



GENERAL OPERATING POLICIES

The show promoter is responsible for the actions of the exhibitors and must enforce all General Operating Policies.

Acceptable Forms of Payment

Cash, checks, MasterCard, Visa, Discover, and American Express are accepted for payment. Checks should be payable to Gateway Center.

Advertising/Use of Gateway Center Logo

All advertising of performance(s) and/or events held at Gateway Center must state the full admission charge and must be accurate, as well as factual. Use of Gateway Center logo is imperative. Logos are available at no charge. Lessee must not advertise any event until contracts between all parties are fully executed.

Alcoholic Beverages/Bar (Liquor Services)

Gateway Center's exclusive food and beverage contractor provides all alcoholic beverages for events in the complex. Deviation from this program must have the prior approval of Gateway Center's Executive Director or designee.

The following policy is to ensure that all state and local laws, policies, and codes regarding the distribution of alcoholic beverages are enforced. Gateway Center reserves the right to require the Lessee to retain off duty uniform police officer(s), during any activity serving alcoholic beverages on premises, which will be arranged by an Event Manager and billed to the Lessee. The number of officers required for coverage is determined by:

- Number of Attendees
- Event Type (concert, social function, dance, etc.)
- Function Space Utilized
- Gateway Center's Overall Schedule for Crowd Control

This policy is not intended to hinder any group or organization from enjoying the activities presented at Gateway Center but to provide public safety and enforcement of all laws, codes, and policies of Gateway Center and the State of Illinois.

Alteration of Premises

Each Lessee shall accept the premise in the condition they find them in, and shall return the premises in the same condition at the conclusion of their Lease Agreement. No other alterations or changes shall be made without prior, written consent of Gateway Center Management.

Animals

- 1) Service Animals:** ADA service animals are the only animals permitted in the Center. The ADA defines service animals as animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.
- 2) Approved Animals:** For non-service animals, a written request must be presented to the General Manager or designee by no later than 30 days prior to the event. When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made:
 - A protective coating such as plastic or Vis-Stick must be used to protect all floors and equipment. Plastic floor covering is available for rent through Gateway Center.
 - Absorbent (i.e. saw dust or fire retardant wood shavings) must be placed within the pens.
 - Curbing or bike rack must be provided to contain animals.
 - Animals must be supervised at all times.
 - Provide clean up and proper disposal of absorbents and waste.

Lessee will adhere to all other safety measures as required by Gateway Center. Animals are not permitted within 50 ft. of any food prep or service area, unless they are ADA service animals. Licensee is responsible for ensuring that any approved use of animals within the Center is also in adherence to any and all applicable local, state and federal laws.

Announcements

Gateway Center Management shall have the right to make announcements in the interest of public safety, proper operation of the building, crowd control, and compliance of rules, regulations, laws, etc.

ATM Banking Machine

Two (2) ATM machines are conveniently located at the East and West Main Entrances to Gateway Center.

Audio Visual

Gateway Center has partnered with Audio Solutions and Gateway Productions as our in-house full production company. Please notify your Event Manager of any production needs you may have, such as audio, lighting, cameras, and stage design. An AV pricing sheet is available upon request for simple packages. An AV representative is always available to explore options for special requests. "Audio Solutions understands that it isn't your job to be an AV expert, it's ours!"

Access of Building

For the safety of ALL Center users, exhibitors, service contractors, and all event promoters will only be allowed to access Gateway Center through rear service hall and dock areas during move-in and move-out times. If a promoter wishes to allow exhibitors access outside of these times, the promoter will be responsible for the cost associated with having a security officer to monitor access to the rear sections of the building. Otherwise all rear service hall doors and docks will be locked during show hours.

Banners

No banners may be hung from the ceiling without approval of the Gateway Center Management. Any lessee that wishes to hang banners from the ceiling must give advanced notice. Banners longer than 10 feet and heavier than 20 pounds may require motors and trusses to hang. Our in-house rigging experts will be responsible for determining the recommended method of safely hanging the banner as well as determining any applicable fees.

Box Office Use

Unless an exception has been approved by Gateway Center Management, Gateway Center's Box Office personnel are required for the sale of all admission tickets at prevailing rates at the expense of the Lessee. A uniform police officer is required whenever the Box Office is in operation at prevailing rates at the expense of the Lessee.

