

BROOKFIELD CONFERENCE CENTER

Dear Exhibitor:

The following document is designed to help you with the coordination of your exhibit at The Brookfield Conference Center. Please read through this document and reach out with any questions.

** If you have any questions or concerns, please contact the Brookfield Conference Center @ 262-789-0220 **

Exhibitor Rules & Regulations

1. **Signage:** All signs must be freestanding within the exhibitor booth. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to the permanent structure of the building. No signs may be placed or constructed outside the exhibitor's area without permission from the BCC Catering Office. Placement cannot cause a traffic or fire hazard.
2. **Decorations:** All decorations must be approved by BCC prior to the Event. The use of birdseed, glitter, rice, sand, and confetti in BCC is prohibited. All candles must be enclosed. No incendiary devices or open flames are permitted within BCC.
3. **Food & Beverage:** No sample foods or beverage products may be distributed by exhibitors except upon written approval by The Brookfield Conference Center. Due to state law, you may not bring alcoholic beverages into the conference center under any circumstances. After approval by the conference center, any exhibitor that will be preparing or displaying food products within the exhibit hall must take precaution for protecting the permanent carpet by using Visqueen, mats, plastic, etc.
4. **Exhibitor Set- Up:** No maintenance, electrical room, back of house, fire exit doors or panels may be blocked in any way. Power strips & extension cords can be rented for a fee. If any exhibitor brings in their own power strips or extension cords, they will need to be taped down with gaff tape only.
5. **Medical Supply:** No medical supply products may be displayed or distributed by exhibitors except upon written approval by The Brookfield Conference Center. After approval by the conference center, any exhibitor that will displaying medical supply within the exhibit hall must take precaution for protecting the permanent carpet by using Visqueen, mats, plastic, etc.
6. **Exhibitor Labor Policy:** With no General Contractor (Decorating and Drayage Company) involved, exhibitors are required to assemble and disassemble their entire display. Also, exhibitors are required to unpack and repack their own product. If General Contractor is involved, please abide by the rules of the BCC and the General Contractor.
7. **Service Entrance:** All supplies and materials that are used as part of the exhibit must be delivered to or brought in through the loading dock, located in the southwest corner of the conference center building. The Brookfield Conference Center Security Department will remove any unauthorized personnel from the aforementioned areas. All unauthorized vehicles left in the loading area will be towed away at the owner's expense.
 - a. Loading Dock Receiving Door: 8.5' W x 9.5' H
 - b. Loading Dock Ramp: 7' W
8. **Trash Removal:** BCC will provide trash disposal receptacles for trash, debris, and general packing material as a result of Group's use of BCC. Fluids, chemicals, petroleum-based products, perishable items, or other non-dry material must be disposed of in the manner prescribed by BCC. Group agrees to advise BCC in advance with respect to excessive disposal needs for the Event, and BCC reserves the right to charge a fee for such services.
9. **Damage:** No products or materials shall be hung, fixed, taped, tacked, glued, nailed and/or attached to any wall, ceiling, or floor in the building. Any damage caused by carts, pallet jacks, crates, tape, etc. is not tolerated on this property. Damage caused will be assessed and repair charges shall be billed directly to the exhibitor. **Note: Pallet jacks are not allowed directly on Atrium floor.**

Shipping Information

Arrangements for delivery of packages or rental equipment from outside companies should be made through BCC's Catering Office. Receiving, handling, and shipping charges may apply. No COD packages will be accepted. BCC is not responsible for items delivered to BCC in advance of the Event or left at BCC after the conclusion of the Event.

- 1. Shipping:** Packages and rental equipment may not arrive more than 3 days in advance of the event. Due to limited storage and other events moving in-out, early deliveries may be refused at the BCC's discretion.

- a. When shipping boxes to the BCC, please have the following information listed on the label:

YOUR NAME (OR PERSON WHO WILL BE ON SITE)

EVENT NAME & YOUR COMPANY NAME

C/O BROOKFIELD CONFERENCE CENTER

325 S. MOORLAND ROAD, SUITE 200

BROOKFIELD, WI 53005

**Include Number of Boxes*

- b. Any palletized shipments that require use of pallet jack or forklift may acquire additional labor charges.

- 2. Tracking:** Please track all packages prior to contacting the BCC to check their arrival. After delivery confirmation with your carrier, you may contact the BCC with the following information readily available:

- Tracking Number
- Number of Shipped Packages
- Shipping Carrier (i.e., FedEx, UPS, etc.)
- Shipment Arrival Date & Time
- Confirmation of Venue Mailing Address

- 3. Storage:** Crate or box storage is not allowed on the dock or back of house.

- 4. Post-Event:** Rental equipment must be picked up immediately upon the conclusion of the Event.

- 5. Returns:** The BCC does not have a Shipping Department for returns.

- a. BCC does not pack, store or ship packages left on premises after an event has moved out.
 - b. If arrangements have been made for a return/pick with the BCC Catering Office in advance of the event, Vendors are required to:
 - i. Properly box and label package(s) to be ready for pickup
 - ii. Schedule return/pickup through Shipping Carrier within one week of event date.
 - c. Any materials or equipment remaining at BCC after the event concludes will be deemed to have been abandoned, will at BCC's discretion become the property of BCC, and may be disposed of by BCC in its sole discretion at the cost and expense of the Vendor.

Brookfield Conference Center Layout including Loading Dock

