

# WISCONSIN EXPOSITION CENTER

## Rules and Regulations

### DEFINITIONS

**Event:** Activity for which the Facility is used as described in the Agreement.

**Event Manager:** A management-level employee of the Operator designated as the liaison between the Operator and the User.

**Exhibitor:** Those organizations or persons (and their agents or representatives) who have arranged with the User to display products, provide services or sell merchandise within the space licensed by the User.

**Facility:** The physical plant of the Wisconsin Exposition Center owned and managed by State Fair Park Exposition Center, Inc.

**License Agreement:** The contract between the User and the Operator for a specific use of the Facility.

**Operator:** State Fair Park Exposition Center, Inc, its Officers, Agents and Employees.

**Public Hours:** Those hours when space described in the Agreement is open to the patrons of the Event.

**User:** The entity leasing the venue from the Operator.

### **ACCESS BY OPERATOR PERSONNEL:**

In performance of their duties, Operator personnel shall have the right to enter the areas of the Facility licensed to the User. Specific hours may or may not be designated. At all times, User will honor the official Operator identification credentials or uniforms worn by Operator personnel or sub-contractors.

### **ACCESS TO SURROUNDING GROUNDS:**

There shall be no access for street vehicles to the concrete pads or sidewalks surrounding the Facility unless approved in advance by Operator. Use of landscaped areas by User is strictly at the discretion of Operator.

### **ADVERTISING (SEE BANNERS, SIGNS):**

Various advertising panels are installed throughout the Facility, including the exhibit halls and the pre-function space. The view of such advertising displays shall not be obstructed. No Commercial or Sponsored signage is allowed on the exterior of the Facility without consent of Operator. Any commercial or sponsored banners that may be hung in the interior public areas of the Facility must receive prior approval of size, copy and location from the Operator. Banners or signs may not conflict with Operator's exclusive advertisers. Signage may not obstruct or obscure the view of exit signs, building advertising signage, fire suppression systems, fire alarm notification devices.

### **ALTERATIONS:**

Space in the Facility is provided to User "as-is". Only those changes, alterations and decorations that are previously agreed to by Operator may be made by User. Restoration to original condition will be made at User expense.

### **AMERICANS WITH DISABILITY ACT:**

Operator is responsible for compliance with Title II and III of the Americans with Disabilities Act of 1990 or as amended and all regulations they relate to permanent Facility access accommodations such as, but not limited to, wheelchair ramps, elevator standards, door width standards and rest room accessibility. User is responsible for compliance with all applicable laws and regulations relating to non-permanent accessibility requirements such as, but not limited to, seating accessibility, auxiliary aids for the visually impaired, hearing impaired and mobility impaired.

### **AEROSOL CANS:**

Aerosol cans for display purposes must be empty. Spray painting is not allowed in the Facility or on the surrounding grounds. All painting must be performed off-site.

### **AISLES:**

All aisle ways must remain clear and unobstructed for emergency access. Exhibitors may not protrude beyond approved exhibit floor space. While each event varies the standard minimum width is 10 feet.

### **ANIMALS:**

Permission for any domesticated or non-domesticated animal to appear in a show or booth must first be approved by User then by the Wisconsin Exposition Center. The following criteria must be met before the animal is allowed on property:

1. The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.).
2. A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Facility owner as an additional insured.
3. Animals will not remain in the building overnight unless written permission has been given by Operator.

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4. A trainer must accompany animals at all times.
5. Seeing eye/assistance animals are always welcome.

### **ANNOUNCEMENTS:**

Operator reserves the right to make such announcements as Operator deems necessary in the interest of public health and safety.

### **ARMED GUARDS:**

In the interest of public safety, Operator may, at its sole discretion, require the presence of Capitol Police Officers during certain Events which may adversely impact public health, safety or welfare. Officers are scheduled at the User's expense subject to the rules of the Capitol Police Department. Only Capitol Police are authorized to carry firearms on the State Fair Park grounds.

### **ATTACHING TO SURFACES:**

Decorations or other items shall not be attached or affixed to the Facility without prior approval of Operator. Only approved double-faced tape or a low adhesive clear tape or gaffer's tape may be used on the concrete exhibit hall floor. Double-faced tape may be applied on top of a layer of low adhesive clear tape on the concrete floor. Nails, screws, tape or any other forms of fasteners will not be used to hang signs and banners on walls or any portion of the facility

### **AUDIO SERVICES:**

Audio services, in addition to the permanently installed house sound systems, are available from the Facility. Some microphone and sound equipment for meeting rooms is provided by the Facility. Audio service can be provided to all areas of the Facility. Operator policy prevents mixing of sound systems. If the User elects to contract with an outside provider of sound equipment, said outside provider must provide the entire system (microphones and all amplification equipment including speakers).

### **AUDIO VISUAL SERVICES:**

Operator reserves the right to provide any and all audio and visual services in the Facility. User may utilize an outside audio visual provider for these services.

### **BALLOONS:**

Helium filled balloons must be tethered to a display for decoration only. Balloons that are released into the ceiling will be removed at the User's expense. Mylar (metallic) balloons are prohibited at all times.

**BANNERS OR SIGNAGE** All banners and sign hanging will be coordinated through the Operator. Operator will coordinate and provide the necessary labor to perform this service at prevailing rates.

