

October 2024

Dear Exhibitor:

Welcome to America's Center! We are excited that you are exhibiting in **Transworld's Halloween & Attractions Show, February 27 - March 2, 2025.**

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 \$38 per hour with a four-hour minimum. This security officer rate is good through June 30, 2025, and is subject to change thereafter. 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



FOOD & BEVERAGE EXHIBITOR PACKET

TRANSWORLD TRADESHOWS 2025

February 27th-
March 2nd, 2025

Please return required materials to:
Sami Delaney, Catering Sales Manager
sdelaney@levyrestaurants.com
314-342-5122

All documents due no later than February 6, 2025

BOOTH ORDERING POLICIES

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

**Please visit the following portal between January 2nd and February 6th to place a booth catering order:
<https://www.reservecloud.com/sspSignIn/ooP-Nw3-pnVkp5gndjlm>**

- All food and beverages must be ordered through Levy Catering, the exclusive caterer at the America's Center
- All standard food and beverage selections must be placed **21 Days** prior to the event. Orders that are submitted less than 21 Days in advance will be subject to a 10% increase and are subject to availability.
- Payment in-full must 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. A \$50 delivery fee will apply.
- Please allow for a minimum of 45 minutes to one hour for all replenishment requests during the show.
- 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 ordering portal or 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.
- Please inquire with your Levy Catering Sales Manager for specialty items. Specialty ordered items may require additional lead time to source and confirm.

EXHIBITOR

catering menu
ST. LOUIS



Please visit the following portal between
January 2nd and February 6th to place a booth catering order:
<https://www.reservecloud.com/sspSignIn/ooP-Nw3-pnVkp5gndjlm>

BEVERAGE AGE MENUS

BOXED HOT BEVERAGE KIT

CHOICE OF BEVERAGE. INCLUDES 12 OZ CUPS, STIRRERS, INDIVIDUAL CREAMERS, AND INDIVIDUAL SWEETENERS.
CHOICE OF REGULAR COFFEE, DECAF COFFEE, OR HOT WATER WITH ASSORTED TAZO TEAS

74 PER GALLON COFFEE / 58 PER GALLON TEA

ASSORTED SOFT DRINKS

CHOICE OF ASSORTMENT, RC COLA, DIET RITE, DR. PEPPER, DIET DR. PEPPER, OR 7UP

51 PER DOZEN

BOTTLED WATER

20 OUNCE BOTTLES

51 PER DOZEN

SNA CK MENUS

COOKIE + BROWNIE PLATTER

FRESHLY BAKED COOKIE + BROWNIE PLATTER

60 PER DOZEN

WHOLE FRUIT BOX

SEASONAL ASSORTED FRUIT

45 PER DOZEN

INDIVIDUALLY PACKAGED SNACKS

ASSORTED CHIPS, TRAIL MIX, & POPCORN

60 PER DOZEN

BREAK FAST MENUS

CONTINENTAL BREAKFAST BOX

SEASONAL FRESH SLICED FRUITS, YOGURT PARFAITS. FRESHLY BAKED BUTTERY CROISSANTS SERVED WITH PRESERVES AND SWEET BUTTER

144 PER HALF DOZEN

ASSORTED PASTRY BOX

FRESHLY BAKED PASTRIES SERVED WITH PRESERVES AND SWEET BUTTER

68 PER DOZEN

SEASONAL FRUIT CUPS

SERVED IN INDIVIDUAL CUPS

75 PER DOZEN

ASSORTED BAGEL BOX

ASSORTED BAGEL VARIETIES SERVED WITH CREAM CHEESE, PRESERVES, AND SWEET BUTTER

68 PER DOZEN

LUN CH MENUS

CLASSIC LUNCH PLATTER

SANDWICH PLATTER TO INCLUDE VEGETARIAN OPTION. KETTLE CHIPS WHOLE FRUIT ASSORTED COOKIES

160 PER HALF DOZEN

EXECUTIVE LUNCH PLATTER

ASSORTED SANDWICH PLATTER TO INCLUDE VEGETARIAN OPTION. KETTLE CHIPS WHOLE FRUIT SIDE SALAD GOOEY BUTTER BARS

180 PER HALF DOZEN



Please visit the following portal between January 2nd and February 6th to place a booth catering order:
<https://www.reservecloud.com/sspSignIn/ooP-Nw3-pnVkp5gndjlm>

