



NOTICE!

***ALL VENDORS, REGARDLESS OF
BOOTH LOCATION, MUST LOAD IN
AND OUT FROM THE LOADING
DOCK AREA AT THE BACK OF THE
BUILDING.***

***LOADING IN AND OUT FROM THE
FRONT ENTRANCES DAMAGES
OUR DOORS AND HINGES***



IMPORTANT!

Anyone supplying a bag for their products at any event must have materials marked “40% recyclable” or they must have proof from the manufacturer the bags comply. The ordinance indicates the vendor can be sited by our Environmental Health Department if they are inspected and do not have bags containing the appropriate material.



NOTICE!

Any vehicle entering the building cannot contain more than 5 gallons of fuel. Any vehicle that has more than a quarter tank registering on their gas gauge will be asked to leave the building's interior and display outside.

Once placed inside the building, vehicles may not be started or moved until the event is over and all attendees have departed the building.

The South Padre Island Fire Department will be called to conduct an inspection of all vehicles once set up is complete.

SOUTH PADRE ISLAND CONVENTION CENTRE

7355 Padre Blvd. South Padre Island, TX 78597

(956) 761-3000 (956) 761-3024

PLEASE READ CAREFULLY

.....

SHIPPING INFORMATION

.....

All incoming shipments must be freight pre-paid or they will not be accepted.

Shipments to arrive no more than one week prior to event.

Shipments must be addressed to the Convention Centre as we are not equipped to supply transport to the facility from other locations.

Address shipments as follows:

TO: (EXHIBITOR'S COMPANY NAME AND BOOTH NUMBER (if known))

FOR: (NAME OF SHOW OR CONVENTION)

C/O: SOUTH PADRE ISLAND CONVENTION CENTRE

7355 PADRE BLVD.

SOUTH PADRE ISLAND, TX 78597

.....

RESHIPPING INFORMATION

All outbound shipment arrangements must be made by exhibitor prior to his/her departure.

Exhibitors **must** call shipping company of their choice and make payment and pick up arrangements. Freight **must** be crated, labeled, and ready for transportation promptly at the end of the last exhibit day.

SOUTH PADRE ISLAND CONVENTION CENTRE

7355 Padre Blvd. South Padre Island, TX 78597

(956) 761-3000 (956) 761-3024 (fax)

ELECTRICAL REQUIREMENTS, RULES AND REGULATIONS

1. All equipment regardless of power must comply with the Southern Building code, National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not be used by exhibitors unless specified otherwise.
4. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without "house electrician", however, all service connections and overload protection to such equipment must be made by "house electricians" only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the South Padre Island Convention Centre for this service order shall remain the property of the South Padre Island Convention Centre and shall be removed only by the South Padre Island Convention Centre at the close of the show.
8. The South Padre Island Convention Centre reserves the right to refuse connection to exhibit whose equipment is deemed unsafe by the South Padre Island Convention Centre management.
9. All exhibitor 120V cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
10. Rates quoted for all connections cover only the bringing of services to the booth in the most convenient manner and do not include connection equipment.
11. Obstructions blocking utility floor boxes are subject to relocation as necessary.
12. Prices are based upon current wage rules and are subject to change without notice.
13. Special wiring, hookups, connections, or other required work will necessitate the employment of a licensed electrician, approved by the SPI Convention Centre Operations Foreman, at the vendor or leasing client's expense.
14. Credit will not be given for services installed and not used.
15. Payment in full must be rendered prior to opening of the show.