



HILTON CAPITOL CENTER
IN HISTORIC
BATON ROUGE

Exhibitors Rules and Regulations

Exhibit Table Specifics

Each exhibitor's space will consist of a 6ft table that will be draped and skirted. The table is provided with two chairs, and one wastebasket. All exhibitor setup must be confined to and not exceed the assigned exhibit space.

Exhibit Activities

No flammable fluids, substances, or material of any nature, including decorative material, which is prohibited by national, state, or city fire regulation, may be used in any exhibit space.

Building Protection

Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors, or other parts of the building or furniture.

Decorum of Exhibits

The hotel reserves the right to restrict exhibits, which because of noise, method of operation, space limitations, or for any other reason, become objectionable, and also to prohibit or evict any exhibit, which, in the opinion of the hotel, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter, items for sale, or anything of an objectionable nature.

Accessory Clause

Due to a contractual agreement with our on-site day spa, exhibits concerned with the sale of accessory items to include but not limited to clothing, handbags, jewelry, and candles will require approval of hotel management prior to arrival. Exhibits setup without exclusive permission of the hotel will be subject to immediate removal and any registration fee shall be forfeited.

Solicitation

All demonstrations must be conducted within your assigned exhibit space. All exhibitor-printed materials, items for purchase, souvenirs and other articles must be distributed within your assigned exhibit table space. Aisle space must be kept clear to permit the smooth flow of traffic.

Food Within Exhibit Area

All food items must be purchased through the Hilton Baton Rouge Capitol Center. **OUTSIDE FOOD AND BEVERAGE IS STRICTLY PROHIBITED.**

Incoming Shipping

Please advise in advance of your event if any goods are to be delivered, along with the anticipated time and delivery date. Due to storage space limitations, shipped items should not arrive more than 3 days prior to the event. Any shipped materials should be marked as follows:

1. Hold for:
On-Site Contact Person:
Hilton Baton Rouge Capitol Center
201 Lafayette Street
Baton Rouge, LA 70801
2. Complete Return Address
3. Catering/Convention Services Manager's Name
Number of Boxes
Example: Box 1 of 1, Box 1 of 2, etc.

Exhibitor's materials must be handled by a professional shipping company.

Outgoing Shipping

Shipment of equipment and supplies must be arranged by the exhibitors. In order to smoothly facilitate and ensure avoidance of delays with the shipping of your exhibit materials, it is recommended that all boxes, containers, crates, pallets be label properly.

All shipments must be properly packed and sealed by the exhibitor. Shipments should also be attached with a COMPLETED delivery slip. Exhibitors are to make direct arrangements with the carriers. The hotel accepts NO responsibility for cost of shipment or delivery of exhibit materials and displays. Items or material left behind without proper shipping arrangements will be classified as abandoned. The hotel shall not be responsible for these materials.