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To make everyone's short stay with us safe and enjoyable, please observe these guidelines. Violation of guidelines, or damage within our facility, may result in fees.

1. No lighter-than-air (helium, etc.) balloons are permitted in the building unless prior written authorization has been received from appropriate Lansing Center staff, and the required fee has been paid.
2. All exhibit materials must be appropriately flame proof. No flammable materials will be permitted to be used for decorations unless treated with flame proofing, certification information is provided, and the City of Lansing Fire Marshal's Office has given approval. Nor shall Lessee, without written consent from Lansing Center staff, play or operate any machinery on the premises, or use any flammable chemical for either mechanical or other purposes.
3. All aisles and doorways must remain unobstructed.
4. Open flames are not allowed.
5. Electrical service needs for all Exhibitors must be ordered and paid for in advance through the Lansing Center Technical Services Department. Online payment for Exhibitor Utility orders may be made on our website (www.lansingcenter.com). Orders placed 10 days or less in advance of the event will result in higher charges. All cords used in the Lansing Center must be UL approved and grounded. Residential extension cords are not recommended and could result in a blown circuit, causing damage to equipment and the facility. Damages are at the expense of the Lessee. Only building personnel are authorized to install electrical cords into floor pockets and outlets. Unauthorized installation of electrical cords may result in additional fees.
6. No move-in or move-out shall occur through any pedestrian entrance or exit. Nor shall passenger elevators and stairs be used for transporting freight from level to level unless prior authorization is given by Lansing Center.
7. Lansing Center's Food and Beverage department is the exclusive provider of all food and beverage services on premises. To view our delicious menu options designed to enhance your trade show presence, please view our Exhibitor Menu. No outside food or beverage will be allowed into the facility without written permission from Lansing Center and appropriate buy-out fees will apply. Buy-out fees must be paid in advance. In accordance with Michigan Liquor Law, absolutely no alcohol will be allowed on premises. Please refer to our Food and Beverage Distribution at Trade Shows guidelines for more detailed information. You may also contact our Catering Coordination Department at 517-483-7400.
8. Disposal of refuse shall be in appropriate containers, and the Lansing Center is pleased to have recycling opportunities on-site. Excess disposal needs may incur fees.

9. Security of your property is your responsibility. Security service is available at prevailing rates through the Lansing Center.
10. Decorations, signs, banner, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns.
11. No holes may be drilled, cored or punched in the building.
12. Adhesive-backed (stick-on) decals, or similar items (including stick-on name tags), may not be distributed or used in the building.
13. The painting of signs, displays or other objects is prohibited in the building.
14. "Armor All" type protectants are strictly prohibited.
15. No coolers on premises. Freezer space is not available and arrangements for ice are to be made with outside vendors.
16. Property belonging to Lessee shall be removed from the premises before the expiration time stated in the Lease Agreement. Items left after this time are subject to being considered abandoned, with the possibility of disposal or donation.
17. The Lansing Center will not be responsible for freight deliveries prior to the move-in on the day of the event. Please see Shipping and Receiving Guidelines.
18. Parking in loading docks or inside building is prohibited, except when approved for loading or unloading. Violators' vehicles will be towed at owner's expense.
19. Parking in our back lot (directly east side of the building in front of Dock doors) is only for the convenience of move-in/move-out. Once your vehicle is unloaded, it must be moved to City of Lansing Parking lots. Violators' vehicles will be towed at the owner's expense.

The Lansing Center is a Smoke Free Facility. Thank you for your cooperation and enjoy your stay with us!

Battery / Gas Tank Regulations:

To insure the safety of everyone in our facility, the following are the basic requirements for any vehicle with a battery and a gas tank that is displayed at the Lansing Center, and are the responsibility of the client/owner:

1. The client /owner must disconnect vehicle battery.

2. Gas tank must have 1/8 of a tank of gas and no more than 5 gallons.
3. Gas tank must have a locking gas cap.
4. A drop cloth or plastic sheeting must be placed under the engine.
5. Vehicle is to be dried as much as possible before entering the building.
6. If the vehicle is placed on a carpeted area, additional carpet squares must be placed under the wheels.
7. A set of keys must be left with security, with the name of contact person and cell phone number, available 24 hours a day, for each day the vehicle is at the Lansing Center.
8. Vehicle location and set-up times must be approved and arranged through the Event Coordinator.
9. Post-event, vehicle must be removed promptly, within the contracted time.

Exhibit Contractor Services:

1. Exhibitor Service is provided by an outside company, supplying exhibitors with their booth materials: tables, chairs, pipe, drape, carpeting, small trash cans, etc.
2. The contractor will have staff on-site during the move-in of the show to assist with any last-minute requirements of the exhibitor, including vacuuming of the carpet.
3. Advance utility orders are strongly encouraged to aid in the prompt service of your exhibits. Late floor orders on the day of the show will be accepted by the Lansing Center Technical Services Department; however there will be an additional fee to the exhibitor for this service.