

**CROWN  CENTER**  
**EXHIBIT HALL**

**Rules & Regulations**

**Crown Center Exhibit Hall  
2323 McGee Street  
Kansas City, Missouri**

**Rules & Regulations**

Welcome to the Crown Center Exhibit Hall. The information provided here will assist you in planning and hosting a successful event. Many answers to your questions about holding your event in the Crown Center Exhibit Hall should be found within these pages.

If you have any questions, please contact your Catering/Convention Services Manager for clarification.

Please note that it is the responsibility of the customer to inform his/her contractors and exhibitors of these regulations. We suggest that a copy of these rules and regulations be supplied to anyone connected with your show.

The rules and regulations contained within may be subject to change when deemed necessary.

Thank you for selecting the Crown Center Exhibit Hall. We look forward to working with you to host a successful event.

# **Crown Center Exhibit Hall Kansas City, Missouri**

## **Vendor Contact List**

### **EXCLUSIVE VENDOR for EXPOSITION SERVICES:**

George E. Fern Company  
751 Wyoming Street  
Kansas City, MO 64101  
Gary Bates: 816-442-6769

### **CATERING EXCLUSIVELY BY:**

Hyatt Regency Crown Center, 816-421-1234  
or  
The Westin Crown Center, 816-474-4400  
Contact your Convention Services Manager with questions

### **PREFERRED VENDOR FOR AUDIO VISUAL**

Visual Aids Electronics  
816-472-1396

### **PREFERRED SECURITY VENDOR**

Officer John Delaney, 816-864-8730

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## **A. GENERAL INFORMATION**

### **1. Amendments to Rules & Regulations**

Any matters not expressly covered by this policy guide shall be determined by Crown Center Redevelopment Corporation (hereinafter referred to as CCRC).

### **2. Liability**

Crown Center Redevelopment Corporation is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's Agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by willful negligence of an employee of Crown Center Redevelopment Corporation. Each Exhibitor hereby expressly releases CCRC from such liabilities and agrees to indemnify the hotel against all claims for such injury, loss or damage.

### **3. Access**

Clear access is to be maintained to Crown Center Exhibit Hall rest rooms and exits at all times.

### **4. Loading Dock**

Coordination of the move-in and move-out of shows is the responsibility of the Crown Center Exhibit Hall Manager and will be scheduled according to the needs of all customers.

### **5. Animals**

Animals and pets are not permitted in the facility except in conjunction with an approved exhibit, display or performance legitimately requiring the use of animals. Prior approval of the Crown Center Exhibit Hall Manager is required.

### **6. Smoking**

Smoking is prohibited in the Crown Center Exhibit Hall in accordance with Kansas City, Missouri smoking ordinance.

### **7. Insurance**

Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

### **8. Misc.**

Holes may not be drilled, cored or punched in the building.

Keep outside doors closed.

Painting of materials, objects, etc. is not allowed in the Crown Center Exhibit Hall.

## **B. PROVIDERES OF SERVICES**

### **1. Exposition Services, Electrical, Data, Telecommunications**

The George E. Fern Company will be the exclusive provider of exposition services, including but not limited to the following: pipe and drape, tables, carpet, freight handling, telephone, electricity, telecommunications, internet, computer lines, water, air, floral, stage hands and all booth and show requirements.

### **2. Food and Beverage**

The Hyatt Regency Crown Center and The Westin Crown Center are exclusive providers of food and beverage in the Crown Center Exhibit Hall.

Any food and beverage dispensed or given away at a booth must be supplied and prepared by any of the approved Crown Center Exhibit Hall caterers – the Hyatt Regency Crown Center and The Westin Crown Center.

During tear down – Booth vendor is responsible for disposal of food items. Food is not to be discarded with regular trash.

### **3. Cleaning Services**

Housekeeping services will be provided during event hours in the public rest room areas and lobby areas of the Exhibit Hall Facility. The customer is responsible for cleaning of Hall during the contracted period to include post show maintenance, aisle carpet and booth maintenance service.

### **4. Audio Visual/Computer**

Visual Aids Electronics(VAE) is the Crown Center Exhibit Hall preferred vendor. They may be contacted at: 816-472-1396.

In the event that a vendor other than Visual Aids Electronics is utilized by the customer, the customer is responsible for paying any and all patch fees to Visual Aids Electronics.

### **5. Hanging/Rigging**

All sound/lighting/audio visual rigging/truss must be done by an approved vendor. Pre-approved vendors include George E. Fern Company and Visual Aids Electronics.

