



KANSAS EXPOCENTRE HANDBILL AND SOLICITATION POLICY

Topeka City Code stipulates that no person shall throw, deposit, distribute or sell handbills in any public street or place.

Handbills are defined as printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet or any other printed or otherwise reproduced, original or copies of any matter of literature. This also encompasses discount coupons and bumper stickers.

Any person, persons or organizations wishing to distribute any handbill on the grounds of the Kansas ExpoCentre must abide by the following stipulations:

1. To distribute any handbill within any building on the ExpoCentre grounds, one must be a participant in the particular event taking place, and the handbill must deal specifically with the event taking place. These handbills may only be distributed from a booth or table location, purchased from the Show Manager of the particular event. These handbills may only be distributed during the hours of the event.
2. Persons desiring to distribute handbills outside of any building must first receive written permission from the General Manager of the Kansas ExpoCentre, a minimum of 3 days prior to the date the handbills are to be passed out

A clean-up deposit in the amount of \$150.00 will be deposited in the Accounting Office of the ExpoCentre to be used in any clean-up caused by the handbill distribution. Any unused portion of the deposit shall be returned to the individual within 10 days of the conclusion of the clean-up activity.

Locations for the distribution of handbills shall be determined by the General Manager, or his designee. These locations shall allow for positive ingress and egress from the building at all times, and at no time shall the distribution of handbills interfere with normal course of any event.

3. Material may be distributed in handbill form only. No verbal counseling, abuse or harassment to event patrons, producers, participants, employees shall be permitted.

Any deviation from the above stipulations, or if material is distributed that is found to be objectional, vulgar or pornographic, the General Manager, or his designee, reserves the right to order such distribution to cease at any time.