### **BOX OFFICE:**

The Wisconsin Exposition Center's Box Office operation is a computerized and networked system. The Wisconsin Exposition Center can offer advance sales. If you intend to print your own advance sale or complimentary tickets, the Box Office Manager must pre-approve the ticket language before tickets are printed. Box office fees are at prevailing rates and include Box Office Manager, ticket printing, armored car service, cash bank, employee dishonesty insurance, money handling supplies, use of the box office and computerized ticketing system the printing of and advance tickets are at prevailing rates. Ticket sellers are required at prevailing rates. If you charge an admission for an event, you are required to use Wisconsin Exposition Center's Box Office personnel on-site to sell tickets. The Wisconsin Exposition Center accepts cash, MasterCard, Visa Cards, AMEX and Discover Cards. A processing fee will be charged.

### **BROADCAST AND PUBLICATIONS:**

Operator reserves the right to charge a location fee for radio or television broadcasting, live television or recordings in connection with performances staged at the Facility. If any part of your event is filmed or broadcast for commercial purposes, you will be subject to a filming fee.

1. Operator does not regulate, control, approve or disapprove any broadcast, performance or publication of music or any other audio or visual presentation. If User, or an Exhibitor, wishes to use copyrighted material it will be necessary for you to make arrangement with the ASCAP, BMI or SEASAC for license to perform such copyrighted music or material or otherwise qualify for an exemption. Please contact the following for more information:

ASCAP (800) 652-7227

BMI (800) 925-8451

SESAC (800) 826-9996

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- Operator retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial affects to the extent that the same interferes with other lessees within the Facility or is determined to be offensive or otherwise violates the terms or the rules and regulations or the Agreement.

### **BUSSES (SHUTTLES):**

Options for bus/shuttle drop off/pick-up locations vary depending on the activity in the Facility and on the grounds of Wisconsin State Fair Park. Please consult your Event Manager regarding locations for bus/shuttle drop off/pick-up points and areas where busses may be staged.

### **CANDLES:**

Booths with lighted candles must be occupied by booth personnel at all times. Lighted candles must have a glass dome surrounding the candle and the entire flame and must be kept out of reach of children. No combustible materials may be adjacent to the candles.

### **CAPACITIES:**

User shall not admit a larger number of persons than can safely and freely move about in the licensed space or the Facility; the decision of Operator and/or the West Allis Fire Department in this respect shall be final.

### **CLEANING AND MAINTENANCE:**

General cleaning of food seating areas will be provided by Operator during the course of the event. One daily cleaning of the aisles (non-carpeted spaces) and open spaces during non-show hours will be provided by Operator. Janitorial and cleaning service, during move in, event and move out will be provided at prevailing rates. Removal of show rubbish is charged at prevailing rates.

### **COMPLIANCE WITH LAWS:**

The User, its exhibitors, patrons and other persons connected with the Event, shall observe and comply with all laws, statutes, ordinances, rules and regulations of the Government of the United States, State of Wisconsin, Milwaukee County, City of West Allis and Operator including but not limited to the Americans with Disabilities Act. User shall indemnify, defend (at Operator's option) and hold harmless Operator from all damages, costs and expenses in law or equity arising out of the User's failure to comply with applicable laws, statutes, ordinances, rules, regulations or acts. The cost of such compliance is the responsibility of each User, Exhibitor or Patron.

### **COMPRESSED GASES:**

User must obtain a permit from the West Allis Fire Department prior to bringing any compressed gases into the Facility. All compressed gases must be contained in an approved cylinder with a regulator valve cap and must be properly secured to prevent tipping or falling over. LP gases used to operate equipments are limited to non-refillable containers of 2.5 pounds of filled capacity. (See also Fire Department Permits, LP Gas)

### **CONCRETE/ASPHALT ANCHORING:**

Drilling and anchoring in concrete or asphalt inside and/ or surrounding the Facility is prohibited.

### **COOKING EQUIPMENT/DEMONSTRATIONS:**

Cooking and food warming devices in exhibit booths require written permission from Operator and a permit from the West Allis Bureau of Fire Prevention and shall comply with the following:

- Gas-fired devices shall comply with the following:
  - Natural gas-fired devices using gas and gas related piping shall be in accordance with NFPA 54, National Fuel Gas Code or NFPA 58, Liquefied Petroleum Gas Code.
  - Non -refillable LP-Gas 2.5 pounds of filled capacity shall be permitted upon approval by the West Allis Bureau of Fire Prevention.
- The devices shall be isolated from the public by not less than four feet (4') or by a barrier between the devices and the public.
- Cooking equipment shall meet the following criteria:
  - Single-well cooking equipment using combustible oils or solids shall have lids for immediate use.
  - They shall be limited to two hundred and eighty-eight (288) square inches of cooking surface without automatic fire suppression.
  - They shall be placed on non-combustible surface materials.
  - They shall be kept at a horizontal distance of not less than two feet (2') from any combustible material.
- A fire extinguisher with a Class K Wet Chemical rating shall be provided within the exhibit booth, or an approved automatic extinguishing system shall be provided.

