



# STORM WATER SOLUTIONS CONFERENCE & EXHIBITION 2017

## EXHIBITOR AND SPONSOR GUIDE

PRESENTED BY



# STORM WATER SOLUTIONS CONFERENCE & EXHIBITION 2017



## TINLEY PARK CONVENTION CENTER | TINLEY PARK, ILLINOIS

Thank you for exhibiting at the 2017 Storm Water Solutions Conference & Exhibition. Your participation contributes to the overall success of the conference, and we appreciate your dedication to this industry. The Conference & Exhibition affords a unique opportunity to directly interact with federal, state and local agencies, educational institutions, storm water managers, consultants, engineers, contractors, and designers — all of whom have a direct interest in storm water quality-related issues and technologies.

### BASIC EXHIBITOR INFORMATION

10 x 10 carpeted booth includes the following:

- 8' background drape and 3' side drape
- One (1) 6' draped table, two chairs and wastebasket
- If electric is needed, please contact the Conference Center, Camille Gale at [c.gale@tphicc.com](mailto:c.gale@tphicc.com). The cost of electric will be \$55 per booth. For more information about electric, please click [here](#).
- Listing in the 2017 Conference program and on the Conference website
- Two (2) full conference registrations including attendance to technical sessions, lunch on both days, and entrance into the evening reception, to be held in the exhibitor room.

### Additional Exhibitor Registration:

Exhibitors receive **two (2) two-day exhibitor registrations**. Any additional exhibitor booth attendants must purchase a conference registration.

### Move in & Set up:

Exhibitors will be allowed into the exhibit hall to set up booths on:

- Tuesday, November 7, 2017: 1:00 p.m. – 6:00 p.m.
- Wednesday, November 8, 2017: 7:00 a.m. for additional set up.

All booths must be completely set up by 8:30 a.m. before the conference starts.

### Exhibit Hall Hours:

The exhibit hall will be open to conference guests during the following hours:

- Wednesday, November 8, 2017  
Exhibit Hall: 8:00 a.m. – 7:00 p.m.  
Evening Reception: 5:00 p.m. – 7:00 p.m.

- Thursday, November 9, 2017  
Exhibit Hall: 8:00 a.m. – 1:00 p.m.  
Tear-Down: 1:00 p.m. – 4:00 p.m.  
Dismantling of booths may begin immediately following the closing of the show.

### Exhibitor Registrations:

The enclosed exhibitor registration form must be completed and returned as soon as possible. Your badges will be included in the exhibitor packet available upon check-in at the registration desk on Tuesday, November 7, 2017, during booth setup or on Wednesday, November 8, and Thursday, November 9, during registration hours.

### Registration & Check-In:

The Conference registration desk, located in the lobby outside of the exhibit hall, will be open during the following hours for exhibitor check-in:

- Tuesday, November 7: 1:00 p.m. – 5:00 p.m.
- Wednesday, November 8: 7:00 a.m. – 4:30 p.m.
- Thursday, November 9: 7:00 a.m. – 1:00 p.m.

### Exhibitor Shipping & Handling:

Tinley Park Convention Center will handle the exhibit booths and all shipping and handling. You will receive an Exhibitor Kit in 2017, including information on where to ship packages, what is provided, and how to order any additional items for the event.

If you have any further questions, please contact **Harry Stark** at **216.385.5248** or [stormexpo17@gmail.com](mailto:stormexpo17@gmail.com).

# STORM WATER SOLUTIONS CONFERENCE & EXHIBITION 2017



## **EVENING RECEPTION:**

Please join us in the Exhibit Hall from 5:00 p.m. – 7:00 p.m. for the Evening Reception at the end of the first official day of the Conference, Wednesday, November 8.

At the evening reception, attendees and exhibitors will have the opportunity to network and make new contacts, while enjoying cocktails and snacks.

## **LODGING INFORMATION:**

Convenient for attendees and exhibitors is the host hotel, located a short walk from the Tinley Park Convention Center. A block of rooms will be reserved for attendees and exhibitors.

Hotel information will be available in November 2016 on the event website, [www.swsconferenceexpo.com](http://www.swsconferenceexpo.com).



## **EXHIBITOR AND SPONSORSHIP OPPORTUNITIES:**

### **Exhibit Booth — \$1,200**

Includes two passes for booth representatives

If electric is needed, please contact the Conference Center, Camille Gale at [c.gale@tphicc.com](mailto:c.gale@tphicc.com). The cost of electric will be \$55 per booth.

## **SPONSORSHIP PACKAGES:**

### **Platinum Level — \$5,000**

Includes sponsorship of the Reception and Keynote Speaker. Sponsor receives:

- Exhibit booth\*
- Full-page ad in the conference program
- 5 conference registrations
- Logo on all signage and promotions
- Company name in program and exhibitor brochure

### **Gold Level — \$2,500**

Includes sponsorship of the Luncheon. Sponsor receives:

- Exhibit booth\*
- Half-page ad in the conference program
- 4 conference registrations
- Logo on all signage and promotions
- Company name in program and exhibit

### **Silver Level — \$1,750**

Includes sponsorship of the Continental Breakfast. Sponsor receives:

- Exhibit booth\*
- 1/4-page ad in the conference program
- 3 conference registrations
- Logo on all signage and promotions
- Company name in program and exhibitor brochure

### **Bronze Level — \$1,450**

Includes sponsorship of the Breaks. Sponsor receives:

- Exhibit booth\*
- 1/4-page ad in the conference program
- 2 conference registrations
- Logo on all signage and promotions
- Company name in program and exhibitor brochure

\*Each 10x10 exhibit booth includes carpeting, 6-ft table, 2 chairs, wastebasket, and ID sign. Sponsor also has the option to have an additional 3 conference registrations rather than an exhibit booth.

## **EXHIBIT RULES, POLICIES & REGULATIONS:**

Responsibility for the tradeshow, its Rules and Regulations and enforcement thereof shall rest with the Conference Planning Committee. Further information can be found on the attached document from Tinley Park Convention Center.

### **I. AGREEMENT**

The Exhibitor agrees to abide by these Rules and Regulations and all amendments thereto. The term "exhibit hall" shall mean Tinley Park Convention Center exhibit hall. The term "Exhibitor" shall mean any company, firm or person who has applied for or been allocated space in the Exhibit Hall.

