on an exclusive in-house basis, telecommunications services. The Show Manager can provide a Telecommunications form for you to complete and submit with payment prior to move-in.
- All Center equipment (i.e. forklift, scissor lift, pallet jacks, or any type of carts) is not for loan, or use, by exhibitors.
- All “rigging” is exclusive to the Center.

### Restricted Items

- **No glitter or confetti.** These items are **NOT permitted** in the Center. If participants use either of these items, the costs associated with the clean-up are the Licensee's responsibility.
- **Helium balloons** are **NOT permitted** inside the Center. A \$100.00 fee will be charged for each balloon that has to be taken down from the ceiling.
- No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of the Center.
- Signs, decorations and related materials may not be **taped, tacked, stapled, or nailed** to painted surfaces, columns, fabrics, ceiling or decorative walls in the Center. Center permanent signage or banners may not be blocked in any manner. Temporary signs may not be attached to permanent Center signage. Contact your Customer Service Manager to arrange for any special signage requirements.
- Handmade signs are not allowed under any circumstance. Standing banners are accepted and recommended.
- Candles are permitted only if they are covered or in a vase with water.
- Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
- Service animals are permitted in the Center in accordance with ADA rules and the owner has provided current paperwork required by the CENTER. Owner is responsible for Service animal. **NO OTHER ANIMALS OR PETS ARE PERMITTED UNLESS APPROVED IN WRITING BY THE CENTER.**
- The Irving Convention Center at Las Colinas is a drug-free, smoke-free and gun-free environment. Smoking is not permitted within 25 feet of the building on the ground level.

### Food and Beverages

- **No outside food or beverage is allowed inside the building during show hours.**
- Exhibitors are not allowed to sell any food and beverage products for consumption at anytime during an event.
- Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time. Individuals exhibiting behavior indicative of intoxication or use of a mood-altering substance will be expelled from the Center premises.
- Serving alcohol at booths must be done exclusively by a TABC certified and SAVOR...Las Colinas attendant/bartender.