





EVENT CENTER

Rules & Regulations

1160 First Avenue, King Of Prussia, Pa 19406

vfcasino.com / (610) 354-8118    

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THE HOUSE IS YOURS

Thank you for choosing the Valley Forge Casino Resort Event Center as the site of your upcoming convention or exhibit show.

Throughout this manual you will find information to help you plan and understand the rules and regulations that pertain to all production and exhibits displayed at the Valley Forge Casino Resort Event Center. As you view this manual you are encouraged to contact your assigned Convention Services Manager for further clarification as to how these guidelines will pertain to your event.

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Exhibit and Production Load in/Load Out

No load-in may occur without the prior approval of the Event Center Manager. Clients must provide the Event Center Manager with a schedule of the load-in/load-out seven (7) days prior to the event. All clients must provide their Certificate of General Liability Insurance to the Event Center Manager thirty (30) days prior to the event start date.

The Event Center Manager, in conjunction with the client, will make an inspection of the Event Center space prior to any load in activity. This will include all of the property that will be used by the client. An exception form will be used to release your company from all pre-existing conditions, which is to be signed off by all parties involved. After all teardown and load-out has been completed, a final walk through inspection will be conducted to ensure that the facility is left in the same condition as it was prior to the event. It is understood that the client could be held liable for any and all damages to the area that occurred during the contracted dates of the event.

Regarding exhibit setup, all booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails or bracing wires used in the exhibit display may be attached to hotel property. No painting, mixing of chemicals or explosive materials is allowed in the Event Center.

No vehicles will be permitted inside the building without prior written approval by the Event Center Manager. This includes load-in and load-out of all shows. All vendors are to use the Event Center tunnel for loading and unloading of items.

It is understood that the client will present back a clean, empty area upon completion of teardown or load-out. All materials related to the show and all trash are to be removed from the property, otherwise a cleaning fee will be assessed.

Groups are responsible for marshaling services in the tunnel during move-in and move-out. If group does not have the staffing to marshal, this can be scheduled through with your Convention Services Manager at the group's expense. It is advised that marshalling include one person at the top of the entrance to the tunnel and one inside the tunnel to ensure an efficient and safe move-in/move-out.

Floor Plans

Clients are to submit a finalized copy of their floor plan to their assigned Convention Services Manager no later than thirty (30) days prior to the event for approval. Your floor plans should make specific mention of any exhibits that will require special attention.

All floor plans require approval of the Fire Marshall and should be submitted to the township thirty (30) days prior to the event start date.

Signage and Decorations

In order to maintain the ambience of the Event Center, all signs must be professionally printed; no handwritten signs are allowed. Decorations, signs or any other material may NOT be taped, nailed, stapled or otherwise fastened to the ceilings, walls, floors or furniture. No adhesive-backed (stick-on) decals or similar items may be distributed or used within the Event Center. The Valley Forge Casino Resort reserves the right to remove signage that is inappropriately placed or otherwise conflicts with our guidelines.

- **Balloons:** Helium filled balloons add to the festive atmosphere of exhibits; however, when released they are difficult to retrieve and require the use of an aerial lift. The client will be charged for the cost incurred to remove the balloons at the end of the event/show.
- **Stickers:** The use of stick-on decals, badges, or similar items is strictly prohibited in the building. The client will be charged for the cost incurred to remove the stickers at the end of the event/show.
- **Adhesive Tape:** The use of tape often causes damage to a floor surface; therefore, we prohibit the use of tape other than those that we have available at the service desk. It is the show manager's responsibility to remove tape installed or pay for the repairs of any damages caused by the tape and the cost of labor to remove the tape.
- **Banners:** All banners must be hung by Event Center staff. The hanging of signage & banners within the Event Center should be scheduled by your Convention Services Manager.

Any form of signage (banners, etc.) will not be permitted on the exterior of the building. Signage displayed on the grounds must be approved by Valley Forge Casino Resort (VFCR).

Security

Due to the accessible nature of the Event Center, security services are required during non-show hours and must be contracted through VFCR. Please contact your Event Specialist at least 30 days prior to your event to discuss event hours and security needs. The hotel takes no responsibility for any items that may be reported missing, lost or stolen from the exhibit floor.

Individuals affiliated with the group requiring back-of-house access (excluding tunnel access), will be required to wear Vendor Badges at all times while within the facility. Vendor Badges are to be signed out through Valley Forge Casino Resort Security. A valid license or government-issued ID is required to receive a Vendor Badge. Please see your Convention Services Manager for further detail.

