



Alteration of Premises

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

Decoration and Signs

Decorations, signs, banners, and streamers **shall not be attached, taped, nailed, pinned, or otherwise fastened to any ceiling, drapery, painted/wallpapered surface or wall of Gateway Center.** Gateway Center Management must approve any kind of decoration. Under NO circumstances are glitter or adhesive back decals allowed to be used in Gateway Center. Any cost incurred by Gateway Center from the use of or removal of these items shall be charged to the lessee.

Food/Beverage Service

No food or beverages shall be brought onto Gateway Center premises. Beverages, concessions and novelties are controlled exclusively by Gateway Center.

Arrangements for catering must be coordinated through Eurest Dining Services, Gateway Center's exclusive catering service.

Move-in/Move-out

The lessee or his/her representatives must be present during ingress, event times and egress. The moving of lessee/exhibitor equipment is to be through loading doors that are relative to the space that is leased.

Utilities and Lighting

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

Security

Gateway Center may require police or security officer to be on site during any event at the expense of the Lessee. Gateway Center Management will determine the number of officers required at any event.

Disruptive Persons or Activities

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

Fire Marshal

Exhibitors, service contractors, and all event promoters must comply with all federal, state, and local fire codes which apply to places of public assembly. All curtains, drapes, decorations, and bunting must be appropriately flame proofed, prior to installation.

Smoking

In compliance with the Illinois Clean Indoor Air Act, smoking is not permitted at Gateway Center. The show promoter is responsible for the actions of the exhibitors and must enforce all building regulations and policies.

Outside Contractors

Electrical, decorator and service contractors are permitted, provided they have filed a current service supplier agreement form, agreed to the commission structure, and have furnished Gateway Center with a Certificate of Insurance listing Gateway Center as additionally insured. Rigging within Gateway Center must be approved in advance and supervised by building personnel.

All Gateway Center equipment, i.e. extension cords, microphone cords, spotlights, etc., are not to be removed by exhibitors, show managers, or service contractors.

Vehicles in Exhibit Hall

Vehicles are permitted in the exhibit hall for loading/unloading with the authorization of Gateway Center Management. All equipment and freight will be loaded/unloaded at the loading area. Any vehicles that remain in the exhibit floor must comply with the following:

1. Plastic or cardboard should be placed under all tires and the vehicles' engine.
2. Fuel tanks may not be more than full.
3. All cables must be disconnected from the battery.

Freight Deliveries

Prior arrangements must be made with Gateway Center Management to ensure acceptance of freight. Under no circumstances will Gateway Center personnel accept C.O.D. deliveries. All shipments should be clearly marked for the event, and should be delivered at the loading docks located on the west side of the building. Shipments will not be accepted more than 5 days before a shows' move-in date. A storage fee will be charged for shipments accepted prior to move-in day. Gateway Center is not responsible for shipments received by the building.

Outside Exhibits and Parking

Lessee may place exhibits outside Gateway Center in any area approved by management. During show hours all vehicles must be moved from the rear of the facility. No recreational vehicles may park along the building. Gateway Center does not provide electric, water, or any other services for RV parking.

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 with rules, regulations, laws, etc..

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. All lessees and exhibitors should be aware of this policy and refrain from any such activities.

Animals

No animals or pets are permitted in the building except as an approved exhibit, activity, and performance legitimately requiring the use of animals. Medical assist animals are approved to be in the building. The owner will be fully responsible for his or her pet at all times.

Residual Matters

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