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### **COVERED OR ENCLOSED EXHIBIT SPACE (UPPER DECKS, TWO STORY BOOTHS):**

These booths must be approved in writing by Operator and the West Allis Bureau of Fire Prevention prior to installation. (See also Fire Department Permits, Fire Suppression Requirements)

1. Upper Decks or Covered areas must be limited to dimensions which do not exceed 1,000 square feet in individual areas.
2. If additional Upper Deck or Covered area is required in excess of 1,000 square feet, a clear fire break of not less than 10 feet on all sides of the structure must be provided to a separate area.
  - a. This separate, additional area is also subject to 1,000 square feet maximum area.
  - b. This clear fire break shall not contain any combustible displays, furniture or other materials which could abet transfer of fire to another area.
  - c. This 10-foot clear space may be spanned by a bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy should be of non-combustible materials.
3. Construction of upper decks or two story booths must conform to current Building Codes and Life and Safety Codes.
4. Upper Decks, Covered or Roofed areas exceeding 300 square feet require the use of perforated or porous materials that will not obstruct fire sprinkler protection; they must be furnished with acceptable battery powered smoke detectors which emit alarms audible outside of the enclosed or covered area. Operation of smoke detectors must be verified after installation. They must also be equipped with type Tri-Class "ABC" Dry Chemical Fire Extinguishers.
5. Upper Deck areas which are greater than 300 square feet or which contain more than 10 persons require at least two separate, remote means of egress. The second story of a two-story booth equipped with one staircase will be limited to an occupant load of nine (9) persons. An occupant load sign will be required.
6. Spiral stairways are not allowed for areas occupied by the public, visitors or clientele.
7. The following shall be protected by a fire suppression system:
  - a. Single-level exhibit booths exceeding three hundred (300) square feet and covered with a ceiling. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance not less than ten feet (10') where the aggregate ceiling exceeds three hundred (300) square feet.
    - i. Exception: Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13 shall not be considered ceilings.
    - ii. Exception: Vehicles, boats and similar exhibited products having over one hundred (100) square feet of roofed area shall be provided with smoke detectors acceptable to the West Allis Bureau of Fire Prevention.
  - b. Each level of multi-level exhibit booths, protected throughout, including the uppermost level where the uppermost level is covered with a ceiling.
    - i. Exception: This requirement shall not apply where fire protection of multi-level exhibit booths is consistent with the criteria developed through a life safety evaluation of the exhibition hall, subject to the approval of the West Allis Bureau of Fire Prevention.

### **CRATE STORAGE:**

All crates and related materials shall only be staged or stored in approved locations inside or outside of the Facility.

### **DEFACEMENT OF FACILITY:**

The User, including The User's exhibitors, employees or patrons, shall neither mar nor deface any part of the Facility. Repair costs shall be charged to the User.

### **DOLLIES:**

Only soft wheeled dollies are permitted to move equipment or supplies on the tile floor in the pre-function space. Steel wheeled dollies or carts are not permitted in the Facility.

### **ELECTRICAL:**

Electrical systems must comply with the requirements of the National Electric Code and Wisconsin Building Code Commerce ("COMM") 16. (<http://www.commerce.state.wi.us>). Electrical appliances and cords must be U.L. approved and so marked. Use of latex cord wire in displays and/or use of latex duplex or triplex plugs are not permitted.

The Operator reserves the exclusive right to supply electrical services within the Facility and reserves the right to require a house electrician if the Operator determines that the needs of the Event warrant such action at User's expense. Batteries may not be used to facilitate power to booths.

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### EJECTION:

Operator reserves the right to eject or cause to be ejected from the Facility any person or persons creating a discernible risk to the public health or safety for a period of time to be determined by Operator. Operator shall not be liable to User for any damages or costs that may be incurred by User through the exercise by Operator of such right. Operator shall attempt to advise User of such ejections, except in those cases where an immediate risk to public safety exists. In the event Operator ejects or causes to have ejected any person(s) at User's request, User shall indemnify, defend (at Operator's option) and hold harmless Operator from any and all actions, liability, damages or claims resulting from such ejection.

### EVACUATION OF THE FACILITY:

If it becomes appropriate in the judgment of Operator to evacuate the premises for public safety, then, after such evacuation, the User may continue to use the Facility for sufficient time to complete presentation of the Event without additional fees providing such time does not interfere with another User. If it is not possible to complete presentation of the Event, fees shall be prorated or adjusted at the discretion of Operator and the User hereby waives any claim for damages or compensation from Operator.

### EVENT MANAGER:

An Event Manager will be assigned as primary liaison between User and Operator Staff. Operator's Event Manager will be the primary Facility contact for all phases of the event.

### EVENT SCHEDULE INFORMATION:

User shall provide Operator with an overall schedule of operating hours, estimated daily attendance and other pertinent event information. This information is required twenty-one (21) days prior to the first move-in day of the Event.

### EXCLUSIVE SERVICES:

Box Office	Internet	Telephone Service
Food and Beverage/Catering and Concessions	Event Staffing	Utilities

### EXHIBITS – EXCLUDED AREAS:

Except when granted special approval by Operator, certain areas of the Facility are not available for the setup of exhibits without the expressed written permission of Operator. These areas include meeting rooms, pre-function space, exterior space and areas in front of permanent concessions stands or permanent advertising. If Operator grants approval for exhibits in normally excluded areas, it becomes the responsibility of the User to provide protection for floor coverings, walls, doors, etc. in the affected areas. Please contact your Event Manager for clarification on these requirements.

### EXHIBIT BOOTHS REQUIRING MECHANICAL SERVICES-GAS, WATER, COMPRESSED AIR, DRAIN

Per Fire Department Regulations, Exhibit Booths requiring mechanical services such as gas, water, compressed air or drain must be located next to an interior column or additional charges may apply. Contact your Show Manager for proper placement.

### FACILITY ACCESS:

Access to facility by User is limited to the times frame and areas in the license agreement.

