

Campus Safety

CONFERENCE CSC

CSC22 Policies and Procedures

ANIMALS

Permission for any domesticated animal (cats and dogs) to appear in a convention or trade show must first be approved by our CSM. Additional insurance may be required. Non-domesticated/ exotic animals will be considered on an individual basis. Consult your CSM regarding any non-domesticated/exotic animal requests. Service animals are always permitted.

APPROVED VENDORS

Only companies listed on the website and marketing materials are an approved Sponsor and can provide products and services at their tabletops. If you are to represent more than one company at your tabletop, you must purchase a sponsorship package plus a shared tabletop fee. For more information, please contact your sales representative.

AUDIO VISUAL & ELECTRICITY

Electricity and AV are available for an additional charge. Please visit the sponsor portal for more information.

BALLOONS

The use of helium balloons larger than 36 inches in diameter is not allowed, but smaller air-filled balloons may be used for decoration and/or handouts. Large helium-filled balloons may be used only if they are securely anchored. No helium balloons or blimps may be flown inside the building. Mylar balloons are not allowed anywhere on property. Helium gas cylinders must be secured in an upright position on safety stands with gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed. Balloons cannot be released out of doors due to airport flight patterns in the area. A cleaning fee starting at \$250.00 may apply should the balloons be left on property after the event. Please advise your CSM should you be using balloons.

BARRICADES

Barricades will not be allowed at CSC including the Sponsor Showcase.

BUSINESS CENTER

Please visit the sponsor portal for more information.

CARPET

The tabletop display area is carpeted and will not be required for you to order.

CATERING FOOD AND BEVERAGE

To ensure compliance with County Board of Health food handling regulations, all food must be consumed on Hotel premises at the contracted time, except for "to-go" meals, arranged in advance. Hotel is the sole provider of all food served in the Hotel. No outside food will be permitted to be brought into the Convention Area by a guest or any of the customer's guests or attendees. Hotel is the only

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authorized licensee able to sell and serve liquor, beer and wine in the banquet facilities. Hotel reserves the right to refuse service to any person who visibly appears to be intoxicated. No one under (21) twenty-one years of age will be served alcoholic beverages. Hotel reserves the right to inspect the identification of any person attending events in the Convention Area.

CHILDREN

Children under the age of 18 are not allowed at CSC including the Sponsor Showcase.

CEILINGS AND WALLS

No signs, banner flags etc. may be displayed from the ceilings or walls. They can be attached to the table. Nothing can be attached to the columns, walls, floors or other parts of the tabletop area without permission from the proper building security.

COPYRIGHT

Sponsors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

DAMAGE TO PROPERTY

All crates, sponsor panels and pallets must at all times be kept a minimum of 5 feet away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Hotel will charge for any damages incurred. Fluids, caustic or staining must not be used where they may damage floor coverings. Sponsors shall indemnify and hold harmless Emerald and the property from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of tabletops.

DISTRIBUTING

Distribution of promotional gummed stickers and/or labels is strictly prohibited.

PHOTOGRAPHY AND FILMING

Please keep all photography and filming within the Sponsor Showcase. Should you plan to do anything outside the Sponsor Showcase, please notify your CSC contact prior to arrival.

SECURITY

There will be no security at the event. It is the sponsor's responsibility to ensure the security of their tabletop at all times.

SHIPPING AND PRINTING

Please use the shipping label provided in the sponsor portal for additional information and fees. If you have any questions or would like to pay for your printing and/or shipping needs, please visit the sponsor portal.