

Absolutely **no alcohol, drug use or tobacco use** of any kind on Roscoe Middle School (RMS) premises including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks and physical violence will not be tolerated and will be cause for immediate expulsion. Conduct deemed disorderly at the sole discretion of RMS staff or RORO Expo (Event) Committee, Staff and/or Volunteers (Staff) shall be grounds for immediate expulsion from the premises and conclusion of the rental period.

**Food and drinks in designated areas only.** All food must be purchased from a contracted Event food vendor only. No Outside Food Allowed! ONLY Contracted food concessions may sell food or beverage items. **No monetary exchange for raffle/door prize** type giveaways at the Event – only free giveaways & raffles are acceptable.

Only the staff of RMS may rearrange and move any furnishings, including machines, tools, or seating. No nails, screws, staples or penetrating items should be used on our walls or fine wood. NO tape or gummed backing materials can be used. We will have banner clips available for banners. Any tables, display stands or any other item you bring in, must have padding (carpeting or cardboard) under all of the legs to protect the flooring. Event Staff shall have authority to reject an exhibit. The resale of the booth space is prohibited.

Only the official event designated electrician will be permitted to do wiring. Lighting fixtures and their use in booths shall be subject to approval. Event Staff reserves the right to limit the use of electrical equipment for safety purposes. Signs or portions of the exhibit or display may not protrude over or into the aisle. Interference with the space of other exhibitors is prohibited. No “roof” such as overhang type cover, tent top, awnings, etc. may be used within the space provided.

**Booths must be attended during all Event hours.** Those businesses which have unattended booths may not be allowed to participate in the next RORO Expo. All exhibits may not be removed earlier than the scheduled end of the event.

The operation of machinery which is of sufficient volume to annoy neighboring exhibitors will not be permitted. The use of a public address system, loud speakers or music equipment by any exhibitor in their booth space for explanation of a demonstration or for any other purpose is prohibited.

Vendors are responsible for keeping their respective areas looking clean at all times. All trash should be bagged in plastic bags provided and placed in trash receptacles. The exhibitor is solely responsible for his/her own material and should insure his/her exhibit against loss or damage.

Everyone must comply with all City, County, State, and Federal laws. RMS and/or Event Staff reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of RMS or the safety of its staff, guests, or building contents.

Any firm or organization without assigned exhibit space will not be permitted to solicit business within the exhibit area or otherwise on the RMS property. This includes, but is not limited to, the passing out of flyers, brochures, and business cards, and business vehicles being parked on premises for the sole purpose of advertising during the Event.

The Event Staff reserves the right to make or amend rules and regulations as it deems proper, and to make exclusive and final determination of all matters or interpretations which may be made there to.

**CATERING, CLEANING, TRASH, & EQUIPMENT REMOVAL** - RMS will be in a clean condition prior to Event. Within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke.