



**Dear Exhibitor,**

We are pleased that The Classic Center has been chosen to host the Governor's Tourism Conference. Our goal is to assist you in any way to make your show participation a success. We understand that exhibiting in a trade show can be complicated. We are here to ensure that you have the best trade show experience possible with the optimum level of professionalism and assistance. The following is important information that will assist you in planning for this event.

**In this packet you will find:**

- A General Show Information.**  
This page will give you an overview of move-in and move out time as well as show hours and a listing of provided booth equipment.
- B Utility services.**  
Please note: Power is not automatically provided to your booth. Payment for power is required for any electrical use.
- C Equipment, Audio Visual, and Labor.**  
The Classic Center can fulfill all of your audio visual needs as well as the labor necessary to install them.
- D Shipping & Material Handling.**  
The Classic Center can assist with all of your shipping and receiving needs; however you must fill out the appropriate forms 15 days prior to your packages arrival.
- E Exhibit Installation & Dismantling.**  
The Classic Center can provide the labor necessary to install and dismantle your exhibit. You may choose to have your booth installed prior to your arrival, or to supervise its assembly at your convenience.
- F Payment Summary**  
Fill out this form, after you have completed all other forms, as a summary of your expenses.
- G Directions & Parking Information**
- H Guidelines and Policies**  
To accommodate your show needs, there will be operations and service staff available throughout the show to assist you. Please feel free to call our operations department at (706) 208-0900 if you have any questions. Remember, by placing orders in advance, you will reduce expenses and ensure a smooth and efficient move in. We look forward to helping you make this a successful show.

**Sincerely,**  
The Classic Center Operations Department



## *Show Information*

### **Booth Equipment:**

- 8' High Green / White Back Drape
- 33" High White Side rail Drape
- Booth Identification Sign
- 1 - 8' Forest Green Skirted and White Draped Table
- 2 - Upholstered Chairs
- 1 - Small Trashcan

### **Advance Orders:**

Advance order deadline is 15 days prior to first move-in day. No credits/refunds will be issued for services installed/supplied, as ordered, even though not used.

### **Deliveries:**

Ship all deliveries to: The Classic Center  
Attn: Governor's Tourism Conference  
(Hancock St Loading Dock)  
300 N. Thomas St.  
Athens, Ga 30601

**All deliveries shall be made *no more than 5 days prior to move in day and should be clearly labeled as to your show name. Deliveries obtained prior to 5 business days before scheduled move in day will receive a flat charge of \$25.00 per container.***

**Exhibitor Move In: Sunday, August 29; 12:00PM – 6:00PM (Early)  
Monday, August 30; 9:00AM – 1:00PM (Regular)**

**Show Hours: Monday - Wednesday**

**Exhibitor Move Out: Wednesday, September 1; 10:00AM – 12:00PM**

### **Mail or Fax Completed Form to:**

**The Classic Center Operations Department  
300 N. Thomas St. Athens, GA 30601  
Fax: (706) 548-0870 Ph:(706) 208-0900**



## Utility Services

Name of Event / Show: \_\_\_\_\_ Booth #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Firm Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Alt Contact: \_\_\_\_\_



### Electrical

All wiring and other electrical installations, motors, etc. must meet code. To prevent overloading circuits, exhibitors will not be permitted to add wattage except upon ordering same. All motors over 1 hp shall have a magnetic starter and manual disconnect switch to be furnished by the exhibitor. Transformers are NOT available. Electrical labor will be an additional charge. The Classic Center will provide extension cords. Loss or damage will result in a \$25 fee per cord.

120 Volt	Qty	Advance Order	Floor Order	Subtotal
Initial 10 Amps (1000 Watts)	___	\$50.00	\$70.00	_____
20 Amps (2000 Watts)	___	\$60.00	\$80.00	_____
30 Amps (3000 Watts)	___	\$70.00	\$90.00	_____
208 Volt	Qty	Advance Order	Floor Order	Subtotal
Up to 20 Amps	___	\$85.00	\$115.00	_____
Up to 60 Amps	___	\$160.00	\$190.00	_____
Up to 200 Amps	___	\$360.00	\$470.00	_____



### Telephone

Unless otherwise requested, phone service will be restricted to local calls only. Long distance service is available upon request and will be charged at the prevailing rate at the end of the show. Maximum modem connection speed is 28.8K.

