

# Berkley Area Home Improvement Expo Regulations

## 1. Move-In / Move-Out:

Move-In: Please schedule set up of your booth either on Friday, March 12 between 4:30 and 9:00 PM or before the show starts on Saturday from 7:00 - 9:30 AM. Your display must fit with-in the assigned space and must fit through standard 36" wide doors. Backdrops and product displays are allowed.

Move-Out: you may begin to tear down your display after the show ends at 4:00PM and must have everything out by 5:00 PM. Anything not removed by then will be thrown away.

## 2. Parking:

During the show, all exhibitors must park in the main student parking lot on the east side of the school so that visitors can park close to the entrance. During move-in and move-out you may park at either the West lot behind the Gym or in the Catalpa lot north of the school. You must park in a legitimate, clearly marked standard parking space only. Parking in fire lanes, in front of marked exits, on islands or any other non-paved areas will not be permitted at any time. The Berkley School District reserves the right to tow or move, at owner's expense, any vehicle improperly parked or on its site without proper authorization. No overnight parking of any vehicle, truck trailer etc. will be allowed without proper authorization. Berkley schools are not responsible for any damages or theft while parked on school grounds.

## 3. Inspection:

Berkley Schools reserves the right to inspect all cartons, packages, containers or coolers brought into or out of the facility at any time.

## 4. Alcohol:

Berkley Schools does not allow anyone to bring alcohol of any type into the building. It is strictly prohibited.

## 5. Smoking:

Smoking in the building or on school property is prohibited and will be strictly enforced.

## 6. Signs, Tape & Carpeting:

At no time will exhibitors be allowed to adhere anything to the walls or columns that could leave a mark or peel off the paint. Exhibitors will be strictly prohibited from using any unauthorized style of tape or adhesive substance within the facility, poster putty is allowed. Exhibitors may bring in carpeting for their booth but they will be responsible for removing it after the show.

## 7. Flammables:

Exhibitors are prohibited from bringing in flammable materials that will be used for decorating or advertising in the facility. All such material to be used for decorative or advertising purposes must first be treated with a flame-retardant, and such use shall be in accordance with all applicable federal, state, and municipal fire and safety rules and regulations. All flammable liquids and gases are prohibited.

## 8. Helium balloons:

Exhibitors with prior approval can have helium balloons to decorate their booth but not to hand out to attendees. A retrieval charge will be applied to retrieve balloons from the ceiling.

## 9. Electrical:

Exhibitors must follow these electrical rules: No cords allowed on the ground in foot traffic areas or under carpet; cords without a ground are not permitted; all cords must have 3 prongs; and no damaged cords are allowed. Fusible power strips must be used in any multi-plug situation, no cube taps are allowed. Any display that uses water must have a G.F.I. Any special requests must be submitted with this registration.

## 10. Emergency Exits / Equipment:

Any type of emergency exit or equipment shall not be blocked or obstructed under any circumstances, including the entrances and exits.

## 11. Food:

Selling any type of non-packaged food item is not allowed by exhibitors. There will be a food concession stand.

## 12. Refunds:

Full refunds will be given upon written cancellation received by March 7th. No refunds will be given if vendor cancels after that date.

## 13. Licenses

Any business that is required to have a state license to operate must list the license number on the registration.

*Neither the Berkley School District nor the City of Berkley and its Boards and Commissions endorses any contractor or exhibitor.*