

Pheasant Run addresses all your exhibit needs.

For exhibitors, Pheasant Run Resort & Spa offers the optimum in exhibit space, services and facilities. Our Exposition Center Manager and staff look forward to serving you, and want to relieve as much of your stress and detail work as possible, before, during and after the show.

Exposition Hall Manager

The Exposition Center Manager will be available to exhibitors throughout the setup and teardown times to assist with any problems or alleviate any concerns that may arise, and also to inform you of Hotel policies, fire regulations and other city ordinances that pertain to exhibitions.

Order Forms

Individual order forms for all the services and materials that pertain to exhibitors are contained in this kit. To avoid last-minute pressures and unnecessary expense, **you are urged to submit all Expo Center requests at least 14 days prior to the first day of exhibitor setup.** As you will note on the inserts for various services, special discount rates are offered for advance orders. Convention hall furnishings, equipment and other materials are not kept on site, and each item that is ordered after the deadline may have to be ordered from a separate warehouse facility.

Service & Information Desk

For your convenience, Pheasant Run Resort & Spa will also staff an Exposition Service and Information Desk to help with any questions or concerns during setup and teardown times. In addition to answering any questions you have about the Hotel, the show, or the city, the personnel at the desk will be glad to help you:

- Check on shipments
- Place orders for any additional rental furniture
- Wire last-minute electricity and telecommunications equipment

Shipping and Storage Instructions

To ship pallets or packages directly to the Exposition Center, please see the Material Handling insert contained in this kit.

Skilled and Regular Labor

Exhibitors are expected to conform to the local labor regulations. Pheasant Run Resort & Spa will provide labor at the prevailing rates for the services required. If exhibitors have any questions or concerns, they can contact the Exposition Center staff. Exhibitors are advised to make early reservations for labor services. Please refer to the Labor section of this kit for more details and instructions.

Terms

Charges are due and payable at the time service is requested. The Exposition Center requires full payment prior to the disbursement of any service or equipment rental. Pheasant Run Resort & Spa is not able to bill anyone

after the show, so please be prepared to settle your account during the show.

Tax

All rental item prices available in this kit include applicable taxes. Other services may be subject to additional tax. If your company or organization is tax-exempt, please attach your Tax Exemption Certificate to this form.

Catering Services

Catering is available to vendors by placing orders in advance through Pheasant Run Resort & Spa's professional catering department. Food preparation in the Exposition Center is not permitted without permission from Hotel Management.

Security

Security in the Exposition Center is the responsibility of show management. It is specified that only licensed security firms may be hired to secure the Exposition Center building, at the discretion of Exposition Center Management.

Standard Exhibit Booth

Pheasant Run Resort & Spa's booth package varies according to the type of show, so please contact show management to inquire about the construction of your booth. Booth rentals include exhibit space rental for the entire show, a carpeted hall, lighting, heating and ventilation. Booth rentals do not include material handling, decoration, security or labor.

Special Installation Requirements

The exhibitor is not to affix, nail or otherwise attach any items to walls,

(Over)

doors, floors and columns. The exhibitor will be held responsible for any damage done to the Exposition Center.

Liability

Neither Pheasant Run Resort & Spa nor the legal entities which own, lease, and/or operate the Hotel nor their members, officers, directors or employees, shall be responsible or liable for injury to any person or persons while in transit to or from the Hotel or while in the Hotel or otherwise. The exhibitor assumes complete responsibility and liability for all loss, damage or destruction of the property of the exhibitor, his guests and all property of the Hotel used by the exhibitor or brought upon the Hotel premises in his behalf. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property, which are any way connected with the exhibitor's negligence. Exhibitor indemnifies and agrees to hold harmless Pheasant Run Resort & Spa, and the legal entities which own, lease and/or operate the Hotel, their members, officers, directors and employees against any and all damages to property or personal injury caused by the exhibitor or his agents, representatives, employees and other persons so identified. For this rea-

son, some exhibits may require a certificate of insurance, and all exhibitors that choose to hire outside labor are required to provide a certificate of insurance to the Exposition Center Staff.

Fire Regulations

All exhibitors are required by the St. Charles Fire Department and/or hotel to conform to the following regulations:

- Smoking is prohibited in exhibit areas at all times.
- All materials used in the Exposition Center must be flameproof to meet a test for scenery and decorations in the Municipal Code of St. Charles. This flame test stipulates that:
If the flame from an ordinary wood match does not ignite a substance or material or cause it to burn or to carry a flame or glow on removal of the lighted match, the substance or material shall be construed as having been treated with a flame retardant solution in a satisfactory manner and as meeting the regulations of the St. Charles Fire Department.
- Empty cartons, boxes and crates must be removed from the aisles prior to the opening of the show and will be returned at the close of the show.

(Removal, storage and return of cartons is included in the material handling service provided by the Exposition Center). "Empty" stickers are available at the service desk during setup.

- Excelsior or shredded paper should not be used in crating merchandise.
- Displays with closed ceilings are not permitted.
- Aisles must be kept completely clear of obstructions during show hours, and as clear and as possible during set-up and teardown times.
- Fire exits and fire extinguishers must be kept clear at all times.
- No hazardous displays (such as those with open flames) will be permitted without prior authorization from the Fire Department.
- Vehicles on the show floor may not have more than ¼ tank of gas, must have their gas cap taped or locked, and must have a disconnected battery.
- During loading and unloading periods, the firelanes must be kept clear by order of the St. Charles Fire Marshall.