



Rules and Regulations for Consumer and Trade Show participants

Building access:

- Building access is limited to the contractual terms with the show promoter. No access will be permitted outside of these hours without express permission from the show manager.
- All load-in and load-out must take place through either overhead doors or the steel doors adjacent to the overhead doors.
- **No load-in or load-out is to take place through any glass doors, including the Southeast entrance (handicapped) to the arena or the East entrance to Exhibition Hall.**
- During show hours no carts are allowed to be used in public access areas.
- Overhead doors will be closed a minimum of 30 minutes before shows open to the public.
- Overhead doors will not open for load-out until the general public is cleared from the show. (apx 10-15 minutes after the show closes to the public)
- No early move-out is permitted without express permission from your show manager.
- No carts are allowed for move-in after the show opens, or for move-out until the show is closed and the public is cleared from the building.
- Show managers, in conjunction with Kansas Expocentre staff, will determine when vehicles may line up at the entrance to the service drive, or drive into the facility for either load-in or load-out purposes.

Service drive access and parking:

- There is to be no parking in the service drive on the west side of the arena or Exhibition Hall except for short term parking needed for loading in or loading out of the facility.
- There is no parking allowed in any stall reserved for Topeka ScareCrow Hockey or stalls with names on the parking blocks.
- There are two handicapped stalls that are available for vendors with proper handicapped parking identification.
- To expedite load-in/load-out, park in the service drive only long enough to unload/load your vehicle and move items to/from your booth. Then move your vehicle to Parking Lot H, south of Domer Arena, or to parking lots designated by Expocentre Security or your Show Manager.
- Always stop for the Security Guard at the service drive entrance.
- Parking in the service drive is limited to those with Kansas Expocentre Parking Permits. For special needs, see your show manager.
- **Persons parking in a manner contrary to these guidelines are subject to being ticketed by the Topeka Police Department.**

Miscellaneous rules and regulations:

- Internal combustion engines may not start and/or run while the show is open to the public. (Fire Code)
- No aisle may be diminished to a distance of less than 10”.
- No food or beverages may be dispensed from any vendor booth without express permission and/or fee from your show manager and Heart of America food service, the exclusive concessionaire at the Kansas Expocentre. (785-354-7776)
- **Vendors may not give away any food or beverage product that is not directly related to the business they represent.**
- Food or beverages for the vendors participating in the show may be brought in through non-public access doors only, and should be consumed in the booth space purchased from the show manager. No food deliveries are permitted to booths.
- All move-out must be complete by the guidelines spelled out in the show manager’s information provided to you with your contract to exhibit in the show.
- Vehicles on display must have less than ¼ tank of gas and have access to the fuel tank limited by locking gas cap or gas cap taped shut. Batteries must be disconnected from vehicles on display.
- All activities that require a physical attachment to the facility, including taping, gluing, nailing or screwing or other means of attachment, is strictly prohibited.
- The Kansas Expocentre prohibits displays that are vulgar, obscene or illegal to be exhibited at shows.
- All vendors must show proper ID for entry into the facility.
- Compressed gas bottles (helium, CO2, etc., must be chained to a cart or to a solid object that will prevent its tipping over. (Fire Code)
- Helium balloons, bumper stickers, self-adhesive items may not be given away. Helium balloons may be used for purposes of decorating booth space only.
- No animals, other than certified service animals, or animals integral to the exhibit, are allowed in the facility.
- The Kansas Expocentre is a smoke-free facility.
- No alcohol may be brought into the facility at any time.

The Kansas Expocentre appreciates your compliance with these rules and regulations