Carts and Dollies

Gateway Center provides carts and dollies. They will be staged in Lessee's move-in/out area and are available on a first come basis.

Ceiling Heights/Exhibit Hall

Show and event organizers should contact the Event Manager to discuss any plans or uses of space that require a specific amount of clearance exceeding 14 feet in height. It should also be noted that the exhibition hall has varying ceiling heights ranging from 14 ft upwards to 26 ft.

Cooking Oils/Grease/Ice

Lessee is responsible for making arrangements to provide exhibitors with waste facilities for cooking oils and grease. Ice is not provided with the room rental. Please consult the Event Manager, who is available to assist in making arrangements for grease barrels and ice.

Copyright Fees

Any and all ASCAP, BMI, SECAC or other copyright fees applicable to an event will be the full responsibility of the Lessee. Payment of the fees will be made by the Lessee directly to the applicable copyright agency.

Damages

Prior to the first move-in day, Lessee should contact the Event Manager to schedule a Center inspection to verify the condition of the Center. At the conclusion of the event move-out, a final inspection will be scheduled to identify and specify any damages resulting from the event. The Center will make its best efforts to inform Lessee of any damages as soon as

discovered and will provide copies of damage reports and photographs when applicable.

The cost of repair of any damages is the Lessee's responsibility, but the Center must pre-authorize any repairs by outside contractors. The Center will provide repair services and cost estimates upon request.

Decorations and Signs

Decorations, signs, banners and streamers shall not be attached, taped, nailed, pinned or otherwise fastened to any ceiling, drapery, painted surface or wall of Gateway Center. Gateway Center must approve any kind of decoration. Glitter and adhesive back decals are prohibited. Any costs incurred by Gateway Center from the use of, removal of such items will be billed to the lessee accordingly.

Disruptive Persons or Activities

Gateway Center Management shall have the right to enter any portion of the leased premises and to eject any disruptive persons from the Center.

Emergency Situations

- 1) Medical Incidents:** In the event of a serious medical emergency, call 911 to report it immediately and then dial 305 on any house phone to notify staff.
- 2) Medical/Damage/Other Incidents:** Gateway Center requires that all incidents be formally documented on an Incident Report Form, which is available in the Main Administrative Office of Gateway Center.
- 3) Weather Related Emergencies:** During severe weather it may become necessary to relocate to safer areas of the building designed to withstand winds higher than normal, such as a tornado. If a tornado warning is issued for our area, Building Personnel will be on hand to notify and direct event attendees to safer areas of the Center. Areas such as hallways, restrooms, and inside meeting rooms that contain no glass are considered safe during a tornado warning. Attendees should be reminded to stay away from windows and out of large areas such as exhibit halls, if at all possible, during these emergencies.

Equipment

Exhibitor Work Order Forms are available upon request for all show promoters. Gateway Center equipment, i.e. extension cords, microphone cords, spotlights, etc. are not to be removed by the Lessee, exhibitors, attendees or contractors. All equipment is subject to availability. The Lessee will be charged equipment fees at prevailing rates. Equipment pricing is subject to change. ALL EXHIBITOR WORK ORDER FORMS MUST BE POSTMARKED 14 DAYS PRIOR TO MOVE-IN TO RECEIVE ADVANCE RATES.

Exhibitor Items Left On Premise

Any property brought upon the premises by an exhibitor shall be at the sole risk of the exhibitor and shall be removed from the premises upon conclusion of an event. Gateway Center Management shall have the right to remove from the building all remaining effects left after the date and/or specified time for move-out at the cost of the exhibitor and to store the same at exhibitor's cost and risk. Storage is subject to availability.

Firearms

Pursuant to the Firearm Concealed Carry Act, 430 IL CS 66/65 concealed carry is prohibited inside Gateway Center or on its immediate property.

Fire Codes

Exhibitors, service contractors and all event promoters must comply with all Federal, State and Local fire codes, which apply to places of public assembly. Gasoline, propane and other flammable items are prohibited. An open flame is not permitted in the building. Candles are allowed as long as they are within glass protection and the flame is not exposed.

