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RULES AND REGULATIONS

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GENERAL

- 1) **All non-building equipment, freight, decorations, and miscellaneous items must be removed from the Premises at the expiration of the Licensee's contract.** Items left beyond this time will be treated as abandoned equipment and disposed of as the Facility sees fit.
- 2) **NO advertising, booth space, nor ticket sales shall occur until signed contract and deposit are received.**
- 3) An ordinance enacted by the City-County Council bans smoking in any public establishment. Therefore, effective March 1, 2006, the Indiana Convention Center & RCA Dome became a non-smoking facility.
- 4) **DO NOT NAIL, STAPLE, TAPE, SPRAY, HANG, OR ATTACH ANYTHING** to walls, ceilings, fixtures and floors.
- 5) Holes may not be drilled, cored, or punched, and fasteners may not be attached to the floor or walls without prior written approval of the Facility Manager. All work must be done by Indiana Convention Center & RCA Dome personnel or under their direction.
- 6) **Stickers, glitter, and confetti are not permitted in the facility. Helium tanks and helium balloons are not permitted in the facility.**
- 7) Paging will be restricted to emergencies only. Clients may install a paging microphone for areas within their show. For outside communications, telephones are available at exhibitor's request for a fee. Consult your Event Coordinator.
- 8) Animals are not allowed in the facility unless they are service animals or part of a scheduled event (i.e., dog show or circus).
- 9) Spray painting, touch-up painting, or use of cleaning materials (i.e., Armor All) on equipment may be done only after the exhibitor has provided adequate protection for surrounding surfaces. Exhibitors who fail to provide the protection are billed at a rate to be determined at the time of clean-up. A one-hour minimum is charged.
- 10) **Absolutely no painting will be permitted in any carpeted area. Firearms are strictly prohibited.** The only exception is for law enforcement officials or as part of a related firearms show or exhibit. All exceptions must have the authorization of the Security Manager. Firearms used in conjunction with an exhibit or show must be unloaded and in a safe mode.
- 11) As a "Public Assembly Facility" the Indiana Convention Center is responsible for the permanent building access such as, but not limited to, wheelchair ramps, elevator standards, door width standards, and restroom accessibility.
 - Show Management is responsible for non-permanent accessibility requirements such as, but not limited to, seating accessibility, auxiliary aids for the visually impaired, hearing impaired, and mobility impaired.
 - Show Management is responsible to ensure compliance of temporary architectural event features such as ticket offices, registration, information booths, and any other services/programs available to exhibitors, attendees or the general public.
- 12) Medical personnel are required if 2,000 or more attendees are anticipated for an event.
- 13) Signage Regulations:
 - All signs should be assembled and ready for hanging with properly constructed frames and grommets or I-bolts.
 - Banners must have a top and bottom pocket to receive pipe.
 - All banners must comply with state and local building codes.
 - Delivery of signage to be coordinated with show move-in. The installation and removal will

be based on the show move-in/move-out schedule.

- All sign requests must be approved by show management and the Indiana Convention Center & RCA Dome. The Indiana Convention Center & RCA Dome reserves the right to refuse to hang any signs and banners deemed unsafe.
- All booth signs will be hung at a specified distance as prescribed by show management. If show management does not have such specifications, then all booth signs will be hung at a uniform distance from floor to bottom of sign.
- All signs and banners are hung by Indiana Convention Center & RCA Dome personnel.

An order form should be completed by the exhibitor to assist in scheduling labor for hanging exhibitor banners. Contact your Event Coordinator for further information.

- 14) During move-in and move-out periods, all show personnel (exhibitors, decorators, etc.) must enter and exit the exhibit halls through the west dock entrances. Show personnel visiting a meeting room or ballroom may enter through the Maryland Street or Capitol Avenue entrances.
- 15) No one is permitted to enter unassigned or restricted areas without written approval by the Facility Manager, Event Coordinator or Security Manager.
- 16) Children must be attended by an adult at all times and are strictly prohibited from playing in areas not designated for such purposes. Forbidden areas include, but are not limited to escalators, hallways, and restrooms. Children associated with a show are the responsibility of their respective group. Children attending a function are the responsibility of their parents and/or guardian, whether temporary or legal.