### FIRE DEPARTMENT:

Questions regarding Fire, Life and Safety regulations should be addressed, both, with Operator and the West Allis Bureau of Fire Prevention in writing:

West Allis Bureau of Fire Prevention  
2040 S. 67<sup>th</sup> Place  
West Allis, WI 53219  
(414) 302-8904 phone  
(414) 302-8927 fax

Wisconsin Exposition Center  
8200 W. Greenfield Ave.  
West Allis, WI 53214  
(414) 727-8840 phone  
(414) 727-8842 fax

### FIRE DEPARTMENT PERMITS:

A permit is required for any of the following:

1. Display and operation of any heater, stove (electric or gas), heat producing device, open flame candles, gas lamps or lanterns, cooking equipment, etc. (see also Cooking Equipment/Demonstrations)
2. Display or operation of any electrical, mechanical or chemical device which may be deemed hazardous by the West Allis Fire

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- Department. Such hazards include but are not limited to, exposed gears, flying chips, exposed fans and molten material. These displays shall provide proper distance from and protection for the public. This would include Plexiglas, or similar protection from flying particles.
3. Use or storing of flammable liquids, compressed gases or hazardous chemicals. (see also Compressed Gases and Hazardous Materials)
  4. Motor vehicle activity or display. (See also Gasoline and Diesel Powered Vehicles and Equipment (For Display).
  5. Operation of laser devices, theatrical-laser effects or any pyrotechnics. (See also Compressed Gases and Hazardous Materials.)
  6. Two Story Booth. (see also Covered or Enclosed Exhibit Space (Upper Decks, Two Story Booths)
  7. Covered Exhibit Space. (see also Covered or Enclosed Exhibit Space (Upper Decks, Two Story Booths)
  8. Enclosed Exhibit Space. (see also Covered or Enclosed Exhibit Space (Upper Decks, Two Story Booths)

Permits may be obtained from your Event Manager or the West Allis Bureau of Fire Prevention. (See Fire Department)

### **FIRE DEPARTMENT SAFETY RULES AND REGULATIONS:**

Fire prevention guidelines for assembly occupancies are required to be followed to improve public safety by promoting the control of fire hazards and life safety throughout the Facility. This is accomplished through Wisconsin Commercial Building Code Commerce ("Comm") 14 – Fire Prevention (<http://www.commerce.state.wi.us>). This code adopts NFPA 1 – Fire Prevention Code. Information contained in this document is summarized from NFPA 101 – Life Safety Code as referred by NFPA – 1.

1. All fires must be immediately reported to the West Allis Fire Department.
2. Fire lanes and exit doors around the Facility must be visible and free of all obstructions at all times.
3. Access and egress routes shall be maintained so that any individual is able to move without undue hindrance, on personal initiative and at any time, from an occupied position to the exits. Chairs, tables and other displays shall not be allowed to protrude into these spaces. Exits shall be arranged so that the total length from any point to reach an exit shall not exceed two hundred (200) feet.
4. Seating accommodating more than two hundred (200) persons shall be securely fastened at the backrest and footrest, grouped in no less than three and not exceeding fourteen chairs per row and shall maintain aisles of at least forty-eight inches (48") on both sides. The minimum space between rows is twenty-two inches (22"). Seating over two hundred (200) persons shall comply with NFPA 101:13.2.5.4.
5. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed fifty feet (50').
6. Exhibit booths shall be constructed of non-combustible or limited-combustible materials.
7. On-site storage of paper literature for display or distribution must be limited to a one day supply. Reserve supplies must be stored outside the Facility or in areas approved by Operator and the West Allis Bureau of Fire Prevention.
8. All materials used in construction, decoration or as a temporary cover must be certified as flame retardant or a sample must be available for testing.
  - a. Fabrics must be certificated as flame retardant or a sample must be available for testing.
  - b. Materials which cannot be treated to meet the requirements are prohibited.
9. All exits and exit aisles must be kept clear and unobstructed. Designated "no freight" aisles must be kept clear of crates and exhibit materials during move in and move out.
  - a. No furniture, signs, easels, chairs or displays may protrude into aisles.
  - b. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
10. All Fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times.
  - a. Including fire protection equipment located within exhibits.
  - b. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
11. All empty shipping cases, cartons or crates must be labeled and removed for storage or they will be removed as trash.
  - a. Crates are not to be used as exhibit supports, or as part of the exhibit.
12. No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to a one-day supply and must be stored neatly within the booth.
13. All temporary wiring must be accessible and free from debris and storage materials.
  - a. Hard-backed booths must have power supplies dropped within the booth.
  - b. If electrical equipment is not accessible, electric power may be denied.
14. All 110 volt extension cords shall be 3-wire (grounded), #14 or larger AWG, copper wire.
  - a. Connectors must not be supported by cords.
  - b. Two-wire "Zip Cords" are not permitted other than factory-installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
15. Cube tap adapters are prohibited (uniform fire code 85.107). Multi-plug connectors must be UL approved with built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

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16. Electrical work under carpets must be performed by Operator's electrician. All wiring on the floor must be type "SO" cord, insulated to qualify for "extra hard usage" and must be #14 AWG or larger and must be protected against injury.
17. Combustible materials must not be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
18. Vehicles in the building for loading/unloading must not be left with engines idling.
19. Compressed gas cylinders, including LPG, are prohibited unless approved by the West Allis Fire Department.
  - a. Flammable gases (i.e., butane, propane, natural gas, etc.) are subject to prior approval.
  - b. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.
20. Flammable or combustible liquids are prohibited inside of buildings except as approved by the West Allis Fire Department.
  - a. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
  - b. Touch-up spray painting is prohibited.