Fire Extinguishers

Fire code dictates that a fire extinguisher is required in any booth with a tent, or any booth that blocks the water from a sprinkler from extinguishing a fire. Vendors with these types of displays are encouraged to provide their own fire extinguishers. In the event that a vendor is unable to provide their own fire extinguisher, a limited amount may be available at the front desk. To obtain a fire extinguisher and inquire about rates, please see your Event Manager. A credit card will

need to be put on file in order to check out the extinguisher; the card will only be charged in the event the extinguisher is not returned in the same condition it was in when it was checked out.

Flame Resistance

All decorative materials used inside the building must be flame retardant. Lessee must bring all certificates or the canister with the fire proofing material that proves that the item is fire retardant. Proof that the item is fire retardant must be on-site at all times.

Floor Boxes

All exhibition spaces are equipped with floor boxes on a 20' grid with 7' aisles for phone, electric and data. Each floor box has 2 phone lines, 2 data lines, 4-20 amp power outlets and 1-30 amp outlet. Large power is available throughout the building. Please call to order large power needs.

Floor Covering

Displays including, but not limited to, those utilizing soil, humus, water or other landscaping materials and displays containing live animals must take appropriate steps to protect the Center surfaces and equipment. To protect the floor, a protective coating such as heavy plastic, visqueen or similar strength material must be either provided by the Lessee or purchased by the Lessee from the Center at the prevailing rate.

Floor Marking

Floors may be measured and marked using standard stick or ball-type caulk or non-residue marking tape such as a Gaffer Tape (e.g., Polyken 105C or Renfrew #174). Marking must be removed without damage before departing the Center. If Gateway Center has to replace flooring or carpet or if Lessee leaves tape or residue behind, the Lessee will be responsible for paying the Center for cost of labor to remove remaining tape or residue at its standard labor rates.

Fog/Haze Machines

For public safety reasons, fog, bubble and smoke machines are strictly prohibited.

Food and Beverages

1) No Outside Food & Beverage Policy: No food and beverage shall be brought onto Gateway Center premises except through Gateway Center's exclusive concessionaire. Any food and beverage items not approved by Center Management will be removed from the premises. Arrangements for catering must be coordinated and contracted through Ovations Food Services, Gateway Center's exclusive in-house catering provider.

2) Food/Beverage Product Sampling: Gateway Center stipulates that food and beverage samples are no more than 4 oz for liquid and 2 oz for dry goods. Larger samples are not allowed to be given away or otherwise distributed without prior written consent of Gateway Center Management. Permission to distribute or dispense, without charge, samples of food, soft drinks, refreshments, sundries related to the trade show, etc. shall be arranged in advance and be clearly stated and identified in the Lease Agreement. An Exhibitor Sample Form must be obtained from Ovations and submitted to Ovations GM for approval. Gateway Center's exclusive food and beverage contractor, Ovations Food Services, reserves the right to regulate the size and type of samples. Refrigeration and Freezer space, as well as other storage facilities must be prearranged with the Catering Company. Charges for storage will be assessed to the Lessee and/or exhibitor. Sample distribution must be limited to the exhibitor's booth area only. It is unlawful to distribute samples of alcoholic beverages of any kind. **POPCORN IS NOT ALLOWED UNLESS PURCHASED THROUGH OVATIONS FOOD SERVICES.** Sampling is available for public exhibit shows only. It is not to be a substitute for a catered order.

3) Concession Stands (Exhibit Halls and Lobby Areas): Gateway Center reserves the right to determine the locations and hours of operations of all concession points of sale and utilize reasonable space for these points of sale. Arrangements for concessions must be coordinated and contracted through Ovations Food Services.

4) Exhibitor Sale of Food and Beverages: Any exhibitor selling a consumable food or beverage item during said trade/consumer show will be subject to sub-contractor fees payable to Ovations Food Services. Prior to show move-in, all forms must be completed and approved by Ovations Food Services.

Forklift Operation

All forklifts must be electric and equipped with white, non-skid tires. Gateway Center provides certified operators for all in-house lift equipment. Outside operators must use their own lift equipment and they must have prior approval and show proof of certification before event move-in. All equipment and equipment operators are subject to availability. Pricing is subject to availability.

