

VEHICLES

All vehicles must be approved no later than 30 days prior to show move in. Per Fire Code, all vehicles must abide by the following:

- Vehicles shall not be parked in the fire lanes or block any exits.
- Gas tanks shall have no more than 1/4 tank or five gallons of fuel, whichever is less.
- Motorcycle tanks cannot exceed 2.5 gallons of fuel.
- Fuel caps must be taped shut or fitted with a locking cap.
- Battery cables should be disconnected while in the facility.
- There should be no fueling or de-fueling of vehicles on facility property.
- Combustible materials must not be stored beneath display vehicles. All space beneath vehicles must be clear and visible.

FIRE MARSHAL

All exhibitors and contractors must comply with all applicable Federal, State, and local fire codes.

All empty shipping cases, cartons, or crates must be labeled and removed for storage or they will be removed as trash. Fire lanes in and around the facility must remain clear and unobstructed.

All exhibitors are responsible for the correction of all fire code violations found. Violations are required to be corrected within the time determined by the Fire Marshal or duly authorized representative. Failure to comply may result in denial of your opening for the show or/and citation.

LOADING DOCK ACCESS

Dock space is not assigned, but rather available on a first come, first served basis. Time in the loading dock is limited to 20 minutes per vehicle. All vehicles must be moved to an offsite parking area when unloading is completed.

Raleigh Convention Center does not allow vehicles to be parked in the loading dock overnight, and reserves the right to tow vehicles if left idle and unattended for a significant period of time.

Vendors are suggested to provide their own carts for loading and unloading purposes.

SALISBURY STREET MOVE-IN/OUT

This recessed lane is a shared space with public transportation and is only permitted for loading/unloading purposes with prior approval from Event Manager and Show Management.

For safety reasons, under no circumstances should a vehicle be parked or left unattended for extended periods of time.

Third-party vendors are not permitted to load in via Salisbury Street and must utilize the Loading Dock.

VENDOR PARKING

Please speak with show management about parking options for your event.

FREIGHT ELEVATORS

Freight Elevator #4 (small one) has a weight limit of 6,000 pounds and measures 10'W x 10'L x 10'H.

Freight Elevator # 5 (large one) has a weight limit of 12,000 pounds and measures 10'W x 19'L x 10'H.

ELECTRICAL / WIRED INTERNET

If power/internet is not included in booth rental, or additional power is needed, please fill out the RCC's Utilities Order Form to purchase. Items added onsite are subject to floor rates, and payment must be processed prior to service completion.

DAMAGES

Exhibitors may not distribute stickers, decals, or similar items with adhesive backing in the building.

The following items are not allowed in the building unless approved by facility staff (cleaning fees may apply):

- Canned string / silly string, or similar products
 - Glitter and confetti
 - Helium filled balloons or Mylar balloons
 - Sand, gravel, dirt, mulch and other similar materials
- Drains are intended for water and sanitary waste only. Dumping of paints, food, or chemical waste into sinks, toilets or other drains is strictly prohibited.

Disclaimer: The above information has been condensed to specify the interests of exhibitors alone. Please reference the Event Planner Handbook (www.raleighconvention.com/eventplannershandbook) in its entirety for additional details.