### **FIRE EXTINGUISHERS:**

Fire Extinguishers mounted in the Facility must remain clear and unobstructed at all times. When required, fire extinguishers will be of type Tri-Class "ABC" Dry Chemical for general use and Class K Wet Chemical for cooking areas.

### **FIRE SUPPRESSION REQUIREMENTS:**

When required in accordance with the Upper Deck/Covered Exhibit Regulations, or at any time deemed necessary by the West Allis Fire Department to protect special hazards, fire suppression requirements and coverage must be as follows:

1. Individual fire suppression coverage must be provided for covered areas which exceed 300 square feet in area.
2. Fire suppression coverage is to commence with installation of upper deck or ceiling and continue during non-show hours until the upper level or ceiling is removed. Fire suppression coverage may be required 24 hours per day, if deemed necessary by the West Allis Bureau of Fire Prevention.
3. Fire suppression personnel must be trained and qualified in operation and use of fire extinguishers.
4. Fire suppression personnel, prior to start of assignment, shall inspect locations and condition of fire appliances and become familiar with the building, including locations of available exits.
5. Fire suppression personnel will be responsible for immediate notification by radio to in-house security of any problem, giving the exact location and description of the problem.
6. Fire suppression responsibility is the primary function. Booth security may be accepted as secondary in the cases where an exhibitor desires exclusive coverage.
7. Fire suppression personnel may be assigned responsibility for multiple, contiguous exhibits. Assignment is to be determined to conform to no more than one minute response to any alarm.
8. Cost and method of payment for fire suppression service is to be negotiated between the contractor supplying the service and Show Management and/or the Exhibitor requiring such service.

### **FIRE PERSONNEL AND EQUIPMENT:**

When Event conditions warrant, Operator reserves the right to require that Fire Department personnel and/or equipment be present during an Event. This coverage shall be at User's expense.

### **FLOOR LOADS:**

Floor loads in the exhibit halls are rated at 450lbs. per square foot. The tile floor in the pre-function space is not rated. The tile floor in the pre-function space must be protected at all times from defacement or damage.

### **FLOOR SPACE:**

All fire hose cabinets, fire extinguisher cabinets, pull stations, electrical cabinets and emergency exits (including those inside an exhibit space) must be visible and accessible at all times. All main and cross aisles, corridors, stairways and other exits must be maintained at their required width during show hours. Chairs, tables and other display equipment may not protrude into the aisles.

Materials used in the construction of displays must be fire retardant or resistant. Exhibitors are responsible for the safe construction and maintenance of their displays. All empty crates and boxes must be stored in areas designated by Operator. Storing empty boxes or crates behind exhibit booths is prohibited.

Exhibit booths which have enclosed ceilings, upper decks or any large overhead advertising device in excess of three hundred (300) square feet require the written permission from Operator and the West Allis Bureau of Fire Prevention. These require the use of perforated or porous materials that will not obstruct fire sprinkler protection. The West Allis Bureau of Fire Prevention requires such

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booths to be equipped with portable fire extinguishers. Sprinkler system coverage may be required based upon area of obstruction from existing facility systems.

### **FLOOR PLANS:**

It is the responsibility of the User to insure that floor plans, drawn to scale, are submitted to and approved by Operator and the West Allis Fire Department. Exhibit space is not to be sold prior to the approval the floor plan. Floor plans are to be submitted for approval a minimum thirty (30) days prior to the first day of occupancy. Said plans shall note the location of, but not be limited to, the following:

- Exhibits
- Service Desk
- Registration Area
- Exhibitor/Show Service Areas (restaurant desk, tours, message center.)
- Vehicles
- Exhibits containing canopies or structures
- Cooking Demonstrations
- Stage and/or Seating Areas (set-up must conform with current Life and Safety Codes)

Access to exits, stairwells, doorways, concession stands and electrical panels shall be shown as clear. Floor plans must be drawn to scale and include all structures, obstructions and booths. All plans are approved subject to a field inspection.

### **FOOD/BEVERAGE/NOVELTIES:**

Operator has the exclusive right to operate and contract for operation all concessions, catering, coat check, ATM's, parking and novelty services in the Facility. Food and beverages are not allowed to be brought into or sold in the facility without the expressed written consent of Operator. If authorized by Operator, all persons who prepare food for the public must comply with applicable health codes.

This policy restricts the carry-in and consumption of significant amounts of food and beverage. Large coolers and similar carry-in devices are not allowed. Alcohol is strictly prohibited.

Operator does not allow User and/or User's exhibitors to distribute sample sized food products and sample sized non-alcoholic beverages manufactured or distributed by User and/or their exhibitors without permission from Operator. Sample sizes will be no greater than one (1) ounce for beverage and two (2) ounces for food product.

User shall not allow exhibitors to sell food products without written approval by Operator following the signing of a contract between the Operator and concessionaire with terms acceptable to Operator and payment of applicable fees by User to Operator.

A 10' x 30' area in front of each concession stand is reserved for the exclusive use by Operator. Operator reserves the right to authorize the use of said areas, if alternative food service space is provided and the food service concessionaire is compensated for any costs incurred, together with any loss of revenues resulting from the closing of said areas.

### **GASOLINE AND DIESEL POWERED VEHICLES AND EQUIPMENT (FOR DISPLAY):**

These include but are not limited to automobiles, boats, recreation vehicles, lawn mowers and other power equipment. Before space is assigned, a floor plan showing vehicle displays must be submitted to the Exposition Center management. A permit from the West Allis Bureau of Fire Prevention is required to display gasoline and diesel powered vehicles and equipment.