SECURITY POLICIES

Contemporary Services Corporation ("CSC") is the exclusive provider of security services for events which primarily utilize the RCA Dome, elevator operators and traffic control personnel.

Numerous guard positions are required for certain types of events. For liability and contractual reasons, CSC shall fill these positions. For RCA Dome events, these positions shall be scheduled directly through your event coordinator.

For further information on CSC, you may contact Lance Massey, Branch Manager, via e-mail at cscindlm@earthlink.net or by telephone at (317) 262-4439, or Assistant Branch Manager Miguel Correa at (317) 262-3384 or via e-mail at mcorrea@csc-usa.com.

Additionally, a pre-qualified list of additional convention security firms has been established that shall be utilized when selecting security personnel for events which primarily utilize the Indiana Convention Center ("ICC"). All our security providers are able to provide a wide range of services to our clients. Some of these services include badge checkers, overnight security, roaming security, V.I.P. escort services, ushers, and dock guards.

The Indiana Convention Center & RCA Dome ("ICCRD") requires that a convention security firm pre-qualified by the ICCRD shall be contracted to provide all event security. Should a client wish to use a security firm that is NOT on the included list of pre-qualified convention security firms, a representative of the security firm, fully empowered to execute agreements, must contact Colleen Wilkerson, Administrative Assistant, at (317) 262-3435 or cwilkerson@iccrd.com, at least ninety (90) days prior to the event's first scheduled move-in date to complete all the prerequisites of pre-qualification. Additionally, a representative of the security firm shall contact the client's assigned event coordinator at least sixty (60) days prior to the event's

first scheduled move-in date. **Please note, a security firm must meet all requirements thirty (30) days prior to the event's first scheduled move-in date or they will not be permitted to provide any services.**

The required positions are as follows:

- **RCA DOME EVENTS:** All clients using the RCA Dome are required to use CSC for all airlock doors, revolving doors, and pressure doors. The number of guards, ushers, and ticket takers required for an RCA Dome event will vary based on your group size and event type. Your event coordinator and the ICCRD's security manager will discuss this with you.
- **CONVENTION CENTER EVENTS:** All events held within the ICC shall be required to have CSC personnel for the following positions:

Elevator Operators: Some events may require the use of a freight elevator to move equipment or exhibits to the second floor of the building. A CSC elevator operator is required for any move-in/move-out that requires the use of a freight elevator (4-hour minimum requirement applies).

Tarmac/Traffic Supervisor: For exhibit hall events, a tarmac/traffic supervisor is required for ALL move-in and move-out days (4-hour minimum requirement applies). The tarmac is the concrete apron located behind the exhibit hall docks. The tarmac/traffic supervisor is responsible for handling all traffic in this area in order to alleviate congestion for the moving-in or out of a tradeshow or similar event.

The tarmac/traffic supervisor shall primarily be responsible for overseeing the orderly flow of traffic on the tarmac and keep the tarmac clear of parked vehicles and/or unauthorized vehicles, in addition to preventing vehicles from blocking access to loading dock ramps. The

tarmac/traffic supervisor shall also be responsible for supervising the door operators. When appropriate, the tarmac/traffic supervisor shall coordinate with the Marshalling Yard exit guards regarding loading dock availability and space on the tarmac.

NOTE: Show management should schedule and budget for all the expenses associated with a tarmac/traffic supervisor for all move-in and move-out hours. If, however, there is more than one tradeshow moving-in or out of the exhibit halls within the same time period, the ICCRD shall make every effort to split the billing for the tarmac/traffic supervisor.

