

Terms & Conditions for Exhibiting at the 2024 PCA General Assembly

Balloons

Lighter-than-air balloons (helium filled) may be used for decorative purposes with written authorization from the Presbyterian Church in America in advance of load-in. A \$500 deposit may be required, which will be refunded if, after the event is over, no balloons are found to have been released into the ceiling. Balloons that are released into the ceiling will be removed at the Exhibitor's expense. Costs will include current labor and lift rental rates. Exhibitor is responsible for all balloons that are brought in as a part of their event, even if brought in by a patron or vendor.

Balloons may not be handed out within the facility.

Helium filled mylar (metallic) balloons are prohibited at all times.

Compressed flammable gases may not be stored within the Facility. This includes acetylene, hydrogen, propane and butane.

Decorations

All decorations, including but not limited to, drapes, curtains, table coverings, skirts, carpet, signs, banners, acoustical materials, hay, straw, moss, bamboo, plastic cloth fabric, linen and similar decorative materials must be rendered flame retardant. Proof of satisfactory flame-retardant treatment (certificate) is required and must be maintained within the specific exhibit area for inspection. If proof of satisfactory flame-retardant treatment is not present, a sample of the decorative material must be made available for flame testing by the Fire Marshal.

Items that cannot be treated to meet requirements, such as, but not limited to, oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials, are prohibited.

Drilling/Nails/Staples

Drilling, nailing or stapling into any Facility surfaces or equipment is strictly prohibited. Exhibitor will be billed for any damages resulting from non-adherence to this requirement.

Drones / Unmanned Aircraft Systems or Vehicles

The use of drones or unmanned aircraft systems or vehicles are prohibited.

Food & Beverage

The Facility's caterer is the exclusive provider of food and beverage (F&B) services, including but not limited to catering, concessions, and alcohol. No one other than the Facility's exclusive F&B Provider may provide these services without prior written approval of the General Manager.

Exhibitors may distribute sample sized food and non-alcoholic beverage products manufactured or distributed by the exhibitor. Sample sizes will be no greater than two (2) ounces for food products and four (4) ounces for non-alcoholic beverage products. Distribution of individual pieces of hard candy is permitted.

The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, soft drinks, etc.) by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from the exclusive F&B provider.

Exhibitors will comply with and observe all federal, state, and local laws, ordinances, and regulations as to sanitation and the purity of food and beverages. Exhibitors will comply with all laws and regulations relating to the preparation, handling and disposal of food and beverage products. Exhibitors will procure and maintain the necessary permits and licenses required by laws and regulations pertaining to the preparation, handling and disposal of food and beverage products.

Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the PCA, by no later than 60 days prior to the event. The written request must have the name of the exhibitor and the product(s) to be served.

Food and beverage products may not be disposed of in Facility sinks, toilets, etc. Any damage resulting from non-adherence to this requirement will be billed to the Exhibitor at prevailing rates.

Freight/Shipping/Deliveries

All event related freight must be coordinated through Hollins Exposition Services. Please see your Exhibitor Kit for more information.

Loading Docks

Vehicles may not park in the loading area or on the truck route at any time without the prior approval of the PCA. Freight may not be stacked nor stored in the loading dock area or on the truck route at any time without the prior approval of the PCA.

Sales Tax

The Virginia Sales and Use Tax Act requires the collection of a 6.0% tax on all retail sales made in the Commonwealth of Virginia except those exempt by law (§58.1-603, 604). The Virginia Sales Tax Form ST-50 is required to be submitted for all taxable sales made at the Facility.

Skateboards, In-Line Skates, Rollerblades, Scooters, Hoverboards

The use of skateboards, in-line skates, roller blades, scooters, hoverboards, or other types of recreational transportation is prohibited within the Facility.

Smoking

Smoking and the use of electronic cigarettes (e-cigarettes or vaping) are prohibited within the GRCC.

Vehicles in the Facility

Display Vehicles

Vehicles, which are part of a display, are permitted within the exhibit halls. Exhibitor is responsible for ensuring that all such vehicles meet the guidelines set forth in the "Fire Code Rules &

Regulations.” The Exhibitor is also responsible for any damage or cleaning as a result of display vehicles inside the facility.

Move-In / Move-Out Vehicles

Other than vehicles used as part of a display, vehicles are not permitted within the Facility for loading and unloading without the prior authorization from the PCA. All approved vehicles must be attended while in the Facility and may not have the motors running while stationary. All such vehicles must be removed prior to the opening of the event and may not return until the event has closed and all attendees have vacated the area.

For complete Policies and Procedures click [HERE](#).

These Terms & Conditions may be updated as needed.