

EXHIBITOR INFORMATION

GENERAL PLANNING AND BUILDING INFORMATION:

- ◆ The McAllen Convention Center (MCC) is a non-smoking facility.
- ◆ No food, beverage, or alcohol may be brought on to the property at any time.
- ◆ Parking on loading docks is permitted for loading and unloading only. All other parking is prohibited; violators will be towed at owner's expense.
- ◆ Animals are not permitted in the facility, except those in compliance with ADA regulations.
- ◆ Heating, ventilation, air conditioning and house lighting is provided only during show hours.
- ◆ Facility Contractor (FC), or an authorized representative, must be on-site when exhibitors and/or attendees occupy leased space.
- ◆ FC is required to pay the prevailing rate in effect at the time of the event for all services and equipment.
- ◆ Helium balloons, glitter, confetti, and streamers are not allowed.
- ◆ Use of tape or adhesive products, nails, tacks, pins, etc. on any surface in the facility is not allowed.
- ◆ FC must return the facility to the condition in which it was received, with the exception of normal wear and tear. Additional fees are assessed for the disposal of excess refuse or display materials left on-site.
- ◆ Costs for damages to the facility or for clean up of the facility are billed to the FC.
- ◆ Equipment is maintained to accommodate simultaneous events and is assigned on a first-come first-serve basis. Equipment and furnishings beyond the inventory of the MCC are the responsibility of the FC to obtain and provide labor to set and dismantle.

ALCOHOL:

- ◆ Alcoholic beverages may be served within the facilities during certain events (i.e. dances, receptions).
- ◆ Centerplate, the exclusive caterer and concessionaire, must provide the service and sale (concession) of food and beverage, including alcohol, for all events in the Convention Center. Contact a Centerplate representative for more information at 956-681-3863.
- ◆ MCC clients are responsible for security comprised of off-duty McAllen Police Department officers at any event in which alcohol is being served or sold. The final number of officers is determined solely by the McAllen PD based on event requirements. MCC clients can contact the McAllen PD directly at (956) 681-2203 for more information or to make arrangements.
- ◆ BYOB (Bring Your Own Bottle) functions are strictly prohibited.

EXHIBITS BOOTHS:

Below are regulations that will be enforced during all events. It is requested that this information be listed in show brochures, programs and/or exhibitor packets. It is your responsibility in form your exhibitors and personnel associated with your event of these regulations.

- ◆ Holes may not be drilled, cored or punched in the building.
- ◆ Helium filled balloons are not permitted in the facility
- ◆ No adhesive backed (Stick-on) decals or similar items may be distributed or used in the building.
- ◆ Parking on loading docks is permitted for loading and unloading only. All other parking is prohibited; violators will be towed at their expense.
- ◆ Decorations, signs, banners, etc., may not be tape, nailed, tacked, stapled, or otherwise fastened to ceiling, walls, doors, painted surfaces, or columns.
- ◆ No carts, hand trucks, etc., with hard wheels are permitted on carpeted surfaces.
- ◆ Animals are not permitted in the building without the prior approval from the Director. All events exhibiting ANY kind of animals must first obtain a permit from the City's Animal Control Division
- ◆ No evergreen plants will be permitted.
- ◆ Combustion engines may not be operated on the exhibit floor as part of an exhibit.
- ◆ No vehicles may be driven in the Facilities without prior approval from the MCC Director.
- ◆ Any vehicle on the show floor must have battery cables disconnected and have no more than one-quarter (1/4) or five (5) gallons of gasoline in the tank. All gas caps must be taped. Propane tanks may not exceed five (5) lbs. LPG capacity and require Fire Marshall's approval.
- ◆ All draping materials, etc., must be flame retardant.
- ◆ All Planting, fountains, etc., should have waterproof plastic materials underneath.
- ◆ All sales of food items must be reviewed and approved by the MCC Director.

- ◆ No paint, tape or tape residue should remain on show floor or walls of the facility after move-out is completed. Proper precautions should be taken to prevent damage occurring to floor and wall surfaces.
- ◆ All Doors of the facility must be unlocked during all open hours of the show for the safety of the patrons.
- ◆ The MCC is not responsible for the cleaning of exhibit booths.
- ◆ The McAllen Convention Center does not furnish equipment or fixtures (i.e. pipe & drape, tables, extra chairs, carpet, wastebaskets, ladders, carts) for exhibitors. FC must contract with a general services contractor (decorator) for these items.

EXHIBITOR COOKING: PLEASE REVIEW CENTERPLATE'S EXHIBITOR SAMPLE GUIDELINES.

- ◆ Exhibitors may provide "bite size" food samples of their individual brand name products. Approved sample sizes are 2 ounces or less.
- ◆ The City of McAllen's Environmental Services Department requires food vendors to obtain a temporary food permit and Food Handler certification. For more information & the fees for the downloadable applications, please go to www.mcallen.net/devservices/health/environment.aspx.
- ◆ Food vendors/exhibitors wanting to potentially sell their products in a trade show or expo must have Centerplate and MCC management permission. Centerplate/MCC reserves the right to decline the participation of vendors. Vendors that are approved to participate will incur a participation fee payable to Centerplate of \$200 per day for the duration of expo or trade show.
- ◆ Fire extinguishers must be available in all cooking booths.
- ◆ Fire hose cabinets, fire pull stations, aisle ways and exits may not be blocked or obstructed.
- ◆ Covered displays exceeding 300 square feet must meet specific regulations.
- ◆ Open flames are not permitted in the facility.
- ◆ Toxic or hazardous materials are subject to immediate removal if the required information is not received and Fire Marshal instructions are not followed.
- ◆ All costs associated with shipping, safe handling of materials, permits, etc. that pertain to the exhibit are the responsibility of the exhibitor.

CONCESSIONS:

- ◆ Concessions, alcoholic beverage and catering services are exclusive to the in-house food and beverage management company, Centerplate. For more information, call 956-681-3863.

UTILITIES/ELECTRICAL SERVICES:

- ◆ Utility services (electrical, water & drain, gas and telephone services) are exclusive to the MCC.
- ◆ A three (3) hour minimum is charged for labor unless otherwise specified.
- ◆ Unscheduled labor may be subject to the overtime charges of one & one-half (1 1/2) the regular rate.

SECURITY:

- ◆ Unarmed security is an exclusive service to the MCC.
- ◆ The MCC maintains twenty-four (24) hour building monitoring in the public space and grounds.

SHIPMENTS/MATERIALS HANDLING:

- ◆ In order for the MCC to accept shipments prior to the commencement of the contract term, there must be a completed Material Handling Services form on file.
- ◆ Rates are charged on actual weight of shipments and packages received.

RIGGING:

- ◆ The Department reserves the right to require the use of designated rigging personnel for hanging any item when necessary or when safety is a concern.
- ◆ Requests for installation of show banners, exterior signs, interior signs, directional signs and rigging must be submitted to the Event Coordinator, and approved, before the first contract day.
- ◆ All rigging services are performed and/or supervised by the Department rigging personnel. Fees do apply.

*** FOR ADDITIONAL INFORMATION PLEASE CONSULT THE MCALLEN CONVENTION CENTER'S "OPERATIONAL GUIDELINES" WHICH CAN BE FOUND ONLINE AT WWW.MCALLENCONVENTIONCENTER.NET.**