



DULLES EXPO CENTER

EXHIBITOR RULES AND REGULATIONS

Dulles Expo Center would like to welcome you and wish you a successful event at our center. We would like to express to you that our staff and management is here to assist you in any way possible to insure a safe and prosperous show. Dulles Expo Center Management holds the rights to control and enforce all Rules and Regulations and all applicable laws. If you have any questions and/or concerns in regards to the following rules, please bring it to the attention of our staff. We do appreciate your input and we wish you a successful show at our facility.

PARKING

KEEP ALL FIRE LANES CLEAR AT ALL TIMES FOR IMMEDIATE USE BY EMERGENCY VEHICLES

- A. Parking in fire lanes is prohibited. **No parking in fire lanes** is allowed at any time, including during move-in or move-out. If parked in one of these areas, your vehicle may be ticketed and towed at your own expense.
- B. Parking lot is for attendees and exhibitor parking only. Parking lot is not to be used as an exhibit space without a written permission from Dulles Expo Management. All exhibitors are required to park in LOT C across from the loading dock and not directly in front of the building.
- C. Campers, RV's, trucks and oversized vehicles are not allowed to stay overnight at the Dulles Expo Center. Your vehicle may be ticketed and/or towed at your own expense.

UTILITY CONNECTIONS

- A. All services for electric, phones, plumbing and connection of any other utility service will be provided exclusively by the staff of Dulles Expo Center.
- B. **PLEASE NOTE!** A surge protector is required when connecting to the facility power supply. This is a Fairfax County ordinance and there will be no exceptions. The exhibitor or vendor may utilize their own surge protector, or one will be provided by the facility for an additional charge
- C. Power strips shall be polarized or grounded type, equipped with over current protection, and shall be UL listed.
- D. Power strips shall be directly connected to a permanently installed receptacle provided by Dulles Expo.
- E. Electrical cords used must be of the three-wired type, and all the equipment used must be U.L. approved. They shall be maintained in good

condition without splices, deterioration or damage.

- F. Dulles Expo Center will not be responsible for voltage fluctuation or power failure.
- G. Dulles Expo Center will not be responsible for any inferior equipment.
- H. All material and equipment furnished by Dulles Expo for any of the services shall remain the property of the Center and it shall not be removed except by the staff of Dulles Expo.
- I. No outside water may be brought to our facilities to fill up ponds, spas, tubs, etc.
- J. The use of batteries or battery charger packs to generate electric in the facility is prohibited under all circumstances per the Fairfax County Fire Marshal's Office. No Exceptions.

DECORATIONS/BANNERS/SIGNAGE

- A. All decorative materials must be flame retardant in accordance with the Public Safety and Fire Regulations and to meet the Fairfax County Fire Safety Code. This includes drapes, banners, all decorative fabrics, poster paper, foam cores board as well as hangings, curtains and drops, projection screens, plastics and all other decorative materials. You must have in your possession and be prepared to show documentation that the material is **NFPA701 flame retardant**. No flammable material such as bunting, *lamé fabric*, tissue paper, crepe paper, straw, hay, etc. shall be used as decorations in the facility.
- B. Nothing may be taped, nailed or other wise affixed to ceilings, fire sprinklers, walls, painted surfaces, doors, glass doors, columns, furniture or floor, including but not limited to: decorations, banners, signs, adhesive-backed (stick-on) or any other material.
- C. No holes may be drilled, cored or punched on the property of Dulles Expo.

- D. Tape used for carpet installation must be removed immediately following the show. There will be a fee assessed to any one who will leave carpet and/or tape residue on the show floor. Approved carpet tape: Echo-Double Coated Carpet Tape (DC-W188F), Shur-Residue Free (DF-545), or non-residue Gaffers tape. No high tack tape, duct tape, or gorilla tape.
- E. Damage fees will be assessed for any damages done to the facility.

FOOD AND BEVERAGE

- A. If your exhibit contains any selling/sampling of food and/or beverage or cookware demos while at the show, written permission must be obtained in advance from Dulles Expo Center. There will be no exceptions. Please call the center to arrange for the documents required.
- B. If approved to use electric appliances to warm food/beverage inside the facility, a 5lb ABC Fire Extinguisher with a current date is required within the booth space. Exp.: Dated 2018, good through Dec. 2019
- C. Concession will be open during show hours unless otherwise requested by show management. Outside food and beverage will not be allowed in the building and it will be denied access to the facility by building security.
- D. NO ALCOHOLIC beverages allowed into or out of the center. It is a violation of our ABC license. Dulles Expo Center reserves the right to inspect coolers, vehicles, boats, RV's, etc. This includes the move-in and move-out periods.
- E. The use of the permanent food and beverage service areas is reserved for Dulles Expo Center except upon written permission from our management. These stands shall not be blocked at any time.

VEHICLE RULES & REGULATIONS

Display vehicles or gas powered items must obtain written permission from the management of Dulles Expo Center at least four weeks before show opening. Such vehicles and items must conform to State and County fire codes. A fee may apply. These rules apply to all Battery Liquid or Gas Fueled vehicles, boats, watercraft, golf carts, lawn mowers etc.:

- A. ****Fuel in tanks shall not exceed one-eighth (1/8th) of a tank.**
- B. ****Vehicles shall not be fueled or defueled within the building.**
- C. One cable on the battery disconnected.

- D. ****Fuel Tanks and fill openings shall be closed and sealed to prevent tampering. If fuel tank is locking with a key, OKAY. If not, fuel tank cover must be taped over.**
- E. Once parked inside on the show floor: unhook battery, tape off gas cap, and leave hood up for inspection. Keys must remain in the hall with Show Management. Turn in Keys to Show Management or Security before leaving. (If electric do not need to tape off gas cap.)
- F. **WHEEL CHOCKS** - Place one at front left tire and one at right rear tire so it will not roll. A triangle or piece of wood will work. (Applicable to all items with wheels.)
- G. An ABC Fire Extinguisher is required for each booth or area that has a vehicle. Exhibitor must have quick and easy accessibility to a 5 lb Fire Extinguisher of type ABC in their booth with a current issue date. For example: Stamped 2017 will expire on December 31st 2018.
(*A, B, & D not applicable to electric vehicle)

MISCELLANEOUS

- A. Under the provisions of State and County Laws, The Dulles Expo Center is a Non-Smoking building. Smoking is strictly prohibited in all areas within the building at all times which includes electronic, smokeless and vapor cigarettes and smoking devices.
- B. All Emergency exits and required aisles shall be kept clear of obstructions at all times.
- C. **NO OPEN FLAME** allowed in the building, **candles shall not be lit at any time.**
- D. No live animals, reptiles, fish or birds are permitted to enter the facility unless a written permission has been obtained in advance from the management of Dulles Expo Center. Only a properly muzzled "guide dog" accompanying a person in need of assistance is allowed at the center.
- E. A written permission is required for any collections, donations, whether for charity, business or personal.
- F. Tents, canopies, overhead coverings that are inside the hall may not be larger than a 10'X10' area. The structure needs to be flame retardant and shall have the proper documents and **NFPA701 flame retardant** certification attached and available on site at all times. An ABC Fire Extinguisher is required within a booth space with any type of cover over 20 sq.ft.
- F. Black powder is strictly prohibited in the building.