EXHIBITOR RULES & REGULATIONS

Welcome to CenturyLink Center Omaha. Following is information you will need as an exhibitor at a convention, tradeshow, or consumer show in our facility. Please read this information thoroughly and abide by all rules and regulations as set forth by MECA.

1. IN-BOUND FREIGHT

CenturyLink Center Omaha will not accept any freight shipments prior to the scheduled exhibitor move-in date unless pre-approved in writing by MECA. If any freight arrives at MECA managed facilities prior to the show move-in day, it will be transferred to MECA's preferred shipping company and the shipper will incur storage and delivery fees at their standard charge rates or the shipment may be refused.
Any freight arriving at MECA managed facilities on the show move-in day without a service contractor or drayage company specified, will be handled by MECA's preferred shipping company. The shipper will incur handling fees at their standard charge rates.

To avoid potential shipment refusal, prior arrangements are to be made with a service contractor or drayage company to handle freight requirements. Freight shipped to arrive prior to the day of exhibitor move-in should be forwarded according to the instructions in your exhibitor service kit provided by the official show decorator. If no official show decorator has been identified, freight should be forwarded to CenturyLink Center Omaha's preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992.

Please call Target Logistic Services and Tradeshow Services at (402)457-7992 for available freight services and fees.

Contact information for the package(s) shall be clearly labeled on the exterior of the package(s). If this information is not clearly visible, the package(s) may be refused. All materials, equipment, or freight sent to arrive during scheduled move-in must be clearly labeled as follows:

CenturyLink Center Omaha
Name of event, date of event
Exhibiting company name, booth number
Phone Number
c/o Name of Service Contractor or Drayage Company
455 North 10th Street
Omaha, NE 68102

No COD deliveries will be accepted.

2. OUT-BOUND FREIGHT

Out-bound shipments should be arranged according to the instructions in your exhibitor service kit provided by the official show decorator. If no official show decorator has been identified, out-bound shipments can be arranged through CenturyLink Center Omaha's preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992. All materials must be removed from CenturyLink Center Omaha at the conclusion of the event. Any materials remaining after scheduled move-out will be considered refuse. Costs incurred for removal of such refuse may be charged accordingly.

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3. EXHIBITOR MOVE-IN / MOVE-OUT

Exhibitor move-in and move-out is allowed only during designated exhibitor move-in and move-out hours. Exhibitors are not allowed to move in or out through the main entrances on the west, south, or north sides of the building. All exhibitors must unload and load on the east side of the building at the designated ramp/docks for the show. All exhibitors must check in with the traffic manager at the dock. To access the dock area, turn east off of 10th Street onto Meca Drive, which is on the north side of CenturyLink Center Omaha. Turn right on the east side of the building into the dock area.

No vehicle parking is allowed at the dock. Vehicles must be unloaded in a timely manner then moved to an assigned exhibitor parking lot. No overnight parking is allowed in any CenturyLink Center Omaha parking lots. Exhibitors will pay the prevailing parking rate per vehicle, per day, with no in and out privileges, except as may have been specifically arranged by the show promoter through MECA.

CenturyLink Center Omaha does not have available dollies, ladders, or other equipment needed for move-in and set-up. All such equipment must be brought with you or services must be acquired from the official show decorator. Standing on chairs or tables to hang display materials is prohibited.

4. STORAGE

There is no on-site storage or empty case storage available to exhibitors. All arrangements for storage must be made through the official show decorator. If no official show decorator has been identified, storage can be arranged through CenturyLink Center Omaha's preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992.

5. FIRE AND SAFETY REGULATIONS

All exhibitors must comply with Omaha Fire Marshal rules and regulations.

HAZARDOUS MATERIALS – If your exhibit includes the use/display of hazardous materials (including, but not limited to, open flames, gasoline, welding materials, lasers, cooking grease, natural gas, combustible materials such as hay bales, all heat sources used for cooking and heater demonstrations, hazardous waste, medical waste, hazardous, toxic, and/or regulated substances), contact show management for reference to the CENTURYLINK CENTER OMAHA'S FACILITY RULES & REGULATIONS. Liquid propane is not allowed in the building. Any displays with a fire component require that the exhibitor supply a fire extinguisher in the booth.

WEAPONS – Weapons, of any type, are prohibited from being brought into CenturyLink Center Omaha. The sole exception to this policy is the display of such items within an exhibit – and in those occasions, MECA approval is required.