Armed Security: For liability and contractual reasons, the ICCRD retains the exclusive right to schedule armed security personnel through Protection Plus, Inc. (4-hour minimum requirement applies). If your show has armed security needs, please schedule directly through your event coordinator.

All other security positions may be filled by a pre-qualified convention security firm of show management's choice from the list of firms provided by the ICCRD. Please consult your event coordinator with any questions regarding the ICCRD's security policies.

The ICCRD reserves the right to change or modify these policies as necessary in the interest of safety, security and the orderly operation of our facilities.

STADIUM DIRT EVENT REGULATIONS

- 1) FieldTurf™ football field is a permanently installed infill system. It must be protected by visqueen or plastic tarp, AND two layers of ¾" plywood. In order to minimize dust, the dirt must be kept moist during move-in, event, and move-out. This may be done with an Indiana Convention Center & RCA Dome water hook-up or any other outside source. This will be closely monitored by the Indiana Convention Center & RCA Dome.

- 2) Care must be taken to insure the protection of the floor from equipment used to construct the track. Please consult with your event coordinator for details.
- 3) Every effort should be made to remove rocks from the dirt as it is being positioned on the floor. This is to prevent damage to the plywood by competition vehicles or as dirt is removed during move-out.

FIELDTURF™ RULES AND REGULATIONS

- 1) Motorized vehicles are prohibited without the consent of the Stadium Director.
- 2) Should motorized vehicles be permitted, they are required to have a “diaper” to prevent any leakage of engine liquids. This includes new vehicles or show vehicles. In addition, vehicles should be instructed to be driven on the green part of the turf only. Stay off of the painted areas or white inlays whenever possible.
- 3) **Stickers, glitter, and confetti are not permitted in the facility. Helium tanks and helium balloons are not permitted in the facility.**
- 4) Absolutely no food or beverages are permitted on the turf with the exception of those normally associated with a football game (i.e., Gatorade or water).
- 5) Plywood should be placed under all stages and seating sections.
- 6) Placement of “heavy” equipment must have prior approval of the Stadium Director.
- 7) All painting will be done with water-soluble paint and by the Indiana Convention Center & RCA Dome paint crew. All costs will be billed to the client.

EXHIBIT RULES, MOTOR VEHICLE, BOAT, MOTORCYCLE, AND AIRCRAFT DISPLAY

- 1) The maximum amount of gasoline permitted to remain in the tank is less than one-fourth (1/4) of a tank.
- 2) Storage tank caps must be locked, taped or sealed and approved by the Indiana

- State Fire Marshal and the Indianapolis Fire Department Fire Prevention Bureau.
- 3) All battery connections must be removed from the battery upon termination of the move-in to commencement of the move-out. Both cables must be taped to avoid any chance of sparks.
 - 4) Fueling and de-fueling of vehicles must be done outside of the Indiana Convention Center & RCA Dome. Fuel should be removed with the appropriate safety equipment.
 - 5) All Liquid Propane (LP) gas tanks must be removed from trailers, mobile homes and any other vehicles using LP. Unless when used in an event-specific capacity, **NO LP tanks, empty or full, are allowed in the building.**
 - 6) Gasoline tanks on motorcycles or motor bikes are to be drained completely. Battery cables must be disconnected and taped.
 - 7) Any act involving movement of a vehicle using its fuel as a propellant, or any act involving use of the electrical system to demonstrate parts of the vehicle during a show is prohibited without written permission of the Indianapolis Fire Department Fire Prevention Bureau and Indiana Convention Center & RCA Dome Facility Manager.
 - 8) When movement of a vehicle is necessary as part of a demonstration, explicit details must be submitted to the Indianapolis Fire Department Fire Prevention Bureau, in writing, at least seven (7) days prior to the move-in date. Demonstrations may not be held without approval by the Indianapolis Fire Department Fire Prevention Bureau.
 - 9) Equipment must be operated and installed by, or under the supervision of, a competent operator to insure the personal protection of viewers and demonstrators, as well as the protection of materials and the building itself.
 - 10) Demonstrations may not interfere with the egress of people during an emergency.
 - 11) The following general guidelines will apply for exhibitors wanting to construct two-tiered exhibits for shows.