Telephone	Qty	Advance Order	Floor Order	Subtotal
Telephone/Fax Line	___	\$115.00	\$145.00	_____
Modem Line	___	\$130.00	\$160.00	_____



### Technology

Internet connectivity is ADSL 3.0 Mbps and is shared via network. Wireless Internet access is available upon request but is subject to interference and instability. For VPN's, Streaming Video, Video Conferencing, etc. please call (706)357-4425 for information.

Internet Access	Qty	Advance Order	Floor Order	Subtotal
High Speed Internet Access (One Device)	___	\$285.00	\$385.00	_____
Additional Device (Same Location)	___	\$55.00	\$70.00	_____
Dedicated DSL Router (3.0Mbps/384Kbps)	___	\$975.00	N/A	_____



### Other Services

Some services are not available at all booth locations. Every attempt will be made to relocate your booth, should you require such services.

Service	Qty	Advance Order	Floor Order	Subtotal
Compressed Air Connection	___	\$60.00	\$80.00	_____
Water Connection w/ Hose	___	\$65.00	\$85.00	_____
Drainage Connection w/ Hose	___	\$65.00	\$85.00	_____
One Time Drain & Fill (up to 500gallons)	___	\$55.00	\$80.00	_____



### Payment

**Grand Total** \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Cardholder's Name (Print) \_\_\_\_\_

X \_\_\_\_\_

Mail or Fax Completed Form to: Operations Dept. 300 N. Thomas St. Athens, GA 30601

Fax: (706) 548-0870 Ph:(706)208-0900



### Equipment, Audio Visual, and Labor

Name of Event / Show: \_\_\_\_\_ Booth #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Firm Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Alt Contact: \_\_\_\_\_



### Equipment

	Qty	Advance Order	Floor Order	Subtotal
Table, 8 foot, w/linen & skirt	___	\$17.00	\$19.50	_____
Table, 6 foot, w/linen & skirt	___	\$17.00	\$19.50	_____
Table, Cocktail	___	\$12.00	\$16.50	_____



### Labor/Services

	Qty	Advance Order	Floor Order	Subtotal
Forklift w/operator	___	\$115.00/hour	\$135.00/hour	_____
Genie Lift w/operator	___	\$30.00/hour	\$45.00/hou	_____
Banner Installation	___	\$30.00	\$40.00	_____
Booth Cleanup/Vacuum	___	\$20.00	\$26.00	_____
Copies	___	\$0.10/each		_____



### Projectors, Televisions, VCRs, Computers, Monitors

	Qty	Advance Order	Floor Order	Subtotal
35mm Kodak Slide Projector	___	\$65.00/day	\$83.00/day	_____
Overhead Projector	___	\$60.00/day	\$78.00/day	_____
LCD/Data Projector (3000)	___	\$335.00/day	\$355.00/day	_____
27" Television w/remote	___	\$90.00/day	\$110.00/day	_____
TV/VCR Combo	___	\$50.00/day	\$75.00/day	_____
Computer w/17" monitor w/internet	___	\$230.00/day	\$250.00/day	_____
17" Computer Monitor	___	\$80.00/day	\$100.00/day	_____



### Projection Screens, Flipcharts, Accessories

	Qty	Advance Order	Floor Order	Subtotal
8' X 8' Screen	___	\$55.00/day	\$75.00/day	_____
10.5' X 14' Screen (front or rear project)	___	\$270.00/day	\$290.00/day	_____
Easel (with Linen)	___	\$15.00/day	\$20.00/day	_____
Flip Chart (chart, stand, & markers)	___	\$30.00/day	\$40.00/day	_____
6' X 4' White Board	___	\$24.00/day	\$36.00/day	_____
Laser Pointer	___	\$40.00/day	\$50.00/day	_____



**Payment**

**Grand Total** \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Cardholder's Name (Print) \_\_\_\_\_

X \_\_\_\_\_



D

## Shipping & Material Handling

Name of Event / Show: \_\_\_\_\_ Booth #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Firm Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Alt Contact: \_\_\_\_\_



To cover the handling (receiving, storage, and/or drayage) of materials, The Classic Center charges a material-handling fee of \$10.00 per package received or shipped. Failure to make proper advance arrangements for your shipment will result in delays obtaining your package. Provided our operations department receives this sheet 15 days prior to the first day of your show, your materials will be at your booth when you arrive on move-in day. There will be a \$25 charge for each package delivered to The Classic Center prior to 5 days before your event.

