

## NOTIFY ORGANIZER CONDITIONS CHECKLIST

**Sponsors must notify the Organizers (Informa) if intending to do any of the following:**

N/A	Yes	Conditions
		Hold a function on your stand or within the venue during the running of the event
		Hand out any items of food or beverage in nature (including corporate branded gifts). Please note that all food and beverages MUST be provided through the venue distributors.
		Build a 'space only, custom designed stand. Drawings must be approved by the Organizer (and venue via the Organizer). Plans must show height and elevation views.
		Install any product or display-like roofing, awning, ceiling or lighting pelmet (these must be highlighted in the respective stand plans).
		Have a false ceiling, raised flooring, flashing lights or neon displays.
		Display vehicles, machinery, or other large/heavy equipment. Organizer and Venue approval is required - send details to the event organizer no less than fourteen (14) days prior to move in. The floor loading capacity is 350lbs within Bartolin Hall. The Loading Dock height is 12ft. Anything over 12ft contact the event organizer.
		Have working exhibits involving moving parts, flammable materials, laser or other potentially dangerous equipment onsite.
		Use any substances / toxic materials or fluids of a dangerous, explosive or objectionable nature
		Use flammable liquids, gas and / or naked flames
		Gain access to The Broadmoor outside the permissible hours
		Generate substantial quantities of waste materials requiring removal during the exhibition
		Hire any non-company personnel to assist on your stand. i.e. promotional personnel.
		No animals may be displayed as part of the exhibit stand or brought into the Exhibition.
		Vision or hearing - impaired persons will be granted permission for trained guide dogs.

**If any of the above conditions apply, please contact Informa (Organizers):**

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