IMPORTANT EXHIBITOR INFORMATION
PLEASE READ COMPLETELY

Regulation Reminders:

Exhibition Vehicle Rules
If your display involves a fuel powered vehicle or engine, the following regulations MUST be followed:

1) Fuel tank must contain ¼ tank of gas or 5 gallons, whichever is less.
2) One battery cable must be disconnected and taped.
3) Gas tank must be sealed with a locking type fuel cap – OR – gas tank cover must be taped.
4) Keys must remain in the facility, in the possession of the Fredericksburg Expo & Conference Center Management.
5) Refueling and or draining of fuel must be done OFF PREMISES.
6) All liquid propane tanks are NOT PERMITTED on Fredericksburg Expo & Conference Center property.

Open Flames
Open flames, including but not limited to candles, incense and sterno, are not permitted inside the Fredericksburg Expo & Conference Center.

Overnight Parking
Trailers (non-engine) may be left on premises overnight in the 'Exhibitor Lot' located at the rear of the building. Vehicles with engines, including cars, trucks and campers, are not permitted in the Fredericksburg Expo & Conference Center parking lot overnight. For hotel, camping and RV parking recommendations please log onto our website at www.fredericksburgexpocenter.com.

Drayage / Shipments
The Fredericksburg Expo & Conference Center will accept drayage and packages delivered directly to the Fredericksburg Expo & Conference Center. Please use the enclosed drayage form and send your payment in advance.

Service Request Reminders:

Electrical / Water Order Form
Please use the enclosed order form for electrical and water service. In order to take advantage of ADVANCE pricing, your form and payment must be RECEIVED by the Fredericksburg Expo & Conference Center by the due date. If you are unsure of how many amps your equipment requires, please refer to the power usage guide at www.edlen.com.

High Speed Internet / Telephone
Please use the enclosed order form for high speed internet and telephone service. In order to take advantage of ADVANCE pricing, your form and payment must be RECEIVED by the Fredericksburg Expo & Conference Center by the due date.

Booth Cleaning Requests
If you would like your booth cleaned (trash removed and swept or vacuumed) nightly or before show opening, please contact Exhibitor Services at 540-548-9252 for an order form. This service is provided for $.20 per square foot.

Forklift
If you require forklift service, it must be ordered through the Fredericksburg Expo & Conference Center. Please contact Exhibitor Services at 540-548-9252 for further information and rates.

Food & Service
Written permission must be obtained from Fredericksburg Expo & Conference Center Management for sampling of any food and beverages to event attendees: no exhibitors are allowed to sell food and beverage under any circumstances.
For non packaged items –The City of Fredericksburg County Health Department requires you to obtain a permit. Their phone number is: 540-899-4142

A complete list of Fredericksburg Expo & Conference Center Rules & Regulations should be included with this exhibitor kit.
If it is missing, please contact your promoter for a copy.
It is very important that you read the complete rules and regulations thoroughly!

2371 Carl D. Silver Parkway ▪ Fredericksburg, VA 22401
Phone: 540-548-5555 Fax: 540-548-5577