

GENERAL SYNOD 2017 • UNITED CHURCH OF CHRIST
June 30 – July 4 • Baltimore, Maryland

UCC General Synod Exhibitor Notes and Regulations

Advance Shipping of Items or Materials

There are 2 options for advance shipping to Synod. Please see the individual forms in the Exhibitor Kit.

- Capital Convention Contractors
- ABC Imaging Business Center located at the convention center

Entry to Baltimore Convention Center via Public Safety Office Only

During move-in and move-out, all exhibitors and exhibitor contractors shall enter and leave the Baltimore Convention Center (BCC) through the Public Safety Office entrance on Charles Street which runs between Pratt Street and Conway Street. (See the map in the Exhibitor Kit posted online.) Upon entry you will be greeted by BCC personnel and asked for the name of your booth. You will then be given a BCC wrist band. During move-in and possibly move-out the entrances into the BCC from the Hilton Hotel walkways will be closed. Main entrances to the convention center may also be locked during move-in. Per the BCC, all exhibitors must enter through the Public Safety Office, even if just hand carrying items.

Loading Dock

The loading dock entrance is located on Charles Street on the east side of the convention center. All vehicles must check in with the officer at the booth located there. Approximately one week before General Synod we will receive the number of the dock to which we are assigned. Private vehicles are limited to 10 – 15 minutes for unloading. There is no parking in the loading dock area.

Labor for Move-in and Move-out

- Exhibitor use of fork trucks, pallet jacks and lift gates is prohibited.
- Exhibitors may use their own hand-operated equipment, including two-wheeled hand trucks/pull carts and four-wheeled flat carts.
- Exhibitors may hand carry items into the convention center. A hand-carried item is defined as one item that can be easily carried by an individual with two hands, without the need for any type of equipment.
- Third party vendors are permitted to load and unload their trucks and to deliver items to your exhibit area.

Parking

The Baltimore Convention Center does not have parking but there are many parking sites within a five block radius. A list of area parking facilities is also posted in the Exhibitor Kit. Please check with your hotel as well regarding parking options.

The Parking Panda website (www.parkingpanda.com/general-synod-parking?ref=synod) offers a list of various parking lots and garages with price, proximity and description of services. Parking Panda offers the option to prepay and reserve a space online, sometimes at a discount.

Americans With Disability Act (ADA)

BCC is ADA accessible. Passenger elevators are located near escalators on each level. All restrooms located throughout the Baltimore Convention Center are accessible to standard wheelchairs.

Signage/Banners

- Signs, banners and similar materials may not be taped, nailed, tacked, stapled, hung or attached to ceilings, walls, windows and other surfaces.
- The use of Velcro, stick-on decals and badges or similar items is strictly prohibited in the facility.
- The use of tape on any vertical surface, including but not limited to painted walls and portable walls within the facility is strictly prohibited.
- Items hung from booth pipe and drape may not exceed 10 pounds. Any damage that occurs to the pipe and drape will be the responsibility of the exhibitor. Exhibitors must provide their own support for heavy signs and display items.

Glitter/Confetti/Stickers

Glitter and confetti are prohibited in the Exhibit Hall. Adhesive-backed decals (stickers) may not be adhered to any surface.

Balloons

- Helium and Mylar balloons are prohibited.
- Should helium balloons be brought into the facility, the exhibitor will be charged a fee per balloon for the removal of balloons that rise to the ceiling.

Fire Marshall

The following are prohibited in the Exhibit Hall:

- Open flames, hazardous materials, and furnishings or decorations of an explosive or highly flammable character
- Oil cloth, tar paper, sisal paper, Spanish Moss and burlap

No combustible materials, merchandise or signs shall be attached to, hung or draped over fire-resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant.

Be sure to review the detailed US Fire Department Regulations in the Exhibitor Kit posted online.

Wifi Access

Free wifi access will be available to UCC General Synod exhibitors in the Baltimore Convention Center and Plenary Hall from approximately Noon on Thursday, June 29, 2017 to 9:00 p.m. on Tuesday, July 4, 2017. Exhibitors are requested to connect to the internet only when necessary to free up bandwidth. To access the wireless network, click on your computer's internet icon and connect to the SSID network UCC. The passcode is **Synod2017**

Onsite Storage

Please be advised that storage of crates, boxes, literature, etc. is strictly prohibited on the Exhibit Hall floors (except under your tables) and behind exhibit booths by order of the Baltimore City Fire Department. Extra materials, empty boxes, banner cases, etc. may be stored under your booth tables.

If all of your boxes, etc. will not fit under your tables, you may request that Capital Convention Contractors store them for you by visiting the Capital service desk in the Exhibit Hall.

Animals/Pets

Only service animals are permitted in the Baltimore Convention Center. **Non-service** animals or pets are **not** permitted in the BCC.

Emergency Procedures/Public Safety

- In the event of any emergency, you may reach the Baltimore City Fire, Medical and Police by dialing 911 from your cell phone or any house phone.
- If an ambulance is needed, call 911 and then call the Public Safety Office at 410-649-7160 so that an employee can direct the ambulance to the nearest entry. The Public Safety Office is staffed 24 hours a day.
- BCC provides 24-hour internal patrols of all areas of the facility and building perimeter.

Smoking

Baltimore City Ordinance #227 prohibits smoking in any and all areas inside the BCC.

Centerplate – Exclusive Convention Center Food & Beverage Provider

Centerplate is the exclusive food and beverage provider at the Baltimore Convention Center. BCC prohibits any food or beverages from being brought into the building except by Centerplate. For example, exhibitors are **not** permitted to bring in meals purchased outside of the building. Food concessions will be available in the Exhibit Hall during exhibit hours. If you have further questions, or would like to order catering for your exhibit space, please contact Centerplate Sales Coordinator, Angela Kelly at angela.kelly@centerplate.com.

Business Center (410 649-7194 or 7195)

ABC Imaging Business Center is located in the BCC on the 300 level adjacent to the Pratt Street Lobby. Services include photocopying, faxing, word processing, shipping of hand carry items, etc.

Misc.

- No items may be thrown at any time from your booth(s).
- No item whatsoever is to be placed in the aisles (tables, chairs, product, trash, etc.)
- Standing on chairs, tables, or other rental furniture is prohibited.

- Exhibitors may bring in their own extension cords and power strips.
- Employees of BCC and Capital Convention Contractors are not permitted to accept gratuities or gifts.