### **2. POLICY STATEMENT**

a) Conference Planning Committee: Responsibility for the Conference, its Policy and enforcement of the Policy shall rest with the Conference Planning Committee.

b) Exhibitors: Companies wishing to exhibit may purchase booth space if space is available. Exhibitor agrees to exhibit for the hours specified and abide by the conditions established by the Planning Committee and Exhibit Hall for the exhibits. Exhibitor assumes responsibility and agrees to indemnify and defend the Planning Committee and its agents against any claims or expenses arising out of its use of the exhibition premises. No exhibits or information tables will be allowed without approval by the Conference Planning Committee. There will be no dismantling of booths/exhibits prior to the published tear-down time.

c) Policy Enforcement: It is understood that exhibiting companies will comply with the exhibit rules, policies and regulations. Should a company not comply, the Planning Committee has the right to refuse the company's application to exhibit at any future Exhibitions.

### **3. BOOTH ASSIGNMENTS**

Assignment of booth space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. Booth space will be secured only after receipt of the Exhibitor Contract for Space, Registration Form/Badge Form and the appropriate booth fees have been paid. After assignment, space location may not be changed, transferred, or cancelled except upon written request. Notwithstanding the above, the Planning Committee reserves the right to change location assignments at any time, as it may, in its sole discretion, deem necessary.

### **4. INSTALLATION AND REMOVAL**

Please check in at the registration desk prior to moving into the exhibit hall. You will receive your exhibitor badges and packet upon check-in. Installation of all exhibits must be fully completed at least 30 minutes prior to the opening

time of the Show. All exhibits and booth material must be removed by 6:00 p.m. on Thursday November 9, 2017.

### **5. EARLY REMOVAL OF EXHIBITS NOT ALLOWED!**

No exhibit shall be packed, removed, or dismantled prior to the closing of the show without written permission from the Planning Committee. If the Exhibitor acts in breach of this provision it shall pay, as compensation for the distraction to the Exhibition's appearance, an amount equal to one-third of the total space charge for the Exhibitor's allocated area, in addition to all sums otherwise due under this agreement.

### **6. EXHIBITOR APPOINTED CONTRACTORS (EAC):**

Any Exhibitor using an EAC agrees to notify the Planning Committee of such appointment and agrees to indemnify and hold harmless the Planning Committee, the exhibit facilities, and their respective officers, directors, staffs, employees and agents and all official contractors from any and all liability or losses for any act, complaint, damage, or loss to any other Exhibitor, the exhibit hall, the property of any contractor and any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the hall until the final move-out is complete.

### **7. PROHIBITED ACTIVITIES**

a) No cooking may take place in Exhibitor's space and no food and/or beverage products may be distributed by Exhibitor. Candy or small snack items are allowed.

b) All demonstrations, sales activities, and distribution of circulars and promotional material must be confined to the limits of the Exhibitor's booth. All equipment for display or demonstration must be placed within the assigned booth area to attract observers into the booth.

c) Exhibitor agrees that noise levels within the exhibit hall will be required to be reduced when workshops are in session. Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or any noisemaking machines must be operated so that the resulting noise will not annoy or disturb adjacent Exhibitors or their patrons.

d) Electrical equipment that is not UL approved may not be used in the exhibit hall. No wiring or other electrical work shall be done except by the electrical contractor.

### **8. RIGHT OF ENTRY AND INSPECTION**

The Planning Committee, in its absolute discretion, shall have the right at any time to enter the leased area occupied by Exhibitor or otherwise inspect the Exhibitor's material.

## **9. STORAGE**

All supplies, handouts, literature and samples must be confined to booth. Packing crates and/or large boxes are not permitted in booths during exhibit period.

## **10. CARE OF BUILDING AND EQUIPMENT**

Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths or booth contents or show equipment and decor. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.

## **11. CANCELLATION BY EXHIBITOR**

The Exhibitor specifically recognizes and acknowledges that the Planning Committee will sustain certain losses if the Exhibitor cancels its exhibit space after it has been assigned and confirmed. Due to the difficulty, if not impossibility, of determining and proving said losses, the Exhibitor will forfeit the fee paid for the exhibit space. If the Exhibitor cancels prior to September 15, 2017, they will receive a full refund for their exhibit space fee.

## **12. CANCELLATION OR POSTPONEMENT OF SHOW**

In the event that any unforeseen occurrence shall render the fulfillment of this agreement impossible by the Planning Committee, the parties shall mutually amend or terminate the agreement at the Planning Committee's option. The Exhibitor hereby waives any claim against the Planning Committee for damages or compensation. The Planning Committee will return a portion of the amount paid for space after deduction of any amounts necessary to cover expenses incurred in connection with the show. Such expenses shall include, but not be limited to all expenses incurred by the Planning Committee as a result of contracts with third parties for services or products incidental to the show including out of pocket expenses incidental to the show, and all overhead expenses attributable to the production of the show. No monies will be returned should the dates or location of the show be changed, but Exhibitor will be assigned space which the Exhibitor agrees to use under these same rules and regulations. The Planning Committee shall not be financially liable in the event the show is interrupted, canceled, moved, or dates changed except as provided herein.

## **13. EXHIBITS AND PUBLIC POLICY**

Each Exhibitor is charged with knowledge of all Federal, State and local laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this Show. Compliance with such laws is mandatory for all Exhibitors, and the sole responsibility is that of the Exhibitor. The Planning

Committee, Exhibit Hall and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual Exhibitor's space, materials and operation is concerned. Exhibitors with questions regarding such laws, ordinances, and regulations should contact the appropriate agency or government authority. All booth decorations must be flame proofed. Electrical wiring must conform with National Electric Code Safety Rules and the electrical code in the city where the Show is held. If inspection indicates any Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to remove all or such part of his exhibit as may be in violation, at Exhibitor's expense. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the Exhibitor should contact the Planning Committee for information concerning facilities or regulations. City and State fire regulations must be complied with. Use of hazardous materials, such as open flame or liquid propane gas, must be approved by the local Bureau of Fire Prevention.

## **14. ERRORS AND OMISSIONS**

The Planning Committee assumes no responsibility or liability for any of the services performed or materials delivered by official show contractors or other suppliers to the show, their personnel, or their agents. Any controversies which may arise between Exhibitors and official contractors or union representatives, or personnel of either, on the show premises shall be referred to the planning Committee for resolution, and the Planning Committee's decision shall be final and binding.