- One (1) ABC type fire extinguisher will be made available on the first floor of the structure.
- A smoke detector is to be installed on the first level of the structure (it can be hard-wired or battery-operated).
- If the structure is completely enclosed (meaning a roof over the second floor), a sprinkler system must be installed.

Note: If the space above the second level is open (meaning no roof) no sprinkler system is needed.

Please contact your event coordinator with further questions or concerns.

LOBBY DISPLAY AREAS POLICY

All exhibit floor plans **must** be submitted to the ICCRD for approval **before** booths are sold or committed to vendors and manufacturers. Floor plans should include desired location of registration counters. They should also be clearly marked with hall name, customer/show name, dates of show, and name of decorator.

- 1) Lobby space charges are One Dollar (\$1.00) per square foot for tabletop and/or exhibits.
- 2) Exhibits located in lobby space are limited to "pop up" type tabletop displays and "easy to assemble" light exhibits that can be hand-carried.
- 3) No hard-walled exhibits are allowed. Displays shipped in containers and/or crates requiring a forklift or cart are not allowed in the lobby area. If display cannot be transported by either two-wheel or four-wheel rubber-tired dollies, display is not allowed in lobby. Pallet jacks or forklifts are allowed in hallways only for move-in or move-out of registration materials, booths and the displays for the registration materials. Extra care must be taken during move-in and move-out of these areas. Please ask your event coordinator for further details.

- 4) Hallway carpet should be protected by placing heavy plastic or other material in booth areas.
- 5) Carpentry work such as nailing, drilling, painting, sawing, hammering, etc., is not allowed in the lobby area.
- 6) Groups are confined to the lobby area that adjoins their rented space and to the time they occupy the premise. No early move-in or late move-out in hallways.
- 7) Fire codes should be adhered to. A minimum of a ten foot (10') aisle in lobby and hallways should remain at all times. Exhibits cannot be placed within thirty feet (30') of all building entrance and exit doors. Exhibits are only allowed on one wall per hallway.
- 8) Gas, water, drainage, heavy electrical use utilities are not available in lobby areas.
- 9) If space is available, meeting rooms should be used for exhibits and tabletops, however points 1 through 8 must be adhered to. Exception may be made for small number of exhibits (ie: up to ten tabletops).
- 10) Indy cars, show cars, and/or decorative autos are allowed at no charge. These autos must be pushed (not driven) to the display area. The carpet must be protected and fire regulations followed.
- 11) Auto-related shows may be given special consideration. No automobile larger than a passenger-sized vehicle will be permitted in any area other than exhibit halls. If an automobile is used as an exhibit or part of an exhibit booth, a charge of One Dollar (\$1.00) per square foot is assessed.

FIRE SAFETY

- 1) For safety, all exhibitors, groups, shows, events, etc. must comply with all federal, state, and municipal codes that apply to places or buildings of public assembly. Article 25 of the Municipal Code (available at the Indianapolis Fire Department Fire Prevention Bureau) shall become a part of any and all contract documents whether implied or not.
- 2) Nothing is permitted to block fire-fighting or other emergency equipment. This

includes fire hose and extinguisher cabinets and fire pull boxes. Aisles and fire doors must be kept free for use.

