



**Official Decorator and Logistics Support For:
IASS – 57th ANNUAL CONFERENCE
BUFFALO CONVENTION CENTER
April 25 – 30, 2025**

**EXHIBITOR GUIDE AS PREPARED BY THE OFFICIAL TRADESHOW
DECORATOR HALE EXPO SERVICES FOR MOVE-IN & MOVE-OUT FOR
IASS CONFERENCE AND LARGE EQUIPMENT SHOW**

EXHIBIT HALL - SECOND FLOOR

SPACE:

The second floor exhibit hall is comprised of 64,410 square feet of continuous and unobstructed exhibit space (on one level) and is divisible into two halls (north and south) of 32,205 square feet each. The entire hall can accommodate:

LIVE FLOOR LOAD: 350 pounds per square foot

SERVICE: Sixty floor boxes are spaced at 30' intervals across the exhibit hall. The boxes contain the following services:

- Electric: (6) 110 outlets, (208) 30 + 50 amps
- Cold water, compressed air (120 PSI - 120 gallon reserve tank) and sanitary drain at selected locations.
- Telephone access

NOTE: Exhibitors must provide own adapters and regulators
(3/4 inch) for cold water and compressed air.

ACCESS TO EXHIBIT HALL FOR ALL LARGE EXHIBIT FLOOR VEHICLES WILL BE DIRECTLY MANAGED THROUGH THE USE OF A REMOTE MARSHALING YARD AND A SCHEDULED MOVE-IN & MOVE-OUT PROCEDURE

THE OFFICIAL MARSHALING YARD FOR THE HOLDING OF ALL VEHICLES PRIOR TO MOVE-IN IS:

**SNOW SYMPOSIUM MARSHALING YARD
901 FUHRMANN BOULEVARD
BUFFALO, NEW YORK 14203**

PLEASE CONTACT John Dubreville AT HALE WITH ANY QUESTIONS REGARDING THE MOVE-IN AND MARSHALING YARD. 716-818-7597

THE MARSHALING YARD WILL BE IN EFFECT BEGINNING:

Wednesday, April 23, 2025, at 8:00AM through Thursday, May 1, 2025, ending at 5:00PM.

Directions from Marshaling Yard to Off-loading Zone at Buffalo Convention Center:

Head northwest on Fuhrmann Boulevard (*Go 0.3 miles*)

Slight right to stay on Fuhrmann Boulevard (*Go 0.3 miles*)

Take the ramp on the **LEFT** onto Buffalo Skyway / NY-5N (*Go 1.6 miles*)

Continue on to Delaware Ave. / NY-384 (*Go 0.2 miles*)

At Delaware Ave. / Niagara Square, take the 4th exit and stay on Delaware Ave. / NY-384 (*Go 0.3 miles*)

Turn right on West Huron Street (*Go 0.1 miles*)

Turn right on Pearl Street (*Go 463 ft.*)

MARSHALING YARD PROCEDURES:

1. **ALL TRACTOR TRAILERS AND FLATBED VEHICLES TRANSPORTING VEHICLES TO THE BUFFALO CONVENTION CENTER MUST USE THIS YARD UNLESS ARRIVING TO THE BUFFALO CONVENTION CENTER AT THE PRECISE TIME SCHEDULED FOR THEIR SPECIFIC MOVE IN TIME.**

