

August 2022

Dear Exhibitor:

Welcome to America's Center! We are excited that you are exhibiting in **Transworld's Halloween & Attractions, Christmas and Room Escape Shows, February 2 - 5, 2023.**

At America's Center we offer each exhibitor several building services that range from electrical to food and beverage. Each contractor has met strict requirements in product and service quality. Because our mission statement is "Becoming America's Best Center", we are constantly improving the quality level of the products and services we offer. Therefore, please feel free to contact me if you have any special needs, require additional services or if our building services are not providing the highest quality level of products and services. I can be reached at (314) 342-5120.

Along with our other various building services, we also offer licensed security officers to man your booth during the closed periods of the show. To order this service prior to your convention date or to receive additional information, please contact Jourdon Morgan, Director of Public Safety at (314) 342-5163 or fax (314) 342-5040. The cost for the licensed security officer is \$31.75 per hour with a four hour minimum. You will also be able to order this service on-site by contacting the Show Security Supervisor, however, personnel availability cannot be guaranteed unless the request is received at least one week prior to the first show date.

Again, our goal is to help you achieve a successful and profitable show. Feel free to contact me at anytime.

Sincerely,



Jillian Alspach

Director of Event Management



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## **EXHIBITORS: WELCOME TO AMERICA'S CENTER!**

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We are proud to inform you that America's Center provides a **complimentary Internet Café** that is located in the Plaza Lobby area outside of Hall 3 on the 1<sup>st</sup> Level. The Internet Café has three (3) computers and one (1) printer and will be available to use during TransWorld 2023 on the following dates and times:

**Thursday February 2 through Sunday February 5, 2023 8:30am-5:30pm daily**

In addition, America's Center provides complimentary Wi-Fi services in all of the inside public gathering areas outside of the exhibit halls. If you need to purchase wireless service in the exhibit halls, please contact SmartCity Networks at 888-446-6911, [csc@smartcity.com](mailto:csc@smartcity.com), or, online at <https://orders.smartcitynetworks.com>.





# EXHIBITOR PACKET

**TRANSWORLD 2023**

**FEBRUARY 2-5, 2023**

Please return required materials to:  
Jenn Morrison, Director of Catering Sales  
[jmorrison@levyrestaurants.com](mailto:jmorrison@levyrestaurants.com)  
314-342-5243

**All documents due no later than January 2, 2023**



# EXHIBITOR POLICIES

Levy Restaurants has the exclusive rights to sell food and beverage in and around the America's Center Complex and Dome. **All food items must be provided by Levy Restaurants.** Menu selections, room requirements and all other arrangements must be received by Levy Restaurants, in writing, 30 days prior to the function date. No food or beverage items may be brought onto the premises unless written permission is requested by the customer and written permission is granted as stipulated under contract terms and conditions. No food items may be removed from any function

## NON-ALCOHOLIC F&B SAMPLING

There is no charge for sampling of food or non-alcoholic beverage provided:

- (1) The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.
- (2) The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time.
- (3) The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations. Local Health Department permits are not required but the completed Exhibitor Sampling Form for Levy Restaurants will still be required.

## ALCOHOLIC PRODUCTS

- (1) All alcoholic products must be approved prior to show, and must be delivered to the America's Center dock (off Cole Street) via a Levy-approved distributor. **Absolutely no product may be brought into the facility by the client, exhibitor, or any affiliates of the the client or exhibitor.** Deliveries to be coordinated with Levy's Purchasing team.
- (2) For specialty-ordered product, the exhibitor is to pay Levy no later than two weeks prior the event for product that Levy is ordering. These items are not billed on consumption, and the exhibitor will pay Levy for all product that is ordered.
- (3) With prior approval from Levy, sponsored or donated alcohol is permitted, and Levy should receive a \$0 invoice with receipt of payment 2 weeks prior to the event. A corkage fee will be assessed and paid by the exhibitor for all donated or sponsored product. In some cases, A Certificate of Insurance will also need to be provided and an Alcohol Release and Indemnity Contract signed. Please inquire with your Catering Sales Manager for further details.
- (4) Alcohol pouring and sampling requires service from union bartenders through Levy Restaurants at \$150.00+ rate per 4 hours with a 4 hour minimum billable shift. If service times are not consecutive, fees cannot be split and will be considered different shift times.