Freight/Exhibitor Materials

- 1) Freight:** Freight will ONLY be accepted one day prior to the designated move-in day(s). The Center will not accept any C.O.D. deliveries. For cases involving an outside decorating company, freight must be shipped to the service contractor and delivered to the Center during the designated move-in period. All materials must be removed during designated move-out hours. Under no circumstance will materials be permitted to be left in the building until a later date. All freight should be clearly marked with the official name of the event as well as the contact person and should be delivered to Dock D. A storage fee will be charged for shipments accepted prior to move-in day. Storage is subject to availability. Gateway Center does not provide outbound shipment arrangements; therefore, Center users are responsible for making these arrangements and should do so in advance of the event.
- 2) Shipments - Excluding Exhibit Materials:** Registration and meeting materials will be accepted (5) days in advance of a meeting. All shipments should be clearly marked with the official name of the event as well as the contact person and should be delivered to Dock D. Prior to arranging the shipment of materials, an Event Manager must be notified in advance of the Lessee's plans to store materials on premise.

Frying Stations

Gateway Center prohibits exhibits involving deep-frying on the exhibition floor. Fry stations are only permitted in non-public areas. Center Management shall determine the locations of these stations. The Lessee is required to provide a 2A-10BC rated fire extinguisher at all fry station locations. No L.P. gas cooking is allowed. All fry station tables must be covered in aluminum foil provided by the Lessee.

Gratuities

Gateway Center policy specifically prohibits any Gateway Center employee from accepting loans, advances, gifts, gratuities or any other favors from parties doing business with Gateway Center.

Hazardous Materials

All hazardous materials must be registered with the Gateway Center. Lessee must submit the OSHA Material Safety Data Sheet on hazardous material to the Event Manager at least 60 days prior to the event. Hazardous materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents and biological contaminants including blood, body fluids, organic matter, cadavers, used first aid supplies and sharps) are the responsibility of the Lessee and event attendees.

Holiday Overtime Rates

Holiday overtime rates may apply. All labor services are based on a four hour minimum.

House Phones

Clients in need of assistance can reach a member of our Management Team by using the House Phones that are mounted on the walls throughout the building.

Keys

All keys required by Lessee, show managers or service contractors will be subject to a \$25 replacement fee if not returned to the Administrative Office by the end of the event. Gateway Center requires that the Lessee, show managers or service contractors acknowledge receipt of the key when issued and log in when the key is returned to the Administrative Office.

Liquid Disposal

No oils, combustibles or any liquids other than water may be poured in drainage or sewer systems of Gateway Center. No tools, machines, cookware or any other items may be emptied, washed or rinsed in the building's restrooms. Fountains, aquariums, pools, etc. may not be filled by Center users from restrooms or janitorial closets.

Lost and Found

Gateway Center's lost and found is located in Main Administrative Offices. All items turned in to Center personnel will be forwarded to that office, and in turn, all inquiries regarding lost items should be referred to our Event Managers at (618) 345-8998 ext. 305 or the receptionist Monday-Friday during normal business hours at (618) 345-8998 ext. 0.

Madison County Health Department

It is the responsibility of the Lessee to abide by all rules and regulations of the Madison County Health Department. The Madison County Health Department's contact information is:
101 East Edwardsville Road
Wood River, Illinois 62095

Phone: (618) 692-8954
Fax: (618) 692-8905
Administration Fax: (618) 296-7011
Email: health@co.madison.il.us

Media (Radio and Television)

Lessee is prohibited from having radio or television broadcasting facilities, films, recordings or video made of any performance or event in the Center contracted unless specific written permission is given by the Executive Director of Gateway Center.

Move-In/Move-Out

The safe and efficient operation of all move-in/move-out activities, including dock areas, is a priority for Gateway Center. The Lessee will be required to supply a detailed agenda covering all move-in/move-out activities, service contractor and exhibitor access times. Gateway Center may mandate changes in said agenda to maintain the smooth operation of the event and any other events operating concurrently in the Center. Gateway Center will assist show management in the design and implementation of assigned move-in/move-out periods for exhibitors.

All equipment must be transported into the Center through designated loading dock areas. Absolutely under no circumstance are carts permitted through Lobby entrances. Trucks and vehicles must be removed from loading dock areas once equipment has been unloaded or loaded. The Lessee or his/her representative must be present during ingress, event hours and egress. Gateway Center has an Open Dock Policy.

