



## **RULES AND GENERAL INFORMATION FOR TENANTS, EXHIBITORS AND OTHER USERS OF THE FACILITY**

### **ELECTRICAL & FLAMES**

1. Any use of open flame during a performance or event shall be reviewed by the *Tony's Pizza Events Center* staff and, if necessary, the Salina Fire Department prior to the event and a permit may be required. If facilities fire extinguishers are used to contain flames, a recharge/replacement of canisters fee will be applied to client's rental.
  - A. The use of LPG (propane) for demonstration inside the building shall conform to IFC 3803.2.1.5., which limits the container size to not more than one cylinder with a 12-lb. water capacity. When more than one container is present in the same room (as during a trade show), they shall be separated from each other by no less than 20 feet. This use shall be reviewed by the Salina Fire Department, prior to use, and a permit shall be acquired and remain with that piece of equipment.
  - B. No equipment using LPG (propane) or a solid fuel shall be operated inside the *Tony's Pizza Events Center* unless that device is listed by UL or Factory Mutual as vent free.
2. Please provide your own extension cords.
3. For safety reasons, cabling installed for an event by staff of the *Tony's Pizza Events Center* cannot be moved, taken apart or altered in any manner.
4. Cords or cables in ANY area accessible to the public must be secured or covered in order to prevent trip hazards.
5. All 110v outlets are 20 amp; watch for overloads. Causing electrical damage to the facility may result in additional charges. Contact Center for fee information.
6. 220v electrical service is available in limited areas and an additional fee is charged for its use.
7. A Master Electrician is required to connect and disconnect power above 220v. Contact Center for fee information.

### **FOOD AND BEVERAGE**

8. **No person shall bring, carry or, in any other manner, transport onto the premises, food or beverage of any kind, unless prior written approval is obtained from the Center Manager or his designee.**
9. No caterer, vendor or exhibitor may sell anything in direct competition with the *Tony's Pizza Events Center* without prior permission. Exhibitors may give away samples (commercially prepared, wrapped and not for immediate consumption) which are exempt from commission. "SAMPLES – Food and beverage samples must not be greater than 1 oz. (food) and 2 oz. (non-alcoholic beverage) and must be manufactured, processed or distributed by the exhibiting firm and must be related to participation in the event. Food prepared in a private home may not be used or offered for human consumption. For public health reasons, restrooms, concession stands and/or facility kitchens may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Event Organizer. Securing necessary licenses, permits, etc. is the responsibility of the exhibitor. For additional information, see Food & Beverage Exhibitor Regulations.
10. Exhibitors are responsible for complying with all Kansas Department of Agriculture regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, booths may be closed by the Kansas Department of Agriculture.
11. Any item to be given away, which also is sold by the *Tony's Pizza Events Center* (e.g. popcorn, etc.), must be purchased from the *Tony's Pizza Events Center*. No peanuts in the shell may be sold or given away due to food allergies.
12. Any centerpieces provided by the *Tony's Pizza Events Center* are and remain the property of the *Tony's Pizza Events Center*. If any are removed or damaged, an appropriate replacement charge will be made.

### **PROTECTION OF WALLS AND FLOORS**

13. No taping, tacking, nailing or pinning is permitted on ANY painted or finished surface, acoustical panels or sound boards in the Bicentennial Center.
  - A. Plan to provide your own easels. The *Tony's Pizza Events Center* has a limited number and a fee may be charged.
  - B. For hanging banners, signs, or similar products, we recommend using zip ties, or bungee cords. The staff will assist in placing this signage to ensure that the item being hung is not blocking exit signage or ductwork of the *Tony's Pizza Events Center*.
14. Damages to the facility by improper displays of banners, signage, or using equipment not approved by the facility, a damage fee will be charged for each violation of the above.
15. Painting (including brush, roller or spray) is NOT allowed anywhere inside the *Tony's Pizza Events Center*.
16. To mark booths on floors, please confer with *Tony's Pizza Events Center* staff for correct spacing, (for electrical needs) and material to use and that it will properly adhere to floor surfaces and not cause damage.



