



OCC Exhibitor Services Rules & Regulations

Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the event move-in date. If you have any questions about ordering Oregon Convention Center exhibitor services, please call (503) 235-7578, Monday through Friday, 8am to 5pm PT. You may also email inquiries to servicedesk@oregoncc.org

Audio Visual

Telephone

Internet/Networking

Electrical

Air, Water and Gas

Booth Cleaning/Porter Service

Balloons

Exhibitor Storage

Food & Beverage Sampling

Fire Marshal's Rules

Animals

Audio Visual Services

The Oregon Convention Center has an extensive listing of service offerings to meet almost every audio/visual need for your show. Our professional in-house Audio Visual Department offers full audio visual equipment rental, staging, technical support and event production services.

- All equipment ordered includes set, strike and electrical service
- Ordered equipment is set the evening prior to the first scheduled day of rental.
- More equipment is available than is shown on our website:
 - LCD Projectors
 - Computer Monitors
 - Plasma Monitors
 - **PLEASE CALL!**

Please contact Exhibitor Services for details: (503) 235-7578

Terms and Conditions Audio Visual

1. All material and equipment furnished the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed only by the Convention Center at the close of the show.
2. Equipment not returned to OCC Personnel at the close of the event becomes the financial responsibility of the customer and replacement costs will be billed to the customer.
3. Payment in full must be rendered before service is provided.
4. Advance orders shall receive priority service.
5. Equipment prices and service rates are subject to change without notice.

6. Credit will not be given for equipment installed and not used unless notified 72 hours prior to the first move-in day.
7. A minimum of one hour labor up to the full equipment rental cost may be charged for all orders cancelled within 72 hours of the first event day.
8. Claims will not be considered unless filed by the exhibitor prior to close of show.
9. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.

TELEPHONE/INTERNET/NETWORKING SERVICES

The Oregon Convention Center provides comprehensive telephone and Internet access services to their clients and exhibitors. You will receive state-of-the-art equipment and services, as well as on-site technical and customer service support during your event. There is no need for you to call a local Internet or telephone company for services as the OCC will provide for all your communication needs!

Telephone Services

- **Basic Telephone Services** include voice, fax and credit card phone lines. Digital or analog phone lines are available, along with single or multi-line sets.
- **Polycon phones** are available for teleconferencing.
- **Long Distance Service** is available upon request.
- **ISDN Service** is available on demand, subject to a first come/first served basis.
- To access outside lines you must first dial "9."

Internet Services

With a versatile and robust network, the OCC can provide several Internet connection options to meet your needs and budget.

- **10Mbps Service Connection** – OCC offers standard Internet access over a full duplex 10Mbps connection – expandable to 45Mbps – to our ISP.
- **Shared Scaled Ethernet Service** – Over the above 10Mbps connection to the Internet, you may select scaled services, from 512Kbps up to 10Mbps or more depending upon your requirements and budget. (LAN card required)
- **Public IP Addresses** – At your request, OCC can provide a public/routable IP address for one or all of your connections.
- **Wi-Fi Service** – OCC offers multiple levels of high speed Wi-Fi service over its high-capacity Wi-Fi Network.

Casual Wi-Fi – Designed for the daily user (event attendees), our Casual service provides easy Internet access at limited speeds (128Kbps) with 1 (800) telephone tech support. This service is intended for checking your e-mail and light surfing on the web, and is available in most common areas. Casual service is not available in exhibit halls or meeting rooms and is not intended for business or presentation use.

Premium Wi-Fi – Our Premium service is designed for the business user (exhibitor and/or event administration), and can be purchased for the entire duration of the

event or on a day-by-day basis. With 3 options of 256Kbps, 512Kbps and T1 speeds, the Premium solution is available throughout the facility. On-site technical support is available as well as 24x7 telephone tech support.

There are many benefits of wireless services at the Oregon Convention Center. They include:

- 100% facility Wi-Fi coverage
- Multiple options to choose from
- On-line authorization and credit card payment
- Casual service in select areas
- Customer support

Networking/Miscellaneous Services

OCC offers a host of other services.

- **Networking** – OCC offers complete networking services. Whether it's booth-to-booth, room-to-room, VLAN configuration, etc., OCC will provide the design you request.
- **Equipment Rental** – OCC Telecom rents high-tech equipment including hubs, switches, network cables and more. Contact us for specific rental requests.
- **Consulting and Technical Services** – OCC provides on-site customer service to help you with your technical needs. There is an hourly fee for this service.
- **Video Conferencing** – OCC provides a convenient video conferencing package including equipment, connections and technicians. All you need to provide is someone at the other end!