## SELLING

Requests for the right to sell food must be submitted prior to an event by both the sponsoring event management and the requesting vendor. Upon approval, there will be a charge per location per day which must be paid in advance to Levy Restaurants. This fee is non-negotiable and non-refundable. Outside food and beverage is not permitted in the America's Center/The Dome and MUST be approved before the show.

All approved vendors selling products must submit pricing and specifications to Levy Restaurants 30 days in advance. All approved vendors are responsible for all booth rental fees, tables, electrical, plumbing, drayage, and all other America's Center Services. Vendors must also have \$1,000,000.00 Liability Insurance naming Levy Restaurants as additional insured, and are responsible for all local and state laws. A Certificate of Insurance must be provided. NO EXCEPTIONS.

## STORAGE/HANDLING

Refrigerated, frozen, and dry storage is available at a rate of \$50.00+ per pallet. There is a onetime handling fee of \$50.00+ and a \$25.00+ charge per delivery. Use of the kitchen facility is available for a fee with prior approval of the Executive Chef. Storage may not always be available; it is the responsibility of the exhibitor/vendor to supply adequate storage in this case. Levy Restaurants is not responsible for any loss of product.

*If sampling, selling, or utilizing storage please sign to acknowledge Levy Catering policies*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# CATERING POLICIES

All products prepared and/or sampled must be approved by America's Center Catering and are subject to the Terms and Conditions and applicable service charges. Food sampling is permitted only by the manufacturing company or the distributor of the product.

Any food that is fully or partially baked, grilled, fried, heated or otherwise prepared in the booth for attendee sampling must be listed on the BoothForm. Temperature sensitive foods such as milk or egg products (dips, ice cream, mayonnaise, etc.), cold cuts, fish, or any other product that requires a regulated temperature should also be listed on this Booth Form.

The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.

The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time and product must be non-alcoholic unless permits have been provided and approved by Levy.

The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations. Local Health Department permits are not required but the completed Exhibitor Sampling Form for Levy Restaurants will still be required.

All food must be prepared on-site or at an approved food establishment, which obtains its products from an approved source.

Food temperatures must be 140 degrees or above (hot), 45 degrees or below (cold).

Metal-stemmed thermometers must be provided at booth to monitor product temperature.

Each booth must have adequate refrigeration (mechanical or dry ice).

Ice must come from a licensed commercial source (not made at home).

Wet ice can be used for canned or bottled soda in cold storage.

Wet ice used for drinks must be kept in separate containers with an ice scoop provided.

Ice cream dipping- see Event manager for special instructions.

Food containers (transportation and storage) must be hard, food grade plastic or stainless steel and easy to clean (no Styrofoam).

Single service items such, as cups, plates, spoons, forks, etc., shall be used in dispensing of food and be provided by the exhibitor.

Tongs, plastic gloves or other appropriate utensils are required in the handling of food products and provided by the exhibitor.

Eating or smoking in the booth is prohibited.

Proper hand wash facilities must be provided at booth (sanitary towelettes are acceptable).

Persons with any type of infection are prohibited from handling food and from working in a food preparation area.

Sufficient clothing must be worn while working in booth (no tank tops or similar attire).

At least a five (5) gallon container of water with approved sanitizing such as 1 tsp. Bleach for each 2 gallons of water must be available to clean and sanitize utensils or pans that may have been dropped or need cleaning

*If providing F&B, please sign to acknowledge Health Department policies*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# FOOD PREP FORM

Please return required materials to:  
Jenn Morrison, Director of Catering Sales  
jmorrison@levyrestaurants.com  
314-342-5243

SHOW: TransWorld 2023 DATES: February 2-5, 2023

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

Please list food items to be displayed and/or served, method/location of preparation, and method of holding food product for service

ITEM	PREP LOCATION	STORAGE LOCATION

*If providing F&B, please sign before submitting form*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



# BOOTH CATERING POLICIES

Absolutely no outside food or beverage is permitted to be brought into the America's Center and Dome by exhibitors or their affiliates.