EXHIBITOR RULES & REGULATIONS

FIRE AND SAFETY REGULATIONS (cont.)

VEHICLES

- Vehicles are not permitted inside CenturyLink Center Omaha for loading/unloading without the prior authorization of MECA management.
- Vehicles which are part of a display will be allowed in CenturyLink Center Omaha after conforming with all fire/safety rules and regulations which include:
    1. Specific area for vehicles is identified on the floor plan.
    2. The vehicle engine will not be operated when the building is occupied.
    3. A maximum of 5 gallons of fuel per vehicle when entering the building.
    4. The fuel fill cap is secured with a lock or securely taped with a material that is non-petroleum soluble.
    5. The battery cables are disconnected from the battery and the battery terminal will be securely covered.
    6. The vehicle will be securely locked when unattended.
    7. An approved fire extinguisher will be located in the immediate vicinity.
    8. The Fire Marshal's office may inspect the vehicles prior to the building being opened to the general public.

6. IN BOOTH FOOD DISTRIBUTION

Any distribution of food as part of an exhibit must be pre-approved by Levy Restaurants, CenturyLink Center Omaha's exclusive food and beverage service provider. Please refer to the document listed below, which must be completed at least two (2) weeks prior to the show date. This document is included in the exhibitor service kit or is available on-line at www.centurylinkcenteromaha.com. For additional information, please contact Levy Restaurants, (402)341-1500.

"Sample Food & Beverage Rules & Regulations Authorization Form"

7. GARDENING / LANDSCAPING EXHIBITS

The following apply to gardening and landscaping exhibits:

- Plastic must be used on the exhibit hall floor under dirt, rocks, mulch, ponds, etc.
- Considerable care must be taken when using dump trucks, skid loaders, etc., to unload and load dirt, rocks, mulch, etc. Any damage incurred will be the responsibility of the exhibitor.
- At the close of the show, all dirt, rocks, mulch, etc., must be removed completely and the exhibit hall floor must be swept clean.
- Ponds and water displays must be filled and emptied only by CenturyLink Center Omaha staff and a charge will be incurred based on the fill/drain tank rates on the CenturyLink Center Omaha Exhibitor Utilities/Technical Services Order Form.
- Any damage incurred due to water leakage will be the responsibility of the exhibitor.

EXHIBITOR RULES & REGULATIONS

8. AUDIO VISUAL

J&S Audio Visual, Inc. is the preferred in-house audiovisual services provider and rigger at CenturyLink Center Omaha. Please refer to the "Audio Visual Exhibitor Order Form" and the "Audio Visual Rules & Regulations" for available equipment. These forms are included in the exhibitor service kit or are available on-line at www.centurylinkcenteromaha.com.

9. UTILITY AND TECHNICAL SERVICES

Electrical, air, gas water, telephone and internet services are provided by MECA. Please refer to the "CenturyLink Center Omaha Exhibitor Utilities/Technical Services Order Form" and the "Exhibitor Utility/Technical Services Rules & Regulations" for available services. These forms are included in the exhibitor service kit or are available on-line at www.centurylinkcenteromaha.com. Advance rates require that order forms and full payment must be postmarked or received a minimum of seven (7) calendar days PRIOR to the first move-in day of the show. Floor rates will apply after the deadline.

10. GRATUITIES

CenturyLink Center Omaha prohibits its employees from accepting gifts, gratuities, or other favors from parties doing business with CenturyLink Center Omaha.

11. NO SMOKING POLICY

CenturyLink Center Omaha is a smoke-free facility.

12. SPECIAL DECORATIONS, SIGNS AND THEMED MATERIALS

- Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in CenturyLink Center Omaha.
- Tape and adhesive-backed materials are not allowed on CenturyLink Center Omaha carpeted surfaces.
- Use of tape on any wall surface, glass, or equipment is prohibited.
- Cut trees are not permitted, unless they have a root ball at the base of the tree and are specifically approved by MECA.
- Hay bales must be sprayed with fire retardant and inspected by the Fire Marshal prior to the building opening to the public.
- Use of glitter, confetti or streamers must be approved in advance by MECA. If approved, Licensee will be charged for any extra cleaning required due to use of such decorations.
- Cotton candy machine use is prohibited in the Convention Center. Snow cone makers and the use of dry ice shall require a protective floor covering in the working area of these machines and/or products.
- Game themed activities may require precautionary measures to protect the facility and its patrons.