



Exhibitor Guidelines

Thank you for participating as an exhibitor at an event at the Seneca Niagara Resort & Casino. We look forward to working with you! The following policies are in addition to those provided by the event promoter.

Exhibitor Vehicle Access During Move In/Out

Must use approved loading areas/docks only. Once your vehicle is unloaded please move your vehicle out of the loading area to allow others exhibitors access to this space.

Exhibitor Building Access During Move In/Out & Event

You may use approved loading areas to load-in and out of the event. During event hours access to loading areas and backstage areas are for building personnel only or with management approval. If you need to leave the building, or enter the building during event hours please do so via the event entrance.

Freight Elevator Access

Seneca Niagara Resort & Casino will allow access to our freight elevator with prior approval from the event manager. Freight elevator weight limit is 12,000 lbs. (6 Tons). The freight elevator dimensions are 22'd x 12' w x 10' h.

Carts

There are a limited number of flatbed carts available on a first come, first served basis. Carts will be made available at the loading dock. Please return the cart when finished. You are encouraged to bring your own cart to expedite the load in process.

Parking

The Seneca Niagara Resort & Casino offers complimentary convenient on-site parking. Once unloaded, exhibitors are asked to park in the parking lot or garage and out of loading areas.

Passes & Identification

You will need to communicate with your event organizer or promoter regarding passes for yourself and any staff. Some events require age restrictions to those working behind a booth or on the show floor or loading areas. Please check with your event organizer.

Tape

The use of duct tape is strictly prohibited on any surface of the Seneca Niagara Resort & Casino. We suggest using masking tape, gaff tape, or painters tape. Please check with your decorator for other approved material.

Exhibitor Signs, Decorations or Banners

Decorations may not be attached to any surface in the building without the consent of the event manager. No holes may be drilled, cored, or punched into the building or ground. You will be billed for any damages caused to the building. Decorations may not include lighter than air (helium) balloons, crepe paper, cellophane, confetti, glitter, streamers, etc. You will be billed for any additional event cleanup these items may cause.

Exhibitor Utilities

Utilities must be ordered 21 days prior to the event (electrical, package storage, AV, telephone services, etc.). Service Order forms will be made available in your vendor kit provided by the event promoter. Please fill out forms completely to ensure you receive the best service. Services ordered during move-in or at the event are at premium rates.

Exhibitor Fire Safety and Decoration

All fire, safety and Seneca Niagara Resort & Casino guidelines must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed.

Vehicle Display

The following applies to indoor vehicle displays at all Seneca Gaming Corporation properties. To ensure a safe environment for casino personnel and the public while displaying a motor vehicle indoors, adhere to the following:

- Non-Gaming Area Displays: Fuel tanks shall not contain in excess of one-quarter (1/4) of their fuel capacity or contain in excess of nineteen (19) liters (5 gallons) of fuel, whichever is less.
- Gaming Floor Displays: Fuel tanks shall contain a minimal amount of fuel not exceeding one-gallon
- Tanks containing a gas or liquefied-gas fuel shall have a means of determining the actual quantity of fuel, such as a gauge or level, to determine compliance with this maximum fuel quantity requirement.

- If car has other fluids in it like oil or coolant, make sure to park vehicle on a mat or piece of carpet so any leakage will get absorbed into the mat or piece of rug and prevent people from slipping on the fluid and from ruining the carpet.
- The fuel filler cap must be a locked or sealed with tape tank to prevent the escape of vapors.
- All external and internal tanks should be taped to create a vapor seal at each fueling point.
- At least one battery cable shall be removed from the batteries used to start the engine. The disconnected battery cable shall be taped to prevent contact with metal. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Hybrid electric vehicles shall be safeguarded to prevent operation and/or accidental electrical shock to persons near the vehicle display.
- Fueling or de-fueling of vehicles shall be prohibited inside the building or on the premises.
- Vehicles shall not be moved while the display area is accessible to the public.
- Vehicles shall not be driven, demonstrated, or operated with any building at any time.
- A minimum of one 2A:20B:C fire extinguisher shall be provided within 50 feet of any vehicle on display.
- The placement of the vehicles is such as to not block any exits, hallways, etc.
- Ignition keys for vehicles on display shall be kept by a responsible person(s) at the display location for removal of such vehicles from the building in the event of an emergency.
- The vehicle must be locked and secured to prevent anyone from being able to get into the car or throw anything into the car. Along with roping off the vehicle to encourage no touching. (*Applicable to all promotional vehicles.*)
- Vehicle owner will provide a certificate of liability insurance as required

Exhibitor Food, Beverage, and Samples

Exhibitors may not sell or provide food or beverage items that may be consumed on the premises without Seneca Niagara Resort & Casino Managements approval.

Those who manufacture, process or distribute food as their normal course of business and wish to provide food samples may do so with and only with Seneca Niagara Resort & Casino Management approval. This is provided food samples are no larger than bite size and beverage sizes no larger than 3 ounces. Please contact your event organizer or Seneca Niagara Resort & Casino Management for approval.

An exhibitor, who does not manufacture process or distribute food as their normal course of business and would like to distribute food items, you must purchase these items from the Seneca Niagara Resort & Casino. Please contact the event manager assigned to the event you are participating in.

Any required food permits or licenses are the sole responsibility of the exhibitor.

Package Delivery and Storage

Package delivery and storage MUST be coordinated at least 7 days in advance (no exceptions). No items will be accepted on a collect basis. Deliveries are to be made during designated times only. Packages and items must be labeled with the Event Name, Company, and Booth Number when available. Please notify Management of the expected delivery date and time. Arrangements for return shipping are the responsibility of the exhibitor and must also be arranged with the Seneca Niagara Resort & Casino in advance. Packages or pallets must be out of the building by the end of the designated move-out hours unless otherwise arranged with Seneca Niagara Resort & Casino Management. Items left are considered not wanted and become the property of the Seneca Niagara Resort & Casino.

Animals

Personal pets are not allowed inside of the building with the exception of guide/service animals, exhibit, demonstrative, entertainers and must be approved by the Events Director or Events Coordinator. All animal waste cleanups are the sole responsibility of the owner or persons accompanying the animal.