

# Building Policies

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**Anchoring:** Any anchoring or drilling into the exhibit floor or any other surface within the Center is strictly prohibited.

**Animals:** Service animals/pets are permitted within the Center. However, non-service animals/pets are not permitted within the Center without proper approval by Center management. The requesting party is responsible for ensuring all proper permits and licenses are in place. This is including but not limited to contacting the Cuyahoga County Board of Health for any applicable permits. They can be contacted at 216-201-2000 or [www.ccbh.net](http://www.ccbh.net).

**Compressed Gas:** The use of compressed gas is permitted within the Center with prior approval by the Fire Department under the below conditions:

- Cylinders are limited to one-pound capacity and a booth may only contain one cylinder at any one time. Reserve cylinders shall be limited to 20 and must be secured in a safe area not accessible to the public.
- Propane tanks larger than one pound must be stored outside of the facility in the designated area located outside of the loading dock.
- Fork lifts are permitted to use propane tanks within the Center during load in and out days as long as they are properly secured and have been properly inspected prior to and after use each day.
- Propane tanks on forklifts must be removed from the Center during all show open hours and stored outside within the approved propane storage locations. A maximum of one propane tank may be left on one forklift in case needed during show hours for any reason.

**Confetti:** The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is NOT permitted in the Center. Additionally, adhesive-backed decals (stickers) may not be given away or utilized. Any costs incurred by the Center for the removal of these items will be charged to the Licensee.

**Cooking:** The Cleveland Fire Department may require a test of all cooking equipment prior to the opening event. Additional requirements include:

- Food producing grease-laden vapor is prohibited.
- Cooking and heating devices shall be placed on non-combustible surface and separated two feet from any combustible item and separated from the public by four feet.
- Each exhibitor must provide a 20-pound BC fire extinguisher, or an approved automatic extinguishing system located in their booth.

**Display Vehicles:** When exhibiting motor vehicles inside the Center the following requirements must be abided by:

- Disconnecting the battery
- Reducing the amount of gas to ¼ tank or less
- Locking or taping shut the gas cap
- Using a drip pan under vehicle's engine
- Avoiding all carpeted areas of the building

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**Drone Policy/Unmanned Aerial Vehicles:** The operation (flight) of any drone/unmanned aerial vehicles at Center whether indoors or outdoors is prohibited unless permission is granted in advance in writing by ASM Global Management. In the event permission is granted by ASM Global Management and the City of Cleveland, there are rules and regulations that govern use both inside and outside the Center.

**Fog/Hazers:** A fire watch is required when hazers or fog machines are used inside the Center. All machines must be water based. The use of smoke, hazers or fog machines is prohibited without the prior written approval of the Center.

**Gratuities:** It is against the Center/ASM Global policy for any employee of the Center to accept gratuities or gifts from Show Management, Exhibitors or Attendees.

**Helium:** Helium balloons are not permitted in the Center. Should helium balloons be brought into the facility the Licensee will be charged a fee for the removal of balloons that rise to the ceiling.

**Medical Shows/Waste:** Any hazardous waste disposal and cleanup must be approved prior to move-in. The Center does not handle the disposal of medical show waste. Sharps need to be in red containers and clearly labeled as such, to avoid being disposed of in our regular trash pickup. Please DO NOT leave needles and sharps boxes unattended.

**Pyrotechnics:** The use of pyrotechnics is prohibited within the Center.

**Shipping:** The Center does not accept advance materials or freight. All freight and packages must be shipped to your General Service Contractor and delivered to the Center during the designated move-in period. Packages may also be shipped to/from our UPS Store located in the Atrium. For more information please see page 20 of this document.

**Smoking:** The Center is a smoke free campus. In accordance, smoking is prohibited within 50 feet of any entrance door to the Facility. The loading dock and driveway areas are considered part of the Facility and should also be designated as smoke free.

**Tape:** The Service Contractor is responsible for the removal of all tape and tape residue from the exhibition halls, pre-function, and meeting room floors. The repair cost for any damage caused to a surface by the use of such tape or any tools used for removal will be billed to Show Management and/or the General Services Contractor. If any tape or tape residues are to be removed the Center after the event, Show Management will be billed for all expenses. The approved double faced tape for the exhibit floor is Polyken 105 C or approved equal. The only approved tape for the ballroom, meeting rooms or any other carpeted area is Gaffers tape.