For Telecommunication, Internet and Data Networking services, call your OCC representative at (503) 731-7834 or email: shownet@oregoncc.org. To order on-line, go to orders.oregoncc.org.

TERMS AND CONDITIONS

TELECOMMUNICATIONS - INTERNET – NETWORKING – MISC. DATA SERVICE ORDER FORM

- 1. PROCESSING THE SERVICE ORDER FORM** requires: **A) Payment in US** dollars for ALL services ordered. **B) All information on** the Service Order Form to be completed. Missing information will delay processing. **C) Placement instructions for** voice and data lines in your booth or room marked on the Service Order Form or a floor plan with desired locations provided. (Default placement is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms)
- 2. EQUIPMENT & SERVICE PROCEDURES:** **A) Customer is responsible** for returning all equipment issued by or rented from OCC in good condition. **B) Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates. **C) Clients requesting single** line telephone, credit card line or ISDN service will receive a standard RJ-11 jack as a part of the contract pricing. Clients requesting wired Ethernet service will receive a standard RJ-45 jack as a part of the contract pricing. Clients requesting wireless internet services will receive a username and password that will enable them to access the network through the wireless access points. **D) All lines will** be restricted from "976," "900," and "10-10" dialing unless otherwise requested in writing and approved by OCC. There will be a charge for these types of calls.
- 3. PAYMENTS AND REFUNDS:** **A) Payment in full** is required before service can be connected. **B) The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form or by clicking on the "Place Order" button on the electronic Service Order Form, you authorize OCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C) Long distance charges** may apply. **D) Refunds in full** will be granted (except on special order items*) if requested prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made on or after the event start date.

(*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by OCC. No refunds will be given.) **E) Services installed but not used will not be refunded. F) Customer service issues** must be reported to OCC during the event. In order for a refund to be considered, all claims must be filed with OCC prior to the close of the event.

4. DIAL-UP INTERNET AND ISDN: A) Service will be delivered over a standard RJ-11 jack. **B) All lines may be** restricted from "976," "900," and "10-10" dialing unless otherwise requested in writing and approved by OCC. A charge may apply for this. **C) Long distance charges** may apply. **D) Telephone and long distance service** providers for services will be OCC's selected provider(s).

5. OCC INTERNET/DATA SERVICES RESPONSIBILITIES: A) Service will be delivered over a standard RJ-45 jack or 802.11abgn wireless access points. **B) All service is** provided over CAT 5/6 wiring and a 1000 Mbps infrastructure. **C) Customers will be** issued a user name and password or IP address for each connection purchased. **D) Due to the** nature of the Internet OCC cannot guarantee any level of performance or accessibility beyond our gateway. The internet gateway has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **E) The choice of** the Internet Service Provider (ISP) is at the sole discretion of OCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **F) OCC does not** guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by OCC and/or its sub-contractors. **G) OCC PROVIDES NO FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.** As is consistent with other service providers, OCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER SHALL BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. **IT IS MANDATORY THAT EVERY CUSTOMER TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE, AND IT IS REQUIRED THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE OCC NETWORK.**

6. CUSTOMER INTERNET/DATA RESPONSIBILITIES: A) OCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE OCC NETWORK. B) AT NO TIME shall a client power up any wireless device not provided by OCC without prior written authorization from OCC. **C) At no time** while connected to the OCC network shall the client use/run their own switch, router, DHCP server or any other network equipment without prior written authorization from OCC. **D) Customer must provide** a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) **E) Any customer device** that is determined to be causing interference with the normal operation of the OCC network must, at OCC's request, be immediately disabled or disconnected from the network. **F) Customer must provide** all equipment for wired Ethernet properly configured and equipped for a standard Ethernet adapter card rated for 10/100 Mbps, RJ-45 connection. **G) Internet client has** full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or OCC. **H) Customer is responsible** for the proper configuration of equipment and software for the Internet and Ethernet communications. **I) Customer is responsible** for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc.

7. OCC'S OBLIGATIONS UNDER this Agreement are subject to, and OCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civic disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than OCC, its representatives, agents, subcontractors or employees, or any other cause beyond OCC's reasonable control. In no event shall OCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.

8. **COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and is not to be shared with other customers. Any customer sharing communication services without written authorization from OCC shall be charged for that service at standard rates on a complete second Service Order Form.
9. **ONLY OCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of OCC.
10. **ALL CUSTOMER EQUIPMENT** must comply with FCC regulations. OCC reserves the right to limit use of outside communication devices, including wireless devices.
11. **ALL FLOOR BOXES** must remain accessible to the OCC technical staff at all times. If any items impede access, OCC reserves the right to remove those items to gain access.

