

THE MONROEVILLE CONVENTION CENTER
POLICIES, RULES AND REGULATIONS

Policies are subject to change. Please consult the Convention Center Management Office for specific information that may not be covered by these Policies, Rules and Regulations

Air Conditioning

Air conditioning and/or heating are provided during published event hours. Requests for air conditioning and/or heating during non-event periods will be charged at the prevailing rate.

Animals

With the exception of guide, signal or service animals, animals are not allowed in the facility without prior written approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring the use of animals. If allowed, show management is ultimately responsible for the liability and sanitary needs associated with the animals.

Carpet and Wall Covering

Licensee is responsible for all damage during an event. Licensee will be responsible for cleaning costs associated with removal of stains. If carpet/wall coverings cannot be adequately cleaned, or if damage is severe, as in rips or tears, Licensee will be responsible for the replacement cost of the carpet or wall covering. The Management Office may require that Licensee lay protective carpet over existing carpeted areas that will be used for exhibits or displays in order to prevent damage.

Electrical Service

The Convention Center requires that all electrical work inside or attached to disconnect switches, panels, motor control centers, panel boards, and other electrical equipment controlled by the Center, be performed by Convention Center Electrical Staff or approved utility service contractors only.

Decorative Materials

Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns or windows. Please inform your onsite show management staff and speakers, as well as exhibitors. Check with the Convention Center Management Office for further information on appropriate displaying methods in the Convention Center. Damages resulting from the improper use of these materials will be charged directly to the Licensee or the onsite show manager.

Cleaning

Exhibit Floor

In an effort to enhance security and maintain high standards of cleanliness, only Convention Center employees are permitted to provide event cleaning within the Center.

The Convention Center delivers a “broom clean” floor. We expect the Licensee to deliver it back in the same condition. There will be an additional charge assessed for cleaning tape residue on the floor and for bulk trash removal at the conclusion of your event. Please see your Event Manager for more details.

Public Spaces

The Convention Center cleans all public spaces, i.e., restrooms, lobbies, pre-function spaces, etc.

Floor Plans

All floor plans must meet local fire code and must be approved by the Convention Center Management Office prior to move-in.

Digital copies on PDF format and/or AutoCAD compatible or hard copies of the exhibit floor plans for your event should be submitted to the Convention Center at least 45 days prior to your official move-in.

Please note these basic rules:

Aisles between display areas are a minimum of ten (10) feet. Nothing may intrude into the aisle space. Aisles must be configured to provide clear access to exit ways. There must be twenty (20) feet of clearance in front of all exits.

The following items must be designated on your floor plans:

Booth spaces and what is in the booths (i.e., exhibit booths). Bulk paces. Enclosed areas in a booth or bulk space (enclosed areas, i.e., closets, offices, etc., need to be equipped with a UL approval battery-operated smoke detector and a fire extinguisher). Proposed crate storage areas.

Freight Deliveries

The Convention Center will not accept delivery of show materials or freight more than three days in advance of your move-in date. Drayage charges for on-site handling and/or storage will be applied and payment should be submitted in advance via the Monroeville Convention Center’s Service Order Form. Freight carriers should reference the show name, show hall, name of exhibiting company, and booth number (if known). The physical address of the Monroeville Convention Center is 209 Mall Boulevard, Monroeville, PA 15146.

Helium Balloons

Helium balloons may not be distributed or sold inside the facility. With the prior approval of Convention Center Management, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons will be charged to you at the prevailing rate. Additionally, helium balloons may not be released into the outside environment from the premises of the Convention Center.

Sound System

Any use of the house sound system should be arranged through the Management Office. We do not allow outside equipment to be connected to, or operated from the house sound system.

There is an additional fee for use of facility equipment or audio lines for broadcasts and recording. Please ask the Management Office for the details and appropriate fees.

Load Limits

The main exhibit floor load limit is N/A pounds per square foot distributed load. Please see show management for detail.

Lost or Abandoned Articles

When lost items are turned in, our staff will attempt to handle it in such a way as to provide the best possible opportunity for return of that property to its rightful owner. Please note that because we do not store show materials, unclaimed items may be disposed of at the conclusion of the move out.

Merchandise and Novelties

The Convention Center reserves the right to review and approve the proposed sale of merchandise and/or novelties at the Center during an event.

Parking

Public

On-site, vehicle parking at the Convention Center is available in the surface lots serving the Center. Note there is no overnight or 24-hour parking. Off-site, private vehicle parking is also available at numerous parking lots located nearby.

Parking Continued

Dock

Only on a limited and most restricted basis are any on-site parking permits issued for the loading docks or front drive. Any parking permits issued for the dock or front drive are under the condition that the holder of the permit assumes all liability. Please see your Event Manager for additional assistance with parking requirements or for special arrangements.

Safety

All show and exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Home-type “cube” taps are prohibited. Spliced wires are heat generators and are prohibited.

Cooking/warming devices shall be electric and shall be UL or FM approved. Cooking/warming devices and heated products need to be four (4) feet away from the front of the display. A fire extinguisher must be in the booth and readily available near the demonstration area.

The use of welding equipment, open flames, decorative candles or smoke emitting devices or materials is prohibited. Exceptions may be made with prior approval by the Management Office and/or the local fire marshal.

Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators, and aisle ways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.

The use of burning fluids, oils, camphene, liquid oxygen, ethylene, kerosene, gasoline or anything else of like nature is discouraged. If your event absolutely requires the use of hazardous materials, maximum limits and controls will be placed on use of such materials. Those maximum limits and controls include our reserved right to curtail the use of the materials.

No spray painting is allowed on the premises. No saw cutting is allowed inside the Convention Center. The Convention Center does NOT allow any “hard construction” type of activities to be executed on the exhibit floor or within the building such as but not limited to material sawing, painting, welding, soldering, etc. without PRIOR written approval.

Smoking

The Convention Center is a non-smoking facility. There are designated areas outside the building where smoking is permitted.

Signage

Public Space

The desired use of any public area that is not part of the licensed area needs to be fully discussed with your Event Manager to determine the feasibility of the proposed use.

Common lobby/foyer/landing areas are not allocated to a particular event and are considered integral to maintaining the ingress/egress requirements necessary to facilitate traffic. As a general rule, exits, restrooms, phones, box offices, and lobby areas cannot be obstructed.

Interior Signage

The desired display of association or event-related signage needs to be fully discussed with your Event Manager to determine the feasibility of the proposed signage. Your Event Manager needs to be consulted prior to any signage being produced.

Waste Disposal

You are responsible for proper and regulated disposal of any and all toxic or biohazard goods, materials and substances, and must comply with all applicable laws. Please ask your Event Manager for the names of local providers who handle toxic and/or bio-hazard substances/materials.