- 3) **Helium tanks and helium balloons are not permitted in the facility.**
- 4) Electrical equipment must be Underwriters' Laboratory (UL) approved and gas-operated equipment must be AGA (American Gas Association) approved.
- 5) Flammable gas storage tanks are not permitted in the Indiana Convention Center & RCA Dome. If vehicles or equipment have such tanks (full or empty), they must be removed and placed outside the facility.
- 6) In accordance with National Fire Protection codes, open gas cans, gas, oil, propane, butane, helium or other gases may not be brought into the exhibit area. Open flames are not allowed. Small tanks for soldering purposes are allowed with approval by the Safety Manager. The Indiana Convention Center & RCA Dome Security Manager must be notified in advance.
- 7) Any exhibit that produces fumes must receive prior written approval by the Facility Manager.
- 8) Any event requiring the use of either flammable or non-flammable materials in storage tanks is required to have the tanks secured so they cannot be tipped over. The Indiana Convention Center & RCA Dome requires ABC fire extinguishers be present in the area where storage tanks containing flammable materials are located.
- 9) Any vehicle using flammable liquid petroleum products as a propellant cannot have more than one gallon of such propellant in its storage tank. Storage tank caps must be locked or taped and the source of electrical supply must be rendered inoperable when in the facility (battery cables disconnected and ends taped).
 - Exceptions may only be made with the written approval of the Indiana State Fire Marshal and the

Indianapolis Fire Department Fire Prevention Bureau.

- 10) Gasoline engines or motors may not run in any exhibit space after move-in. Any exceptions (for exhibits) must have the approval of the Indianapolis Fire Department Fire Prevention Bureau, the State Fire Marshal and Facility Manager.
- 11) When located on a carpeted area, vehicles must have plastic or visqueen in place under motor and drive-train components.
- 12) All buntings, curtains, and drapings of any kind must be made of non-combustible materials.
- 13) Straw, chips, and any other flammable material may be used for display purposes only if they are treated (fireproofed). Plastic must be placed on the floor before the material is used. Material must be contained from spreading beyond the plastic area.
- 14) Cooking is not permitted on any carpeted area.

PYROTECHNICS POLICY

All pyrotechnic displays must follow guidelines set forth by NFPA 1126 and Indiana Fire Code Title 675. In addition, the ICCRD requires:

- 1) No pyrotechnic effect shall hit any portion of the roof, speakers or any other surface. In RCA Dome, effects may not be shot more than 85' vertical feet from field level.
- 2) Airbursts shall not be permitted to be fired above an assembled audience.
- 3) All pyrotechnic effects are subject to a test shoot within 24 hours of actual performance.
- 4) A valid federal license from the U.S. Department of the Treasury--Bureau of Alcohol, Tobacco and Firearms--for the use of "low explosives".
- 5) Advance notice (30 days) of any special requirements for the facilities' HVAC and fire alarm systems.
- 6) Three (3) copies of a detailed description of the pyrotechnic activity planned for an event, including:

- a) Grid showing exact location, number and type of devices to be used and spread and height of the materials used.
 - b) Narrative of program, including schedule of events and number and location of certified pyrotechnics involved.
 - c) Number and location of fire extinguishers available for pyrotechnic event.
 - d) Plans for pre-function pyrotechnic testing.
 - e) Copies of all insurance certificates must be presented to the Indianapolis Fire Department and the Indiana Convention Center & RCA Dome.
 - f) Documentation that all drapes, floor coverings and other similar materials are fire rated.
- 7) No propane devices permitted unless prior written approval is received from the authority having jurisdiction.
 - 8) Refer to NFPA 1124 for appropriate storage containers.
 - 9) Material Safety Data sheets (M.S.D.S.) required on-site.
- 4) Powered vehicles may not operate on carpeted areas under any circumstances. **All show vehicles must be pushed to concourse display areas.**
 - 5) **All** motorized equipment, including golf carts, must have clean resilient tread wheels (non-marking tires), covered (or taped) tires, wall saver rubber bumpers, and corner guards. Steel-wheeled vehicles are prohibited.
 - 6) Any equipment brought into the facility which utilizes Indiana Convention Center & RCA Dome utilities must be approved in writing by the Facility Manager and must meet State Fire Marshal and Indianapolis Fire Department Fire Prevention Bureau regulations prior to any connection.
 - 7) Any exhibit that produces fumes must have prior written approval by the Facility Manager.
 - 8) All drivers of motorized vehicles, including golf carts, must be a minimum of 18 years of age.
 - 9) **All non-building equipment, freight, decorations, and miscellaneous items must be removed from the Premises at the expiration of the Licensee's contract.** Items left beyond this time will be treated as abandoned equipment and disposed of as the Facility sees fit.

