



T H E L A K E L A N D C E N T E R

THE GUIDELINES



We want to make your experience at The Lakeland Center as user friendly as possible. If there is anything we can help you with, please call us at 863-834-8100 or fax us at 863-834-8101. Our administrative hours are 8 am - 5 pm, Monday - Friday.

- 1 During your event, please direct all questions to your Client Services Representative or Manager On Duty.
- 2 Utility needs for your event are encouraged to be purchased in advance, but can be purchased the day of your event at the Service Desk. We offer electricity, audio visual, technical, freight handling, forklifts, telephones, and parking passes. Please contact the Client Services Department at 863-834-8100.
- 3 The use of nails, tape, stickers, thumbtacks or plaster to hang or affix any apparatus or materials to the walls, doors, and ceilings in any of the buildings or rooms is strictly prohibited. Unauthorized use will result in additional charges for damages to facility. There are rigging points in the ceiling for the Exhibit Hall and Sikes Hall and a hanging pole system is available to hang banners up to 8 lbs. Please contact your Client Services Representative* if you would like to hang a banner from the ceiling. (*Items subject to additional charges)

In addition, the following items are **NOT** permitted:

- Confetti and rice (*Birdseed can be used outside the building*)
- Dirt, soil, sand, or glitter on carpeted areas
- Handwritten signs, unless professionally done
- Adhesive-backed decals and duct tape
- Spray Paint
- Double-sided tape that leaves a residue
- Lighted candles are strictly prohibited anywhere but on tables and flames must be contained inside glass containers

4 User, exhibitor, and service contractor are responsible for removing any type of residue left on the floor after the event. A fee will be assessed to the User if any residue remains on the floor.

5 Visqueen or a similar kind of protective covering must be used to cover the floor for any display or exhibit using dirt, soil, sand, or any other landscaping-type materials. Exhibit or displays with fountains, pools, or spas must be waterproof.

6 Helium balloons are **only permitted** in the Exhibit Hall, Sikes Hall, Theatre Lobby and meeting rooms. If the balloons are inflated on the premises, the tanks must be stored outside the building after all balloons are inflated. All balloons must be removed at the end of event to avoid additional charges. Helium balloons are **not permitted** in the Arena or Theatre House.

7 The "In-House" caterer for The Lakeland Center is OVATIONS. OVATIONS has exclusive rights to provide all food and beverage. Outside food and beverage such as fast food, food placed in coolers, etc. are not permitted. See Cooler Rules for a vendor Show. If you have any catering questions, please contact OVATIONS at 863-834-8131 and they will be happy to assist you.

8 Dead vegetation such as hay, bark, mulch, moss, cut branches, and material items must be treated with fire retardant before arriving into the facility. You must obtain a Fire Retardant Certificate, and will be subject to a building inspection prior to the opening of the event.

9 Deep frying and cooking with oil is not permitted. Baking, microwaving, or warming (*using a hot plate*) is acceptable. Cooking residue (*grease*) must be poured into a holding tank and not in the building's drainage system. Electric cooking is preferred. Minimum 5 lb. Fire Extinguisher required with all cooking. Subject to Fire Inspection.

10 The Lakeland Center is not responsible for any articles, equipment, signage or merchandise at any time. Anything left on the property will be stored in the Lost and Found for only 30 days.

11 Only tasked-trained service animals are allowed inside the facility and must be properly restrained.

12 On pre-approved occasions, motor vehicles may be driven into the Conference Halls or Arena for unloading or loading of equipment. Each vehicle must be removed as soon as possible after unloading or loading is completed. (*Same vehicle rules apply*)

13 If a vehicle is a part of a display or an exhibit inside the facility, the vehicle must meet the following requirements:

- The vehicle must have less than 1/8 of a tank of gas/fuel or less than 5 gallons
- Any fueling or de-fueling can not take place inside the building
- Visqueen must be placed underneath each vehicle
- The battery cables must be disconnected from the battery
- The gas cap must be locked or taped
- An extra set of keys to the ignition must be left with the Show Promoter or building management in case of an emergency
- Carpet squares under each tire
- All vehicles will remain stationary

14 Flammable or combustible liquids (*gasoline, poison, herbicides, etc.*) are not permitted inside the building.

15 All exits will remain clear and unobstructed. Exhibits or displays may not block the visibility of exit signs. Hallways and aisles must remain clear at all times.

16 Explosives and blasting devices are not permitted in the building. The use of pyrotechnics requires a permit (*must be obtained by user*) and a 3 week advance notice along with approval of The Lakeland Center and the City of Lakeland Fire Marshall. There is a fee for this permit.

17 Open flame devices are not permitted.

18 The exhibitor is responsible for removing any empty boxes, pallets, crates, cartons, and other packaging materials from the building. These items may not be stored in the building.

19 Deliveries or shipments should be made in advance of the show. There will be an additional charge for this service. All approvals are based on space/storage availability (*See Shipping and Receiving Policy and pricing*).

20 If the Lessee plans to erect a tent in the parking lot larger than a 20' x 20', please call 863-834-6012 to secure a permit. Please note that all tents must be free standing and secured by a weight system. The Lessee and/or tent company is prohibited from drilling holes into the concrete and pounding stakes into the concrete, unless holes are refilled with appropriate material.