

Exhibitor Guidelines and Agreement

The Coralville Marriott Hotel and Conference Center welcomes exhibitors associated with various events hosted at our hotel. We pride ourselves on being a world class hotel and continue to portray this image throughout the hotel. Safety and Security are a key part of the image and therefore it is critical that any exhibitor that enters the hotel adheres to all the policies and procedures that are outlined in this document. Any violation of these policies and procedures can result in the exhibitor not being allowed on hotel property.

Load in/out:

Any person or company utilizing the convention dock and garage entrance to Load In and Load Out will be held accountable to the following rules and regulations:

- **Schedule:**

Once a Load In and Load Out schedule has been established by the convention organizer, the schedule must be adhered to. This will avoid any inconvenience for the attendees and other guests. Access to the exhibit area will not be guaranteed outside of the arranged times.

- **Convention Dock Parking:**

Trucks and containers may be parked temporarily at the convention dock/garage entrance and must be removed as soon as they are emptied. Under no circumstances can they be left on property overnight. If trucks have large trailers unhooked for unloading they must reconnect after the truck is unloaded and park elsewhere. **Once the equipment is unloaded off of the truck and before any equipment set-up is performed on the convention floor the truck must be moved.** Any exhibitor that deliberately violates this rule will be asked to leave the property and may not be allowed back on property.

Storage:

The Coralville Marriott & Conference Center has no storage facilities for materials. All freight and crates must be delivered to the exhibit company which will be contracted individually by the company setting up the show. The exhibit company will also be responsible for the Load In and Load Out and must store all unnecessary materials during the show. All cost involved with movements and storage of freight during the show or delivered prior to the Load In date will be the responsibility of the exhibit company performing the Load In and Load Out.

The exhibit company is expected to store the majority of their items in a container or truck off property. Any requested security would be an additional charge billed at the company(s) expense.

Any containers, materials, or items that are left behind after the Exit Walk by the exhibit company Loading In and Loading Out will be disposed of at their expense.

While on the Convention Floor:

There is to be no painting, or extensive work done on the convention floor. Please contact the Event Manager prior to arrival, and a work area may be set aside (pending availability).

The use of nails or staples in the Hotel's meeting space is not allowed in exposed molding or walls. Also screws or nails are not allowed in any of the Hotel's equipment, such as stages to hold up props or back drops. At no time may any type of cord be taped to the walls.

If cords or equipment are found in areas that prevent the working order of hotel equipment the exhibit company will be responsible to remove the items.

Banners and Signage

There are to be no banners hung in the public areas.

Banners may only be hung inside your designated function room. Requests for banners outside of your designated function room should be addressed with the Event Manager. Charges for hanging banners will be assessed with your Event Manager.

Absolutely no hand-lettered signs or flipcharts are allowed outside of the rooms. Professional printed signage on easels or sign stands are the only type of signage allowed on the convention floor. Signage or promotional materials are not permitted on the first lobby level and may not be secured to pillars, walls or elevators.

Masking tape is the preferred substance for hanging light banners or flipchart papers that you will hang yourself. Thumbtacks are not permitted. It is recommended that magnets are utilized to hang light banners on the air walls.

During Exhibit Shows:

It is the responsibility of the convention organizer to hire security guards for the exhibition hall and other areas where valuable equipment is stored over the entire period that the area is occupied, armed guards will not be permitted on hotel property.

Any food and/or beverage dispensed or given away in booths must have advance approval from the Event Manager. If the distribution of food or beverage by an exhibitor conflicts with that which can be purchased within the hotel, a corkage or service charge may be levied.

Fire & Safety:

All fire and safety regulations and procedures of the City of Coralville must be followed without exception.

The minimum width of aisles and passageways shall be kept free of obstructions leading in to and out of assembly occupancy areas.

Obstructions that hinder the effective operation of the automatic sprinkler system are not permitted unless the sprinkler system is extended to include the area(s) below the obstruction (this includes pop up tents, roofs, etc.)

All material, including scenery, drapes, signs used in the construction of an exhibit booth must be flame-retardant. Polyurethane foam must pass the (Coralville Fire Department's) "standard flame test." Only fire-retardant corrugated cardboard and paper may be used. Certificates of flame-proofing are to be affixed to the booth.

Security:

The Coralville Marriott & Conference Center will not assume responsibility for the damage or loss of any merchandise or articles brought to the hotel. Arrangements may be made through the Event Manager for security of exhibits, merchandise, and/or audiovisual equipment.

Electrical/Engineering Support:

Marriott Visual Productions is the exclusive provider of electrical services at the Coralville Marriott Hotel and Conference Center. Please contact your convention organizer to order electrical services or utilities.

Vehicle Regulations in Event Space Area

All Motorized vehicles which include those that are propelled by an internal combustion engine using Class I or Class II fuel such as cars, trucks, motorcycles, aircraft or watercraft must have the battery disconnected at the "hot" lead, and the lead must be safely secured. Also, fuel supplies in the vehicle must not exceed 1/4 tank of gas and the tank must be purged with carbon dioxide (CO2). In addition, all vehicle tanks with fuel must have a locking gas cap or must be sealed with tape. Tractors, chainsaws and other fueled equipment must be safeguarded in the same manner. Vehicles on display require both visqueen and a drip pan.

All motor vehicles must be clean before entering exhibit/display space and runners must be placed for move-in and move-out that consist of visqueen and plywood. A key to the vehicle must be supplied to the Hotel Security department. Please address any concerns with this event request to your Event Manager.

The City of Coralville Fire Department requires inspection of all vehicles once placed inside the Conference Center. There is a \$50.00 permit fee per vehicle that will be collected by the Fire Department prior to the event. Special pricing is available for multiple vehicles for the same event. Please inquire with your Event Manager.

Charges/Billing:

Unless the group contact/meeting planner gives authorization, all production related charges (i.e. Box handling, AV, electrical, etc...) will be billed to the exhibit company Loading In and Loading Out. Deposits and/or Credit Cards will be required before services are rendered. If individual exhibitors are to pay individually for items payment must be received at time service is provided by credit card or cash.