

Exhibitor Rules & Regulations

General Planning and Building Information

The Phil Long Expo Center is a non-smoking facility.

Heating, ventilation, cooling and full house lighting is provided only during show hours.

The promoter of your show or an authorized representative must be on site when exhibitors and/or attendees occupy leased space.

Special effect machines require prior written approval by the Phil Long Expo Center.

Helium balloons must be tied down - balloons may not be handed out to the public.

Use of adhesive products, nails, tacks, pins, etc. on any surface in the facility is not allowed.

Exhibitors must return the facility to the condition in which it was received, with the exception of normal wear and tear.

Parking

Exhibitors must load and unload from the *rear* of the building only. Exhibitors must remove all vehicles from the front parking lot one hour before the start of the show. Exhibitors may only park in the rear or side of the building during show hours.

Catering and Concessions

Concessions, alcoholic beverage and catering services are exclusive to our in-house food and beverage service. *Outside food and drink are not allowed in the building.*

Utilities

Utilities services (electrical, water & drain, compressed air, internet and telephone services) are exclusive to the Phil Long Expo Center. *Utilities are not included in the purchase of your exhibit space.* Please complete the enclosed order forms for any services needed. Credit is not given for utility and/or labor services ordered and not used.

Freight and Deliveries

Material Handling forms must be completed for the facility to accept or store freight packages for exhibitors. The Phil Long Expo Center is not responsible for any damages or loss of packages.

Fire Requirements

Aisle ways and exits may not be blocked.

Covered displays in excess of 100 square feet require a fire extinguisher. If your display is not covered, this requirement does not apply.

Covered displays exceeding 300 square feet or multilevel displays must meet specific regulations.

Open flames are not permitted in the facility.

Toxic or hazardous materials are subject to immediate removal if the required information is not received and Fire Marshal instructions are not followed.

Sales Tax

The City of Colorado Springs Sales Tax Division requires the Phil Long Expo Center to have on file copies of exhibitors' sales tax licenses for the state and city. Collection and submission of such documentations is the responsibility of the Promoter. Exhibitors displaying product only do not require a sales tax license.