

National Sports Center Schwan Center Guidelines

Animals and Pets

Animals and Pets are not allowed in the NSC/Schwan Center without prior approval by management. Approval is based on whether the animal or pet is part of an exhibit, activity or performance legitimately requiring use of animals. Animals must be on a leash and controlled in the exhibit or performance area at all times. The owner shall take full responsibility for their pet. **SERVICE DOGS ARE ALWAYS WELCOME.**

Banners/Signs/Decorations

Please inform your Event Coordinator about any banners you would like to hang.

NSC/Schwan Center sponsor signs, exit signs, directional signs may not be obstructed in any manner.

The NSC/Schwan Center holds exclusive rights on hanging banners on the exterior surfaces of the Schwan Center. **Event Management must obtain prior written approval from the NSC in order to place any temporary banner/sign outside.**

Decorations, signs, banners and/or similar materials **may not** be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, painted surfaces, fabric or walls. Damage resulting from the improper/unauthorized installation of materials will be charged directly to the event/show management.

All decorations must have prior approval from the NSC/Schwan Center. Guests are not allowed to use tacks, nails or unapproved adhesives. Glitter, confetti and stickers are also prohibited.

Pressure-adhesive stickers or decals or similar promotional items cannot be distributed or sold within the facility/campus property.

Painting of any kind is not permitted, unless approved by the NSC/Schwan Center Management.

For regulations on the use of candles, trees, greenery and/or traditional holiday decorations, please see the Fire Safety section.

Damage

The National Sports Center personnel work hard to maintain an attractive and safe environment for our visitors. Please be considerate of others and leave the facility looking just as you found it when you arrived.

Event Manager will be held liable for any damage done to the NSC/Schwan Center's property or equipment by their service contractor, employees or exhibitors during their event, including move-in and move-out periods. Charges will be made at prevailing rates. An inspection of the area covered should be arranged with your event Coordinator prior to move in and following move-out to assess condition of the area. Please report any damages to NSC/Schwan Center's Staff immediately.

Exhibits

An event having exhibits in any area of the NSC/Schwan Center will need to determine an entrance for move-in and move-out.

Move-in and move-out for trade shows or events are required to use the dock for loading and unloading where pallet jacks or heavy equipment or materials are involved. The front doors of the Schwan Center are strictly limited to carry in items such as briefcases, purses, and other personal items. All other items must go through the loading dock area.

This information should be included with move-in instructions to your exhibitors, along with hours for move-in and move-out.

Exhibitor floor plans are required in advance for NSC/Schwan Centers approval. All exits must be clearly indicated and not blocked, aisle widths clearly marked, and clear access must be maintained to the elevator, stairs, and restrooms. A complete listing of exhibitors to include; name, address, and phone number is due prior to move-in.

Exhibitors preparing or sampling food products or with materials that may damage flooring are required to provide floor covering inside and around the booth area to protect flooring from leaks and stains.

A cleaning charge per booth will be assessed to any vendor/exhibitor who vacates the premises without properly cleaning out the booth area.

The event manager is responsible for the removal of all oil, grease, liquids, and hazardous materials. This removal and disposal must be in accordance with all city, state, and federal regulations.

Outdoor Exhibits shall be considered on a case by case basis.

Exterior Doors

The NSC/Schwan Center will not issue outside door keys of the facility to any show manager, service contractor or any other outside vendor.

In compliance with NFPA Life Safety Code 101 exterior doors cannot be blocked open or altered in any way. The transporting of equipment, exhibitor materials, etc. during move in and move out through glass doors is prohibited with the exception of carry in items such as briefcases, purses, and other personal items.

Fire and Safety & Regulations

EXHIBITS:

All Floor plans must be reviewed and approved by the NSC/Schwan Center. Changes in a previously approved floor plan must be resubmitted for approval prior to move-in.

When planning exhibits in any area of the facility/campus please note the following requirements:

- All aisles must be at least 6' in width
- All aisles must be kept clear, clean, and free of obstructions
- Exits in all areas shall not be blocked or covered
- Firefighting and emergency equipment shall not be blocked or obstructed
- No exhibit or its drapery can block the reasonable view of an exit sign
- Exterior and loading dock doors may not be propped open for security and fire ordinance reasons

Written authorization by NSC/Schwan Center and the Blaine Fire Marshall shall be required for the following:

- Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials, etc.
- Operation of any electrical, mechanical or chemical devices which may be deemed hazardous by the Blaine Fire Marshall
- Use or storage of flammable liquids, compressed gases, or dangerous chemicals
- Use of any fireworks/pyrotechnics

Any exhibitor displaying live ammunition must be approved in advance by the NSC/Schwan Center and the Anoka County Sheriff's Department.

All Parties involved must comply with all federal, state, and municipal fire codes which apply to places of public assembly.

Compliance with O.S.H.A. regulations is the responsibility of the Event Manager and their contractors.

Freight

NSC/Schwan Center cannot accept advance freight deliveries for exhibitors. Freight must be consigned to the official event service contractor or delivered directly to show management during the contracted event.

All Freight must be brought in through the loading dock area.

Crates, wooden boxes, packing material, etc. may not be stored in exhibit halls, meeting rooms, or any exit area. Crate and box storage is the responsibility of the service contractor. Event manager and service contractor are responsible for the transport of crates and boxes to and from booths.

Personal Conduct

Event Managers and Service Contractors are responsible for the conduct of their personnel. Those who do not comply with building guidelines will be subject to removal from the building as deemed appropriate by NSC/Schwan Center's Management.

Use of possession of illegal or controlled substances of any kind by any event personnel is prohibited. Violators will be prosecuted.

Vehicles

Gasoline/Diesel vehicles may not be operated in the exhibit area during show hours. Gasoline/Diesel operated vehicles on display must have:

- Fuel tank caps locked or taped shut
- Battery cables disconnected
- Fuel tanks are not to be more than ¼ full or 10 gallons, whichever is less
- Protective covering under tires on carpeted surfaces
- Written permission from NSC/Schwan Event Center to display such vehicles on carpeted surfaces
- Any vehicle that drips oil or other staining solutions may not be operated within the NSC/Schwan Center without a drip pan or dry absorption powder. Show management and/or exhibitors will be charged for all cleaning and/or replacement costs for stain removal.

Motorized vehicles, forklifts, gas or electric carts may not be operated in any carpeted area without prior written permission from NSC/Schwan Center's management. **Segway personal mobility devices are permitted.**

Zero Tolerance Policy

No solicitation in parking lots of distribution of flyers, business cards, etc. Solicitor will be contacted and charged with a cleanup fee and a fined for solicitation in accordance with the City of Blaine.

Pressure-adhesive stickers or decals or similar promotional items cannot be distributed or sold within the facility/campus property.

PLEASE NOTE THAT THESE GUIDELINES HAVE BEEN CREATED TO PROTECT THE INTERESTS OF ALL PARTIES INVOLVED IN YOUR EVENT/TRADESHOW.