For the safety of the public as well as for the security of merchandise and equipment, propping of any exit doors is strictly prohibited.

Novelties

Event-related souvenirs, programs, novelties or merchandise may be sold during an event. However, the sale of any merchandise within Gateway Center must have prior approval of Gateway Center Management and a negotiated fee will be charged.

Outside Service Contractors

Outside Service Contractors may only have access to the Center for set-up and tear down in accordance with the dates and times specified in the Center Lease Agreement. The Lessee is responsible for contracting enough move in/out time for set-up and tear down by Lessee's Outside Service Contractors.

Outside Service Contractors (i.e. decorators, display companies, etc.) are permitted provided they complete a Supplier Agreement and have it approved by the Executive Director of Gateway Center prior to carrying out any work or services on premise. This agreement communicates the Center's insurance requirements, commission fees and other applicable vendor/contractor requirements.

Outside Service Contractors Insurance Requirement: All Outside Service Contractors are required to carry General Liability Policy at \$1,000,000 per Occurrence, \$2,000,000 Aggregate Policy, and Auto Liability, Workman Compensation and Umbrella Policy each at \$1,000,000.

Commission Fees: All Outside Decorating Companies will be charged a 10% Commission Fee.

Parking

All parking at Gateway Center is complimentary. Overnight parking is prohibited; however, should an exception to this be needed, prior written approval from Gateway Center Management is required. RVs are prohibited. Gateway Center prohibits tailgating or the assembly of tents on Gateway Center property without written consent from Center Management.

Power Failures

While a power failure is highly unlikely to occur, Gateway Center still wants the Lessee to know what to do in case of a partial or total loss. Power failures can occur due to a number of causes. Severe weather and/or power interruptions from our main distribution source would be the main causes. Gateway Center is equipped with an emergency power generator designed to restore power to key areas of the Center within seconds of a major power failure. Emergency power would be restored to the exits, both public and non-public areas. During a power failure it is not necessary to evacuate the Center. It

is important for each person to remain where they are and wait for further instructions. As with all emergencies, Gateway Center personnel will be on hand to pass on information as it becomes available.

Pricing

All listed prices for equipment and services are subject to change and availability. Credit cannot be given for equipment and personnel ordered and not used.

Receptionist

At the expense of the Lessee, the Center can staff the Center's main switchboard during show hours that occur outside standard office hours. Lessee may request additional coverage during move-in and move-out periods at their own expense. At no time shall Lessee advertise the Center's main telephone line as the show office, information number, etc. The Event Manager will assist the Lessee in ordering necessary show office communication lines. Arrangements for telephone support personnel must be finalized with an Event Manager at least 14 days prior to an event.

Residual Matters

The Gateway Center Executive Director shall decide upon all matters, rules, regulations or deviations from all provisions herein.

Right to Inspect

Gateway Center Management and security personnel have the reserved right to inspect any package, purse, box, bag, container, briefcase, luggage or cooler brought in or taken off Gateway Center's property.

Rigging

All ceiling or wall suspended signs, speakers, lights and related items must be furnished in writing to Center Management. All rigging should be completed by our in-house rigging specialists, Audio Solutions. Lessee should provide detailed rigging proposals for Gateway Center and Audio Solutions review. Should a circumstance dictate that an outside rigger is necessary, a member from Audio Solutions is required to be present at the time of rigging and to inspect all items for safety for a flat fee, which can be quoted by your Event Manager. All rigging must be done by an ETCP certified rigger, unless an exception is made by the Executive Director and Audio Solutions in writing.

Room Changeovers

Room changeovers are subject to a turnover fee based on the labor needed to do the turn. Please speak with your Event Manager if you will need a change in room set-up at any time, during your meeting to determine what the cost will be.

Signing/Off Premise

Event Promoters should be aware that the City of Collinsville has a Sign Ordinance that prohibits temporary signs being placed off premise to promote upcoming events or direct patrons to Gateway Center.

Smoking

In compliance with the Smoke Free Illinois Act, smoking is not permitted in the building or within 15 feet of any entrances, exits or ventilation intakes.

Soliciting

No soliciting is permitted in Gateway Center or on its premises.

Tailgating

Gateway Center prohibits tailgating or the assembly of tents on Gateway Center property without written consent from Center Management.

