



SERVICE CONTRACTOR RULES & REGULATIONS

1. PARKING

- a) No car/van/SUV/pick-up truck parking in the dock area. This area is for unloading and loading only. All such vehicles must be unloaded in a timely manner then moved to an assigned exhibitor lot.
- b) Semi-trucks can remain at the docks of the halls being rented for the duration of the event.
- c) Additional semi-truck parking is on a first-come, first-served basis in the dock area on the east side of the building with the permission of MECA management.
- d) No overnight parking in any MECA managed parking lots.
- e) All contracted services staff will be allowed to park in a designated area on the east side of the CenturyLink Center Omaha at no charge with proper I-D if space is available. They can also choose to pay and park in any open lot.
- f) MECA reserves the right to change all parking assignments.

2. SHOW MATERIALS & STORAGE

- a) There is no storage on site for contracted services or exhibitors.
- b) Storage is available by contacting the MECA's preferred freight services provider, Target Logistics Services (402) 457-7992.

3. SIGN & BANNER HANGING/SHOW PRODUCTION RIGGING

- a) MECA staff will hang signs/banners at the current list price.
- b) Signs/banners can be hung in the CenturyLink Center Omaha Grand Hallway from the lower 46' beams only with prior permission from MECA.
- c) Signs/banners in the CenturyLink Center Omaha exhibit hall can be hung from the support steel.
- d) All special rigging within MECA managed facilities must be approved in advance by MECA. A plan showing location, weight, and intent of rigging must be provided. Rigging services are exclusive based on location within the facilities. Specific rigging information for all areas of MECA managed facilities is available upon request.

4. FORKLIFTS

- a) Certified drivers must operate all forklifts. All drivers must be approved in advance by MECA.
- b) MECA must approve all forklifts brought into the facilities.
- c) Any damage from contracted services must be reported to a MECA representative immediately. Delay in reporting could result in the loss of work privileges at MECA managed facilities.
- d) No forklifts are allowed on the meeting room level of CenturyLink Center Omaha. Only electric pallet jacks and dollies will be allowed to deliver equipment and freight to the meeting room level.

5. ELECTRICAL REQUIREMENTS

- a) MECA will supply power at no charge for the registration tables supplied by MECA.
- b) MECA will supply at power at no charge for the decorator's service desk.



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6. LOADING/UNLOADING

- a) Contracted Services must follow any and all MECA safety and fire regulations (see MECA Omaha Facility Rules & Regulations).
- b) MECA will assign all loading and unloading areas.
- c) Do not alter, remove, or destroy any MECA property.
- d) No show material can be brought in through the Grand Hallway.
- e) Under no circumstance may exterior doors be propped open or altered in any way.
- f) All equipment going to the meeting room level shall be transported utilizing the freight elevators (12,000 lbs. maximum). Freight elevators are to be operated by MECA staff.
- g) No equipment or exhibit materials may be transported on escalators or on public passenger elevators.

7. FLOOR PLANS

- a) Floor plans must be submitted to MECA for review no later than 30 days prior to the show date.
- b) All floor plans/facility descriptions must clearly indicate a minimum of two (2) freight-free aisles per exhibit hall; one running North to South and one running East to West. Freight-free aisles in the exhibit halls must be clearly designated.
- c) Floor plans (2 copies) will be submitted to the City of Omaha Fire Inspections Department for review no later than 30 days prior to the show date.
- d) All floor plans must have the following information clearly indicated:
 - Name and date(s) of event
 - Name of area(s) to be used
 - Location of all exits
 - Aisle widths with number and dimensions of booths
 - Areas that will be carpeted
 - Location and dimensions of entrance headers or kiosks
 - Registration location and set-up
- e) Guidelines for acceptable floor plans are as follows:
 - Aisles must be a minimum of ten (10) feet in width
 - All fire hoses and extinguisher cabinets must be visible at all times
 - All electrical panels must be accessible at all times
 - All permanent concession stand areas in the exhibit halls must have a minimum 30' x 25' clearance at all times
 - All points of ingress and egress must have a minimum of twenty (20) feet clear space on all sides
- f) No portion of the sidewalks, entries, passageways, doors, aisles, elevators, vestibules, or ways of access to the public utilities of the premises will be permitted to be obstructed or used for any purpose other than ingress and egress, nor will any windows, ventilators, or lighting fixtures be obstructed.
- g) MECA personnel will review the proposed plan for general conformance with the License Agreement and MECA Omaha Rules & Regulations. Licensee will provide any additional planning information MECA requests for its review of plans. MECA may be required to make changes in proposed plans to attain the safe and orderly operation of MECA managed facilities, compliance with the License Agreement and MECA Omaha Rules & Regulations, and coordination of the use of common areas. No material changes may be made to the submitted proposed plan without MECA's prior written consent. The event shall be conducted in substantial compliance with the plans approved by MECA.