Any vendor other than VAE or George E. Fern Company who is doing rigging or hanging in the Crown Center Exhibit Hall must be approved by Crown Center Exhibit Hall Manager.

All plans for rigging/hanging must be submitted to Crown Center Exhibit Hall Manager at least 30 days in advance of event set-up.

All hanging or rigging must be done from hang points in the facility in accordance with the designated weight loads. No hanging or rigging from pipes, beams or other locations.

### **C. DUTIES OF THE CUSTOMER (SHOW MANAGER)**

#### **1. I.D. Badges/Controlled Access**

Identification badges are at the discretion and responsibility of show management. Show management is responsible for controlling attendee access to licensed space.

Crown Center retains the right to access Crown Center Exhibit Hall twenty-four hours per day, seven days a week.

#### **2. Conduct**

The customer is responsible for the conduct of its employees, agents or invitees. If any such person fails to comply with applicable rules and regulations, the Facility may restrict the use of the premises.

#### **3. Property Damage**

Damage to the Crown Center Exhibit Hall property and equipment is the responsibility of the customer. Event management are invited to inspect licensed areas prior to move-in and following move-out. No damages to the facility allegedly observed during such inspection may be subsequently be asserted by the customer to predate its events unless reported in writing to the Crown Center Exhibit Hall Manager and the Catering/Convention Services Manager prior to moving in.

#### **4. Floor Plans**

Detailed, scaled floor plans are required for exhibits, registration areas or special exhibits. Two sets of preliminary plans must be submitted for approval. The customer must submit one plan to Crown Center and the other to the Kansas City, Missouri Fire Department. Final floor plans with the stamp of approval from the Fire Department, show hours and any other activities should be submitted to Crown Center Exhibit Hall Manager at least four weeks prior to your event.

### **D. PUBLIC SAFETY**

#### **1. Capacity**

All exhibits, equipment, displays, etc. must observe the floor load capacities of the building. Crown Center reserves the right to close any area to occupancy or to additional occupancy if, in its opinion, public safety and welfare considerations would be served thereby.

Load capacities: Hall A: Not to exceed 150 psf; Hall B: not to exceed 100 psf;  
Pre-function: Not to exceed 100 psf.

## 2. Loading/Lifting Devices

All fork-lifts, hi-lifts, or other material handling devices operated in the Crown Center Exhibit Hall must be operated by an operator of an approved agency. Damages resulting from the operation of such equipment shall be reported immediately to the Crown Center Exhibit Hall Manager. Liability for such damages will be the responsibility of the customer. Proper protection of the carpet areas with plywood or similar material must be maintained.

## 3. Waste Materials

Under no circumstances may grease or other waste material be poured into drains. Grease or other hazardous material must be removed by the client in proper containers in accordance with applicable regulations and ordinances.

## 4. Overhead Doors

Overhead doors will be operated only by Crown Center designated personnel and will be available during move-in and move-out or when prior arrangements are made in advance.

## 5. Fire Codes

- Use of the facility must be in compliance with KCMO Fire Codes and must have written approval from KCMO Fire Marshall.
- No fire suppression equipment shall be obstructed or concealed.
- All decorative material, including drapes and fabric covered displays must be fire retardant. Fire retardant certificates must be displayed or attached.
- Use of any open flame must be in compliance and approved by KCMO Fire Marshall and Crown Center.
- All tank cylinders are to be secured and must be in compliance with KCMO Fire Codes, and approved by KCMO Fire Marshall.
- ALL EMERGENCY FIRE EXITS must be free of obstructions permitting a free egress at all times in case of emergency.
- No combustible materials (i.e. hay, straw, excelsior, corn shocks, firewood and live or dead needle-producing trees) will be allowed in the building.
- No structure shall be constructed or brought into the Exhibit Hall with an enclosed roof area of 100 square feet or greater. All structures must be approved by KCMO Fire Marshall.

## 6. Motorized Vehicles

All cars, trucks, combustion engines or other types of fuel-powered engines on display must have the least amount of fuel possible (between 1/8 of a tank and empty) and cannot be operated on the Exhibit Floor. The gas cap must be of a locking type or taped to prevent leakage of fumes from the tank and must be in compliance with KCMO Fire Codes. Battery cables must be disconnected. Vehicles may not be started, run or moved during event hours. Transfer of fuel must be accomplished outside the building. All parked vehicles must have plastic under same for oil and grease protection.

Drivers should not turn wheels of vehicles unless said vehicle is moving, to avoid unnecessary tire marks on floor.

Do not spray silicone on wheels.

## 7. Non-Flammable Materials

All materials used in the Crown Center Exhibit Hall must be non-flammable in order to conform with the fire regulations of the City of Kansas City, Missouri.