MOTORIZED EQUIPMENT OPERATION

- 1) Indiana Convention Center & RCA Dome equipment may only be operated by authorized facility personnel. Exceptions must be approved by the Facility Manager.
- 2) All forklifts and other heavy loading devices brought into the facility must be operated by Indiana Convention Center & RCA Dome personnel or the appropriate service contractor. Forklifts are prohibited on carpeted areas.
- 3) Motor or engine driven vehicles cannot be brought into the facility unless written approval has been given by the Facility Manager. Any vehicle that drips oil or a staining solution may not be operated or used without a drip or catch pan. Consult your Event Coordinator for additional guidelines.

The Licensee is responsible for any damage done to the Indiana Convention Center & RCA Dome's property or equipment (including doors and door frames) by their service contractor, employees, exhibitors or attendees during their event, including move-in and move-out periods.

Any charges necessary to repair or replace damage to the facility or facility's property will be assessed at the prevailing rates.

Prior to move-in and following move-out, an inspection of licensed areas and equipment should be arranged. Consult your Event Coordinator for further information.

The Indiana Convention Center & RCA Dome assumes no responsibility for losses suffered by the Licensee or their agents occasioned by theft or disappearance of this or any other equipment, articles or property.

FREIGHT

THE INDIANA CONVENTION CENTER & RCA DOME WILL NOT ACCEPT FREIGHT SHIPMENTS OF ANY KIND.

- 1) The Indiana Convention Center & RCA Dome is not responsible for lost or misplaced freight. All shipments made directly to the Indiana Convention Center & RCA Dome on a move-in day for an exhibit hall must be routed to the attention of the decorator and directed to the docks at the west end of the facility. Materials to be used in meeting rooms should be sent to a representative of either the event sponsor or the decorator at 100 South Capitol Avenue, Indianapolis, IN 46225. **Representatives MUST be present to receive all shipments.**
- 2) All packages, cartons, crates, and containers brought into and out of the facility are subject to inspection by building security.
- 3) **All non-building equipment, freight, decorations, and miscellaneous items must be removed from the Premises at the expiration of the Licensee's contract.** Items left beyond this time will be treated as abandoned equipment and disposed of as the Facility sees fit. The Indiana Convention Center & RCA Dome is not responsible for any materials left unattended.
- 4) Maximum sizes for crates delivered into the facility:

	<u>Width</u>	<u>Height</u>
Meeting rooms	32"	6'
Sagamore Ballroom	7.5'	6.9'
500 Ballroom	36"	6'
White River Ballroom	5'10"	6'10"
Wabash Ballroom	5.1'	6.5'

- The maximum uniform load is 750 lbs. per sq. ft. and concentrated load limit 225 lbs. per sq. ft.
- 5) All crates and skidded items must be transported on 4-wheel flatbed trucks, forklifts with rubber bumpers or wall savers and rubber tired wheels. Crates and skids are not permitted on carpet unless they are transported by rubber tired, hand-operated trucks.
 - 6) Four-wheel carts, for the internal transportation of light-weight freight, are available from Facility security on a first-come, first-served basis. A drivers' license is required as a security deposit. Carts may not be removed from the facility. All drivers must be a minimum of 18 years of age.
 - 7) Second floor freight must be delivered to the second floor via a freight elevator or a service elevator. **Forklifts are prohibited on the second floor.** Check with your Event Coordinator to make the necessary arrangements.