Levy
GO

signaturesnacks

GOOEY BUTTER BARS

TRIO OF VANILLA, CHOCOLATE, AND RASPBERRY
60 PER DOZEN

TOASTED RAVIOLI

ST. LOUIS SIGNATURE TOASTED BEEF RAVIOLI
WITH MARINARA SAUCE
72 PER DOZEN

JARCUTERIE & FRESH BAKED BREAD

ROASTED GARLIC HUMMUS, WHIPPED FETA,
FRESH VEGETABLES, HOUSE-MADE JAM
165 PER DOZEN



Please visit the following portal between January 2nd and February 6th to place a booth catering order:
<https://www.reservecloud.com/sspSignIn/ooP-Nw3-pnVkp5gndjlm>

Levy
GO

levyrestaurants.com

All prices exclude 22% taxable service charge and 11.179% tax

F&B 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, unless prior written approval has been provided by Levy.** 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.

REQUIRED ITEMS:

- Certificate of Insurance with \$1,000,000.00 Liability Insurance, naming the America's Center and Levy Restaurants/Convention Hospitality Partners as additionally insured
- Completed Exhibitor Packet
- St. Louis City Health Department Temporary Permit (must be obtained in advance and displayed on-site in booth) For more information, please visit: <https://www.stlouis-mo.gov/government/departments/health/environmental-health/food-control/temporary-food-permits.cfm?option=online> for more information.
- Handwashing Station and Minimum 5 of Each Utensil Needed with Clean/Dirty Bins (Applicable for any items that are NOT pre-packaged and must be served or prepared/packaged on-site)

SELLING F&B + FULL-SIZE HAND-OUTS

Requests for the right to sell food or hand-out full-size food or beverage must be submitted prior to an event by both the sponsoring event management and the requesting vendor. All approved vendors selling or handing out full-size products must submit specifications and/or pricing 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.

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.

REQUIRED ITEMS:

- Certificate of Insurance as outlined in the Levy Indemnity and Release Agreement
- Completed Levy Indemnity and Release Agreement (contained within this packet)
- Completed Exhibitor Packet
- St. Louis City Health Department Temporary Permit (must be obtained in advance and displayed on-site in booth) For more information, please visit: <https://www.stlouis-mo.gov/government/departments/health/environmental-health/food-control/temporary-food-permits.cfm?option=online> for more information.
- Handwashing Station and Minimum 5 of Each Utensil Needed with Clean/Dirty Bins (Applicable for any items that are NOT pre-packaged and must be served or prepared/packaged on-site)

If sampling, selling, or handing out full-size F&B, please sign to acknowledge policies

COMPANY: _____ NAME (PLEASE PRINT): _____

DATE: _____ SIGNATURE: _____

F&B 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, unless prior written approval has been provided by Levy.** 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

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 Catering Sales Manager and 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 SO 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.

REQUIRED ITEMS:

- Union Bartender Labor as determined by requested service time
- Payment of Product (For Specialty-Ordered Items)
- Corkage Fee (For Donated Product)
- SO Invoice from Levy-approved Distributor prior to delivery of product (For Donated Product)

Please note that the City of St. Louis Health Department has the right to visit the America's Center for checks, and is within their right to close down any vendor that is not in compliance with policies.

Levy also reserves the right to close down vendors that do not abide by policies.

If sampling, selling, or handing out full-size F&B, please sign to acknowledge policies

COMPANY: _____ NAME (PLEASE PRINT): _____

DATE: _____ SIGNATURE: _____

RELEASE AND INDEMNITY AGREEMENT - PAGE 1/2

This Release and Indemnity Agreement (the “Release and Indemnity” or the “Agreement”) is executed this ____ day of ____, 202__ by and among _____ individually and as agent and host for all guests attending the Event (“Client”), and Convention Hospitality Partners, a Missouri partnership (“Levy”) and the Released Parties (as that term is hereinafter defined).

