



KANSAS EXPOCENTRE TEMPORARY SIGN POLICY

Temporary signs are defined as electrical or non-electrical portable signs: “tent or sandwich” boards, banners or any other visual object designed to call attention to an event. Any sign attached to any vehicle falls under this policy.

Signs to be used on the grounds of the Kansas Expocentre shall be no larger than 10’ x 7.5’ in size; with a maximum message area of 75 square feet.

Portable signs are allowed on the grounds of the Kansas Expocentre under the following conditions:

1. Location of the sign must be approved by the General Manager or his designee in advance of placement, and cannot interfere with normal vehicular or pedestrian ingress or egress from the facility.
2. No signs are to be located along Topeka Boulevard between 17th Street and 21st Street. The approved locations for signs are at 17th Street and Exoduster Drive (near Ag Hall) and at 21st Street and Exoduster Drive (east of the fire station). Banners are sometimes attached to the facilities with permission from the General Manager or his designee.
3. Signs must be anchored or weighted sufficiently to withstand wind gusts to 35 M.P.H. or greater. Expocentre employees may remove signs not sufficiently anchored at any time.
4. If electricity is required to light or power a sign, a \$10.00 fee per 24-hour period shall be paid at the Expocentre Security Office, prior to hookup. Individual requiring electricity is responsible for providing any extension cord necessary for the hookup.
5. Signs may be erected no more than 4 days in advance of any event, and must be removed no later than the day immediately following the event.
6. Kansas Expocentre facility names, if used, must be spelled correctly.
7. The General Manager, or his designee, reserves the right to remove any sign considered to be offensive, or deliberately interferes with another Kansas Expocentre event.
8. No electricity is available at the 21st & Exoduster location.