

Chattanooga Convention Center
PO Box 6008
Chattanooga, TN 37401
423-756-0001 (Phone)
423-424-2993 (Fax)
Email: adolejs@chattconvention.org
www.chattconvention.org

Dear Exhibitors:

Welcome to the Chattanooga Convention Center. Please look over the following information prior to your event.

Wireless Internet

The Chattanooga Convention Center is equipped with high speed Internet connectivity at speeds averaging 10 megabytes per second. The facility is wireless throughout. Wireless access is available at a cost of \$12.95 per day or \$49.95 per week with a credit card charge. Additional service is available through our information technology department. Please contact Clifton Wright for pricing and availability for all other Internet access needs.

After accessing the Internet you will be taken to a registration screen. Follow the directions on this screen. You will be required to enter a log in name, password and credit card information.

Advance order/payment is *not* required for this service.

If for some reason you need a wired connection please contact Adrienne Dolejs at 423-756-0001.

Electrical Service and Telephone Service

Please note that there are advance rates and standard rates. In order to qualify for the advance rates your order *and* payment must be received no later than 10 business days prior to your move in date.

Please fill out the Electrical Service Order Form and/or the Telephone/Data Services Order Form and the Credit Card Authorization Form and fax them to Adrienne Dolejs at 423-424-2993.

On Line Ordering

You can place your order for electrical service and/or telephone service right from the Convention Center website. Our website is <http://www.chattconvention.org>. Look for "exhibitor resources" and then click on "services order form." You will select your event from a list and then you will select your services. If you have problems with the on line order form, please e-mail Adrienne Dolejs at adolejs@chattconvention.org

Exhibit Hall Rules and Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations governing the Chattanooga Convention Center. The following are basic rules concerning concessions, exhibits and shows in the Convention Center.

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproof solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproof effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flameproof.
3. All exits, hallways and aisles leading from booths are to be kept clear and unobstructed at all times.
4. Automobiles, trucks, tractors, machinery, and other motor vehicles utilizing flammable fuels, which are placed on display inside the building, shall have no more than two (2) gallons of fuel in the tank. All tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
5. The use of liquefied petroleum gases inside the building or booth areas is strictly prohibited, except for demonstration by special permit.
6. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector and Convention Center Building Engineer.
7. Provide and maintain approved fire extinguishing equipment in all areas designated by the Convention Center.
8. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
9. The use of welding and cutting equipment shall be kept clear and unobstructed at all times.
10. The demonstration or use of equipment using liquid fuel in buildings is prohibited.

**Chattanooga Convention Center
Credit Card Authorization Form**

Mail: PO Box 6008, Chattanooga, TN 37401

Fax: 423.424.2993

E-mail: adolejs@chattconvention.org

Name of Event _____

Date of Event _____

Exhibitor _____

Booth Number _____

Contact Name _____

.....

I, _____, hereby authorize the Chattanooga-Hamilton County Convention and Trade Center to charge the following credit card for my exhibitor charges.

Total Amount Due \$ _____

Please choose the appropriate card:

MasterCard _____ Visa _____ American Express _____ Discover _____

Cardholder's Name _____

Signature _____

Date _____

.....

Card # _____

Expiration Date _____

Three Digit Code (on back of credit card) _____

11. Cylinders of compressed gases are prohibited unless approved by the Chattanooga Convention Center and shall be secured in an upright position.
12. There shall be no obstruction blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.
13. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
14. No vehicles shall be parked in fire lanes outside of building.
15. No flammable liquids shall be used or admitted inside of building except by approval of the Convention Center.
16. Artificial lighting such as lanterns and candles are prohibited.
17. There is no smoking permitted in the Convention Center at any time.
18. The use of all gas-fired heating units either portable or stationary, shall meet the approval of the City Fire Inspector and/or the Convention Center Safety Director. The use of so-called "salamander stove" is strictly prohibited.
19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Convention Center, buy in any instance such as equipment shall be installed in accordance with provisions of the Convention Center and City Fire Inspector.
20. No firearms will be permitted unless the security person hired is a certified (off or on duty) police officer employed by the City of Chattanooga, Sheriff of Hamilton County, State of Tennessee or a U.S. Federal Agency.
21. Private security agencies or private investigators or any and all others will be prohibited from carrying firearms in the Convention Center.
22. Further, at no time will the Convention Center Security be prevented from inspection of any and all areas of the Convention Center.
23. Vehicles in the loading dock for unloading must be unloaded and removed from the loading dock as soon as unloaded.
24. Vehicles/equipment/tools owned by the Convention Center (i.e. forklift, Cushman, Geni sweeper, etc.) will be operated by Convention Center personnel only. If you should require renting any of this type of equipment, a qualified driver/operator license and a signed "hold harmless" form must be submitted to the Executive Director and Safety and Security Director.
25. No balloons or inflatable devices are allowed in the exhibit halls without first obtaining permission from the Executive Director and submission of balloon waiver.
26. The use of or exhibition of any and all robotics must be approved by the Executive Director or the Safety and Security Director of the Convention Center.
27. Hanging of any materials on any of the walls or ceilings of the facility must be cleared with the Event Services Manager.
28. Exhibitors planning to dispense novelty items, food or beverages must receive approval of the Event Services Manager.

Please feel free to contact me with any questions or needs you may have. I look forward to working with you.

Sincerely,

Adrienne Dolejs
Exhibitor Services
423-756-0001
adolejs@chattconvention.org