2. **THE MARSHALLING YARD WILL BE OFFICIALLY OPEN FOR DRIVERS AND VEHICLES BEGINNING AT 8AM ON WEDNESDAY, APRIL 23, 2025. NO VEHICLES WILL BE ADMITTED ACCESS TO THE MARSHALLING YARD PRIOR TO THAT DATE.**
3. PLEASE BE ADVISED THAT ALL VEHICLES MUST BE IN THE MARSHALING YARD BY THE CLOSE OF THE DAY, **THURSDAY, APRIL 24, 2025**, TO EXPEDITE THE MOVE-IN AT THE CONVENTION CENTER THE FOLLOWING DAY.
4. There will be a Hale Expo Service Representative on-site to check in all drivers and confirm the move-in schedule and procedures.
5. There will be 24 hour security in the yard as Drivers will be leaving the vehicle in this location until the move out of the event.
6. Hale Expo Services, LLC., is not responsible for any theft, loss or damage to property or person for vehicles in the Marshaling Yard.
7. Please arrange transportation for drivers once they have delivered your rig to the Marshaling Yard.
8. At 8:00AM on **FRIDAY, APRIL 25, 2025** the move-in process will begin according to the schedule provided 30 days prior to the show move in date.
9. The move-in is by appointed schedule only.
10. The move-in will be scheduled from 8:00AM to 5:00PM on **FRIDAY, April 25, 2025** **AND** 8:00AM to 5:00PM on **SATURDAY, April 26, 2025**.
11. The Marshaling Yard representative will be in contact with Hale Expo Services crews at the convention center loading dock. The Yard Manager will coordinate the driver's departure from the yard to the Convention Center.
12. **SPECIAL NOTATION:**
 - a. Depending on the weather and the type of equipment you are transporting, SOME equipment may be off-loaded in the Marshaling Yard and you may drive it to the convention center to help ease the traffic flow at the loading docks and entrance ramps.
 - b. Employees of Hale Expo Services are NOT authorized to drive any of the display vehicles. Therefore, you must provide the adequate number of licensed drivers to transport and or maneuver your vehicles at all times.
 - c. Each company is responsible for all legal street permits and license plates for any vehicles that will travel on public roadways separately from their transportation carrier.

PROCEDURES FOR ARRIVAL TO THE CONVENTION CENTER LOADING DOCK AND ENTRANCE RAMP / VEHICLE OFF-LOADING AND POSITIONING YOUR DISPLAY VEHICLES ON THE SHOW FLOOR:

1. There are very specific parameters regarding the ramp entrances to the exhibit floor. Please refer to the information in figure 1A (page 5) which illustrates the ceiling heights at all points of the entrance ramp as well the degree of slope.
2. The most critical point of access is where your vehicle will level off onto the main exhibit floor. At that area the ceiling height is only 15' feet. Once past that point the main ceiling of the exhibit floor opens to 30' Feet. . There are no columns on the exhibit floor.
3. Hale Expo Services will have crews stationed at all outdoor overhead doors, ramps and on the north and south show floor to help guide you once you arrive at the convention center.
4. Please have your company's on-site logistics team present on the show floor during your scheduled move-in. Hale Expo Services is not responsible for the placement of vehicles within your display area. You may choose to order labor from the exhibitor manual, but all labor must be supervised by your company official. Hale Expo Services labor is not authorized to drive any display equipment.
5. **Pearl Street is TOWAY Street behind the convention center. There will be patrol vehicles to assist in traffic control as well as manual street crews to direct traffic safety during all Move-in and Move-out schedules.**
6. Vehicles that arrive at the Convention Center without having checked in at the Marshaling Yard or without being properly scheduled will be sent away to the yard for check in.

7. The Exhibit Floor of the Buffalo Convention Center is accessed from the Pearl Street Loading Dock on Pearl Street and is on a SECOND LEVEL WHICH REQUIRES ALL VEHICLES TO BE OFF-LOADED IN THE STREET AND DRIVEN UP RAMPS TO THE EXHIBIT FLOOR.
8. Rusiniak's service will be providing a crane, flatbeds and forklift for units that require special handling and are not able to drive off the back of your transportation vehicle once you arrive at the convention center.
9. **Please be advised that there is an elevated bridge walkway on Pearl Street as you approach the loading area of the convention center. The clearance of that walkway is 15', 6". Depending on your rig transportation configuration, you may need to be off-loaded in front of the elevated bridge walkway. Rusiniak's crews will be positioned to accommodate those situations.**
10. In compliance with New York State Safety (O.S.H.A) and insurance codes, Rusiniak's Service is the only authorized and licensed company allowed onsite for the handling of exhibitor equipment at the Buffalo Convention Center for IASS. Any equipment that is not street-legal or incapable of driving up the entrance ramp must use Rusiniak's Service. No equipment will be allowed to be fork-lifted as a single unit from the street level; all equipment must be strapped to flatbeds provided by Rusiniak's and then moved into the exhibit hall for off-loading.

