

RULES & REGULATIONS

The Heritage Center of Brooklyn Center (HCBC) is a multi-purpose facility where frequently several events are in the facility at any one time. Therefore, the following areas are considered public areas under the exclusive control of HCBC management:

1. All lobbies and hallways
2. Loading dock
3. Parking lot
4. All permanent food facilities, including plate-up rooms, kitchens, and all back of the house space

Activities planned in these areas must be approved by HCBC management so other guests using the facility can be taken into consideration.

HCBC works hard to maintain an attractive and safe atmosphere for all visitors. Please be considerate of others and leave the facility looking just as you found it when you moved in.

The rules and regulations listed below have been created to protect the interests of all parties involved in your exhibit/trade show. If you have any questions, please call your Sales Manager.

Trash Removal

Operations department personnel will remove all bulk trash, crates, pallets, and packing materials prior to the initial show opening and following move-out. Prevailing hourly labor rates will apply.

The Operations department will handle requests for large trash containers in exhibitor's booths on an individual basis only. These requests can be met only as HCBC inventory permits.

The client is responsible for the removal of all oil, grease, liquids, and hazardous materials. This removal and disposal must be in accordance with all city, state, and federal regulations.

It is the responsibility of show management and exhibitors to mark any cartons, literature, and similar materials that they wish to save during move-in and move-out. Any unmarked materials will be removed as trash.

Damage to Facility

Event managers, service contractors, and other outside vendors are responsible for any damage done to HCBC property or equipment by their employees or exhibitors during the event, including move-in and move-out.

An inspection of the area covered should be arranged prior to move-in and following move-out with your Sales Manager to assess the condition of the area.

Any damage should be reported to HCBC management immediately.

Painting of any kind within the facility is not permitted unless approved by HCBC management.

Decorating

Decorations, signs, banners, and similar materials may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric, or decorative walls.

Damages resulting from the improper and/or unauthorized installation will be charged directly to show management.

Glitter and confetti are not permitted at HCBC in any room.

Helium balloons, if properly weighted, are permitted. If helium balloons are released for any reason within the facility, any labor costs to remove balloons from ceilings will be charged to show management or exhibitor.

All pressurized tanks holding any type of gas (helium, nitrogen) must be secured to an object in an upright position while being used at HCBC. The object must be one that will keep the tank from falling over, such as a column, appropriate dolly, or table that has been approved.

Prior approval by HCBC management is required for the installation of all signs, banners, lights, sound equipment, and/or decorations in the ballrooms, break-out rooms, pre-function areas including the hanging from ceilings. Upon approval, such installation must be done by HCBC personnel, stage-hands, or service contractor personnel.

All HCBC equipment must be operated by HCBC personnel.

Lighted candles can be used as a decoration for banquets on the tables only if the candles are enclosed in a glass container, have a support base that does not tip more than a 40 degree angle, and are not above 12" in height.

Signage

HCBC's permanent directional signs, exit signs, and/or graphics may not be obstructed in any manner.

Outdoor welcome or organizational signs for your function must have prior approval from your event Sales Manager or Operations Manager. Approval will be based upon the size and weight of the sign, structural limits of the facility, and whether your function is sharing the exterior lobby doors with another event. If approval is granted, such signs must be installed by Operations personnel or an HCBC approved decorator. All signage must meet Brooklyn Center Building Code.

Personal Conduct

All HCBC show, exhibitor, service contractor, and other outside vendor personnel are subject to inspection of cartons, packages, containers, or vehicles brought in or taken from HCBC.

Use or possession of illegal or controlled substances of any kind by any event personnel is prohibited. Violators will be prosecuted.

Show managers and service contractors are responsible for the conduct of their personnel. Employees under their supervision who do not comply with building rules will be subject to dismissal from the building as deemed appropriate by HCBC management.

Safety

Exits in all areas of the facility cannot be blocked or covered without the approval of HCBC management. Exterior and loading dock doors may not be propped open for security and fire ordinance reasons.

All aisles must be kept clear, clean, and free of obstructions.

Written authorization by HCBC management and the Brooklyn Center Fire Marshall shall be required for the following;

1. Operations of any heater, barbecue, heat-producing or open flame devise, candles, lanterns, torches, welding equipment, smoke emitting devices or materials, etc.
2. Operation of any electrical, mechanical or chemical device which may be deemed hazardous by the Brooklyn Center Fire Department.
3. Use or storage of flammable liquids, compressed gases, or dangerous chemicals.

Exhibitors are responsible for the safe construction and maintenance of their displays, i.e. handrails, steps, walls, etc.

Exhibitors, service contractors, producers of events, etc. must comply with all federal, state and municipal fire codes which apply to places of public assembly.