## **15. LIABILITY AND INSURANCE**

a) All property of the Exhibitor remains under its custody and control in transit to and from exhibit facility, during installation and removal, and while it is within the confines of the exhibit facility. Neither the Planning Committee or the service contractors, the management of the exhibit facility nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of the persons or entities mentioned above, their agents or employees, arising out of the Planning Committee's responsibilities under the agreement. The Exhibitor expressly releases the Planning Committee, the service contractor and the Exhibit Facility,

their directors, officers, agents, and employees from any such loss, damage or injury.

b) Exhibitor understands that the Planning Committee does not maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. The Exhibitor agrees to obtain adequate insurance during the dates of the trade show, including move-in and move-out days, and shall be prepared to furnish a certificate of insurance to the Planning Committee if requested for the following coverage:

- (a) Commercial/General Liability insurance coverage including protective and contractual liability coverage for bodily injury and property damage;
  - (b) Employers Liability insurance;
  - (c) Worker's Compensation/Occupational Disease coverage in full compliance with federal and state laws;
  - (d) Comprehensive General Liability Automobile insurance covering owned, non-owned, and hired vehicles, including loading and unloading hazards.
- c) Planning Committee and the Exhibitor agree to waive the right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property.

## **16. ENFORCEMENT OF REGULATIONS**

The Planning Committee has full power to interpret and enforce all regulations of the show and the power to make amendments and/or further regulations, orally or in writing, that are considered necessary for the proper conduct of the show. Such decisions shall be binding on Exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for the Planning Committee to require the immediate removal of the exhibit and/or the offending Exhibitor at the expense of the Exhibitor. In addition, all Exhibitors agree to be bound by the terms of the Planning Committee's agreement with the facility in which the show is held.

## **17. ADA COMPLIANCE**

Exhibitor represents and warrants:

- (1) the exhibit will be accessible to the full extent required by law;
- (2) that its exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by the Act; and
- (3) that it shall indemnify and hold harmless and defend Scranton Gillette Communications from and against any and all claims and expenses including reasonable attorneys fees and litigation expenses that may be incurred by or asserted against the planning Committee on the basis of the Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

## **18. WAIVER**

Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of this agreement. The rights of the Planning Committee shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of the Planning Committee.

## **19. SEVERABILITY**

In the event any provision of this agreement is held invalid or unenforceable then neither the remaining provisions of this agreement nor other applications of the provisions involved shall be affected thereby.

## COMPLIMENTARY EXHIBITOR BADGE FORM:

Exhibit Booth registration includes **TWO FULL** Registrations.

Bronze Level Sponsor includes **TWO FULL** Registration.

Silver Level Sponsor includes **THREE FULL** Registrations.

Gold Level Sponsor includes **FOUR FULL** Registrations.

Platinum Level Sponsor includes **FIVE FULL** Registrations.

Please make a duplicate of this form and complete for every individual from your company who will receive this **COMPLIMENTARY REGISTRATION** for both days.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Onsite contact person/phone number: \_\_\_\_\_

Special Dietary Request: \_\_\_\_\_

\*All exhibitors must complete and return this form prior to the conference. If you need to make any changes or corrections to your badges on-site, please do so when you check in.

### Submit this completed form to:

**Harry Stark**

Scranton Gillette Communications  
3030 W. Salt Creek Lane, Suite 201  
Arlington Heights, IL 60005-5025

**or scan and email the form(s) to:** [stormexpo17@gmail.com](mailto:stormexpo17@gmail.com)

**Questions?** Contact **Harry Stark** at **216.385.5248** or by email at [stormexpo17@gmail.com](mailto:stormexpo17@gmail.com).