Rusiniak's service will be providing all assistance at the move-in site with the following equipment.

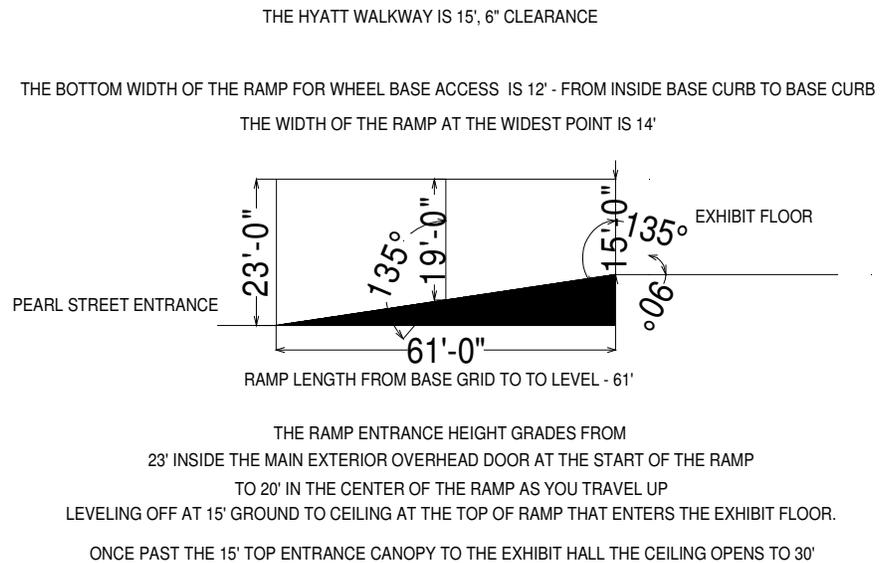
- a. **Oversized vehicle escort service from the official Marshalling Yard to the Convention Center.**
- b. **A rotating crane**
- c. **Extending arm all terrain forklift**
- d. **Forklift**
- e. **Tilt Flatbed**

- Please see the price list form for Rusiniak's Service in the HALE EXHIBITOR MANUAL.

Joe Ascitutto
 Rusiniak's Service
 Phone: 716-656-8479
 Cell: 716-474-3012
joe@rusiniaks.com

11. Once off-loaded at the Pearl Street loading dock entrance to the Buffalo Convention Center the vehicles must be driven up a ramp to the main exhibit floor.
12. Once off-loaded, you will return your rig to the Marshaling Yard for holding until move-out on Tuesday April 29th and Wednesday, April 30th ,2025.
13. MOVE OUT TIMES FOR ALL EQUIPMENT ARE ALSO BASED ON A PUBLISHED SCHEDULE YOU'RE YOUR VEHICLE'S SAFETY AND TRAFFIC CONTROL ON THE CITY STREETS.

Figure 1A: Ramp from Pearl Street to Main Exhibit Floor:



The Hale Expo Services Floor Managers and off duty Buffalo Police crews along with the support of BCC timekeepers and security guards are authorized to control all traffic patterns and movements during an event's move-in and move-out. All drivers, exhibitors, and show personnel are requested to follow their directions at all times to ensure the security and safety of everyone.



828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

**Credential Information Sheet – MANDATORY VEHICLE
INFORMATION MUST BE RETURNED BY
FRIDAY, MARCH 28, 2025**

Manufacturer / Company Name:		
OnSite Contact Name:		
OnSite Contact Cell Phone Number:		
Emergency Contact Name:		
Emergency Contact Phone Number:		
Please Specify All Vehicle Modes of Transportation:		
Please Specify the Display Vehicle Dimension:		
Please Specify the Display Vehicle Weights:		

Parking →



Buffalo River

Buffalo Skyway

Enter using roundabout and follow road to parking area.