HCBC management requires prior notification and the right of approval on armed security in the facility.

Any exhibitor displaying live ammunition must be approved in advance with the Brooklyn Center Fire Marshall, HCBC General Manager, and HCBC Operations Manager.

Compliance with O.S.H.A. regulations is the responsibility of the client and the client's contractors. In compliance with Brooklyn Center City ordinance, all interior rooms at HCBC are non-smoking. This includes foyers.

Vehicles

All liquid petroleum (LP) gas tanks are to be removed from trailers and mobile homes. No LP tanks, empty or filled, are authorized to be stored in the building. If an LP tank is permanently installed in a vehicle that will be displayed at HCBC, the tank must be completely empty.

Gasoline operated vehicles on display must have:

1. Fuel tank caps locked or taped shut
2. Battery cables disconnected and battery removed
3. Fuel in gas tanks must be empty (or just enough to drive in and out)
4. Protective covering under tires.
5. Written permission to display vehicles on carpeted surfaces from HCBC

Electrical

All electrical equipment must be U.L. (Underwriter Laboratories) approved.

All electrical equipment in use must be properly wired and tagged as to type of current, voltage, phase, cycle, and horsepower.

Freight

HCBC cannot accept advance freight deliveries for exhibitors. Freight must be consigned to the service contractor or delivered directly to the exhibitor during the contracted event. HCBC is not liable for any loss, damage, or injury to properties of any kind that are shipped or otherwise delivered to HCBC.

All freight must be brought into HCBC through the loading dock.

The transporting of equipment, exhibit materials, two-wheelers, etc. during move-in and move-out through guest entrances is prohibited with the exception of hand-carried items.

Crates, wooden boxes, packing material, etc. may not be stored in exhibit halls, meeting rooms, ballrooms, or any exit area.

Crate and box storage is the responsibility of the service contractor. Client and service contractor are responsible for the transport of crates and boxes to and from booths.

Shows

Set up and tear down of pipe and drape must be included in times specified in your facility use agreement.

If you are using any part of the facility for exhibits, you must submit floor plans two weeks in advance to your Sales Manager using the following guidelines:

1. HCBC requires the submission of a preliminary floor plan before selling booth space to avoid costly changes involving your exhibitors
2. All exits must be clearly indicated and not blocked
3. All aisle widths must be clearly marked
4. Clear access must be maintained to all restrooms

A complete listing of exhibitors including name, address, and phone number is due to the facility prior to move-in.

A cleaning charge of \$250.00 per booth will be assessed to any vendor/exhibitor who vacates the premises without properly cleaning out the booth area.

Movement of the portable walls in the ballroom areas is to be done by HCBC personnel only.

HCBC generally does not provide furniture and equipment for exhibitor booths. All arrangements for furniture and equipment for exhibitors should be handled by the service contractor.

All HCBC equipment must be operated by HCBC personnel.

Upon approval, when a show display or individual exhibit includes the preparation and/or sampling of food products, the floor inside the booth, as well as the aisles, will be protected from stains by laying a leak-proof covering, carpeting, or mat on the floor. Such covering is subject to HCBC management approval.

Outdoor exhibits will be reviewed on an individual basis. Consideration will be based on other types of business during that time frame, type of exhibit requested and must be approved by our Operations Manager at the time of floor plan approval. All outdoor exhibits are required to comply with all state and Brooklyn Center ordinances.

Pallet jacks and other heavy equipment are not allowed on the Carriage Hall floor without the permission of the Operations Manager.

Sound / Electric / Phone

The utilization of sound equipment, spotlights, staging and / or the rigging of theatrical equipment may necessitate the utilization of Conference Services staff. Contact your Sales Manager or Operations Manager to schedule such services a minimum of two weeks prior to move-in. Only HCBC staff shall use HCBC equipment. Staff time will be billed at prevailing rates.

HCBC provides Conference Services staff for the installation of power for the show manager's and exhibitor's equipment through the Conference Services department. Charged at applicable rates.

HCBC will provide staff through the Conference Services department to install special lighting (spotlights, floodlights) for show management and exhibitors. Such services must be arranged in advance.

Miscellaneous

HCBC will not issue door keys of the facility to any client, service contractor, or any other outside vendor.

The facility staff will open and secure doors at the beginning and end of each day as instructed in the event outline for each event.

The telephone number to HCBC may not be published as an information number or as an official show number. However, the direction line number (763-569-3455) should be used in advertising and promotion.

No reproduction or copy of HCBC's logo is to be used without prior approval of the General Manager.

In compliance with Brooklyn Center City ordinance, HCBC is a totally smoke-free facility.