# TINLEY PARK CONVENTION CENTER

18451 CONVENTION CENTER DRIVE, TINLEY PARK, IL 60477

## Tinley Park Convention Center

18451 Convention Center Drive

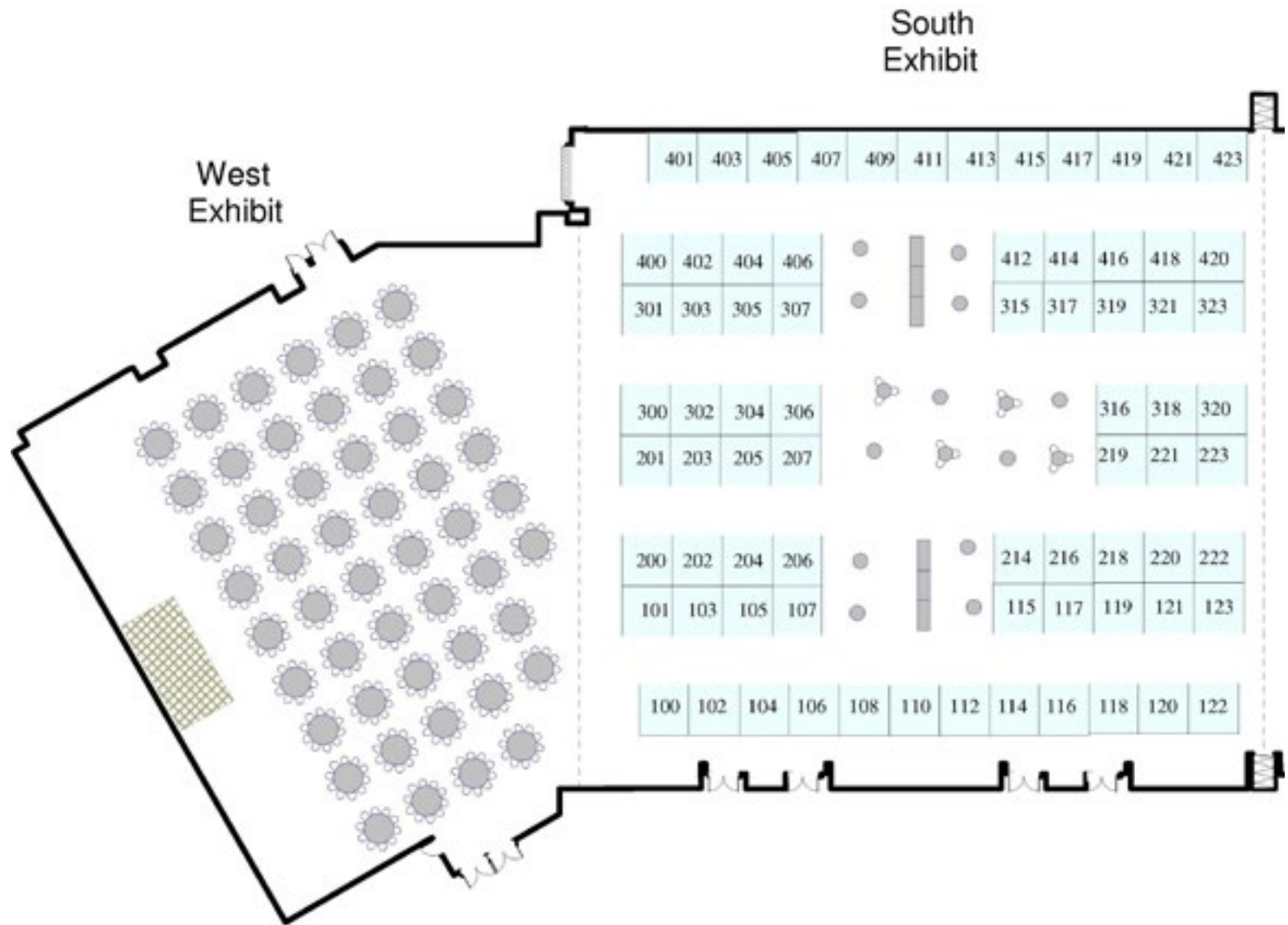
Tinley Park, IL 60477

708.342.5485 • Fax: 708.342.6221

- O'Hare International Airport – 40 Miles
- Midway Airport – 19 Miles
- Gary Airport – 27 Miles
- I-80 – .1 Mile
- I-57 – 4 Miles
- I-355 – 6 Miles
- I-55 – 23 Miles
- Metra Train Station – 1.5 Miles
- Odyssey Fun World – 1 Mile
- Brookfield Zoo – 19 Miles
- Lincoln Park Zoo – 26 Miles
- Soldier Field – 29 Miles
- US Cellular Field – 25 Miles
- United Center – 31 Miles
- AllState Arena – 31 Miles
- Wrigley Field – 35 Miles
- Jackhammers Stadium – 15 Miles
- Chicagoland Speedway – 15 Miles
- Toyota Park – 15 Miles
- First Midwest Bank Ampitheatre – 2 Miles
- Balmoral Race Track – 18 Miles
- Harrahs/Empress Casino – 15 Miles
- Chicago Loop – 30 Miles
- Navy Pier – 31 Miles
- Springfield, IL – 180 Miles
- Champaign, IL – 116 Miles
- Milwaukee, WI – 120 Miles
- Indianapolis, IN – 174 Miles

**Explore the beautiful Tinley Park Convention Center at  
[www.tinleyparkconventioncenter.net](http://www.tinleyparkconventioncenter.net)**





**Welcome to the**



## **EXHIBITOR GUIDE**

September, 2015

Our goal at the Tinley Park Convention Center is to provide the best event services and facilities for a center of our size in the country.

This exhibitor guide applies to all contractors, vendors, show management and production companies working in the Tinley Park Convention Center. It is designed to inform you of our policies and procedures. Please read this exhibitor guide very carefully as adherence to this document is part of the contractual obligations of the show organizer.

We look forward to a successful event working with you at the Tinley Park Convention Center.

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## **Section 1 / Communication**

Your primary contact will be the main client who contracts our space. For additional services such as electrical, tables, banners etc. the Convention Services Manager (CSM) assigned to the event will be happy to assist you. The CSM can be reached at 708.342.5485 or cs@tphicc.com

## **Section 2 / Services**

### **Exclusive Services**

It is understood that Tinley Park Convention Center (TPCC) retains the right to operate all food and beverage operations as well as operating an exclusive service contract on all electrical, utilities, telecommunications, and rigging services. Should the group requirements for any of the above exceed the capacity of TPCC personnel, the TPCC must approve any exhibitor appointment contractor service agreements in advance of show operation.

### **Payment for Services**

Payment in full for additional services must be received by your CSM a minimum of seven (7) days prior to the first schedule move-in-date of a program. Orders submitted without full payment and orders received after the 7-day cut-off dates may be subject to additional fees. Any additional services ordered after the 7-day cut-off period are to be remitted at the time of order.

## **Section 3 / General**

### **Weapons and Firearms**

The possession of guns, explosives or weapons of any kind is prohibited except for on-duty Village of Tinley Park, State of Illinois or Cook County law enforcement officers. Fighting, physical violence, creating a disturbance, horseplay, disorderly conduct or use of abusive language is a violation of the TPCC policy and will result in immediate removal of the individual from the premises and possible legal action.

### **Toy Weapons**

The possession, sale, give-away or handling of any and all toy weapons is prohibited.

### **Display Vehicles**

Motorized vehicles are defined as any vehicle which is propelled by an internal combustion engine, such as, but not limited to automobiles, trucks, motorcycles, aircraft and watercraft. All motorized vehicles which are displayed shall have the battery(ies) disconnected at the "hot" lead. The lead shall be safely secured. Fuel tanks in vehicles on display must be less than 5 gallons or one quarter (1/4) full whichever is less or completely empty and purged of all fumes. Fuel tanks cannot be filled or emptied inside the TPCC. Prior to entering the building, the contractor, vendor or production manager must contact the Event Manager or Dock Master for a visual inspection. All vehicles entering the building must be clean and free of dirt, oil or grease.

Upon entering, appropriate floor protection must be laid under the place where the vehicle is to be located and is the responsibility of the client/contractor. The floor protection must remain under the vehicle during the time it stays in the building. Floor protection may be obtained for a fee from the TPCC.

### **Animals**

With the exception of ADA service animals, animals are not permitted in the facility without written authorization from the TPCC. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

### **Amusement Rides**

Amusement rides that are installed inside or outside of the building must be state certified with proper documentation displayed.

## **Section 4 / Laws, Permits, Insurance and Taxes**

### **Americans with Disabilities Act**

The TPCC makes every effort to accommodate patrons with disabilities and adhere to all requirements of the Americans with Disabilities Act of 1990. Our staff will happily work with you to assist patrons and address any questions or issues that arise.