Bell Slip



Flatman Sculpture



Buffalo Skyway

Hwy 5

er Harbor
Middle
channel

Ohio St

VEHICLE CODE COMPLIANCE WITH New York STATE FIRE CODE WHILE ON DISPLAY ON THE SHOW FLOOR:

1. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the building, MUST HAVE LESS THAN A QUARTER TANK OF fuel in the tank or NO MORE THAN TWO GALLONS.
2. All fuel tanks shall be locked or effectively sealed and both battery cables shall be disconnected from the ignition system.
3. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.
4. When located on a carpeted area, vehicles must have plastic or visqueen in place under motor and drive-train components.
5. Manufacturers that require power for their display vehicles are responsible for supplying the properly coded component transformer units that will allow the facility electricians to connect to the house power.
6. The Buffalo Convention Center's electricians are the ONLY authority allowed to connect power to any booth, display or vehicle.

PROCEDURES FOR EGRESS FROM THE SHOW FLOOR AT THE CLOSE OF THE SHOW

TUESDAY, APRIL 29, 2025 AND WEDNESDAY, APRIL 30, 2025, AT 8:00AM:

1. The move-out is also an event coordinated through a move-out schedule.
2. Vehicles that are able to be driven from the Marshaling Yard to the convention center without the necessity of a transportation trailer will be allowed to leave the floor first.
 - a. This allowance is for vehicles that have an unobstructed pathway to an exit.
 - b. This allowance is for vehicles that, once off the show floor, are capable of driving directly to the Marshaling Yard or to their destination without ground assistance at the street entrance.
3. Retrieval transportation trailers will be called for from the Marshaling Yard by a Hale Expo Services crew manager at the loading dock of the convention center.
4. Retrieval transportation trailers will be called for in accordance with the attached move-out schedule.
5. Rusiniak's service will be providing a crane and Hale Expo Services will be providing a forklift for units that require special handling during the scheduled move-out.
6. PLEASE COMPLETE THE VEHICLE INFORMATION FORM CONTAINED IN THIS DOCUMENT. We will require a full list of all vehicle modes of transportation, display vehicle dimensions and display vehicle weights by Friday, March 28, 2025, to prepare properly for the off-load off all vehicles. Please submit these requirements to jdubreville@haleexpo.com or by fax to the attention of John Dubreville at 716-896-8908.
7. Please forward a layout of your display area in relation to the attached floor plan.
 - a. We need you to identify where you will require power sources within the confines of your floor space and what voltages you require.
 - b. Please note if you require any sign rigging over your exhibit floor area, we need to have your signs and positioning information no later than Tuesday April 11, 2025. This will allow us to hang banners or signs and move safely on the open exhibit floor before vehicle move-in begins.
8. Please have all drivers (retrieval trailer drivers and display floor drivers) and all necessary on-site logistics personnel present at their areas on **Tuesday, April 29, 2025, PM and Wednesday, April 30, 2025, AM**, 30 minutes prior to the scheduled move-out. Employees of Hale Expo Services are NOT authorized to drive any of the display vehicles. Therefore, you must provide the adequate number of licensed drivers to transport and or maneuver your vehicles at all times.
9. Hale Expo Services will have crews stationed at all outdoor overhead doors; ramps and on the north and south show floor to help guide you once you arrive at the convention center.

10. ALL VEHICLES MUST BE OFF THE SHOW FLOOR BY 5 PM ON WEDNESDAY, APRIL 30, 2025.

PROCEDURES FOR EXHIBITORS WHO HAVE BOOTH SPACE:

There will be a Hale Expo Services (the Official Show Decorator) Dock Manager on duty during published exhibitor move-in and move-out hours.

If you require assistance to unload your vehicle and move your product from the loading docks to your exhibit booth space, please identify your needs to the dock manager and he will assign laborers to your location.

