

Little Rock

CONVENTION &
VISITORS BUREAU

EXHIBITOR GUIDELINES

GENERAL INFORMATION

- LRCVB does not provide exhibit booth equipment or furniture (pipe, drape, tables, chairs, carpet, wastebaskets, etc.) for exhibitor booths or displays. These items must be ordered through the general service contractor (GSC).
- Sample-size food and beverage items as a giveaway require approval by the LRCVB exclusive caterer (Little Rock Marriott for Statehouse Convention Center and DoubleTree by Hilton for Robinson Center).
- The GSC is responsible for cleaning and emptying trash located inside the booth. LRCVB will empty its own trash containers placed throughout the building.
- Cardboard boxes must be flattened and put in aisle.
- Pressure-adhesive stickers or decals or similar promotional items are not allowed for distribution in the facility. The facility requests that gum is not used as a decoration or giveaway to attendees while in the facility
- All exhibit move-in and move-out must be done through designated loading docks, freight doors and freight elevators. Exhibitors should share security arrangements and move-in and move-out times with show management.
- Parking at the loading docks, street level mini loop – except for loading and unloading – is prohibited. Vehicles in violation of this policy will be towed at owner's expense.
- No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. Service animals are permitted.
- Only facility electricians, plumbers, telephone technicians and engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes.

UTILITY ORDERING

- Utility services are ordered through the LRCVB exhibitor ordering portal.
- Payment in full is required prior to service connection.
- Advance orders paid in full will have priority over floor orders.
- All materials and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of the LRCVB.
- Cancellation of services must be made five (5) days prior to the first contracted date of your event.
- No credit will be issued for services or equipment installed but not used.
- Claims and/or refunds will not be considered nor honored unless filed by the exhibitor prior to the close of your event with the manager on duty.
- All billing questions must be settled prior to the close of your event.

PLEASE NOTE: These are exhibitor guidelines only. Statehouse Convention Center and Robinson Center personnel have the right to alter and/or amend these guidelines at any time. Please refer to the LRCVB operational policy for complete guidelines.