-All food and beverages must be ordered through Levy Catering, the exclusive caterer at the America's Center

-All food and beverage selections must be placed **30 Days** prior to the event. Orders that are submitted less than 30 Days in advance will be subject to a 10% increase.

-Payment in-full will occur prior to the event and the designated card will be charged for anything added by the exhibitor during the event. A detailed invoice will be provided, and a secure link will be emailed directly to process order payment.

-Please note that all food and beverage items are subject to a 22% taxable service charge plus applicable 11.179% sales tax.

-Please allow for a minimum of 45 minutes to one hour for all replenishment requests during the show.

-All exhibitor orders less than \$150, exclusive, will be subject to a \$50 delivery fee.

-A bartender is required to service all alcohol orders at a rate of \$150 plus tax per four hours. Any additional request for service attendants are a rate of \$150 plus tax per four hours.

-Exhibitors are responsible for supplying any tables or counters needed for food service, trash removal from booth, as well as electrical requirements for catering equipment. Levy is not responsible for any of these items inside the booth, and will not place food and beverage without the required items at time of function start.

-Orders are only accepted via email.

-In order to ensure PCI-DSS compliance, we cannot accept credit card details through email for payment or refund processing. Please do not email your credit card information.

*If ordering booth catering, please sign to acknowledge Levy policies*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# BOOTH ORDER FORM

SHOW: TransWorld 2023 DATES: February 2-5, 2023

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

BEVERAGES	PRICE	QTY	DATE(S)	TIME(S)	START & END
Fresh Brewed Regular Coffee (per gallon)	52.00				
Fresh Brewed Decaf Coffee (per gallon)	52.00				
Hot Water with Assorted Teas (per gallon)	40.00				
Assorted Soft Drinks (each)	4.25				
Bottled Water (each)	4.25				
Bag of Ice - 20 lb. Bag (each)	13.00				
Wine - Red, White, or Sparkling (each)**	8.00				
Domestic Beer (each)**	7.00				
Import Beer (each)**	8.00				
<i>**Requires a bartender to serve</i>					
SNACKS	PRICE	QTY	DATE(S)	TIME(S)	START & END
Assorted Muffins (per dozen)	42.00				
Assorted Granola Bars (per dozen)	42.00				
Fresh Whole Fruit (per dozen)	48.00				
Individually Packaged Snack Pretzels (per dozen)	42.00				
Individually Packaged Chips (per dozen)	42.00				
Individually Packaged Snack Mix (per dozen)	42.00				
Assorted Cookies (per dozen)	54.95				
Brownies (per dozen)	66.95				
Goey Butter Bars (per dozen)	61.95				

Please return required materials to:  
**Jenn Morrison, Director of Catering Sales**  
**[jmorrison@levyrestaurants.com](mailto:jmorrison@levyrestaurants.com)**  
**314-342-5243**

Please note that due to supply chain limitations, items are subject to availability and price changes

*If ordering, please sign before submitting form*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_





## Public Safety Officer Booth Order Form

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Show/Event: \_\_\_\_\_ Booth #: \_\_\_\_\_

Name/Point of Contact at Booth: \_\_\_\_\_

Rate: Public Safety Officer (PSO) \$31.75 per hour. A 4 hour minimum call applies to PSO.

Date	Quantity	Shift Start Time	Shift End Time

Estimated Cost: # Hours \_\_\_\_\_ x \$31.75 per hour = \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

***Credit Card Authorization***

Type: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Please email your request to: Public Safety Dept., Attn: Jourdon Morgan.

***Effective Date: July 1, 2022-June 30, 2023***

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.

Email completed form to the Encore Representative listed above.

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.

Labor charges, sales tax, loss damage waiver, and service charges may apply.