There will also be hand carts available for your use during published move-in and move-out hours. The process for utilizing hand carts is as follows:

1. See the Dock Manager.
2. Provide the DM with your license and credit card to receive a hand cart.
3. There is no charge for the use of the carts; your identification and credit card are held for security deposit only.
3. Your license and credit card will be returned when you have returned the carts in the working order in which you received them.
4. There is direct access to FOUR enclosed loading docks at the Pearl Street Loading Dock location.
5. The Loading docks are on the same level as the exhibit floor.
Please remember when you are unloading a standard vehicle, SUV or van you will not be at actual dock height (as they are designed for truck docking) and therefore you will have a few steps to negotiate to reach the actual loading dock and exhibit hall level.
6. There are a few requirements that you **MUST** follow while unloading your vehicle:
 - a. When positioning your vehicle, you must leave the lane for thru-traffic unobstructed.
 - b. Always turn your engine off as you are in an enclosed environment
 - c. **The dock area is for the loading and unloading of your vehicle ONLY. Once your vehicle is empty of exhibit material or loaded for departure at the end of the show, you MUST move your vehicle to a parking location in the surrounding area.**

ACCESS TO EXHIBIT HALL: Hotel and Street Level

- Pedestrian access from the Hyatt Regency Hotel via an enclosed walkway over Pearl
- Pedestrian access from Franklin St. Lobby via (2) staircases, (2) escalators and (2) Elevators

EXHIBIT HALL ENVIRONMENT:

- Air conditioned
- Lighting consists of both mercury vapors and florescent
- Moveable air wall provides acoustical separation between the north and South hall
- **The Exhibit Hall is NOT CARPETED; PLEASE ORDER CARPET FOR YOUR EXHIBIT SPACE FROM THE Hale Expo Services, LLC. EXHIBITOR MANUAL.**

- AMENITIES:
- Public restrooms available in each hall.
 - Food/bar service facilities.

- Hale Expo Services, LLC. Exhibit decorators and management offices are located directly on show floor.

- Public Address system (which is controlled from the show office).

UTILITY SERVICE PROCEDURE:

The use of electricity is not included in the booth rental price. Therefore, you will need to refer to your Hale Expo Services Exhibitor Kit which you will receive prior to the show and fill out the necessary forms IN ADVANCE for electric, phone or high-speed data lines for your computers. These forms will denote that you send your advance order along with the payment for those services directly to the Buffalo Convention Center.

FOOD AND BEVERAGE SERVICE:

The Buffalo Convention Center's exclusive in-house catering serves every food and beverage occasion from the simple to the simply spectacular. Our experienced chef and professional catering staff will work with you to create a menu to suit your needs and budget. From a continental breakfast to a black-tie gala, we can offer your guests friendly service, quality food and beverage at competitive prices.

Catering is available in all of our function areas so feel free to plan a board luncheon, conference breakfast, a banquet for fifteen hundred or concessions for thousands. And there is no room rental charge for a food and beverage function.

Food and beverage facilities at the Center include a full-service kitchen and three permanent concession stands. Two concessions stands are located on the exhibit floor and one is in the lobby lounge.

No food or beverage will be permitted to be brought into the Center without approval of Center management. Decisions by the Center's Executive Director are final. (See Novelty & Sampling below).

LIQUOR LICENSE:

In accordance with the rules and regulations of the New York State Liquor Board, it is against the law for a tenant to bring alcoholic beverages into the building for any purpose. All arrangements for alcoholic beverages must be made through the Buffalo Convention Center food and beverage director and/or account executive.

NOVELTY FEES AND SAMPLING:

The exclusive right of the Catering Division shall not be construed to prevent or prohibit a licensee from distributing or dispensing without charge. Therefore, food and beverage sampling in conjunction with specific promotions or sales within your booth space will be subject to a commission which will be paid to the venue for this arrangement.

NO SMOKING POLICY:

The Buffalo Convention Center is a Smoke Free Facility.

In accordance with New York law enacted statewide on July 24, 2003, smoking is prohibited in all indoor areas. This ban on smoking includes the entire facility with no exceptions.

