Trade Show Guidelines

Info for Show Promoter:

These guidelines MUST be provided to all exhibitors in advance
Exhibitors must be pre-assigned to a booth location; Final booth assignment must be provided to The University Center 72-hours prior to show

Facility/Booth Info:

Each booth comes with a table, two chairs and a black table cover
Wireless internet access is available at no charge
The University Center must be notified in advance if an exhibitor requires electricity, as it is not readily available at each booth location
Exhibitors must provide their own extension cords
The University Center is a non-smoking facility
All items MUST be removed from facility within 2-hours after the event
The University Center assumes no responsibility for lost or stolen items
No concessions or vending machines are available on-site
There is a 5-minute limit for drop-off/pick-up for exhibitors; all violators will be towed at owner’s expense
Parking in our main lot is limited (268 spots). Vendors are required to park in our overflow lot

Restrictions:

Decoration is not to be applied to walls, ceilings, floors & furniture or light fixtures; NO glitter or sequins are to be used on tables or floors; NO open flamed candles are permitted
NO signs or banners are to be adhered to walls and/or ceilings
NO outside food is permitted without prior approval from The University Center management
NO cooking/heating equipment is permitted without prior approval from The University Center management
NO outside alcohol is permitted under any circumstances

Vehicle Displays:

Liquid or gas fueled vehicles, boats or other motor craft shall not be located indoors except as follows:
- Batteries are disconnected
- Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is less)
- Exhibitor must provide plastic underneath all vehicles
- Fuel tanks & fill openings are closed & sealed to prevent tampering
- Vehicles, boats or other motor craft equipment are not fueled or defueled within the building
- All booths with vehicles must have a representative present during show times to handle any problems that may arise

Shipping Info:

The University Center must be notified in advance when an exhibitor plans to ship items prior to event; shipments must be made NO MORE THAN 3-busienss days prior to the event; the following address MUST be used in order to guarantee proper delivery:

Conference Center
Kent State University at Stark
6000 Frank Ave NW
North Canton OH 44720
RE: DATE & NAME OF EVENT

Exhibitors must arrange for their own return shipments within 24-hours of event