

LA VISTA / HOTEL & CONFERENCE CENTER

Exhibitor Rules & Regulations

OVERVIEW

The purpose of this document is to provide our clients, exhibitor, as well as outside vendors and contractors (hereinafter referred to as “Supplier”) of products and services with Rules & Regulations and necessary documentation to conduct business on the property of the La Vista Conference Center (hereinafter referred to as “LVCC”).

DOCUMENTATION REQUIREMENTS

An outside supplier can be approved for work on the property of the LVCC under the following circumstances:

- A. Current Certificate of Insurance on file with the LVCC’s Accounting Office reflecting the following:
 - 1. A minimum of \$1,000,000.00 in General Contractor’s Liability Insurance.
 - 2. La Vista Conference Center named as an additional insured.
 - 3. La Vista Conference Center named as an additional loss payee.
 - 4. Coverage for all risks, including Worker’s Compensation.
- B. Hold-Harmless Agreement from supplier on file absolving the LVCC from any claim of damages resulting from equipment used or labor provided by the supplier.

OPERATING RULES

- 1. All local, state, federal, and LVCC codes and regulations are to be followed at all times by the supplier.
- 2. All connections to the building’s power services are to be handled by the LVCC. The supplier is responsible for all charges for connecting to and usage of any power services.
- 3. LVCC personnel must make all connections to the house sound system. The supplier is responsible for all charges for connecting to and usage of the LVCC’s sound system.
- 4. LVCC has no storage facilities for equipment. This is the responsibility of the supplier. Back hallways, loading docks and storage rooms are for LVCC equipment only.
- 5. Indoor Pyrotechnic Devices. Contact your Convention Services Manager for specific rules and regulations.
- 6. When using chemical or dry ice for machines, the supplier is required to contact the LVCC with each date and times that such equipment will be in use. This must be done to ensure that the fire system is not activated. The supplier is responsible for all costs of LVCC personnel required to de-activate and re-activate the fire system. During the time that the system is de-activated, the supplier is responsible for all labor charges for the LVCC personnel to maintain a Fire Watch in the affected area of the LVCC. The cost of this service is based on prevailing wage rate charges. Contact the Servicing manager for prevailing rates.
- 7. The supplier will be responsible for all costs assessed to inspect or replace sprinkler heads or smoke sensors that have been discharged or damaged in the course of an event. The supplier will also be responsible for any costs or fines assessed by the local Fire Department for false alarms resulting from the unscheduled discharge of pyrotechnic, fog or smoke generating devices.
- 8. An outside contractor hired by the supplier must adhere to all applicable rules and regulations as fully as required by the supplier. Any damage incurred to LVCC property or equipment in their specific work area will be the responsibility of the supplier.
- 9. The floor load limit for all spaces on the LVCC property is 150 pounds per square foot. This is an absolute limit and no exceptions will be made. Violations will not be permitted.

FOOD AND BEVERAGE

1. The LVCC does not allow outside vendors to sell food or beverage. Food is allowed as sampling only and must follow the requirements below. All food and beverage needs must be coordinated through the LVCC.
2. Food Sampling. The exhibit supplier must notify the Convention Services Manager in writing of any exhibitor dispensing food or beverage from their booth at least 30 days prior to the event.
 - a. Exhibits sampling food or beverage must cover the entire booth area with visqueen over the carpets at their expense. Visqueen can be purchased at Home Depot.
 - b. Acceptable Cooking Equipment on Exhibit Floor – Waffle Irons, Toaster Oven, Pizza Cooker, Convention Oven, Microwave, Hot Boxes, and Heat Lamps. **NO DEEP FAT FRYERS ARE ALLOWED.**
 - c. Proper removal of accumulated liquid waste is required twice daily. No grease or food products can be disposed of in the restroom sinks, toilets or broom closets.
3. It is the responsibility of the supplier to provide freezer and refrigerator space during their event. The LVCC takes no responsibility for loss due to spoilage of any supplier products.
4. Kitchen space or the use of the LVCC equipment is not permitted. All exhibitors are required to bring in their own equipment. Any equipment or supplies needed may be rented or purchased through arrangements made with the LVCC upon a case-by-case basis.
5. All requests for kitchen preparation or the use of the LVCC personnel must be made in writing at least 30 days prior to the event. These are only requests, and will be reviewed and approved by the Assistant General Manager of Food & Beverage on a case-by-case basis.

LOAD-IN/LOAD-OUT/DRAYAGE/MATERIALS HANDLING

1. Exhibit areas must be covered with visqueen or exhibit booth carpet prior to any freight materials or wood runways being brought into the facility. The supplier shall be responsible for any damage done to the floor or carpet while moving in or out. Fork lifts, scissors lifts or any other rolling equipment may not come in contact with carpeted surfaces, and wheels must be of the white, non-marking variety.
2. The LVCC has limited storage facilities on property for exhibit materials. Shipments will not be received more than 3 business days prior to event. All shipments must be addressed as follows:

Attn – Banquets (Event Name / Exhibitor Name)
Embassy Suites La Vista
12520 Westport Parkway
La Vista, NE 68128

3. At no time will chalk be used to mark the floor for the exhibit booths.
4. All decorating materials, exhibits and related products must be handled by the supplier contracted to do the work. All items belonging to the individual exhibitors must use approved service entrances. The LVCC maintains no storage facilities for empty cases, crates, skids, containers, cartons or vehicles.
5. At the close of the show, the supplier or the exhibitor must remove all exhibit materials and trash from all public spaces.

