

AUSTIN



CONVENTION CENTER

D E P A R T M E N T

2010 Fall Austin Bridal Expo November 7, 2010 Exhibit Policies

General

- Helium balloons are not recommended and require prior written approval by the facility. Charges to retrieve helium balloons are billed to the client at the prevailing rate.
- To avoid damage of carpet, placement of crate(s) directly on the carpet without a protective padding is not permitted.
- Do not lean crates or equipment against walls.
- Open flame devices and candles are not permitted in the building.
- Displays containing soil, peat moss, sand, topsoil, humus, or other landscaping material must have a protective coating for the floor, such as plastic, carpet, or materials of similar strength.
- Storage of empty boxes or wooden crates in the building is not permitted.
- All move-in and move-out of exhibits must be through the service yard. The lobby areas and passenger elevators are not to be used for this purpose.

Food and Beverage

- Exhibitors distributing sample food and/or beverages must obtain a Food Permit from the City of Austin Health Department.
- Exhibitors distributing sample food and/or beverages must submit a Sample Food & Beverage Authorization Form to Aramark.
- Exhibitor distributing sample food and/or beverages must have a protective coating for the floor, such as plastic, carpet, or materials of similar strength.

Utility Services

- Wall, column, and permanent building electrical outlets are not included with exhibit space. Access to all wall outlets is restricted to Department personnel.
- The Department provides all utility services as an exclusive service. Costs for utility services are assessed at the prevailing rate.