All rigging request should be placed using the [RIGGING REQUEST FORM](#)

PROJECTION	QUANTITY	ADVANCED RATE	REGULAR RATE
LCD PROJECTOR		\$380	\$420
TRIPOD SCREEN		\$80	\$85
PROJECTION STAND		\$30	\$35
MONITOR	QUANTITY	ADVANCED RATE	REGULAR RATE
24" MONITOR TABLETOP		\$165	\$180
32" MONITOR TABLETOP		\$205	\$225
43" MONITOR		\$405	\$445
55" MONITOR		\$555	\$615
70" MONITOR		\$945	\$1050
DIGITAL MEDIA PLAYER-USB/SD		\$85	\$90
MONITOR FLOOR STAND		\$65	\$70
AUDIO	QUANTITY	ADVANCED RATE	REGULAR RATE
10" 2-WAY POWERED SPEAKER		\$90	\$100
3-6 CHANNEL ANALOG MIXER		\$110	\$120
WIRELESS MICROPHONE		\$180	\$200
TRIPOD SPEAKER STAND		\$30	\$32
MISCELLANEOUS	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP		\$220	\$240
HDMI CABLE		\$30	\$32
WIRELESS KEYBOARD & MOUSE		\$130	\$140
WIRELESS PRESENTER		\$60	\$65

If You Are Experiencing Technical Difficulties On Site  
 Please Contact Encore At 314-342-5074



# explore st.louis

## Exhibitor Rights

The unions which provide services at the America's Center® and the staff of the Convention Center wish to assure customers that their visits to St. Louis will be enjoyable, productive and hassle free. We understand that each event has its own special requirements that need to be addressed. We are eager to discuss these matters with the customers so that we can ensure a quality experience while in St. Louis.

The following is a list of conditions and/or situations that are permissible at America's Center, which do not require the services of labor union workers. This listing was developed by Explore St. Louis in conjunction with the union's representatives. The intention of this listing is to simplify for exhibitors, the move-in, set-up, performance, dismantle and move-out of show without circumventing the utilization of union labor.

1. Exhibitors may unload/load both materials from a **personally owned vehicle (POV)** at a predetermined overhead door (NOT DOCK). Two full time company employees may handle the movement of materials with two-wheeled handcarts for a maximum of twenty (20) minutes.
2. Exhibitors may set-up and dismantle "pop-up" exhibits in their booth with minimum amount of tools if the display can be completed in thirty (30) minutes or less.
3. Exhibitors may install/dismantle exhibits and display booths no larger than 300 sq. ft. without the use of power tools.
4. Exhibitors may hang signs or graphics in booths no larger than 300 sq. ft.
5. Exhibitors may plug in their own equipment needing 110 volt power to outlets ordered and supplied by Edlen Electric in their exhibit booth.
6. Exhibitors may pack and unpack products in their own booth.

7. Exhibitors are allowed to do their own technical work on their machines, (i.e. testing fine line balancing, programming, calibrating). This type of work shall be explained to Edlen Electric and agreed upon prior to the first move-in day.
8. Exhibitors may fill and drain their own water receptacles, not to exceed twenty (20) gallons per container.
9. Exhibitors may operate their own self-contained equipment provided that it does not require wiring and is pre-approved by the Facility and the appropriate union representative.
10. Exhibitors may skirt their own tables with their own custom fit skirting, without the use of staple, snaps or Velcro. Neither the tables, nor the skirting may be from a rental source.

We strongly urge that any particular requirement be brought to our attention before the move-in on the event. We assure our customers that all of their requests will be given our total consideration and we will work together towards a mutually rewarding solution.





# AMERICA'S CENTER<sup>®</sup>

## Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the "City of St. Louis Fire Prevention Code."

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flame-proofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 6 (six) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check



egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

19. There shall not be any obstructions blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements, additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers; positioned on both sides of said fryers.

All cooking appliances shall be listed by a **National Testing Agency**, i.e. Underwriters Laboratory or Factory Mutual.

26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to Fire Marshal no later than **15 days** before set-up date.
27. There shall not be any ticket booths, tables, or any other display setup in the lobby without the prior approval of the Fire Marshal.

28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. Ferrara Theatre seating capacity shall be limited to the fixed seating of 1,411 with absolutely no standing allowed!
30. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
31. All floor plans submitted shall be totally representative of the halls, rooms, and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.
32. Should there be any questions regarding plans and/or code requirements, contact the St. Louis Fire Inspector, 1421 N. Jefferson, St. Louis, MO 63106, Telephone: (314) 289-1900; Fax: (314) 289-1985.