## **Gambling**

Gambling is not permitted within the facility unless approved in writing by the TPCC Director of Operations.

## **Insurance**

Events at the TPCC which are open to the public or that involve exposition, athletic competitions, production companies and/or contractors will require insurance including, but not limited to the following requirements. If you have any questions as to whether insurance is required for your event or activity, please notify your CSM for a determination.

- **Certificate Holder**
  - Designate the Certificate Holder as:  
Tinley Park Hotel and Convention Center, LLC, Mid-Con Hospitality Group, LLC and the Village of Tinley Park, 18501 Convention Center Drive, Suite 100, Tinley Park, IL 60477
- **Dates of Coverage**
  - Required insurance should be in effect during all dates specified in contract (move-in, operations, move-outs) as well as any extensions that may occur.
- **Required Insurance Coverage**
  - Comprehensive general liability insurance including contractual liability, with limits not less than:
    - \$1 million in respect to injuries to any one person in any one occurrence and aggregate;
    - \$2 million in respect to injuries to more than one person in any one occurrence and aggregate;
    - \$1 million in respect to damage of property
  - Such commercial general liability policy shall be primary and not contributory with any insurance coverage or self-insured program of the licensor.
  - Workers Compensation and Occupational Disease insurance in full compliance with all federal and state law and covering all licensee's employees including any borrowed, leased or other persons to whom such compensation may be payable by licensee.
  - Employer's liability insurance with minimum limits of \$500,000 per accident covering injury or death to any employee outside the scope of Worker's Compensation and Occupational Disease coverage.
  - Comprehensive automobile insurance covering any owned, not owned and hired self-propelled vehicles of the type for use on and off the TPCC complex, including coverage of loading and unloading hazards with limits of liability of \$1 million in respect to injuries and property damage in any one occurrence.
- **Additional Insured**
  - Coverage should specifically designate the Tinley Park Hotel & Convention Center, LLC, Mid-Con Hospitality Group, LLC, the Village of Tinley Park and each of the respective subsidiaries, affiliates, officers, directors, employees and agents named as an additional insured.
- **Hold Harmless**
  - In addition to the insurance certificate, you will be required to provide a "Hold Harmless" agreement absolving the Tinley Park Convention Center, LLC from any claim or damages resulting from equipment used or labor provided by the contractor, show management or production company.

## **Permits and Licenses**

It will be the sole responsibility of the client and the client's contractor to obtain necessary permits and licenses from the Village of Tinley Park as follows;

- Tents, canopies or temporary exterior structures of over 400 sq. ft.
- Business license for selling merchandise or food
- Food Service Sanitation Certificate
- Raffle License for raffles, prizes or giveaways.
- Class D; One-day Liquor License for selling alcoholic beverages
- Temporary sign permit for posting signs in non-right of way locations in the village

Please call the Village of Tinley Park at 708-444-5000 for information and forms. Appropriate business license and permits must be displayed by exhibitors.

## **Smoking**

For the benefit of our patrons, guests, exhibitors, and employees, and in compliance with state and local laws, the TPCC is a non-smoking facility. Smoking is not permitted anywhere in the TPCC. We do not restrict smoking in outdoor areas of our premises, and are grateful for everyone's cooperation in preventing litter and inconvenience to others.

## **Taxes**

It will be the contractors' sole responsibility to collect and pay to the Village of Tinley Park and the State of Illinois and Cook County all applicable sales and amusement taxes that pertain to his work. This includes items or tickets sold during the clients' event held at the TPCC. For additional information and for tax forms, call the Village of Tinley Park Office of the Treasurer at 708-444-5000.

## **Section 5 / Meeting Space**

### **Lobby Furniture**

Lobby furniture in the TPCC will be permanently located in common areas for all our guests to use. If lobby furniture must be moved to accommodate an event, there will be a labor charge associated with moving the furniture from its permanent location. To prevent damage, furniture will not be removed from public areas for meeting room purposes.

### **Floor Covering**

Displays including, but not limited to, those utilizing soil, humus, water or other landscaping materials, those using human hair, dyes, shampoos and perm solutions, displays containing live animals as well as food and beverage displays must take appropriate steps to protect the facility surfaces and equipment. A protective coating must be used on the floor such as heavy plastic, visqueen or similar strength material. This service can be purchased from the facility.

### **Contracted Space Parameters**

No event related equipment, freight, decorations, and miscellaneous items will be accepted prior to the commencement of the customer's contract. In addition, the aforementioned items must be removed from the premises at the expiration of the customer's contract. Items left behind will be treated as abandoned equipment and disposed of as the facility sees fit. Service contractors may only have access to the facility for set-up and tear down in accordance with the dates and times specified in the event contract. Client is responsible for contracting enough move in/out time for set-up and tear down by client's contractors.

### **Lighting**

Minimum lighting levels – no less than 5 fc (foot candle) or 50 lux - must be maintained at all times in all function rooms.

### **Ice and Water Service**

Ice and water service is available for exhibitors, vendors and contractors at display tables, booths and display stands for a fee. Please arrange this service with your CSM.

### **Display Vehicles**

Vehicles, which are part of a display, are permitted within the exhibit halls. The client is responsible for ensuring that all such vehicles meet the guidelines set forth in this Exhibitor Guide.

### **Water Displays**

All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection.

## **Section 6 / Decorations and Entertainment**

### **Decorations**

Decorations may not be taped, nailed, tacked or otherwise attached to facility surfaces or fixtures (i.e. ceilings, glass, doors, columns, walls, etc.). Items such as glitter, confetti, rice, bird seed, sand, dirt, moss and mulch are not permitted on any carpeted areas. Failure to adhere to the above rules will result in additional fees.

All decorations, including but not limited to, drapes, curtains, table coverings, skirts, carpet, signs, banners, acoustic materials, hay, straw, moss, bamboo, plastic cloth fabric, linen and similar decorative materials must be rendered flame retardant. Proof of satisfactory flame retardant treatment (certificate) is required, and must be maintained within the specific exhibit area for inspection. If proof of satisfactory flame retardant treatment is not present, the decorative materials will be removed from the facility. Items that cannot be treated to meet requirements, such as, but not limited to, oilcloth, tar paper, nylon, plastic cloth, and certain other plastic materials, are prohibited.