### Subtotal

1.) How many pieces are being shipped? # of pieces \_\_\_\_\_ X \$10.00 = \_\_\_\_\_ Total

2.) How many pieces are over 100 lbs? # of pieces \_\_\_\_\_ X \$25.00 = \_\_\_\_\_ Total

### **Grand Total**

3.) Are there any special handling instructions? ( Yes / No ) Please write below:

**Delivery Address:** The Classic Center, Hancock Loading Dock, 300 N. Thomas, Athens, GA 30601

**All deliveries shall be made no more than 5 days prior to move in day and should be clearly labeled as to your show name. Deliveries obtained prior to 5 business days before scheduled move in day will receive a flat charge of \$25.00 per container.**



### **Payment**

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Cardholder's Name (Print) \_\_\_\_\_

X \_\_\_\_\_

Mail or Fax Completed Form to: Operations Dept. 300 N. Thomas St. Athens, Ga 30601

Fax: (706) 548-0870 Ph:(706)208-0900



### Exhibit Installation & Dismantling

Name of Event / Show: \_\_\_\_\_ Booth #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Firm Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Alt Contact: \_\_\_\_\_



The Classic Center will install your exhibit for you prior to your arrival. This service is guaranteed only if this form is received 15 days prior to the first day of your show. However, schedule adjustments may be made with 48 hours notice with no penalty. If exhibitor fails to use requested workers, a one hour "no show" charge per worker will be applied. Minimum charge per worker is one hour; thereafter, 1/2-hour increments will apply. Rates below reflect hours between 8am-5pm Monday - Friday. Overtime rates (\$30.00/hr) apply for weekends, holidays, and non-business hours (before 8am or after 5pm).

1.) Installation - \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ X \$20.00 = \$ \_\_\_\_\_ **Subtotal**  
# of workers # hours per worker Total worker hours

2.) Dismantling - \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ X \$20.00 = \$ \_\_\_\_\_  
# of workers # hours per worker Total worker hours

**Grand Total: \$** \_\_\_\_\_

- OK to proceed before I arrive.
- Do not install before I arrive, I will supervise.

Installation Date & Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ am/pm  
 Date Time

Dismantling Date & Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ am/pm  
 Date Time



### Payment

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Cardholder's Name (Print) \_\_\_\_\_  
 X \_\_\_\_\_



F

# Payment Summary Form

Name of Event / Show: \_\_\_\_\_ Booth #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Firm Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Alt Contact: \_\_\_\_\_



## Calculation of Orders

### Subtotal

Form:

B.) Utility Services \$ \_\_\_\_\_

C.) Equipment, Audio Visual, and Labor \$ \_\_\_\_\_

D.) Shipping & Material Handling \$ \_\_\_\_\_

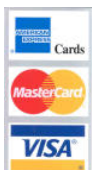
E.) Exhibit Installation & Dismantle \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Grand Total: \$** \_\_\_\_\_

Please return this completed form with payment. You may pay with cash, check, or credit card. Any overages on this form will be credited to your account on the closing day of the show.

Payment Method (check one):  Cash  Check  Credit Card



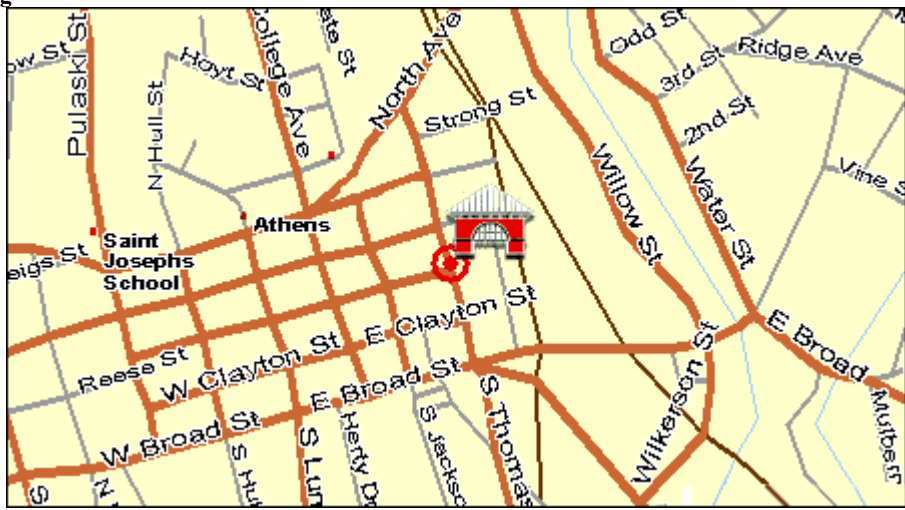
## Payment

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder's Signature  
X \_\_\_\_\_

