

● DOOR WIDTHS AND CEILING HEIGHTS OF THE INDIANA CONVENTION CENTER:

- Due to building structure of meeting rooms: No hanging banners can be hung.

BOOTHS 6000 – 6159

- Door Width - 95" W x 83.5" H
- Ceiling Height - 15'

BOOTHS 9400 – 9527

- Door Width - 95" W x 83.5" H
- Ceiling Height - 24'

LUCAS OIL STADIUM FOYER DOOR INTO CONNECTOR

- Door Width - 94" W x 94" H

● FREIGHT ELEVATORS/ROLL UP DOORS

FREIGHT ELEVATORS

- C - 9.5' H x 9' W x 16.5' D
- D - 9.5' H x 9' W x 16' D
- E - 8.5' H x 11' W x 12' D
- G - 10' H x 8.5' W x 12.5'

D ROLL UP DOORS

- K - 9.9' H x 8' W

● DRAYAGE/FREIGHT HANDLING

Freight handling (drayage) is the movement of your exhibit and materials from the facility's dock to your booth and return after the trade show to the loading dock. This service includes storage of your empty crates and boxes during the show by the drayage contractor. The empty crates will be returned to your booth after the close of the show and aisle carpet is removed. You can order drayage service from Fern either in advance or at show site.

● EQUIPMENT

PERMITTED EQUIPMENT:

- Freight dollies
- Freight carts
- Wheeled dollies

PROHIBITED EQUIPMENT:

- Forklifts
- Electric pallet jacks
- Manual pallet jacks
- ATV/golf carts
- Skid jacks
- Any other building or contractor equipment

● BOOTH VEHICLES

All display vehicles must be in the exhibit hall no later than Tuesday by 4:00 p.m. Please be sure the fuel tank is DRY or less than a quarter full. If there is a battery ignition, be sure the battery cables are disconnected. Show Management Security Personnel will inspect your vehicle BEFORE it will be allowed to be pushed inside the building and positioned. Please note: All vehicles must be placed at least 10 inches away from the aisle, per Indiana Convention Center Fire Codes. Display vehicles must conform to the line-of-sight rules stated in the PRI Booth Guidelines section of the Exhibitor Service Manual.

● INSTALLATION AND DISMANTLING

Information on installation and dismantling of exhibits will be sent to you with enough time to prepare for these activities. Exhibitor agrees to abide by the schedule for setting up and dismantling in accordance with the individual instruction bulletins. No exhibitor shall be allowed to remove any part of their booths' display until the show is officially closed. Exhibitors shall be responsible for any expenses incurred by Trade Show Management caused by their delay in removing their equipment. Exhibitors must not damage or deface property. Should such damage occur, the exhibitor is liable to the damaged property's owner.

● LABOR

Exhibitors are permitted to set up their own booths with their own full-time employees. Outside display houses can be employed to set up displays (please see Exhibitor Appointed Contractors "EAC's" under regulations and policies). If additional labor is required, it must be provided through the correct local union and can be hired through the show contractor to assist in installation and dismantlement (please see Fern labor form under supplier section).

POV STORAGE (SELF UNLOAD STORAGE)

- PRI Exhibitors now have the option for Fern to store your empties on-site instead of hauling them out yourself (please see Fern POV storage form under supplier section).