



EXHIBIT HALL
VENDOR AND EXHIBITOR POLICIES



Welcome to the Brazos County Expo Complex!

Please take a moment to review our policies for vendors and exhibitors during the show.

- 1) All Load -In and Load -Out for the event MUST take place behind the Exhibit Hall through the roll -up or double doors only. The street behind the Exhibit Hall is one -way! **Please read the marquee directional signs upon entering the complex to know which way to go.**
- 2) After load -in is complete, please move your vehicle to the parking area. The area behind the Exhibit Hall is for loading purposes only, and vehicles left after loading has concluded may be towed. There is no parking inside fire lanes at any time.
- 3) The use of nails, tacks, staples, pins, confetti and tape are strictly prohibited on **all** Expo surfaces. We do allow **blue painters tape only!** Expo tables should never be glued, tacked, stapled, or nailed.
- 4) No **glass bottles, balloons, or stickers** of any kind are allowed in the Exhibit Hall.
- 5) All cooking on the Expo grounds must be approved in advance. All grease must be caught and hauled off site. Ground must be covered where cooking is taking place.
- 6) Please protect our tables from extremely hot objects that may cause the tables to melt.
- 7) If sinks are used; **ABSOLUTELY NO FOOD** or food particles are allowed down any sinks.
- 8) Propane tanks are not allowed in the Exhibit Hall.
- 9) All tents set up within the Exhibit Hall must be flame retardant.
- 10) No open flame candles are allowed.
- 11) Absolutely **no pets or animals** are allowed in the Exhibit Hall other than service dogs but must always remain on a leash.
- 12) No smoking is allowed in any Expo facilities (including covered areas).
- 13) Empty boxes must be broken down and placed in one of the large maroon receptacles directly outside of the back doors of the Exhibit Hall. No boxes should be left next to, or on top of trash cans in the vendor hall or left behind in booths.
- 14) Vehicle displays must receive approval at least 30 days prior to the event from Expo Management. All vehicles must be brought in and displayed on protective floor coverings, once inside the battery must be disconnected and the key removed. There must be one gallon or less of fuel in the automobile.
Vehicles should never be driven in for loading or unloading purposes.
- 15) Step ladders are available from Expo staff, please do not stand on the tables, chairs, or any other equipment not intended for elevating a person to reach higher items.

- 16) Vendors have access to Brazos County Expo Wi-Fi network, there are 2 networks. Hardline options are available. If a hardline is needed the vendor must make the request at the Expo Front Office on move-in day. Hardline ethernet is charged at move-in day for a rate of \$35 per line.
- 17) Vendors are never allowed to block any fire exits, hinder, and/or block pathways meant for ingress and egress in hallways and corridors with products, banners, tables, marketing tools, etc. Vendors will be required to move anything obstructing fire exits.
**The Expo reserves the right to request any vendor leave the property for safety should they be unwilling to comply with fire code requests.*
- 18) Electricity is available upon request. Vendors are expected to provide their own extension cords and/or power strips. An electricity form will be provided.
Electricity Rates:
 1-day show: \$25
 2-day show: \$35
 3-day show: \$45
- 19) Equipment is provided to vendors per specifications received from Show Coordinator for each vendor show. Should more equipment be needed, vendors should make requests to the Vendor Show Coordinator for relay to Expo Management.

Shipping Requirements:

Freight:

- 1) Vendors with shipments deemed as freight, meaning they weight more than 100lbs and/or require the use of a forklift, or pallet jack must call and inform Expo Management of the following: Expo Management must be informed on the number of freight items being sent, the weight of the freight, the expected delivery date, and the freight company delivering the items. Notice from vendor to the Expo of freight must be given no later than 1 week prior to the vendor move-in date.
- 2) Dates designated for freight delivery are scheduled per event, based off the events prior to a show as well as the Expo's ability to receive and safely store freight. Dates designated for freight delivery can be expected to between 24-72 hours prior to the event but is not guaranteed. The Expo does not guarantee that freight will be stored inside the building. If this occurs freight will be placed under cover behind the Exhibit Hall or in a covered outdoor storage area.
The Expo does not guarantee freight will be accepted if freight is delivered outside of the designated delivery dates without approval from Expo Management.
- 3) Freight delivered prior to 72 hours of vendor move-in will be charged \$100 per day. Any occurred fees must be paid before freight can be released for vendor move-in.
- 3) All freight should have the below labeling.

Labeling:

All packages should be addressed as such:**
Brazos County Expo Complex
Event Name
ATTN: Vendor Company Name, or Personnel
5827 Leonard Rd.
Bryan, Tx 77807

***Any deliveries with incorrect labeling may not be accepted or mistaken for another shows. Please ensure that labeling is correct.*

Packages:

- 1) Packages **must not** be delivered more than 72 hours (3 days) prior to the vendor move-in date.
- 2) All Packages should contain the above labeling.
- 3) All packages for an event will be stored in a designated storage area, for vendors to check out from Lessee when they arrive.
Unless otherwise noted: packages can be retrieved at Registration in the Lobby of the Expo.

Return Shipping (Packages & Freight):

- 1) Vendors are responsible for coordinating directly with shipping companies to schedule pick-up for any return shipments.
- 2) Return shipments must be scheduled within 72 hours (3 days) of Vendor Move-Out.
- 3) Shipments remaining after 72 hours (3 days) will be deemed as left or forgotten property.
- 4) All packages should be returned to Expo Lobby and placed in the room labeled West Ticket Booth (designated by a red fire panel sign on the door.)