Vehicles with internal combustion engines may be exhibited in the Facility provided the following requirements are satisfied:

1. Area specified. A specific area shall be designated for display of the vehicles and shown on the Event floor plan.
2. Exits. The vehicle shall not be displayed in any required passageway, corridor or exit leading to an exit.
3. Running of engines. The vehicle engine shall not be started or run, except that the vehicle may be driven in and out of the building under its own power, but only when the building is not occupied by the general public.
4. Fuel in tanks. The fuel supply in tanks shall be limited to not more than the lesser of (1/4 tank or 5 gallons) of fuel per vehicle when entering the building.
5. Draining of fuel. When it is necessary to drain the excess fuel from the tank, the draining operation shall take place outside of the building.
6. Fuel tank cap. The fill cap shall be of a lock type or the cap shall be securely taped with a material that is not soluble in a petroleum

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- fuel.
7. Battery. The grounding cable shall be disconnected from the battery terminal. The grounding cable and exposed battery terminal shall be completely covered with tape to be electrically insulated.
  8. Carburetor. The throttle linkage to the carburetor shall be disconnected or the accelerator shall be blocked so that it cannot be depressed.
  9. Attended or unattended exhibition. When the exhibition is unattended, the vehicle doors shall be locked.
  10. Vehicles, boats and similar exhibited products having over one hundred (100) square feet of roofed area shall be provided with smoke detectors acceptable to the West Allis Bureau of Fire Prevention.
  11. Fire department notification. Vehicles for display shall be noted on the approved show floor plan.
  12. Inspection. The local fire department having jurisdiction shall inspect the vehicles for compliance before the general public is permitted to occupy the building.
  13. Keys for the vehicle must be left in control of the exhibitor or User.

### HAZARDOUS MATERIALS:

These include but are not limited to: open flames, hot coals, batteries, natural gas hook ups, compressed gas cylinders (such as propane and acetylene), gasoline, radioactive material, and/or any flammable, combustible or toxic liquid, solid or gas. The use of hazardous materials is not permitted without the written approval of Operator and the West Allis Fire Department. All hazardous materials allowed to be brought into the facility must be labeled and accompanied by the applicable Materials Safety Data Sheet ("MSDS") which must be produced upon request. Only a limited supply of the material is allowed in the device to be demonstrated. Excess fuel and cylinders must be properly stored outside of the exhibit hall. All transferring of fuel must be done with safety cans. All compressed gas cylinders must be securely anchored in the exhibits. Aerosol cans and other products containing flammable or combustible ingredients are not permitted in the exhibit area unless empty. Written authorization by the West Allis Fire Department and Operator is required for the following:

- Display and operation of any heater, heat producing or open flame devices such as barbecues, candles, lanterns, torches, fireplaces, etc.
- Use or storage of flammable liquids, compressed gasses, dangerous chemicals or pyrotechnics.

Demonstrations using hazardous materials must be approved in writing by Operator and the West Allis Fire Department at least twenty-one (21) days prior to the Event. These include but are not limited to: welding, brazing, laser cutting, LP gas cooking and heater demonstrations. Plexiglas shields or other protections must be utilized wherever sparks may be emitted or injury could occur to bystanders. Material-specific fire extinguishers must be nearby. (See also Fire Department Permits)

### HVAC:

HVAC will be provided during all public hours. HVAC during non-public hours is available at User's expense. Please consult your Event Manager for clarification and prevailing rates.

### INSURANCE:

User shall, at its sole cost and expense, procure and maintain through the term of the Agreement, the following insurance, and under the following terms:

1. Comprehensive General Liability Insurance, or Commercial General Liability Insurance, including coverage for operations, contractual liability, personal injury, products/completed operations liability, broad-form property damage, and independent contractor liability in an amount not less than Two Million Dollars (\$2,000,000) per occurrence, written on an occurrence form.
2. Comprehensive Automobile Liability coverage, including (as applicable) owned, non-owned and hired vehicles, in an amount not less than One Million Dollars (\$1,000,000) per occurrence, combined single limit, written on an occurrence form.
3. Worker's Compensation Insurance and Employee's Liability Coverage as required by Wisconsin statutes.

Each insurance policy required under this Agreement, excepting policies for worker's compensation, shall contain the following clause

"State Fair Park Exposition Center, Inc., the State of Wisconsin, their officers, officials, agents, and employees are added as additional insured's as their interests may appear under an Agreement with State Fair Park Exposition Center, Inc."

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Such certificate(s) must be in a form reasonably acceptable to Operator, normally an ACORD 25-s. Certificate(s) must be signed by an authorized representative of the insurance company and shall include the signatory's company affiliation and title.

Any insurance required under this Agreement must be written by an insurance company licensed to conduct business in the State of Wisconsin and that carries an A.M. best rating of A- or better. Operator reserves its right to impose stricter indemnification and insurance requirements for exhibits and/or occupancies which have elements of risk which would not normally be allowed.

### **KEYS:**

Proximity Card Reader Keys are available to certain areas of the facility. User is responsible for keys requested. Unreturned keys will be invoiced at prevailing rates.

### **LANDSCAPING:**

At all times that interior landscaping is done in the facility, User must protect the facility floors and ports with a protective layer of plastic sheeting, tar paper and/or plywood as deemed necessary by the Operator. Failure to do so may result in repair costs to the User at prevailing rates. Watering of interior landscaped areas must be done so as not to cause any overflow or leaking onto facility floors. Clean up or such overflow will be charged at prevailing rates.