TRACTOR/TRAILER CLEARANCE THROUGH SWING SPACE

Isolated combinations of Halls C, D and E will be affected by the following restrictions:

- 1) Maximum permissible tractor/trailer combination will be a single-axle tractor and 53' standard trailer with adjustable wheel base.
- 2) Extended cabs and 53' tankers will not be permitted.
- 3) During move-in/move-out, "spotters" may be required to assist the drivers. Arrangements should be made through your Event Coordinator.

DOCK RULES & REGULATIONS

- 1) No empties on or outside docks. All empties must be placed back on trucks.
- 2) Any tow motors or lifts left after a show **MUST BE REMOVED BY 8:00 AM THE FOLLOWING MORNING OR STORAGE FEE WILL BE CHARGED.**

- 3) Tow motors may be left inside the building if not being used, provided however that they do not block aisles or exits. Propane tow motors may be left in the facility if the tank is removed and stored outdoors.
- 4) No Decorator equipment "boneyards" on docks or swing space unless show has rented the space. If show has rented space for boneyards, a 20' aisle must be kept clear at all times.
- 5) No gasoline or propane stored inside the building or in trucks parked adjacent to the facility. Any gasoline not stored in a UL approved fire rated cabinet must be located, at all times, a minimum of 20' or more from the building.
- 6) Full or empty spare propane tanks may not be stored inside the facility. All propane must be stored OUTSIDE Hall G in security cages.
- 7) On the A and B ramps, unloading in one (1) lane only. For ALL DOCKS, there must always be a minimum 10' wide fire lane.
- 8) Trailers are to stay within assigned dock areas AT ALL TIMES.
- 9) Only company-owned, marked Decorator vans/trucks/trailers are allowed on the docks. No personal vehicles on docks at any time. Only vehicles with approved "ICCRD" temporary parking passes displayed in the windows will be allowed to park at the appropriate dock.
- 10) Loading docks are to be assigned as follows:

Hall A – Dock 1-3	Hall E – Dock 13-15
Hall B - Dock 4-6	Hall F - Dock 21-24
Hall C – Dock 7-9	Hall G – Dock 25-28
Hall D – Dock 10-12	

Please Note: Docks 16 and 20 are unassigned "floating" docks. These docks will be assigned on an event-by-event basis by the EC's. Please contact the appropriate EC for availability.

PARKING

Over 9,400 parking spaces in surface lots and parking garages immediately surround the Indiana Convention Center & RCA Dome and an additional 40,000 parking spaces are within a ten-block area.

- 1) Accessible parking is available in any of the Indiana Convention Center & RCA Dome surface lots or nearby parking garages. Consult your Event Coordinator with any parking needs or questions.
- 2) Security and traffic control guards are authorized to control all traffic patterns and movement of events. All decorators, exhibitors, and show personnel are to follow the directions of traffic and security personnel.
- 3) Vehicles may not be left unattended for an extended length of time during move-in and move-out.
- 4) Vehicles may not be left on the dock ramps. **The emergency vehicle lane must be available at all times.**
- 5) At no time are vehicles allowed to block ingress or egress.
- 6) Vehicles may not be parked on grassy areas.
- 7) At the show manager's and event coordinator's discretion, exhibitor vehicles are permitted to enter the facility for loading and unloading purposes. Vehicles inside the facility must be shut off and the transmission must be in the "park" position & parking brake engaged.
- 8) Once an exhibitor has unloaded, the vehicle is to be removed from the facility.
- 9) Parking in the Maryland Street Motor Lobby is prohibited.
- 10) Two (2) complimentary parking permits are available for show management. Consult your Event Coordinator.

ANY VEHICLE PARKED IN AN UNAUTHORIZED AREA WILL BE TOWED BY DELAWARE AND SOUTH TOWING AT OWNERS' EXPENSE. Delaware and South's lot is located at 310 South Delaware Street, 317/638-1458.