Recitals:

WHEREAS, Client is having an event on _____ (the “Event” or the “Term”) at America’s Center Convention Complex, located in St. Louis, Missouri (the “Location”);

WHEREAS, Client desires to transport, store and serve certain food products and non-alcoholic beverages (collectively, the “Products”) for the Event;

WHEREAS, Levy does not allow the service of third-party food and non-alcoholic beverage products at an event at the Location for a variety of health, sanitation and liability concerns;

WHEREAS, Client has requested that Levy make an exception to its policy and allow Client to serve the Products at the Event; and

WHEREAS, Levy is willing to make an exception for Client’s request, provided that Client agrees to indemnify, defend and forever hold harmless, on behalf of themselves and any other individual consuming any portion of the Products at the Event, and any and all claims against the Released Parties which may occur in connection with the Products and Client at the Event, except that which results from the sole gross negligence or willful misconduct of Levy.

NOW, THEREFORE, for good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

1. Indemnification. To the fullest extent permitted by law, Client hereby protects, indemnifies, defends and forever holds harmless the Released Parties (as defined below), from and against all claims, losses, liabilities, expenses or damages to persons or property (including, but not limited to, business interruption claims), government charges, fines and reasonable costs (including, but not limited to, reasonable attorneys’ and para-professionals’ fees), arising out of or in any way connected with the Products and Client, including, but not limited to, all food borne illness and personal injury claims, and any and all acts or omissions by Client or any agent, employee or any independent contractor hired, employed or utilized by Client, except for only those claims that arise out of the sole gross negligence or willful misconduct, if any, of Levy.

2. Equipment; Compliance with laws; Damages to Location. Client represents and warrants that no equipment, supplies, vehicles and improvements of Levy will be used by Client in connection with the Products at the Event. Client shall be responsible for compliance with all Federal, state and local laws and regulations with respect to the operations described herein. Client shall, at its expense, obtain all permits and licenses required for the conduct of the operations hereunder. Client agrees that Client will be solely responsible for all injuries to persons, damages at the Location and adjacent areas and the loss of, or damage to, Levy’s equipment or property. Levy will notify Client of any such damage or loss, and the costs related thereto. Client shall pay all such amounts to Levy within ten (10) days after such notification. In no event shall Levy be liable for such damages recited herein.

3. No Sale or Service of Alcoholic Beverages. Client shall not have the right to serve, sell or provide alcoholic beverages at any time during the Event.

4. Release. Client hereby releases Levy and the Released Parties (as defined below) from any and all claims related to the Products and Client, and any damage occurring as a result of the Products and Client, except for such claims that arise out of the sole gross negligence and/or willful misconduct, if any, of Levy.

RELEASE AND INDEMNITY AGREEMENT - PAGE 2/2

5. Insurance. Client shall procure, and shall maintain in full force and effect at all times during the Term of this agreement, insurance for Client, against risks as customarily carried, paying as the same become due all premiums thereof, including, without limitation:

(i) Workers' Compensation (statutory limits), including Employers' Liability for limits not less than \$500,000 each accident, \$500,000 disease-policy limit, and \$500,000 disease-each employee;

(ii) Commercial General Liability insurance with limits not less than \$1,000,000 each occurrence and \$5,000,000 in the aggregate. The each occurrence limit and annual aggregate limit may be satisfied by using a combination of primary and umbrella (excess) insurance coverages. Such insurance shall include coverage for products-completed operations liability, personal injury, property damage and bodily injury liability;

(iii) Business Automobile Liability coverage with a combined single limit of not less than \$1 million;

(iv) The following entities are to be named as additional insured with respect to Employers' Liability coverage, Commercial General Liability coverage, and Business Automobile coverage:

Levy, Convention Hospitality Partners, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corporation, Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Tri-Tec, Inc., America's Center Food Service Partners, specifically including all of their respective partners; America's Center; St. Louis Convention and Visitors Commission; The City of St. Louis; The St. Louis Regional Convention and Sports Complex Authority; St. Louis County; State of Missouri; AMBAC Assurance Corporation; and The Bank of New York Mellon Trust Company, N.A. Trustee, including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").