### **Candles**

Candles may be used only on tables when securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials. The candle flame shall be protected.

### **Helium Balloons**

Helium balloons are allowed in the meeting spaces with a \$100 deposit. If any balloons become loose and require retrieval by the TPCC staff, a \$25 removal fee will be charged for the first balloon and \$5 for each balloon thereafter.

### **Fog Machines**

Water, chemical or dry ice fog/haze machines are not permitted inside the TPCC without prior written permission from the TPCC Director of Operations. Requests to utilize fog or haze machines are not guaranteed and are required to be submitted 60 days prior to the first day of the event. Fog / haze machines will require additional fire watch services. The client accepts responsibility for any costs assessed to inspect or replace sprinkler heads or smoke sensors that have been discharged in the course of an event.

## **Section 7 / Signage**

### **Signs and Posters**

Signage may not be taped, nailed, tacked or otherwise attached to facility surfaces or fixtures (i.e. ceilings, glass, doors, columns, walls, etc.). Handwritten signs are not permitted in the TPCC.

Free standing signs, easels, banners, decorations and similar materials may be used and should be placed so they do not cause a traffic or fire hazard. Painting is not permitted within the building or outside of the building or in the parking lot.

### **Easels**

Easels may be rented from our Audio Visual department.

### **Banners / Oversized Signs**

Custom banners may be ordered through the TPCC for a fee. Please see the CSM for details.

Only rigging labor scheduled by the TPCC may affix signage and banners to the convention center premises. Please consult the CSM for more detailed information about sign and banner hanging labor and equipment costs.

### **Promotional Materials / Fliers**

The distribution of adhesive labels, decals, fliers and similar promotional items is only allowed within the assigned meeting space. Any distribution of said items is strictly prohibited in the TPCC's public spaces including the parking lot.

## **Section 8 / Damages to Facility**

Sometimes, bad things happen to good facilities. We hope they don't, but when they do, the customer and/or customer's contractor is responsible for all damages resulting from practices contrary to these policies. You will be informed of all damages which occur during the event and the damages will be documented with written reports and photographs.

### **Fasteners**

Drilling, nailing or stapling into any facility surfaces or equipment is strictly prohibited. Holes may not be drilled, cored, or punched, and fasteners may not be attached to the floor, walls or parking lot surface without prior written approval of the TPCC. All work must be done by TPCC personnel or under their direction.

### **Tape**

The use of high residue tape is prohibited on any carpeted, tiled, concrete or hardwood surface floors. Only low residue carpet tape (e.g., Polyken 105C or Renfrew #174) and low residue safety tape (e.g., Asiachem SST-736) or approved equivalent. Tape or residue left on any surface by the customer will be removed by the TPCC and the cost of removal will be billed at prevailing rates to the client.

### **Inspection**

An inspection of the meeting and convention space is to be made prior to installation and upon completion of load-out by the contractor, vendor, show management or production company. This inspection will be done with TPCC management. All claims for damages will be submitted to the client in writing within ten (10) business days following the final walk through.

## **Section 9 / Shipping, Receiving and Storage**

Please see the TPCCs "Services, Fees and Rental Price List" for applicable rates. Rates are subject to change without notice.

### **Receiving and Shipping**

All incoming and outgoing shipments are subject to a service fee. The moving of boxes below 50 lbs. within the TPCC is complimentary. Additional fees may apply for packages and pallets of 50 lbs. and over.

The TPCC assumes no responsibility for items shipped to or from the facility. Any damage must be addressed with the individual carrier.

For tracking purposes the TPCC requires that all incoming boxes are labeled in the following manner:

Attention:  
**"Your Name" & "Program Name"**  
**"Name of your CS Manager"**  
Tinley Park Convention Center  
18451 Convention Center Drive  
Tinley Park, IL 60477

## **Storage**

Boxes received no more than three (3) business days prior to the event are stored at no charge. Shipments received between seven (7) and four (4) business days prior to the program start are subject to a per day storage fee. Shipments will not be accepted more than seven days prior to the program start unless special arrangements have been made with the TPCC.

## **Exhibits**

Advanced inbound and outbound shipping and off-site storage may be arranged through Xpo Solutions at 866-371-0007. The TPCC is not responsible for lost or misplaced freight. All shipments made directly to the TPCC on a move-in day for an exhibit hall must be routed to the attention of the decorator or show management. A specific delivery location will be assigned by the CSM prior to your event.

All non-building equipment, freight, decorations, and miscellaneous items must be removed from the premises at the expiration of the event contract. Items left beyond this time will be treated as abandoned equipment and disposed of as the facility sees fit. The TPCC is not responsible for any materials left unattended.

Exhibitors and show managers need to make prior arrangements to have exhibit materials packed and shipped out after an event. The TPCC does not pack, store, or return-ship signage or banners, and will not guarantee the return or the condition of any signage or banners left on our premises after an event has moved out and all signage has been removed.

## **Section 10 / Loading and Drayage**

### **Loading Locations**

Loading and unloading through the facility's main entrance doors is strictly prohibited. Exhibitors must only use designated loading bays and overhead doors at docks and at grade located on the east and south side of the facility.

For security reasons, other exterior doors may not be propped open for any reason. Event space doors are to remain closed while loading is occurring in order to prevent noise, fumes and climate change in the public space.

All production equipment delivered to meeting rooms will be transported through service corridors. Equipment or road boxes are not to be transported through the public areas.

### **Move-in Vehicles**

Vehicles are not permitted within the facility for loading and unloading without the prior authorization of the CSM. All approved vehicles must be attended while in the facility and may not have the motors running while stationary. All such vehicles must be removed prior to the opening of the event and may not return until the event has closed and all attendees have vacated the area.

### **Service Contractors**

All service contractors are required to sign-in at the TPCC Sales Office prior to working on property.

Any costs (i.e. damage, equipment rental, etc.) incurred by clients' service contractors will be the ultimate responsibility of the client.

### **Dock Master**

For exhibit hall events and some ballroom events, a dock master is required during move-in, move-out and show hours to monitor traffic flow on the dock. The dock master is an exclusive service of the TPCC and will be charged to the client.

### **Drayage**

Drayage services are provided exclusively by the TPCC for a fee. Please consult the CSM for details and pricing.