EMT

The Valley Forge Casino Resort requires that medical coverage is in place for all exhibits/shows that anticipate 500 or more attendees each day.

If show management is providing their own medical coverage, they must provide the following seven (7) days prior to the event:

- An up-to-date copy of license of an EMT, Nurse or Doctor from the State of Pennsylvania
- Copy of Insurance Certificate covering the medical personnel
- Schedule of medical personnel

Fire and Safety Regulations

All curtains, drapes, signs, banners, acoustical materials, plastic cloths and decorations must be constructed of fire resistant material. A Certificate of Flammability must be provided upon request of the Upper Merion Fire Marshal.

No combustible materials, merchandise, or signs are allowed to be used in the facility.

All exits, hallways, and aisles leading from the building are to be kept clear of obstructions at all times. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs. No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time that the Event Center is open to the public.

All automobile, trucks, motorcycles, aircraft, mowing equipment and watercraft utilizing flammable fuels that are to be placed on display inside the building, shall have no more than 1/8 tank of fuel. All fuel tanks shall be locked or effectively sealed, and all battery

cables shall be disconnected from the ignition system. Ignition keys for the vehicle on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.

No flammable liquids or liquefied petroleum gases shall be used or admitted inside the building. Cylinders of compressed gases shall be secured in a vertical or horizontal position, depending on the tank use and design pending written approval of the Upper Merion Fire Marshal.

Smoking is not permitted in the Event Center, Event Center tunnel, restrooms or stairwells.

The Fire Marshal governing the Valley Forge Casino Resort Event Center can be contacted by addressing inquiries to:

William C. Daywalt, Jr.
Deputy Fire Marshal
Upper Merion Township
175 West Valley Forge Road
King of Prussia, PA 19406
(610) 205-8554 – office
bdaywalt@umtownship.org

Audio/Visual Equipment

Presentation Services Audio Visual (PSAV) is the authorized provider of audio visual equipment. PSAV offers competitive pricing on all level of audio visual. Use of a vendor other than PSAV will result in a usage fee paid to Hotel by the Group of 20% of their listed prices to cover Hotel cost of labor, set-up, electrical requirements and storage. Your Sales Manager or Convention Services Manager can assist you in contracting for your audio visual needs. For more information or a consultation on audio visual services, please contact PSAV at **(610) 768-3274** or your dedicated Convention Services Manager.

Visual Display Monitors

Throughout the Event Center there are 25 Visual Display Monitors available for lease throughout your event. Monitors may be purchased as group or individually depending upon your needs. The content of all materials to be displayed on the monitors needs to be submitted to your Convention Services Manager 30 days prior to your event for approval and must meet all Pennsylvania Gaming Control Board restrictions.

Please see Visual Display Monitor Cost Sheet enclosed.

Trade Show Contractors and Decorators

General Exhibition Services (GES) is the preferred decorating and trade show services company used by the Valley Forge Casino Resort Event Center. All exhibit needs including pipe and drape, tables, carpeting,

etc. should be coordinated through your Convention Services Manager, unless prior arrangements with VFCR and GES were made during the booking process and noted in your contract. An exhibitor kit created with all necessary order forms will be provided to the client, to assist in handling all vendor needs. Use of a decorator other than GES will result in a usage fee paid to Hotel by the Group of 20% of their listed prices to cover Hotel cost of labor, set-up and storage.

Use of decorators for floral and specialty décor is permitted with approval from your Convention Services Manager at least 45 days in advance. Our preferred vendors list is available for you.

Itinerant Merchant Tax License

Upper Merion Township levies an itinerant merchant tax license for all itinerant (temporary) merchants within Upper Merion Township. Itinerant merchants must file an Itinerant Merchant Tax License application prior to the opening or starting of activity within the township. The license is valid for a 60-day period. Each merchant or promoter is liable for the tax as per the instructions.

<http://www.umtownship.org/DocumentCenter/Home/View/4673>

<http://www.umtownship.org/DocumentCenter/Home/View/4674>

Utilities

Utilities are available for groups and exhibitors in the Event Center. Utility forms for exhibitors are customized for each show and available in the Exhibitor Kit provided by GES. Forms include a discount deadline date in which exhibitors can receive a discount on services. All orders placed after the deadline are subject to standard rates.

All client utility requirements must be in writing and submitted to the Convention Services Manager fourteen (14) days prior to arrival.

Electric

All electric drops will be handled by the Valley Forge Casino Resort Event Center electrician. Any equipment used within the Event Center must carry a UL listing.

Standard electric is 15 amp/120 volt or 20amp/120 volt. This electric is in the form of a quad box (power strip).