Cardholder's Name (Print)  
\_\_\_\_\_

**Operations Dept. 300 N. Thomas St. Athens, GA 30601**  
**Fax: (706) 548-0870 Ph: (706) 208-0900**



**FROM THE WEST:**  
 Take I-85 North to GA 316 East into Athens. As you enter Athens, GA 316 will become Epps Bridge Parkway. Follow Epps Bridge Parkway and it will veer to the right onto US 78, Atlanta Highway. Heyward Allen Nissan will be on your left. Continue on US 78 East, Atlanta Highway, W. Broad Street into downtown Athens. Pass the Varsity on your left. Stay on Broad St. (through 7 traffic lights), at the 5 way intersection, take a left onto N. Thomas Street; Classic Center entrance is second on right after The Athens Banner-Herald. Pull onto the auto-bridge, which is Level 5 of the parking deck.  
**OR**  
 Take I-85 North to GA 316 east. Do not exit on the US 78E Business Athens-Monroe exit. Continue on GA 316 for 4.5 additional miles to Loop 10 North. Home Depot will be within sight on the right. Merge right onto Loop 10 North and travel 9.1 miles to exit 10A North Avenue. Turn right onto North Ave. Travel through 5 traffic lights and turn left onto Hancock Street. Take right onto Foundry St., the entrance to the parking deck will be on your left; you will enter Level 2.

**FROM THE SOUTH:**  
 Take US 441, US 129, GA 15 North around Watkinsville and into Athens. After the traffic light at White Oak Dr., cross 2 bridges (sign for Clarke County Line and directional sign to UGA), turn right onto GA 10/US 441 US 129/GA 15. Travel for 6.4 miles, go under a bridge and turn right onto Exit 11 (Commerce/Jefferson). Travel for .9 mile and take Exit 10 (North Avenue /Danielsville Road) turn right onto North Ave. Travel 1 mile, (bear left after the 2nd overpass, the Athens Welcome Center will be on your right) and turn left onto Hancock St.. Take right onto Foundry Street and the entrance to the parking deck will be straight ahead on the left; you will enter Level 2.

**FROM THE EAST:**  
 Take US Highway 78 West into downtown Athens. At the traffic light at Lexington/Oconee/Broad and Thomas Streets (this will be a five way intersection) take a sharp right onto E. Broad Street. Take the next left onto Foundry Street. The entrance to the parking deck will be on your right, which is Level 2 of Parking Deck.

**FROM THE NORTH:**  
 Take US Highway 441 South into Athens. At the intersection of US 441 and GA Loop 10 continue straight, street will become ML King Jr. Parkway. Turn right onto North Avenue (there will be an Exxon/Golden Pantry on your left before you turn) Travel 1 mile, (bear left after the 2nd overpass, the Athens Welcome Center will be on your right) and turn left onto Hancock Street. Take first and only available right onto Foundry Street. The parking deck will be on your left; the entrance is Level 2 of parking deck.  
**OR**  
 Take US Highway 129 South, as you enter Athens the name of the road will become Jefferson Rd. then Prince Avenue, and then Dougherty Street. Continue straight on this road to the traffic light at Dougherty and Thomas Street (the Athens Welcome Center will be on your right). Turn right onto N. Thomas Street. Travel 1 block and turn left onto Hancock Street. Take your first and only available right onto Foundry Street. The parking deck will be on your left; you will enter Level 2 of parking deck.

The **Foundry Street Parking Deck** has 644 Parking Spaces with a connected walkway to the Classic Center. If your event is in The Foundry Street Ballrooms, including Willow Room, Oconee River Room, and Empire Room, park on or take elevator to Level 2 of the Parking Deck. The Foundry Warehouse will be parallel to the Parking Deck, across the brick courtyard. All other event locations are accessible from Level 5 of the Parking Deck.