### **PARKING**

17. **NO VEHICLES MAY PARK ON SIDEWALKS.** Loading zones are clearly marked.
18. Vehicles shall not be parked or left unattended in fire lanes. They will be towed away without notice and at the owners' expense.
19. The circle drives at the north and south entrances are for loading and loading or ticket sales. Long-term parking is not allowed in these spaces.
20. RV's, trailers, trucks and any long vehicles are subject to parking limitations on location and method of parking in any *Tony's Pizza* Events Center parking lot. Additional charges will apply to vehicles needing electricity.
21. Loading zones or yellow curbed areas around the building are for short-term loading and unloading only. Vehicles are not to be left in these areas for more than 20 minutes.
22. Parking tickets will be issued to violators of **accessible parking spaces** or any of the above regulations.
23. Any vehicle, (auto, motorcycle, boat trailers, golf carts, lawnmowers, tillers, snow blowers, etc.) parked in Heritage Hall or the Arena must have cardboard or carpet under the tires. **Use of tire cleaners is not allowed unless the entire area under the tire is covered so as to not have overspray contaminate and damage the wax on Heritage Hall floor.** If a vehicle is left in the facility overnight, keys must be made accessible to *Tony's Pizza* Events Center staff.
24. Any internal combustion vehicle brought inside the building must have an empty fuel tank or no more than 25% of factory fuel tank capacity or 5 gallons, whichever is less

### **MISCELLANEOUS AND SERVICES NOT INCLUDED IN RENTAL**

25. The *Tony's Pizza* Events Center staff **WILL NOT** load or unload clients' equipment without prior arrangements and at additional cost. Plan to bring labor with you or make advance arrangements with the Center (one week minimum).
26. *Tony's Pizza* Events Center equipment (forklift, two- and four-wheel trucks, etc.) is available to clients with advance notice and provision of trained operators. Additional charges may apply.
27. Balloons (regular & helium-filled) **ARE NOT** permitted in the *Tony's Pizza* Events Center without specific written approval of the general manager or designee. A deposit to cover the cost of retrieving balloons may be required before approval is given. Gum is not permitted to be sold or given away. Adhesive-backed materials (stickers) may not be given away or sold.
28. Burning of incense or any other material giving off an odor, aroma or smoke is prohibited, without prior approval.
29. Office phones are for Center business only. Please bring necessary office equipment and office supplies.
30. The move-in time shown on the License Agreement is the earliest time the client has access to the facility. The move-out time is the latest anyone will have access to the facility. Any item remaining after move-out time will become the property of the *Tony's Pizza* Events Center.
31. The *Tony's Pizza* Events Center will not accept deliveries for the client or any third party without prior written consent.
32. No exhibit is to be closer than six (6) feet in front of or behind any exit or wheelchair lift without written approval of the Fire Marshal. Most restricted areas are clearly marked by yellow lines. This is Fire Code and must be adhered to.
33. Wireless internet, internet, and phone lines are available for a fee and must be scheduled in advance.
34. Cleaning of booths is the exhibitors' responsibility. For items too large for dumpsters please contact *Tony's Pizza* Events Center staff.
35. Please read the License Agreement. Any changes made in set-up less than 48 hours prior to the event will result in additional charges. The *Tony's Pizza* Events Center will make no changes during an event unless approved by the undersigned or his specified designee. Undersigned or designee should make himself known to the Center staff upon arrival at the Center. Additional charges will be billed at a minimum rate of \$20.00 per man-hour.
36. Signs promoting your event may be severely limited or regulated if not placed on *Tony's Pizza* Events Center grounds proper. **Please do NOT place signs in ANY location in the city without first consulting the Permits & Inspection Department at the City-County Building.** Any signs you place without proper approval are subject to summary removal and you may be subject to fines for violating the City of Salina's sign ordinance.

If you have **questions**, please ask. Our goal is to keep your costs minimal, and make your visit to the *Tony's Pizza* Events Center enjoyable. We look forward to helping make your event a **SUCCESS!**