### **Load-in / Load-out / Installation / Dismantling**

The contractor, vendor, show management or production company will work with the CSM to outline the exact days and times for both load-in and load-out. These times must be adhered to.

The installation and construction of stages may not be done unless floor protection is installed under the entire area that the stage is going to cover. No nails or bracing wires used in production set-ups may be attached to the building. No painting, mixing of chemicals or explosive materials are allowed inside the TPCC.

The schedule of time and number of vehicles used for load-in / out, production or entertainment events must be submitted in writing to the CSM a minimum of ten (10) days prior to move-in. There can never be more than five (5) vehicles unloading at the TPCC at one time.

All outside contractors hired by show management and exhibitors will adhere to all applicable rules and regulations. Any damage incurred in their specific work area will be the responsibility of the show management and exhibitors.

The contractor, vendor, show management or production company is responsible for the traffic control of vehicles



scheduled by them for load-in/out. Parking of trucks and trailers overnight at the loading docks or on TPCC property is prohibited without prior consent of the CSM. Unless a trailer is being loaded or unloaded, it must be removed from TPCC property.

All forklifts, or any other mechanical lifts are required to run on propane or electrical power, no combustible engines except for load-in vehicles will be allowed to run in the TPCC or ballroom spaces. All lifts are encouraged to have white tires to minimize markings on the floor. All lifts are to be operated by trained personnel, with a current valid operator's licenses.

No pallet and / or pallet jacks are allowed unless proper protection is in place and all wheels have been checked and cleaned from any type of dirt, oil or grease that may have been transported with the equipment. The assigned Event Manager can assist in determining what includes proper protection.

No equipment is allowed in the foyer areas without consent from the CSM or Event Manager.

Failure to remove all items from the TPCC, foyers, dock space, parking lot and all other areas of the TPCC by the end of the contracted lease time will result in financial damages charged back to the contractor, vendor, show management or production company. Any floor protection provided and installed by the client must be removed and disposed of by the client.

All cartons, crates, containers and packing materials that are necessary for re-packing shall be removed from the show floor. The TPCC inspects all exhibits for general conformance.

## **Section 11 / Food and Beverage Services**

### **Catering**

The Tinley Park Convention Center will, at a cost, provide in-house catering for all events. Please contact the CSM for further information and menus.

### **Outside Food and Beverage**

All Food and beverage must be purchased through the TPCC. Food and beverages may not be brought onto the premises to be sold, used, consumed, or given away without the written consent of the TPCC.

### **Alcohol**

All staff members will enforce proper alcohol management. The TPCC reserves the right to refuse service of alcoholic beverages to anyone. No alcoholic beverages may be consumed in any of the TPCC parking lots unless served by TPCC staff.

### **Food Waiver**

In the event that the TPCC allows outside food or beverages to be brought in the client will be required to provide additional paperwork such as permits and the facility's Food Waiver Form.

### **Cooking Demonstrations**

Cooking demonstrations or commercial cooking must be approved in writing by TPCC management. Once permission has been obtained, the following policies must be adhered to:

All cooking devices shall comply with NFPA, Life Safety Code 2000 Edition. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the TPCC. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood boards or glass and be separate from other equipment by a minimal horizontal distance of 2 feet. Counter top fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection equipment provided there is two (2) ten (10) lb B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a National Testing Agency, i.e. Underwriters Laboratory or Factory Mutual.

All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.

Cooking that is done for consumption must comply with the following:

- An exhibitor's employee must be on site that has a State of Illinois Sanitation Certificate (copy must be on site).
- Copy of exhibitor's last health inspection and business license.
- If food cooked on premises is to be sold or sampled by the public, the exhibitor must have a license issued by the Village of Tinley Park.

## **Section 12 / Audio Visual and Computer Equipment**

### **Audio Visual**

The TPCC offers a wide range of equipment, services and support. AV and computer equipment is provided by the TPCC's in-house audio visual partner, Audio Visual Productions, who are available to aid in the selection and operation of AV equipment. No outside AV providers or equipment will be allowed without the written permission of the TPCC. Approved outside AV providers are subject to additional supervision fees.

Some AV equipment may require a dedicated operator provided by the TPCC. For details and pricing on all AV related services please consult our AV menu or contact Audio Visual Productions at: (708) 342-5499.

### **Internet**

Basic Wi-Fi internet access at the TPCC is complimentary. Special needs such as hardwired internet lines and static IP-Addresses and other data networking services must be arranged with the CSM.

## **Section 13 / Labor**

### **Required Labor**

For some tasks or in some situations, TPCC labor must be used as follows:

- Electricians:** Exclusively responsible for supplying all electrical service connections and the installation and dismantling of anything that uses electricity as a power source, and distribution of power to multiple sources. TPCC will provide the power source to your booth / exhibit, but the customer can make final connections (plug-in) of their equipment.
- Engineers:** Exclusively responsible for the installation of all utility connections (water and drain) to exhibits, for climate control within the facility, and for maintaining HVAC, plumbing, and other mechanical systems.
- Security:** Exclusively responsible for all security including but not limited to: dock, building, parking lot, and all event security.

### **Rate and Time Definitions**

- Regular Time:** In general, any eight-hour shift. (Management makes every attempt to schedule labor on a multiple job basis to ensure work is done in regular time.)
- Overtime:** In general, any time incurred after an eight-hour shift is overtime.
- Changeovers:** Any time an existing room set-up must be changed during the event, a changeover fee may apply. This is based on the labor hours needed to complete the changeover, plus applicable equipment charges. This policy does not apply to changeovers for food functions. Please consult the CSM regarding changeover costs before firmly establishing your meeting schedule.

## **Section 14 / Housekeeping**

### **Trade or Consumer Shows**

Cleaning is provided by our staff in the aisles, lobbies and restrooms during show hours, with one general cleaning after show hours at a time scheduled with the Event Manager. This does not include booths or show offices. It is the responsibility of the contractor, vendor, show management or production company to clean any areas used for load-in/out and areas during show hours not covered by the TPCC.

Trash, crates, lumber, packaging materials and show refuge removal is the responsibility of the contractor, vendor, show management or production company. The TPCC will provide trash removal for a fee.

If more frequent or extensive cleaning is desired, consult our CSM about services and rates.