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8. MOTORIZED EQUIPMENT (also see VEHICLES)

- a) Authorized MECA personnel will operate all MECA equipment. No persons may authorize the use or transportation of any equipment, furnishings, or other articles, which are the inventoried property of MECA, for any group, organization, or party of any description or type whatsoever, to any place or places outside the immediate confines of the Facility.
- b) The service contractor is required to ensure that all equipment operated in MECA managed facilities does not drip oil or any other staining solutions. Any vehicle that drips oil or staining solutions will be removed immediately from the facility. The service contractor will be charged for any and all costs incurred for cleaning or removing stains.
- c) No one other than designated persons of the official service contractor for the event are authorized to operate any motorized cart, lift equipment, etc., of such service contractor in MECA managed facilities.
- d) Any person(s) operating motorized equipment must have a valid driver's license.
- e) Under no circumstances are motorized vehicles to be operated on any areas in CenturyLink Center Omaha, other than the exhibit halls, without written approval from MECA Management.
- f) Service contractors are required to provide all equipment needed for the handling of freight.

9. SPECIAL DECORATIONS

- a) The location and method of installation of any special decorations or signs must be approved by MECA prior to installation.
- b) All special decorations or signs left in MECA managed facilities at the conclusion of an event will be considered refuse. All special decorations or signs that show management or the service contractor wants to save must be removed at the conclusion of the event.
- c) Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in CenturyLink Center Omaha. Any costs incurred by MECA because of the use or removal of these items will be charged to the Licensee.
- d) All moveable walls in CenturyLink Center Omaha will be installed and removed by CenturyLink Center Omaha personnel.
- e) Tabletop Décor – All candles must be enclosed in glass or metal containers 3" above the flame.
- f) Cut trees are not permitted unless they have a root ball at the base of the tree and are specifically approved by MECA.
- g) Banners or signage may not be attached to the exterior of MECA managed facilities. Hanging of any interior banners must have MECA management approval.
- h) MECA personnel will operate the CenturyLink Center Omaha marquee. MECA will have final approval of all marquee messages. Any expenses incurred will be invoiced to show management.

10. TAPE/ADHESIVE-BACKED MATERIAL

- a) Tape and adhesive-backed materials are not allowed on CenturyLink Center Omaha carpeted surfaces without approval of MECA. Low-tack floor marking tape will be allowed once the brand/type has been approved by MECA. Currently approved floor marking tape is Tesa Tape, Inc., PP – Strapping Tape 4090.
- b) Use of tape on any wall surface, glass, or equipment is prohibited.
- c) If MECA approval is obtained, the service contractor is responsible for the removal of all tape and tape residue from any surface area, including but not limited to the exhibit hall floor, wall surfaces, glass,



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and service equipment of the facility. If the service contractor fails to remove tape and tape residue, the service contractor shall reimburse MECA for the costs incurred to remove such tape or residue.

11. VEHICLES

- a) Vehicles are not permitted inside of the facility for loading/unloading without the prior authorization of MECA management.
- b) Vehicles which are part of a display will be allowed into the facility after conforming with all fire/safety rules and regulations which include:
 - Specific area for vehicles is identified on the floor plan.
 - The vehicle engine will not be operated when the building is occupied.
 - A maximum of 5 gallons of fuel per vehicle when entering the building.
 - The fuel fill cap is secured with a lock-type or securely taped with a material that is non-petroleum soluble.
 - The battery cables are disconnected from the battery and the battery terminal will be securely covered.
 - The vehicle will be securely locked when unattended.
 - An approved fire extinguisher will be located in the immediate vicinity.
 - The Fire Marshal's Office may inspect the vehicles prior to the building being opened to the general public.

12. EVENT PERSONNEL

- a) All event personnel such as show and services contractor staff, exhibitor appointed contractors, temporary help, exhibitors, and other workers affiliated with an event held within MECA managed facilities must enter and exit by way of the security entrance or by way of the MECA designated "show entrance".
- b) All event personnel working in the facility must display MECA-approved identifying credentials or badge.
- c) Restricted areas labeled "Authorized Personnel Only" are restricted to all persons except those authorized by MECA.
- d) Show managers and service contractors are responsible for the conduct of their personnel and subcontractors and for any damages caused by such personnel while in or on the property of MECA managed facilities. Loud or profane language and disorderly conduct is not permitted at any time. MECA reserves the right, at its sole discretion, to remove individuals who create a nuisance or violate established policies or procedures.

13. NO SMOKING POLICY

- a) All MECA managed properties are smoke-free facilities.