AUDIO VISUAL EQUIPMENT:

The Buffalo Convention Center does not own any audio-visual equipment. If audio visual is needed an outside company must be contacted. The Buffalo Convention Center does not have an exclusive supplier, but we do recommend:

SVS (Sound Video Solutions)
Ken Crane

75 Benbro Drive
Cheektowaga, NY 14225
(716) 684-8700

RECEIVING OF SHIPMENTS:

The Buffalo Convention Center cannot accept advance freight shipments for any customer, exhibitor, or delegate of the on-site group.

ADVANCED SHIPMENTS:

A drayage form will be available to you within the exhibitor service kit. This will identify Hale Expo Services, LLC., 828 East Ferry Street, Buffalo, New York 14211, as not only the official decorator of the 57th Annual International Aviation Snow Symposium, but the location for your Advance Freight Shipments as well. The forms will instruct you regarding the number of days in advance that you may send your shipments as well as how to forward freight to the show floor and what dates that will be allowed.

ONSITE SHIPMENTS:

Shipments arriving to the show the dates allowed and published in the service kit will be held on the loading docks with the Hale manager unless a credit card is on file for that exhibitor in which case your shipment will be delivered directly to your booth space. The handling fee payment may also be arranged on-site by the exhibitor requesting service.

Those exhibitors handling their own freight may do so, there are no Union Rules which preclude you from moving your product throughout the facility by hand or by cartage. Products arriving on-site without proper arrangements with the Buffalo Convention Center will be sent to the drayage contractor at customer/exhibitor risk and expense.

CLEANING AND TRASH REMOVAL:

The Buffalo Convention Center provides cleaning services for the public areas occupied by your event. This includes the uncarpeted aisles in the exhibit hall, lobby, restrooms and meeting rooms occupied by the public.

Convention Center personnel will not clean the interior of exhibit booths. You may order booth carpet cleaning by filling out the Booth Cleaning form in the exhibitor kit. Arrangements for booth cleaning may be made through the designated service contractor. Vacuuming of the aisle carpets is also the responsibility of the service contractor.

The exhibitor will need to make arrangements with Hale Expo Services, LLC. for the removal of all **bulk trash** that has accumulated during term of the lease (move-in/show/move-out dates). Bulk trash is defined as all packing materials, pallets, lumber, crates and other items not easily disposed of in a conventional dumpster.

Please note that under no circumstances is sand and/or soil to be put into the dumpster. It is the exhibitor's responsibility to remove the above mentioned debris from the building.

The Buffalo Convention Center may charge for dumpster usage fees during and after the show. Our policy is to bill the client the Waste Management of New York fees plus a 5% service charge. Approximate fees are available upon request.

DAMAGES:

Because of the costs of maintaining the Buffalo Convention Center, and in order to assure you of the most comfortable setting for your event, we must preserve all aspects of the building. Therefore, we must insist that you work closely with your staff, service contractors, attendees, and exhibitors to ensure that no damage is caused to the building.

You, as the exhibitor, are responsible for any damage that you have caused during the event.

NOTICE TO EXHIBITORS

- 1) No adhesive backed (stick-on) decals or similar items may be distributed or used in the building. Client and exhibitor will be charged for their removal.
- 2) No holes may be drilled, cored, nailed or punched in the building or its contents.
- 3) Any tape which causes damage to a floor surface (by either removing the exhibit hall floor sealer or leaving a residue) is prohibited. It is the customer's responsibility to remove the tape or pay for the repairs of any damages it has caused.
- 4) No sample food and/or beverage products may be distributed by exhibitors or sponsoring organizations **EXCEPT UPON WRITTEN AUTHORIZATION** of the Buffalo Convention Center's Director.
- 5) Parking in the loading dock and/or ramps, except for loading and unloading, is prohibited. Violators will be towed at their expense and risk.
- 6) All freight and exhibit material must enter the building through designated loading docks on Pearl Street. In no case should the lobby escalators be used for this purpose.
- 7) All fire, safety and building regulations must be strictly followed. Questions should be directed to your event service manager.
- 8) Exhibitors are responsible for the removal of all their materials at the conclusion of the show.
- 9) Gas powered vehicles that are to stay in the building during the event can contain no more than two gallons of gasoline. The gas cap must be locked or taped, and the battery disconnected.