ELECTRICAL SERVICES

The Oregon Convention Center is the exclusive electrical provider in the facility. Our electricians are licensed and onsite for technical and customer service support during your event.

Electrical

- Electrical service is one (1) outlet per order.
- Electrical service is installed at the rear of the booth.
- Please submit a floor plan or mark the diagram on the exhibitor order form if you need your service in a specific location.
- Add one (1) hour of electrical labor if you submit a floor plan or need service in a specific location.
- 24-hour service, is double the standard rate.
- Contact the OCC Electrical Department for service needs above 30 amps or for services not listed on the exhibitor order form.

Standard Electrical Services

120 VOLT, A.C., SINGLE PHASE, 60 CYCLE
208 VOLT, A.C., SINGLE PHASE, 60 CYCLE
208 VOLT, A.C., THREE PHASE, 60 CYCLE
480 VOLT, A.C., SINGLE OR THREE PHASE

Electrical Labor

- Labor will be charged for installation of tails, hard wiring of equipment or installing power in a specific location.
- Labor will be charged in one hour increments with a minimum charge of one (1) hour.

Flood Light Rental

- Flood light rental includes electrical service.
- All flood lights are mounted from the back of the booth. Any variation will incur a one (1) hour labor charge.

Terms and Conditions Electrical

1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state and local safety codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.

4. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than a house electrician make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, service, preparatory work and operation may be executed with a house electrician, however all service connections and overload protection to such equipment must be made by house electrician only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
8. All material and equipment furnished the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
9. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to permit installation of service.
10. All exhibitors' 120 Volt cords must be of the 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
11. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be arranged.
12. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
13. Rates quoted for all connections cover one service to the booth in the most convenient manner but do not include connecting equipment or wiring.
14. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
15. Payment in full must be rendered prior to service connection.
16. Prices are based upon current wage rates and are subject to change without notice.
17. Advance orders shall receive priority service.
18. Obstructions blocking utility floor boxes are subject to relocation as necessary.
19. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.

AIR, WATER AND GAS SERVICES

The Oregon Convention Center provides exclusive engineering needs throughout the facility. Our engineers are licensed and on site for technical and customer service support during your event.

Air: 90-100 PSI, 24 CFM

Water: 55-65 PSI

Natural Gas: 2.0 PSI Non-Regulated / .75 PSI Regulated

Connection Information:

- Exhibitors must furnish necessary fittings to connect ½" female quick-disconnect for air and ¾" male GHT thread for water connection.
- Natural gas is ¾" male NPTM thread.

Terms and Conditions Air Water and Gas

1. Services will be installed at the rear of the booth.
2. All equipment must comply with the City of Portland building code, all federal, state and local safety codes.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.

4. All material and equipment furnished the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
5. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
6. Air and water service pressure may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
7. Unless otherwise directed, Convention Center engineers are authorized to cut floor coverings to permit installation of service.
8. Rates quoted for all connections only cover bringing the services to the booth in the most convenient manner and do not include connecting equipment.
9. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
10. Payment in full must be rendered prior to service connection.
11. Advance orders shall receive priority service.
12. Obstructions blocking utility floor boxes are subject to relocation as necessary.
13. Internet ordering is available up to three (3) days prior to event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.

BOOTH CLEANING and PORTER SERVICE

Oregon Convention Center facility operations department provides exclusive booth cleaning services. All booth cleaning services should be ordered through the operations department or online. Outside contractors are not permitted to provide cleaning services.

There is an additional, one-time \$10.00 charge for booth cleaning service requests placed with less than 72 hours notice.

FOR BOOTH ORDERS OVER 400 square feet: Call (503) 235-7578.

Booth Cleaning/Porter Service Terms and Conditions

1. Service is based on either a DAILY or HOURLY rate.
2. Advance orders shall receive priority service.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.
4. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
5. Credit will not be given for services already completed.
6. Payment in full must be rendered prior to service.
7. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the move-in day. Payment must accompany order for advance rate to apply.

ANIMALS

Animals or pets, with the exception of ADA Service Animals, are not permitted in OCC except as an approved exhibit, activity or performance legitimately requiring the use of animals. The request for approval for such animals to be on the premises must be received in writing in advance and be approved by the OCC Director or designee.

The ADA defines a service animal as *any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability*. If they meet this definition,

animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

BALLOONS

No helium filled balloons are permitted in the facility.

EXHIBITOR STORAGE

OCC storage space is limited; therefore the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Any goods arriving prior to the authorized move-in times will be refused and required to return at the scheduled move-in time.