### **LIGHTING:**

During move-in/out, work level lighting will be provided at no charge to User. Operator will provide full overhead lighting during public hours on each show day at no additional charge. Full overhead lighting during other hours, including early call for show photography, will only be provided at User request and expense. Please consult your Event Manager for clarification.

### **LOADING DOCKS:**

The Wisconsin Exposition Center promotes an open loading dock policy allowing the User, its vendor and exhibitors to set up and dismantle their own displays or employ the labor of their choice for this service.

During scheduled move in and move outs exhibits and displays loading docks are available and shall be used to the benefit of all events at the Facility. Dock control laborers provided by Operator are required during move-in and move out and are charged to User at prevailing rates. User must obtain permission from their Event Manager to leave trucks parked in the dock space. Availability of dock spaces will be determined by Operator with consideration given to Facility deliveries and all events at the Facility.

Move-in/out of materials into the exhibit halls or the meeting rooms is restricted to the south and east/loading dock side of the Facility. No move-in/out is allowed through the Pre-Function (lobby space) areas on the north or west side of the Facility, except for hand-carried items.

Parking in the area immediately adjacent to the loading docks is for loading and unloading only. When staffed by security personnel, vehicles will be allowed to load/unload on the concrete pads during move-in/out. No parking is allowed on the concrete pads during show hours. The doors that exit onto the concrete pads shall remain clear and unobstructed at all times a minimum of fifteen feet (15') out from the doors. All fire lanes and handicapped areas must be kept clear.

Users, vendors and exhibitors may not use any type of powered material-handling or personnel equipment without the permission of the Operator. Examples of this include but are not limited to: golf carts, scooters, ATV's highlifts, fork lifts, skid loads and other vehicles. If permission is granted for use of these vehicles, User must provide a valid operators license and proof of insurance, listing Operator as additional insured.

### **LOGOTYPE:**

Operator reserves the right to deny the User authority to use the Facility logotype in any public or private promotional materials. If any such advertising is released without prior approval of the Operator, Operator reserves the right to require the User to recall or modify all materials.

### **LP TANK REGULATIONS:**

All liquid petroleum (LP) gas tanks must be removed from trailers and mobile homes. No LP tanks empty or filled, are to be stored in the building. LP gas used to operate equipment is limited to non-refillable containers of two and a half (2 ½) pounds filled capacity. (See also Fire Department Permits)

### **MEETING ROOMS:**

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Meeting rooms are set up when requested with standard facility equipment, as available within the limits of Operator's inventory. A change from the original set-up by User or exhibitor may be subject to extra charges.

Meeting rooms may be used for commercial exhibits with the following restrictions:

1. Electrical service is limited to installed plugs/ power receptacles in each room.
2. No carpet/flooring may be installed on top of the existing carpet without approval from Operator.
3. When moving freight or equipment in these areas the existing carpet and elevator must be protected by the use of approved runners or plastic sheeting.
4. No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings.
5. No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.
6. When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable outlets, sound outlets, exit signs or exits.
7. All exhibits being set in these rooms must have an approved floor plan.
8. At all times due care must be used to protect the furnishings from damage.
9. No crates, skids, trussing, carpet/floor installation, hanging of signs or the building of a room within a room will be allowed.
10. Closet and utility rooms are not included with any meeting room. These are for Operator use only.
11. No meeting room partitions will be moved without Operator personnel present.
12. Chairs, 30"x 8' tables, 18"x 8' tables, 60" round tables, lecterns and (1) hand held microphone per room are provided in the meeting rooms subject to other use in the Facility and the limitations of Operator's inventory.
13. Audio Visual Equipment: Projectors, screens, overheads, VCRs, TV's, etc., can be ordered through the Operator's Exhibitor Services Department.

### **OUTDOOR EXHIBITS:**

Use of exterior space for outdoor exhibits must be approved in writing by the Operator prior to any space being sold or advertised. A scale floor plan showing the location of exhibits to be placed outdoors must be submitted prior to approval being granted. User will be charged a fee for outdoor exhibit space.

### **PARKING FEES AND REGULATIONS:**

The parking operation is managed by Wisconsin State Fair Park authorized agent. Wisconsin State Fair Park and/or the Operator retain exclusive rights and privileges in all parking areas around the Facility, including the right to charge a parking fee to all users of its parking areas at prevailing rates. Vehicles that take up more than one space may be charged double the prevailing parking fee. During sole move-in/out days exhibitors are not charged to park. Parking immediately adjacent to the loading dock area is for loading and unloading only and for those with approved dock parking passes. Overnight parking on the grounds of Wisconsin State Fair Park is available only at the on-site R.V. Park For information contact 414-266-7035.

### **PLUMBING:**

All plumbing including, but not limited to water and drain, are provided by Operator at prevailing rates. Please consult the Exhibitor Service order form for current rates. Only Operator or its authorized agent is allowed to make connections to Facility water or drain lines.

### **PREFUNCTION SPACE:**

The pre-function (lobby space) and foyer areas are to be used for ingress/egress and is not for use of move in and move out of exhibits. Use of these areas for registration, exhibits or any other activity is subject to the approval of Operator. Floor plans must include this space if it will be used for any other purpose beyond ingress/egress.

### **PUBLIC ADDRESS SYSTEM:**

A public address system is available in the exhibit halls for paging. The page microphone can be placed in the exhibit hall show office or in a limited number of areas inside the exhibit hall.