6. The supplier will work with the LVCC to outline the exact days and times for both load-in and load-out. The schedule of times and numbers of vehicles used for load-in and load-out, productions or entertainment events must be submitted to the LVCC a minimum of ten days prior to the event.
7. A LVCC representative must be assigned to monitor load-in and load-out.
8. The installation and construction of wooden stages may not be done unless visqueen is installed under the entire area that the stage will encompass. 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. No sawing or cutting of materials with any power tools is permitted.
9. The supplier is responsible for traffic control of all vehicles scheduled by them for load-in and load-out. Parking of trucks or trailers overnight at the loading docks is prohibited without prior written consent of the LVCC. Unless a trailer is being loaded or unloaded, it must be removed from the property.
10. Pipe and Drape is not allowed in the Foyer areas without prior consent from the LVCC.
11. Gas or diesel powered vehicles are not permitted for movement of exhibits or materials into the functions spaces. Propane powered vehicles are permitted.
12. The space for each group will be walked with the supplier and a LVCC representative. This will include access to corridors, loading docks, roll up doors and the driveway or any area pertaining to the exhibit move-in. The inspections are to take place prior to move-in and at the completion of move-out. If two groups are moving in and out at the same time, a room-by-room inspection will be done with each supplier.
13. Platform dollies of the four-wheel type are permitted for material movement into and out of the LVCC. Platform or deck trucks are also acceptable but must be equipped with hard or soft rubber wheels at least 4-inches in diameter.
14. At no time will the LVCC allow nails to be applied to the walls, furnishings or Air-Walls. Any property damaged by the use of tape or other materials will be repaired to its original conditions at the expense of the supplier. This includes the removal of all type residues. The use of packing tape on floors is prohibited. No painting of any kind is allowed on the LVCC property.
15. Exhibits using food, beverage, ink, chemicals or other liquids must have visqueen over the carpets. The exhibitor must cover the entire booth area with a carpet of their choice and at their expense. Proper removal of accumulated liquid waste is required twice daily.
16. Several conditions apply to installation for the most effective move-in possible. First, total dock access must be possible for the entire installation. Decorating and freight move-in will occur simultaneously, but the exhibitor move-in will occur during completely separate times. This should reduce competition for dock access by freight handlers and exhibitors.

ELECTRICAL SERVICES

1. All electrical services must be coordinated through La Vista Conference Center Audio Visual personnel.
2. It is the responsibility of the supplier to provide La Vista Conference Center a detailed list of all power requirements at least one week prior to the show. There is a charge for electrical hook-up and services.

MOTORIZED VEHICLE DISPLAY

Definition: *Motorized vehicles are defined as any type of vehicle which is propelled by an internal combustion engine using Class 1 or Class 2 fuel, such as but not limited to: automobiles, trucks, motorcycles, aircraft and watercraft.*

1. All motorized vehicles which are displayed shall have all batteries disconnected at the “Hot” lead. The lead shall be safely secured to prevent contact with the battery.
2. Fuel tanks in vehicles on display shall not exceed one-fourth of a tank.
3. All motor vehicle tanks containing fuel shall be furnished with locking –type caps or sealed with tape to prevent inspection by viewers. Tractors, chainsaws, generators and other such fuel-powered equipment shall be safeguarded in a similar manner. A protective floor mat is required.
4. Upon entering, visqueen must be laid under the vehicle. The visqueen must remain under the vehicle during the entire time that it is on display. A drip pan must also be used at all times under the engine/transmission and any other possible leak sites.
5. A La Vista Conference Center security representative must be present during the load-in and load-out of motorized vehicles.

SECURITY

1. All outside security must have the approval of the La Vista Conference Center prior to the opening date of the event.
2. The supplier is responsible for the security of its own equipment at all times.
3. La Vista Conference Center requires that the following be on file:
 - A. *Certificate of Insurance: \$1-million minimum General Contractors’ Liability Insurance.*
 - B. *Hold-Harmless Agreement*
 - C. *All officers must be in uniform and maintain acceptable grooming standards.*
 - D. *No smoking or eating during business hours.*
 - E. *No firearms are permitted in the building with the exception of uniformed officers of the local Police Department.*
 - F. *No sitting when visible in a public area.*
 - G. *All meal breaks are to be taken in designated area.*

TELEPHONE SERVICES

1. All telephone service must be coordinated through the La Vista Conference Center’s Audio Visual department and the Convention Services Manager.
2. All requests must be made at least 30 days in advance of arrival. Important ISDN or T-1 lines must be ordered a minimum of 15 days in advance of arrival.

SIGNAGE

1. All requests for placement of group directional and informational signs should be forwarded to the La Vista Conference Center at least 7 days in advance for approval. Placement of signs, placards, and announcements or distribution of any periodicals is prohibited without the prior written consent of the Convention Services Manager.

2. Signs cannot be taped and or pinned to the meeting space walls. Any damage to the building or furnishing will be the responsibility of the supplier.

DAMAGES

1. The inspection of the exhibit hall is to be done prior to set-up and upon completion of teardown by the supplier. The inspection will be done with a Conference Center Representative.
2. Damage to the furniture, fixtures, carpet or equipment in the exhibit area is the responsibility of the supplier.
3. An acknowledgement of damages will be presented to the supplier at the end of the show for signature.
4. All charges for damages will be submitted in writing to the supplier with 24 hours of departure.
5. Furniture will not be moved in or from public areas without prior consent from the La Vista Conference Center' General Manager.