

RULES & REGULATIONS FOR EXHIBITORS

1. Shipping Instructions

Exhibitors are responsible for the arrangement and expenses of shipping and handling of materials to and from the hotel. All shipped items must have name and date of conference, hotel name and address, a return address and phone number. The hotel must be notified in advance of shipping arrangements to insure proper acceptance of these items upon arrival at the hotel. The hotel does not have a forklift or pallet jack; therefore the hotel will only accept packages up to 100lbs. It is the responsibility of the customer to arrange delivery and unloading of packages over 100 lbs. The hotel reserves the right to refuse any item not within the above hotel guidelines, unless prior arrangements have been made.

A shipping and handling fee will be imposed if items are delivered prior to 3 business days before the function or are left more than 3 business days after the conclusion of the function. The Royal Plaza Hotel & Trade Center is not responsible for any packages, contacting shipping companies, weighing packages or holding packages for pickup.

Equipment, possessions, and displays that are not the property of the Royal Plaza Hotel & Trade Center are to be removed immediately following the function. Items stored are done so at the client's risk.

2. Size of Exhibit Area

The standard size of the exhibit area is a 6' table top space, if you need additional space please speak to your show manager.

3. Right of Inspection

The Royal Plaza Hotel reserves the right to inspect all cartons, packages and containers brought in or out of the facility.

4. Property of Royal Plaza Hotel

Equipment, furnishings or other property of the Royal Plaza Hotel may not be used or operated by any party unless prior written consent is given, and under any circumstances may Royal Plaza Equipment be removed from the facility.

5. Public Safety

No materials, substances, equipment or objects may be brought into the facility which may endanger the life of or cause bodily injury to any person in the facility or which is likely to constitute a hazard to any property therein.

6. Smoking

Smoking is prohibited in the facility at all times.

7. Prohibition Against Flammable Materials

No flammable materials, such as bunting, tissue paper, crepe paper, straw, decorations, curtains, drapes, etc., but not limited to shall be used for decorations or advertising in the facility. All such materials to be used for decorative or advertising purposes must first be treated with flame-retardant and such use shall be in accordance with all applicable federal, state and municipal fire and safety rules and regulations. Exhibit booths shall be constructed of non-combustible or limited combustible materials, meeting the requirements of NFPA 703.

Holiday Decorations – such as cut Christmas trees, wreaths, branches, natural ropes (garland) etc. used as decorations are prohibited. Contact the Marlborough Fire Department for complete information and possible permit information for special seasonal decorations.

8. Prohibition against flammable Liquids & Gases

Exhibitors shall not without the prior written consent of the Royal Plaza Trade Center put up or operate any engine, motor or machinery in the facility or use oils, burning fluids, camphene, liquid oxygen, theylene, propane, kerosene, naphtha, gasoline or other flammable gases of either mechanical or other purposes or any other agent other than gas or electricity illuminating the facility. No blasting agents and explosives shall be used. Said prohibition against the use of forklifts, motor drive vehicles, cranes, etc. used by the official contractor for the installation and removal of exhibits in the facility.

9. Vehicles

Vehicles within an exhibit hall shall comply with the following:

- A. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall be not more than three-quarters full nor less than one-eighth full.
- B. At least one battery cable shall be removed from each set of batteries.
- C. Fueling or defueling of vehicles shall be prohibited within the hall.
- D. Vehicles shall not be moved during show hours.
- E. Vehicles shall not be operated on any carpeted area of the exhibit hall unless the exhibitor provides plastic to be placed under the vehicle.

10. Emergency Equipment

Fire and emergency equipment shall not be blocked or obstructed under any circumstances. This includes fire hoses, fire extinguishers, fire pull and alarm boxes and all entrances and exits within the facility.

11. Crate and High Piled Storage

All crates, packaging and related materials must be placed in an Authorized Area prior to the beginning of the show period. No high piled storage is permitted in the exhibit hall.

12. Open flame devices and Cooking Information

- A. Open flame devices are not permitted within the exhibit hall, unless prior approval has been granted.
- B. Cooking and food warming devices in exhibit booths shall comply with 31-2.4 of the Life Safety Code and shall be isolated from the public by at least 4 ft. or a barrier between the device and the public. Cooking devices shall be limited to 288 sq. in. of cooking surface areas and shall be placed on a non-combustible surface area. Cooking devices shall be separated from each other by a minimum distance from any combustible materials. Single well cooking equipment using combustible oils or solids shall have lids available for immediate use. Multi-vat cooking equipment using combustible oils or solids shall comply with 7-2.3 of the Life Safety Code.
- C. Fire Extinguisher shall be provided within the booth for each device or an approved automatic extinguishing system shall be provided by the exhibitor.

13. Fire Department

The Fire Department may exercise its right to assign a fire detail to the premises during open show hours. The financial responsibility shall be with the exhibiting firm that requires this service.

14. Live Animals

The Royal Plaza Hotel shall not permit any live animal, reptile, fish or bird to enter nor suffer the same to remain in the facility unless it is a properly and safely muzzled "seeing eye" dog accompanying a blind person or written permission granted by the Royal Plaza Hotel. All such animals so admitted must at all times remain on a leash, within a pen or under similar control.

15. Move-In/Move-Out

Please refer to the show management for information on move-in and move-out for exhibitors.

16. Food Service

All food service within the hotel is handled exclusively by the Royal Plaza Hotel. Outside delivery service of food products or outside sources such as caterers and other food institutions are not permitted to sell or solicit within or deliver food products to the Royal Plaza Hotel.

17. Audio Visual Requirements

The Royal Plaza Hotel has an in-house audiovisual company on property. The Royal Plaza Hotel will take individual audiovisual orders for exhibitors only. It is the responsibility of the exhibitors to pay for their own audiovisual.

The Royal Plaza Hotel will not take audiovisual requests from speakers, orators, lecturers, talkers and spokespersons thus making it the responsibility of show management to handle any and all of these requests. All fees for said audiovisual equipment will be billed to show management on the final invoice.