### **PUBLIC SAFETY:**

User, exhibitors and vendors may not bring onto the premises any material, substance, equipment, or object which is likely to endanger the life of, or to cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property thereon without the prior approval of Operator. Operator shall have the right to refuse to allow any such material, substance, equipment or object to be brought onto the premises and the further right to require its immediate removal.

# WISCONSIN EXPOSITION CENTER

## Rules and Regulations

### **PUBLIC SAFETY RELATED SIGNAGE:**

No "Exit" or other signs relating to public safety shall be obstructed. In the event that decorations or other equipment block or cover fire appliance signs, an adequate replacement must be put in place. All such substitutes are subject to the approval of the Operator and the West Allis Fire Department.

### **REMOVAL OF PROPERTY:**

The User shall remove all property, goods, installations and effects belonging to the User or caused by the User to be brought upon the premises. If such property is not removed prior to the end of occupancy as specified in the Agreement, Operator may remove and store it or cause it to be stored and the User shall reimburse Operator for all expenses incurred there from. In the event said property is not claimed and/or storage fees not paid, Operator shall then have the right to sell the property, goods, or effects in such a manner as it may deem advisable and to apply any net proceeds of such sale toward any monies owed by the User.

### **RIGGING:**

In order to promote safety and efficiency and to protect the facility, all attachments to the Facility must be approved in writing and coordinated by the Operator. This includes all signage, aisle signs and banners. The Operator will provide the approved personnel and equipment to the User at prevailing rates.

### **SELLER'S PERMIT:**

Wisconsin Law requires that any vendor selling merchandise must complete form S-240. The form may be obtained on the internet at the following address: <http://www.dor.state.wi.us/forms/2001/01s-240.pdf>

### **SET-UP INSTRUCTIONS:**

The User shall provide Operator with all necessary instructions and orders for personnel, equipment and setup for the event no later than twenty-one (21) days prior to the first day of occupancy as specified in the Agreement.

### **SKATEBOARDS, IN-LINE SKATES, ROLLERSKATES, SCOOTERS:**

The use of skateboards, in-line skates, roller-skates; scooters (either motorized or foot-powered) are not permitted in the facility.

### **SHIPPING AND RECEIVING OF MATERIALS/PRODUCTS:**

Operator will not accept shipments on behalf of Exhibitors or other parties. All shipments arriving during occupancy will be directed to the User or User's official contractor. Operator shall not be liable for any loss of or damage to such property

### **SMOKING:**

The Wisconsin Exposition Center is a smoke free facility. Smoking is not permitted anywhere inside the facility.

### **SOLICITATIONS:**

No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without prior written approval of Operator.

### **STAFFING:**

Event related staffing, including, but not limited to, security, police officers, ushers, crowd control, registered first aid, door guards, ticket takers, badge checkers, electricians, maintenance workers, janitorial, supervisors, audio visual technicians, stagehands, riggers, telecommunications staff, internet technology staff, concession staff, catering staff and box office personnel may be required by Operator, at User's expense at Operator's prevailing rates at the time of the Event. Operator reserves the right to determine the number of personnel required to perform any of the services described in this Agreement, whether any or all such functions are provided at Operator's expense or at User's expense.

User, at User's expense, is obligated to provide an overnight security during all non-public hours. During all hours, the User must provide sufficient (as deemed by Operator) personnel to provide adequate security for public safety.

### **STORAGE:**

Storage of loose materials, loose packing materials, flammable or combustible mixtures, waste, liquids etc., is prohibited.

### **TELEPHONE/TELECOMMUNICATIONS:**

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The Wisconsin Exposition Center is wired throughout the facility with Cat5 and fiber optic cabling. The facility maintains the exclusive right for telephone service in the building. Please consult your Exhibitor Services order form for more information on telephone and internet service.

### **TIPPING OR GIVING GRATUITIES TO STAFF:**

Tipping or offering any gift or gratuity to a Facility employee is prohibited.

### **TRASH REMOVAL:**

Removal of show rubbish and corresponding hauling fees will be charged to User at Operator's prevailing rates.

### **UTILITIES:**

The Wisconsin Exposition Center reserves the exclusive right to provide utility service connections within the facility. These include, but are not limited to electrical, telephones, telecommunications, water, drain, gas, and compressed air. Electrical appliances and cords must be U.L. approved. Gas appliances must be A.G.A. approved. Please consult your Utility Services order form for more information on utility services.

### **VEHICLES INSIDE THE FACILITY (NOT FOR DISPLAY):**

Only with written Operator permission will vehicles be allowed inside the facility to load/unload. When approved, vehicles, must abide by strict time limits, be attended at all times with engines off and lights flashing. Operator will provide at User's expense adequate staffing for inside vehicle access. All vehicles unloading must take place outside and/or through the sock doors.

The use of electric carts, motorized equipment and bicycles in the Facility is restricted to show management and employees of the official contractors, Operator and Operator's sub-contractors. Use of these vehicles is permissible only during non-public hours.

The use of electric carts, motorized equipment and bicycles is prohibited in all carpeted and/or tiled areas unless prior permission has been granted by Operator and floor coverings including but not limited to the carpet and tile have been thoroughly protected by plywood on top of plastic sheeting, carpet or other approved materials. Please see your Event Manager for clarification.

Use of electric or motorized carts on the grounds of Wisconsin State Fair Park is subject to approval and a required permit from the Capitol Police.

### **WEAPONS:**

Weapons are not allowed inside the Facility. Only State Capitol Police are authorized to carry firearms on the State Fair Park grounds.