

AKRON



WELCOME

JOHN S. KNIGHT CENTER EXHIBITOR INFORMATION

On behalf of the Staff at the John S. Knight Center, we would like to thank you for choosing to exhibit with us.

In order to provide for a smooth move-in, event, and move-out, we have compiled the following exhibitor information. This information is in accordance with the Center's Building Rules & Regulations, as well as City, State, and Federal regulations.

Your cooperation is appreciated.

To access ordering forms for electric, audio visual, etc go to www.johnsknightcenter.org.
Click on [EXHIBITOR INFORMATION](#) link on the top, left hand side toolbar.

77 E. Mill St Akron, OH 44308
330.374.8900 or 800.245.4254
Fax: 330.374.8971
www.johnsknightcenter.org

MOVE-IN & MOVE-OUT REGULATIONS

Following are guidelines for move-in, move-out and booth set-up:

1. Exhibitors are not permitted to use any power-operated equipment for loading/unloading, setting-up or dismantling of exhibits.
2. All electrical wiring to booths/exhibits must be installed by the John S. Knight Center. Any connections within the booths/exhibits by exhibitor is permitted.
3. Exhibitors may hand carry or two-wheel dolly materials in and out of the building through designated move-in and move-out entrance(s). Should move-in and move-out require additional help, please contact a Center representative.
4. Exhibitors may use their own employees to set-up their booth. These must be regular employees of the exhibitors with a minimum of 60 days prior employment.

PARKING

Employee parking areas are for exclusive use of vehicles identified with a permanent John S. Knight Center decal. Handicap parking areas are clearly designated and are to be used only as specified by Local, State, and Federal Laws.

No parking in fire lanes, service streets, vacant Exhibit Halls, loading dock areas or any other locations posted "no parking." This rule is strictly enforced. Any vehicle not in compliance will be removed at owner's expense.

ID BADGES

All personnel are required to have proper event ID badges, which must be worn on outer clothing at all times.

MAIL/DELIVERY

The John S. Knight Center cannot be held responsible for any shipment of goods accepted at the Center. As a building rule, the Center will not accept any shipments before the first day of move-in.

SMOKING

The John S. Knight Center is a smoke-free building. Smoking is prohibited in accordance with Chapter 3794 of the Ohio Revised Code. For further information, please contact a Center representative.

BASIC FIRE CODE

To remain in compliance with the Akron Fire Code, please observe the following guidelines:

1. All materials used in exhibits must be flame retardant.
2. Fire fighting and emergency equipment—including fire extinguishers, fire hose cabinets and fire alarm pull stations—may not be hidden or obstructed.
3. All emergency exits, hallways and aisle ways must be kept clear and unobstructed.
4. Vehicles, which are part of an exhibit, may be displayed if in compliance with the following Fire Code Regulations:
 - a. Vehicles may have no more than two (2) gallons of gas.
 - b. Gas tanks must be sealed with tape.
 - c. All battery cables must be disconnected and taped to avoid potential sparks.
 - d. All gasoline engines must be AGA compliant.
5. The use of welding equipment, open flames or smoke emitting material

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as part of an exhibit must be specifically approved on an individual basis by the Akron Fire Department. Please submit written specifications to the Center for approval from the Akron Fire Department.

6. No person may use or permit the use of an Open Flame Lighting Device, nor may any person use or permit the use of a portable, non-flue-connected, cooking equipment in any place of assembly. (Akron Fire Code, Sect. 93.44-45)

SIGNS & DECORATIONS

In order to preserve the building, exhibitors are asked to comply with the following guidelines:

1. Special decorations, overhead signs and banners, light and sound equipment, etc., may not be hung from ceilings or walls except by John S. Knight Center personnel.
2. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, walls, painted surfaces, columns, or decorative fabric.
3. All materials used during the event – such as landscape materials, trees, sand, dry-wall, lumber, etc. - must be removed from the building immediately following the Event.

BALLOONS, ETC.

Helium balloons, “glitter,” decals and/or stickers may not be passed out unless prior written approval has been obtained.

PETS/ANIMALS

In accordance with the Health Department, pets/animals are not permitted in the building except in conjunction with an approved exhibit, display, or performance legitimately requiring the use of animals. Written approval from the Center must be obtained prior to the Event.

FOOD & BEVERAGE

The John S. Knight Center offers a first-class food service department to accommodate visitors with all of their food and beverage needs. The Center also offers a large variety of concessions, specialty food carts, food courts, sidewalk cafes and much more.

Exhibitors may NOT bring in any food/beverage into the building during move-in, move-out, or event hours.

In the case of a Food Show, the John S. Knight Center retains the right to approve and limit the size of food or drink samples. Beverage items should be no more than 3 oz. sample sizes and food items should be no more than 2 oz. sample sizes.

Exhibitors are not permitted to sell or distribute any food or beverage, whether for consumption on or off premises, without prior written permission from the Center.

TIPS/GRATUITIES

Although we appreciate the kind gesture of offering tips and gratuities, the John S. Knight Center asks that you forego this generosity.

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ASCAP GENERAL LICENSING

General Licensing administrates license agreements for more than 300,000 businesses and organizations. Because businesses use music in different ways, there is no single license structure that covers every application.

To learn more about General Licensing, to speak to an ASCAP Account Manager regarding an existing general account or to have a license agreement sent to you, please contact ASCAP at Licensing@ascap.com, or 800.505.4052.

ADDITIONAL SERVICES

Attached please find order and payment forms for: electrical services, audio-visual services, communication services, and plumbing services. If you require any additional services not listed, please contact a Center representative.

More information and order forms for audio visual and electrical needs can be found at www.johnsknightcenter.org Click on EXHIBITOR INFORMATION toolbar.