



# CONVENTION & EXPO CENTER

Address: 11475 FM 1442, Suite B, Orange, TX 77630  
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## Expo Decorating and Set Up Rules

*These rules were designed to retain the value and appearance of the Expo, and to provide safety for our clients and guests. These rules apply to all clients, vendors, event assistants.. Clients and Vendors should provide a copy to anyone helping during the event to avoid financial penalties. If you have any questions or need assistance, please contact an Expo Staff member.*

1. All decorations and event supplies must be delivered and set up during the rental period unless other arrangements are made in advance with the Expo Director.
2. Expo Staff will set up the tables and chairs for the event based on a pre-approved room layout design. DO NOT rearrange tables and chairs without permission.
3. Decorations and/or signs hung from the ceiling must be approved, in writing, in advance, by the Expo Director. An 8-foot ladder is required to hang ceiling decorations if approved.
4. If Props are used; for example, furniture, signs, antique items, etc., a protective layer needs to be placed between the item and the floor to protect it from scratching or staining. DO NOT drag anything across the floor.
5. DO NOT pour liquids or gel products used for any purpose, for example, floral arrangements, outside or into sinks, water fountains, drains or toilets. TAKE IT WITH YOU.
6. Do not use the partition wall and/or tract for hanging or securing anything.
7. Decoration and/or sign placement must meet fire codes and Fire Marshal guidelines and must not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits, AED boxes, or lighting systems. All items/storage must be placed 18 inches or more below sprinkler head deflectors.
8. Stage Floor: The client is responsible for any damage caused to the stage floor during the rental period. This includes, but is not limited to, water, moving scenery, leaking oil or unauthorized painting.
9. The client is responsible for removing all mechanics and trash used to decorate and set up. All boxes need to be broken down, and trash needs to be disposed of in the provided dumpster.
10. The following decorations, items and activities are strictly prohibited at the Expo:
  - No **Tape** is allowed anywhere – No Exceptions – We have cord covers if needed for safety.
  - No adhesive-backed decals, stickers or objects with a sticky substance are allowed to be distributed or used.
  - No decorations can be affixed to the walls, windows, floor, doors or any surface of the facility. Decorations must be free standing, placed on easels or be confined to tables assigned to the event.
  - No wire, nails, hooks, adhesive fasteners, staples, tacks, or screws are allowed; “Command 3M” products are allowed, but the client is responsible for removing all mechanics and trash used to decorate and set up.
  - No painting, spray painting, glue, or glitter decorations are allowed
  - No *Helium* balloons are allowed - only *air-filled* balloons.
  - No Fog Machines are allowed; All special effect devices using fog, smoke, or haze machines are prohibited
  - No open-flame candles are allowed without prior, written approval from the Expo Director.
  - No power tools, machinery, or equipment are allowed to be used except for a cordless screwdriver.
  - No Confetti, Glitter, Sand, Rice, Flower Petals, Poppers, Bubbles, Silly String or Powder Cannons are allowed.
  - No Flame Effects and/or Pyrotechnics are allowed.
  - No standing on tables or chairs – bring a stepladder if necessary.

*Failure to follow these rules will result in financial penalties for all material and services expended to repair any damage.*