IN-HOUSE PERSONNEL AND SECURITY:

When scheduled to be open, the Buffalo Convention Center provides two staff members to monitor the front lobby (Information Desk) and the back loading dock (Timekeeper's office).

The Center is not responsible for individual leased areas. The client may be required to provide security in the loading dock areas, emergency exits, meeting rooms, exhibition hall, or the registration area from the time of initial move-in until the completion of move-out.

All staffing requirements are at the ultimate discretion of the Executive Director and will be set in a manner which is fair and reasonable to the tenant, but which also protects the interests of the public as well as the Buffalo Convention Center.

The Buffalo Convention Center does not have an exclusive security company, however, only those firms that are insured and licensed by the State of New York are eligible to work in the Buffalo Convention Center. Please refer any questions regarding security to your event service manager.

EXHIBITOR SECURITY:

Each exhibitor must take responsibility for the security of all items in his/her display. Reasonable effort is made by the Buffalo Convention Center to guard against theft or damage, but the ultimate burden falls on the exhibitor.

DO NOT ship display material directly to the facility prior to the first set-up day. All exhibit materials should be sent to the designated drayage contractor for safekeeping and delivery at set-up time.

DO ship exhibits in sturdy containers but do NOT indicate contents. Your company name, date of your show, and your booth number must be clearly marked on all cartons and crates.

DO NOT leave unpacked display material unattended during set-up or removal hours. Make sure shipping containers are empty before being sent to crate storage during the show.

DO make sure that portable and high-theft-risk items (cameras, calculators, stereos, DVD players, etc.) are secured to display boards. Personal items should also never be left in an unattended booth.

DO NOT merely "hide" things under a skirted table, please make use of the lock up room.

INJURY REPORTS:

For our own records as well as insurance purposes, an in-house injury report must be filled out for all incidents. These reports are available from either the information desk or the timekeeper's office.

INCIDENT REPORTS:

An incident report must be filled out for any unusual event/incident that does not fall under the description of an injury or theft. For example, a lost item, fight or broken window.

THEFT REPORTS:

For our own records as well as insurance purposes an in-house theft report must be filled out for all incidents. These reports are available at the information desk or the timekeeper's office.

ANIMALS:

All animals are prohibited from entering the Buffalo Convention Center, unless they are assisting the handicapped or part of the event. If part of the event, they must be brought to the management's attention prior to their arrival. Proper care must also be taken to prevent odor and maintain cleanliness.

SOLICITATIONS/COLLECTIONS:

No person shall be permitted to make solicitations/collections of any nature in the Convention Center except in contracted concession or commercial rented spaces. No person will be permitted to post or display signs, distribute handbills, or advertise material or sell and/or distribute free, any merchandise, unless under contract or prior written consent of the Executive Director.

THE FOLLOWING POLICY HAS BEEN ADOPTED:**PUBLIC NOTICE:**

NO PORTION OF THE RAMPS, ENTRIES, CORRIDORS, PASSAGEWAYS, HALLS, LOBBIES, STAIRWAYS OR ACCESS TO PUBLIC UTILITIES OF THE BUFFALO CONVENTION CENTER BE OBSTRUCTED OR USED FOR ANY DISPLAY OR EXHIBIT MATERIAL AS ENFORCED BY THE BUFFALO FIRE DEPARTMENT AND NEW YOURK STATE FIRE CODES.

PUBLIC SAFETY:

- A. Licensee agrees that at all times he will conduct his activities with full regard to public safety and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and with Licensor to assure public safety.
- B. All portions of the sidewalks, entries, doors, passages, vestibules, corridors, stairways, passageways and all ways of access to public utilities of the premises shall be kept unobstructed by the Licensee and shall not be used for any purpose other than ingress or egress to and from the premises by the Licensee, unless written permission is obtained from the Buffalo Convention Center management.
- C. Licensee agrees not to bring onto the premises any materials, substances, equipment, or object which is likely to endanger the life of or cause bodily injury to any person on the premises, or which is likely to constitute a hazard to the property thereon without prior approval of the Buffalo Convention Center. The Buffalo Convention Center shall have the right to refuse to allow any such material to be brought onto the premises and the further right to require its immediate removal. All material brought in must be approved by Fire Department regulations and it will be the sole responsibility of the Licensee to obtain approval of such material from the Fire Department.