## Guidelines & Policies

**Animals/Garden Displays/Pets** - When any display includes gardens using soil, humus, or similar materials or pens, or enclosures containing live animals, a protective coating such as plastic or visquine must be used to protect the floor. Curbing must be provided to retain loose materials within the limits of the gardens or pens and watering must be controlled to prevent leakage or seepage.

With the exception of Seeing Eye dogs, animal acts or animals used in displays, no pets are allowed in The Classic Center buildings.

**Billing** - The Licensee agrees to pay The Classic Center Authority as the fee for the license, in lawful money of the United States of America or certified check, the amount according to the space and/or equipment/service rates. Payment of total fee or billing arrangements must be made 14 days prior to the event. Payment of additional charges is due upon completion of event unless prior billing arrangements have been made. Refer to individual license agreement for specific details re: your event

**Catering** - All food and/or beverage served, offered and/or sold in any part on The Classic Center premises must be provided and served by a caterer who has met the requirements and entered into a signed catering agreement with The Classic Center's Executive Director at least 14 days prior to the event. Public or Private " Food Shows", where food service and products are the actual reason for the show, are indeed allowed to offer food. However general concessions and sale of food always must go through approved caterers. See building staff for specific questions.

**Confetti and Glitter** -The use of confetti or glitter as decoration is prohibited.

**Damage** -That if any portion of The Classic Center or any equipment contained therein during the term of this License shall be damaged by the act, default or negligence of Licensee, or of Licensee's agents, employees, patrons, guests, or any person admitted to said premises by Licensee, Licensee will pay The Classic Center upon demand such sum as shall be necessary to restore said premises and equipment contained therein to their original condition.

**Draping** -In the event that decorative or structural items need to be hung from overhead beams, columns, handrails, utility pipes, exterior walls, or fences, Licensee should have approval of The Classic Center. In order to ensure the safety of the Licensee, we request that all materials to be hung from the aforementioned areas be done through appropriate staff available by The Classic Center. Drapes, decorations, buntings, and other decorative materials must be fire retardant materials properly treated to meet the requirements of flameproofing. Also, see Fire Regulations.

**Elevators** - Adequate passenger and freight elevators, which provide accessibility to all areas of The Classic Center, are available. Due to heavy traffic in the passenger elevators, it is advisable that no freight be moved in such elevators. Freight elevators are located in the service corridor.

**Fire Regulations- The Athens/Clarke County Fire and Rescue services departments require the following:**

- No untreated hay, straw, or cotton bales are allowed.
- No flammable decorations or decorative flammable materials are allowed.
- All draperies, drops, curtains, and table coverings used in places of assembly shall be noncombustible, inherently flame resistant, or treated and maintained fire resistant.
- Show Decorator and/or Licensee may be required by the Fire Marshall to provide certificate denoting that the materials used are fire resistant or have been treated to be fire resistant.
- No person shall cause or permit any open flame, candles, torches, etc., to be used. See Event Coordinator for specifics.
- No covered structures such as tents, roofs, or overhead coverings are allowed on any display in a building equipped with fire sprinklers without prior approval of the Fire Marshall.
- No blockage of exit signs or doors by displays or banners is allowed.
- An unobstructed aisle (the width of each set of exit doors) must be left directly from the flow of traffic to the exit doors.
- Drapes, decorations, buntings and other decorative materials must be fire retardant and/or properly treated to meet the requirements of flameproofing.
- Cotton batting whether natural, artificial or manufactured, straw, dry vines, leaves, hay, pine needles and sawdust are prohibited unless rendered fire retardant. Cut trees, e.g. Christmas trees, must have prior approval of the Fire Marshall.

**Inside public display of autos, trucks, recreational vehicles, boats or any other gasoline or diesel powered equipment shall be subject to the following rules:**

- All fuel tanks must have not more than ¼ or less fuel in relation to the capacity of the tank.
- All fuel tank caps must be locked or taped shut.
- The hot lead of the battery cable must be disconnected and taped.
- All vehicles, motor homes, etc., shall have L.P. containers removed unless the containers are new, have never been used, and are empty.
- All flammable liquids or L.P. gas are prohibited in public buildings. Five-pound bottles of L.P. gas may be used for demonstration purposes if approved by the Fire Marshall.
- Displays that involve cooking with a pan or deep-frying shall be prohibited. No L.P. cooking gas is allowed. See Event Coordinator for specifics.