Tent Policy (Indoor)

- Tents shall comply with the same flammability standards, as would tents erected outdoors as stipulated in the International Fire Code and NFPA Standard 701.
- A fire watch must be maintained at all times that the display is open to the public.
- Two fire extinguishers with a rating of at least 10A40BC would be required under the tent. Those are informally described as 10-pound extinguishers.
- All lighting shall be installed in such a manner that the tent material is not exposed to the heat of the lighting fixtures.

- A battery powered smoke alarm shall be installed within the tent.
- Only ordinary combustible items that have been treated or manufactured to be flame resistant would be allowed under the tent. For instance, ordinary furniture would be acceptable, but bales of straw would not.
- No open flames, portable heating or cooking devices would be allowed under the tent without permission from the Fire Department and Center Management.
- At least 3 sides of the tent would be required to be open for egress.
- The area covered by the tent must be 400 square feet or less. Any larger than 400 square feet would be acceptable only if protected by an extension of the automatic fire sprinkler system.
- A tent must be separated from other similar tents by a distance of at least 10 feet.

Ticketing Fee

A Ticketing Fee of 15% of gross ticket sales will be assessed for all consumer events. Fee must be included in ticket price.

Ticket Manifest

Gateway Center reserves the right to require a ticket manifest for all public, ticketed events.

Utilities and Lighting

Air conditioning and heating are provided at no charge during show/event hours only. Likewise, only work lights will be provided during move-in and move-out of an event. Full lighting will be turned on 10 minutes prior to show opening and turned off at the close of the show each day.

Utility Services

Costs for utility services including electrical, telephone and Internet service for commercial exhibits at Gateway Center will be the customer's responsibility. These charges will be assessed at prevailing utility rates. Permanent Center utility outlets are not considered part of the exhibitor's booth space. Certain utilities may be limited in certain areas. An Event Manager can provide specific availability and requirements. Gateway Center is the exclusive contractor for all utility services. The following services are available:

- Electricity
- Internet access
- Telecommunications
- Water

Vehicles & Motorized Equipment

1) Vehicles & Motorized Equipment: Any powered vehicles or equipment that drip oil or staining substances will be removed immediately from Gateway Center and the responsible party/parties will be charged with cleaning costs for the removal of stains. Gasoline or diesel powered vehicles and equipment include, but are not limited to, boats, automobiles, recreational vehicles, lawn mowers and power equipment. The Lessee is required to ensure that all equipment operated in Gateway Center by any service contractors or designees of the Lessee do not drip oil or any other staining substances.

2) Vehicles: Vehicles are permitted in the exhibit hall for loading/unloading with the authorization of Gateway Center Management. Any vehicles that remain on the exhibit floor must comply with the following:

- Plastic or cardboard should be placed under all tires and the vehicles' engine.
- Plastic floor covering is available for rent through Gateway Center.
- Fuel tanks may not be more than 1/4 full.
- Vehicle electrical systems must be disconnected by either removing the battery, battery cables or disconnecting the battery cables and taping contact with non-conductive electrical tape.
- The cap for the fuel tank must be locked or taped down and at no time is the removal or addition of fuel allowed in or around the Center.
- No substance may be sprayed or otherwise applied to tires or vehicles that could potentially stain or create a slick surface on the floor.

Water Fills & Drains

Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30 gallon capacity must be filled and drained by house engineers and are subject to a service charge. All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection at the expense of the Lessee. All water displays must be pre-approved by the Executive Director or designee. Gateway Center reserves the right to remove any container that shows sign of leakage or is otherwise deemed inadequate by a house

engineer. Containers showing signs of leakage will be drained by Gateway Center's maintenance personnel without prior notice.

Exhibitor assumes responsibility for any damage to the Center caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. Gateway Center cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For Lessee's protection, Gateway Center advises installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc.

The Center will not be responsible for damage or loss to any equipment, equipment components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.

Weaponry

Lessee, vendors or patrons shall not have any weaponry on Gateway Center's premises without the written consent of the Executive Director.

Wheelchairs

Wheelchairs are available on-site and subject to availability. Arrangements for use of a wheelchair are managed by personnel located in the Main Administrative Office of Gateway Center.

Revision Date: 2/9/16