Upon execution of this agreement, Client shall deliver to Levy a Certificate of Insurance evidencing the above required insurance coverages for Client.

6. Client hereby declares that the terms of this Release and Indemnity have been completely read and are fully understood and voluntarily accepted as a release of any and all claims, disputed or otherwise, hereafter arising. Moreover, this Release and Indemnity is delivered for the express purpose of precluding forever any claims against the Released Parties arising out of the Products and Client, , except for which results from the sole gross negligence or willful misconduct of Levy. Client acknowledges the availability of consulting with a legal representative of its choosing prior to executing this Release and Indemnity.

8. The parties executing this Release and Indemnity on behalf of the parties have full right, power and authority to execute this Release and Indemnity and bind the parties to the terms hereof.

IN WITNESS WHEREOF, the undersigned has caused this Release and Indemnity Agreement to be executed as of the date first above written.

CLIENT:

Signature:_____

Name:_____

Its:_____

Date:_____

LEVY:

Convention Hospitality Partners

Signature:_____

Name:_____

Its: Authorized Representative

Date:_____



HEALTH DEPARTMENT 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.

St. Louis City Health Department Permit **must** be obtained in advance and displayed on-site in booth. For more information and to obtain the temporary food handlers permit, please visit: <https://www.stlouis-mo.gov/government/departments/health/environmental-health/food-control/temporary-food-permits.cfm?option=online>

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 Booth Form. 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.

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), 40 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 washing facilities must be provided at booth.

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 five (5) utensils of each needed to serve/package items must be provided by exhibitor with designated clean and dirty bins for each.

If sampling, selling, or handing out full-size F&B, please sign to acknowledge policies

COMPANY: _____ NAME (PLEASE PRINT): _____

DATE: _____ SIGNATURE: _____

BOOTH-PROVIDED F&B FORM

SHOW: TransWorld 2025 DATES: February 27-March 2, 2025

COMPANY: _____ BOOTH #: _____

COMPANY ADDRESS: _____

CONTACT NAME: _____ PHONE #: _____

CONTACT EMAIL: _____

Item	Prep Location	Storage Location

If providing F&B, please sign before submitting form

SIGNATURE: _____

DATE: _____



Exhibitor Kit

Easy Ordering

As the exclusive Technology Provider of America's Center, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select your show

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNow

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of America's Center, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- LED Lighting
- Flipchart Packages

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

Ryan Gunn
Area Director
Ryan.gunn@encoreglobal.com
M +1 314-775-3433

What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!





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) \$38.00 per hour. A 4-hour minimum call applies to PSO.

Date	Quantity	Shift Start Time	Shift End Time

Estimated Cost: # Hours _____ x \$38.00 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. **Rates are subject to change.**
Please check with the Center for current rates at the time of your event.

Effective Date: July 1, 2024 - June 30, 2025

explore **st.louis**

Exhibitor Rights

The unions and staff that provide services at the America's Center® Convention Complex wish to assure customers that their visits to St. Louis will be enjoyable, productive, and hassle-free. We understand that each event has specialized requirements that need individualized attention. America's Center's Labor Manager is standing by to work with customers and ensure a quality experience while in St. Louis.

The following is a list of the type of work that customers can perform without utilizing union labor.

1. Exhibitors may unload/load materials from a personally owned vehicle (POV) at a predetermined overhead door. Two full-time company employees may handle the movement of materials with two-wheeled handcarts. To maximize time for all exhibitors during move-in, we encourage limiting load in time to for a maximum of twenty (20) minutes.
2. Exhibitors may set-up and dismantle "pop-up" exhibits in their booth with a 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 needs to be verified by either Edlen Electric or the facility's Labor Manager and agreed upon before 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's Labor Manager and the appropriate union representative.



General Session, Hall 3



Washington Avenue Lobby



General Session, Dome Floor

10. Exhibitors may skirt their own tables with their own custom-fit skirting without the use of staples, snaps or Velcro. Neither the tables nor the skirting may be from a rental source.

Explore St. Louis requests that any specialized requirements be brought to the attention of the Labor Manager before move-in begins. All customers requests will be given our full consideration, and we will work together towards a mutually rewarding solution.



AMERICA'S CENTER[®]

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.