Show Management is responsible for the arrangements and related costs for offsite storage before, during and following the license period as outlined in the License Agreement.

FOOD and BEVERAGE SAMPLING

A. Food, Candy, etc.

1. Food sampling will be bite-sized portions (the size used in grocery store samples)
2. All soft drink samples must be in 1 oz. to 3-1/2 oz. containers.
3. No food or soft drinks are to be sold for on-premise consumption.
4. Any products that are sold for off-premise consumption must be packaged so as to discourage on-premise consumption.
5. All persons dispensing products must have proper food handling permits for Multnomah County and/or City of Portland.
6. All insurance should hold Metro, the City of Portland, MERC (Metropolitan Exposition-Recreation Commission) and the members, officers, directors, agents and employees of each entity harmless for any problem occurring from the dispensing of samples or the sale of food/beverage products by the licensee or exhibitors.

B. Alcoholic Beverages at Food Industry Shows (not public shows)

1. These guidelines pertain only to food industry distributors, wholesalers or merchants:
2. Sampling must be approved by the Oregon Liquor Control Commission (OLCC), Beer and Wine Supervisor, 9079 SE McLoughlin, Portland, Oregon 97222 and the Director of the Oregon Convention Center or his designated representative. The licensee, distributor or exhibitor acquires all necessary applications, permits and licenses for such sampling.
3. No sale of alcoholic beverage (beer, wine, wine coolers, or hard liquor) actually takes place on the premises by exhibitors or show management and all consumption is limited to sampling only.
4. Sampling sizes:
 - a. All wine samples must be in 3-1/2 oz. or smaller container with 1 to 1-1/2 oz. of wine as a sample.

- b. All beer samples must be in a 3-1/2 oz. or smaller container.
 - c. All hard liquor samples must be in 1 oz. or smaller container with ½ oz. or smaller of liquor as sample.
5. Any exhibitor providing samples of beer, wine or hard liquor must station one individual at the distribution point at all times for the sole purpose of monitoring the sobriety and legal age limit (21 years) of the persons receiving samples.

All insurance should hold Metro, the City of Portland, MERC (Metropolitan Exposition-Recreation Commission) and the members, officers, directors, agents and employees of each entity harmless for any problem occurring from the dispensing of samples or the sale of food/beverage products by the licensee or exhibitors.

C. Alcoholic Beverages at Public Shows

1. The display and sampling of alcoholic beverages must be a necessary part of the show. As an example, the Oregon Products Show displaying products and foods made and grown in Oregon, would have a viable reason to sample wines. Each show will be reviewed by the Director or his designated representative for approval.
2. Sampling must be approved by the Oregon Liquor Control Commission (OLCC), Beer and Wine Supervisor, 9079 SE McLoughlin, Portland, Oregon 97222 and the Director of the Oregon Convention Center or his designated representative. The licensee, distributor or exhibitor acquires all necessary applications, permits and licenses for such sampling.
3. All sampling must be confined to a controlled area where no one under 21 years of age will be admitted.
4. The entrance to the area must be controlled by the Oregon Convention Center Concessionaire (at the licensee's expense) to check the ID of the persons entering the area. OCC may also require additional control persons in the sampling area.
5. All wine samples must be in 3-1/2 oz. or smaller container with 1 to 1-1/2 oz. of wine as a sample.
6. All beer samples must be in a 3-1/2 oz. or smaller container. (It is possible to have the OCC Concessionaire feature a designated brand of beer during consumer shows in lieu of sampling)
7. No hard liquor samples will be permitted.
8. No sale of alcoholic products can take place on the premises by exhibitors or show management.
9. Any exhibitor providing samples of beer, wine, wine coolers or hard liquor must station one individual at all times for the sole purpose of monitoring the sobriety of the person receiving samples.
10. All insurance should hold Metro, the City of Portland, MERC (Metropolitan Exposition-Recreation Commission) and the members, officers, directors, agents and employees

of each entity harmless for any problem occurring from the dispensing of samples or the sale of food/beverage products by the licensee or exhibitors.

FIRE MARSHAL'S RULES

1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal's Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the Fire Marshal's office.
2. No flammable gasses, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
3. Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshall's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.
4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
5. All natural gas lines used to run a fireplace etc. must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building as well.
6. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
7. Displaying of vehicles requires vehicles to have 1/4 tank or less of fuel in the tank; gas cap must be either locked or taped in place; and battery cables taped or batteries removed.
8. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
9. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
10. Empty cardboard boxes are not to be stored within booths overnight.
11. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES MUST BE RELOCATED BY THE EXHIBITOR UPON REQUEST.