## 8. Compressed Gases

Tanks containing compressed gases may not exceed 2.5 pound LPG capacity and must have a 2A10BC extinguisher. All use of compressed gases must be approved by KCMO Fire Marshall and the Crown Center Exhibit Hall Manager.

## 9. Electrical

All electrical cords must be grounded and at least 16 gauge wire without exception. No 3fer's or cube tabs will be allowed. Only U.L. approved power strips with fuses no larger than 15 amps or circuit breakers no larger than 15 amps will be allowed.

Electrical connections must be made by a qualified electrician contracted through Geo. E. Fern Co.. No electrical cords may pass through egress areas. Electrical connections must be in compliance with KCMO Fire Codes.

## **E. SECURITY**

### 1. Exhibit Hall.

The customer is responsible for the complete security within all contracted areas, from the beginning of the contract period until move-out has been accomplished. Security companies must be approved by Crown Center, retained by the customer and must be licensed and insured in the State of Missouri. Certain events, by their nature, may require special security staffing that will be charged to the customer.

Crown Center's preferred security vendor:

*John Delaney*  
816-864-8730

## 2. Keys

All Exhibit Hall keys required by the customer during its use of the authorized area under the terms of the agreement may be obtained from your Catering/Convention Services Manager or Crown Center Exhibit Hall Manager and must be returned at the end of the contracted period. A re-key fee of \$50 will be applied to the customer's bill for any lost key.

## 3. Doors

Exterior and loading dock doors may not be propped open without prior authorization from the Crown Center Exhibit Hall Manager. Under no circumstances may automatic closing devices be removed or tampered with. Crown Center requires the customer to hire security personnel to monitor all doors, exits and loading dock areas anytime the customer requires Crown Center to open any door or overhead door including, but not exclusive to, show move-in, show move-out and the actual show.

## 4. Right to Inspect

Crown Center's Exhibit Hall Manager reserves the right to inspect any carton, container, briefcase, luggage or package brought into or taken out of the Exhibit Hall.

# **F. FREIGHT/DELIVERIES/EQUIPMENT**

## 1. Access For Deliveries

No loading or unloading through the front doors of the building. Parking at the dock is permitted for loading and unloading only. All other parking is prohibited. Violators will be towed at their expense. No parking at any time is permitted in the fire lanes.

## 2. Freight/Storage/Crates

Crown Center will not accept any shipments of freight, exhibits and or materials for any Event or Exhibitor. All freight shipments must be consigned to George. E. Fern Company. Crown Center accepts no responsibility for loss, damage or security of such shipments. Crate storage must be coordinated through George E. Fern Company.

## 3. Crown Center Exhibit Hall Property

The use or operation of any equipment, furnishings, fixtures or other property of the Exhibit Hall without prior consent is not permitted. Under no circumstances may the Licensee move any equipment, furnishings, fixtures or other property of the Exhibit Hall.

## 4. Exhibitor Equipment

All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the License Agreement or Contract. Items left beyond this time will be treated as abandoned equipment.

## **G. SIGNAGE DECORATIONS**

### **1. Adhesives**

No pins, tacks or adhesives of any kind are permitted on any wall, door or column. Adhesive backed stickers or decals may not be given out by exhibitors, distributed or used in the building.

Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, painted surfaces or columns. Please ask Crown Center Exhibit Hall Manager for the proper procedures for hanging decorations, etc.

### **2. Signs/Banners**

All hanging signs must conform to show management rules and regulations and ceiling limitations. All pre-assembly of hanging signs and exhibit décor must be done by George E. Fern Co.. All hanging signs and truss must be hung by George E. Fern Co.. Crown Center reserves the right to refuse to allow the hanging of any sign and décor it deems unsafe.

### **3. Balloons**

Helium-filled balloons will be permitted in the building if helium tanks are chained to something solid, approved by KCMO Fire Marshall, and if you will assume written responsibility for removal of same. A base removal fee of \$50 plus \$10 per balloon will be charged for all balloons left in the ceiling area after your event.

### **4. Tape**

Exhibitors are responsible for the removal of all tape and residue marks. No paint, tape or tape residue should remain on show floor after move-out is completed.

### **5. Landscaping Products**

Dirt, sand, mulch or any other landscaping products may not, for any reason, be shoveled onto or otherwise be placed directly on the concrete floor of the Exhibit Hall. Protective plastic must be used underneath all such products at all times, and in all locations. All planting, fountains, etc. must have waterproof plastic material underneath. All landscaping product, material and décor must be in compliance with KCMO Fire Codes.