ENTRANCES AND EXITS:

- A. The entrances of the Premises shall be locked or unlocked during the Event as Licensee may direct, subject to regulations of federal, state and municipal authorities, to any lawful direction of law enforcement officers and to the Center discretion.
- B. Whenever the Center is scheduled to be open to the public, the emergency exits of the Premises (behind rooms 101 and 106 and walkway doors) must remain unlocked. During all events the Center may, at Licensee's expense, place security guards at these doors.
- C. There shall be no display or exhibit outside of the building without written permission of the facility director.

BUFFALO FIRE PREVENTION BUREAU REGULATIONS:

1. All exhibit structures, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and decorations must be constructed of flame-retardant material or treated with an approved flame retarding solution. (Treatment shall be renewed as often as may be necessary to maintain the flame-retardant effect). A certificate of flame retardancy is required.
2. No combustible materials, merchandise, or signs shall be attached to, hung, or draped over flame retardant side and rear dividers of booths, or attached to table skirting facing aisles, unless flame retardant.
3. All exits, hallways, and aisles leading from the building are to be kept clear and unobstructed at all times. No drapes, curtains, or decorations shall be hung in such a manner as to cover any exit signs or stairwells. There shall be no obstruction blocking exit doors from outside the building, such as vehicles parked in front of doorways or barricades across sidewalks. A minimum radius of 12' will be kept clear at all exits. Main aisles must be 10' wide.
4. No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time the building is open to the public.
5. All sawdust, shavings, hay and straw shall be stored, displayed and maintained in a manner approved by the Fire Prevention Inspector.
6. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the building, shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and both battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency. When located on a carpeted area, vehicles must have plastic or visqueen in place under motor and drive-train components.
7. No flammable liquids or liquefied petroleum gases shall be used or admitted inside the building, except for demonstration when approved by the Fire Prevention Inspector. Cylinders or compressed gases shall be secured in a vertical or horizontal position, depending on tank use and design. All cylinders or compressed gas containers shall be clearly labeled for content.
9. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector and/or Buffalo Convention Center electrician.
10. All standpipe and hose cabinets shall be kept clear and unobstructed at all times. A minimum radius of 20' is mandatory.
11. All appliances fired by natural gas shall be approved by the Fire Prevention Inspector and inspected with certification by the gas company. This is the sole responsibility of the exhibitor.
12. Licensee shall not, without the prior written consent of the Center, put or operate any engine, motor, or machinery on the Premises or use oils, burning fluids, gasoline, kerosene, propane gas, or any other type of bottled gas or engine for either mechanical or other purposes. This includes welding and cutting equipment. All machinery operators must be certified/licensed.

13. Pyrotechnics shall not be performed without the prior written consent of the Center and the Buffalo Fire Department. In such cases, special insurance and safety requirements must also be satisfied. A licensed, certified pyrotechnician may be required to operate special effects.
14. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the Fire Prevention Inspector. This is the sole responsibility of the exhibitor.
15. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Prevention Inspector. All equipment shall also be installed in accordance with the provisions of the City Building and Fire Codes. ABC fire extinguishers are required within reach (8') of each unit or display.
16. Easels, signs, etc., shall not be placed in aisles. No exhibit booth, display, signs or other equipment or device may be located so as to obstruct access to any fire exit or firefighting equipment or apparatus permanently installed in the building (see #10 above).

PLEASE CONTACT JOHN DUBREVILLE AT HALE EXPO SERVICES, LLC. WITH ANY QUESTIONS REGARDING THIS INFORMATION AT 800-333-4253, EXT. 110.

WE LOOK FORWARD TO YOUR PARTICIPATION IN A SUCCESSFUL SHOW

THANK YOU FOR YOUR COOPERATION