The Licensee will not do, or permit to be done, anything in or upon any portion of The Classic Center or bring or keep anything therein or thereon which will in any way conflict with the conditions or any insurance policy on The Classic Center or any part thereof or in any way increases any rate of insurance upon The Classic Center or property kept there; nor shall any Licensee permit, without the Executive Director's written consent, put up or operate any engine, motor, or machinery on the premises or use oils, burning fluids, camphene, kerosene, naphtha or gasoline for either mechanical or other purposes or any agent other than electricity for illuminating the premises.

**Guard Services** – All security services are provided by and contracted by The Classic Center with fees paid by the licensee. Arrangements are to be handled through the Event Coordinator. Also see Security.

**Helium Balloons** – The use of helium balloons in the Exhibit Halls is highly discouraged, as it is difficult to retrieve wayward balloons. A retrieval fee may be incurred.

**Insurance** – Public events, trade shows, and conventions will be required to obtain general liability insurance naming The Classic Center as additional insured for a minimum of one million dollars. Please consult The Classic Center's management for specific requirements

**Laws and Regulations** – The Licensee shall comply with all Federal, State, and local laws, ordinances, rules and regulations pertaining to the event and Licensee's use of The Classic Center.

**Loading Dock** – The Classic Center has a covered loading dock designed to allow multiple exhibitors to unload simultaneously. During stated move-in hours of Licensee's event, the loading dock will be available for unloading. No one is permitted in the loading dock area outside of the stated hours of the scheduled event move-in without permission from the Operations Department. All vehicles are to be removed from the loading dock area immediately upon unloading materials. To insure the safety of all involved, no vehicle will be allowed to park in the loading dock area.

**Move-In** – The Classic Center has a covered loading dock designed to allow multiple exhibitors to unload simultaneously. The Classic Center is a multi-purpose facility, and as such, may schedule established move-in times to accommodate multiple events. During the stated move-in hours of your event, the loading dock will be available for unloading. No one is permitted in the loading dock area outside the stated hours of the event move-in without permission from the Operations Department. See Shipping & Material Handling guidelines for details.

**Move-Out** – Tear down your exhibit first. Once your exhibit has been packed and is ready to be removed from the facility, obtain material handling equipment to assist in move-out. Load and move all equipment to the loading dock area. Unload materials and return the material handling equipment for others to use. If shipping and handling services have been ordered from The Classic Center, follow instructions listed on Shipping & Material Handling order form.

**Noise Levels** – The Classic Center management has the right to monitor all noise levels to prevent disruption or nuisance to other events.

**Non-Smoking Facility** – For the general convenience of all attendees, smoking is not allowed in The Classic Center; however, smoking is permitted outside the facility in the loading dock area and the courtyard area.

**Painting** – Spray painting is prohibited in any part of The Classic Center facility. Any painting requires a protective coating such as plastic or visquine to protect all Classic Center property.

**Parking** – Parking is limited. The Classic Center's Security personnel will direct exhibitors to available parking. Exhibitors may park in The Classic Center's parking deck on Foundry Street. There are also two (2) public parking garages within walking distance available.

**Signage/Posters** – All signage/posters should be displayed either on easels or individual holders due to the policy of having nothing taped, glued, stapled, or attached in any way to the walls or doors, either internally or externally, of The Classic Center.

**Security** – Security guards are provided by The Classic Center for the entire complex. Special security may be contracted and will exercise control over all move-in and move-out operations and vehicular traffic. Fees for these special services are the responsibility of the Licensee. The Classic Center provides 24-hour security at building access points. These precautions do not constitute a guarantee to the Licensee's personal property or the personal property of exhibitors or other parties. If valuable items need to be secured by the Licensee or the exhibitor, additional 24-hour security coverage should be requested. Also see Guard Services.

**Stickers/Tape** – Distribution of stick-on badges, labels, bumper stickers, or any adhesive slogan materials is discouraged during an event. A fee will be imposed on the Licensee to remove any such adhesive material from The Classic Center property. The use of double-faced tape on floors, walls, or Classic Center fixture/furniture is also discouraged. Due to the paint damage as result of tape removal, it is requested that you contact the Event Coordinator prior to the event for approval of any materials that need to be taped to any surface of the facility. The Classic Center has special tape that has been approved to be used in the facility.