At the conclusion of the convention or show, the TPCC, ballrooms, meeting space and loading docks used by a contractor, vendor, show management or production company must be returned as they were received prior to leaving the property. Fees will be assessed if the facility is found to be left with trash or improper cleaning.

## **Section 15 / Security, Safety, and Hazardous Materials**

### **Security**

Basic security at the TPCC is provided by our in-house security officers. Additional security services are provided through a contracted outside security partner. The TPCC staff reserves the right to deny access of any persons to any facility space. Outside security providers will only be allowed with the written permission of the TPCC.

## **Lost and Found**

Found items should be turned into the Holiday Inn Hotel's Front Desk. Lost items may be picked up at the Hotel's Front Desk. Lost items will be stored for 30 days and then disposed of. The TPCC is not responsible for any items or equipment left behind.

## **Emergency Situations**

In the event of a serious medical emergency, call 911 to report it immediately, and then dial "0" on any house phone to notify staff. For all other emergency situations and concerns, dial "0" on any house phone to notify staff. The operator answering your call will follow up with the appropriate emergency services agency. There are two AEDs (Automated External Defibrillator) stations in the facility.

## **Exit Access**

Exit signs must be visible at all times. No exit doors shall be locked, bolted or otherwise fastened or obstructed at any time the TPCC is open to the public. Moreover, it shall be unlawful to obstruct or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto. Access to restrooms, concession stands, and janitorial closets shall be maintained at all times. The TPCC shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

There shall be no obstruction blocking exit doors from the outside of the TPCC, such as vehicles parked in front of doorways or barricades across sidewalks, etc.

## **Fire Safety**

No unauthorized persons are to alter, remove, deface or tamper with any required fire safety equipment contained within the TPCC. These items include the fire sprinkler system, fire alarm system, emergency lights or exit signs, portable fire extinguishers, exit doors or other related safety equipment.

All hydrants, standpipe and fire hose cabinets and fire department connections shall be unobstructed at all times.

All decorations must be constructed of flameproof material, or treated with an approved flame proofing solution.

No vehicles shall be parked in fire lanes outside the TPCC.

No person shall interfere with the Village Fire Rescue Department when performing emergency and non-emergency functions at the TPCC. All orders issued by a member of the fire rescue department shall be obeyed immediately. The client will be held responsible for any costs or fines assessed by the fire department for a false alarm caused by the client.

## **Hazardous Materials / Compressed Gases**

Compressed flammable gases are prohibited inside the facility without the prior written approval of the TPCC and the Tinley Park Fire Chief. This includes liquefied petroleum gases (LPG), acetylene, hydrogen, propane and butane. All requests to use such gasses must be submitted to the CSM by no later than 30 days prior to the event. If approved, compressed cylinders shall be used, handled and stored in accordance with applicable fire code requirements.

Explosives and blasting agents shall be prohibited. Ammunition and pyrotechnics may be allowed under certain conditions and only with the advance approval of the TPCC and the Tinley Park Fire Chief's office. If pyrotechnic materials are used / fired within the building a fireworks permit will be required with the following parameter:

- 15-day minimum application period (State Law)
- Licensed explosive handler required
- \$1,000,000 liability insurance

Demonstrations using hazardous materials must be approved by the Tinley Park Fire Chief at least five days prior to the event. These include, but are not limited to: welding, brazing, laser cutting, LP gas cooking and heater demonstrations. Plexiglas shields or other protections must be utilized wherever sparks may be emitted or injury to bystanders could occur.

## **MSDS**

A Material Safety Data Sheet (MSDS) is required for any chemicals utilized by the contractor or client.

## **Exhibit Space**

Written authorization from TPCC and the Village of Tinley Park Fire Chief is required for the following:

- Exhibit booths which have enclosed ceilings, upper decks or any large overhead advertising device in excess of 100 square feet; these require the use of perforated or porous materials that will not obstruct fire sprinkler protections. The Village of Tinley Park Fire Chief requires such booths to be equipped with portable fire extinguishers, as well an automatic smoke detection system.
- Display and operation of any heater, heat producing or open flame devices such as barbeques, candles, lanterns, torches, fireplaces, etc. Candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the TPCC. The candle flame shall be protected.
- Display and operation of any electrical, mechanical or chemical devices which may be deemed hazardous by the Village of Tinley Park Fire Chief.
- Use or storage of flammable liquids, compressed gas or dangerous chemicals.

## **Equipment**

The Contractor, Show Management or Production Company is responsible for the security of its own equipment at all times.

## **Section 16 / Traffic Management and Parking**

### **Parking**

The Convention Center parking lot is not to be used for storage of any oversized vehicles, to include but not limited to trailers and semi-trucks longer than 32 feet. After the oversized vehicle has been loaded or unloaded, it must be removed from Convention Center property unless prior written authorization from the Director of Operations has been obtained. All other vehicles (shorter than 32 ft) must be parked on the Southeast Parking Lot, not taking up more than two (2) spaces at the time. Your sales manager can provide you with additional information if you are interested in renting a portion of the parking lot adjacent to the TPCC.

## **Section 17 / Equipment**

### **Fork Lift and Scissor Lift**

Fork and scissor lifts are available for rent. The rental rate does not include an operator. Certified operators must be provided by the client. The equipment can be rented by the hour. Outside equipment may only be brought in with the written approval of the TPCC in which case the contractor must use trained personnel with a current valid operator's license and insurance.

## **Section 18 / Utilities**

### **House Lighting, Ventilation, or Air Conditioning**

House lighting, ventilation, heating and/or air conditioning of all rented spaces are provided by the Tinley Park Convention Center for one hour prior to and during actual hours the event is open.

### **Electrical Services**

All service connections and overload protection equipment must be installed and removed by the TPCC. All equipment and material furnished shall remain the property of the TPCC and shall be removed only by the TPCC at the close of the show. Written requests should be made to the CSM for installation of special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation without TPCC electricians. Such arrangements require the written permission of the TPCC. The use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs is prohibited. All extension cords must be 120 Volt three pronged, grounded cords. All exposed non-current carrying metal parts of fixed equipment must be grounded. All equipment, regardless of power source, must comply with local, state, and national safety codes.

The TPCC reserves the right to refuse any connection or equipment that its electricians deem unsafe.