



Exhibitor Guidelines

1. All food, alcohol and non-alcoholic beverages, and concessions are operated and controlled exclusively by the Convention Center. Exhibitors must contact our exclusive food service contractor, ARAMARK Corporation, at (713) 853-8150, for authorization to exhibit and/or distribute sample food or beverage items. Once permission is granted, a health permit must be issued by the Houston Department of Health and Human Services covering the proposed booth. Both of these items should be completed at least 21 days in advance of the show opening. For any booth services, please contact the Sales Department of ARAMARK Corporation at (713) 853-8150.
2. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out to avoid problems with unattended equipment and materials.
3. All decorations, signs, banners, etc., may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Event Manager must approve the location and method of installation of any special decorations or signs.
4. Only facility electricians, plumbers, telephone technicians, and Convention Center Staff Engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes.
5. Parking at the loading docks and on the entire third level ramp, except for loading and unloading, is prohibited. Parking, loading or unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner's expense.
6. The Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap, and fuel tanks shall not exceed ¼ capacity or 5 gallons whichever is least. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency. Vehicles on Display, Cooking, Tents, Multi-level Booths require Fire Marshall Permits and approval by the Event Services Department. Event Services can be reached at 713-853-8716.
7. The Houston Fire Code requires all exit doors have a 10' clearance. All display materials in the booth must be fire proof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.

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Please refer to the GRBCC Rules and Regulations for the complete guidelines of the Convention Center.

8. No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. The Facility Manager and governmental regulating agencies require approval. Guide dogs are permitted at all times.
9. The use of helium and helium balloons is prohibited in the facility. Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.
10. The Convention Center has the right to alter and/or amend these guidelines.

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