To determine the wattage of electric to be ordered; multiply the amps times the volts (i.e., 20 amp x 120 volt = 2400). Items requiring electric will have a label detailing the electrical requirements needed for safe operation.

Heavy electric will be installed once the exhibitor has satisfactorily placed the item. The exhibitor will incur additional hookup fees if they require equipment to be moved and re-wired.

Extension cords used in the Event Center must be 14/3 gauge, NO EXCEPTIONS. Additionally, all cords or wires laying in the proximity of foot traffic must be

secured down with appropriate caution tape, covered and protected safely.

Air and Water

Air requirements in the Event Center should be submitted to the Convention Services Manager in writing fourteen (14) days prior to arrival. It is recommended that exhibitors supply their own air fittings (3/8" female quick connect), otherwise the Valley Forge Casino Resort Event Center will charge accordingly.

Water line connections must be 3/4".

Internet and Phone Lines

The Valley Forge Casino Resort IT department will set up all telephone and internet services within the Event Center. Password protected Wi-Fi is also available in the Event Center. The IT department does not provide phones, only phone lines.

Rigging

All rigging & rigging companies must be approved by the Valley Forge Casino Resort and a Certificate of General Liability Insurance must be presented to the assigned Convention Services Manager thirty (30) days prior to the event start date.

Food and Beverage

All food and beverage needs must be arranged through your Convention Services Manager. The client must notify the Event Center of any exhibitors dispensing food and beverage from their booth thirty (30) days prior to arrival. Food sampling must be approved in your contract or by the Convention Services Manager. Exhibitors found dispensing food or beverage from their booth without approval are subject to being shut down. Any exhibitors dispensing food and beverage for three (3) days or longer will require a Temporary Food License. Temporary Food Licenses may be obtained from the Montgomery County Health Department.

The Valley Forge Casino Resort as the liquor license holder must enforce all applicable laws and codes in association with the sale and consumption of alcoholic beverages. This policy is not intended to hinder any group from enjoying the activities presented, but to provide for public safety and enforcement of all laws, codes and policies of the state of Pennsylvania.

No samplings of distilled alcoholic beverages are allowed within exhibit areas. Table wines and brewery products may be sampled with prior approval from Valley Forge Casino Resort, however they must be dispersed by the Event Center banquet staff.

Banquet Equipment

Services included in your space rental are as follows: General room lighting, heating and/or air conditioning during contracted show hours, basic cleaning service in public areas and banquet equipment outlined in your booking contract.

Additional banquet equipment (ie. podiums, tables, staging, dance floors etc.) required by a group will be charged at group's expense. Equipment rental is handled directly through your Convention Services Manager unless otherwise approved in the booking contract. Additional equipment requirements are to be outlined 30 days in advance.

See current price list attached.

Package Shipping and Receiving

All exhibit and production shipments are to be arranged with GES our preferred drayage company. The hotel will not accept shipments for vendors or production companies for an event. All such materials should be coordinated through GES for delivery prior to the day of event set-up. Exhibitor drayage forms can be found in the exhibitor kits. Exhibitors who are found shipping directly to the hotel will be subject to drayage charges for delivery to their booth.

The shipping of any meeting/conference related material for the client or registration, should be discussed with your Convention Services Manager prior to sending. These packages should be addressed as follows:

Valley Forge Casino Resort

Attn: --Your Convention Services Manager's Name

Event: Your event name and date

1160 First Avenue

King of Prussia, PA 19406

We also ask that boxes be numbered 1 of 6, 2 of 6, 3 of 6, etc. This way we will know when incomplete shipments have been received. Please keep in mind that the hotel has very limited space for boxes and equipment storage. We ask that your shipments arrive no more than three (3) days prior to your event start date.

Due to the layout of the hotel, we are unable to store display materials and/or show merchandise. At the conclusion of your set-up operations, all related equipment (including hand trucks, crates, skids, etc.) must be removed from the hotel premise and returned on the last day of the exhibits/production event upon teardown.

Elevators

There are three (3) passenger elevators in the Valley Forge Casino Resort Event Center. The passenger elevators are not to be used by exhibitors or show management for the purpose of transporting freight by a cart or dolly. Damage fees will be assessed for any damage caused from improper use.

Ceiling Heights

The Valley Forge Casino Resort Event Center is made up of three (3) exhibit halls. The ceiling heights for each room are as follows:

Pennsylvania & Delaware: 14'8"

New Jersey: 13'8"

All exhibits/materials must have at least an eighteen inch (18") clearance from the ceiling. Exhibits/materials closer than eighteen inches (18") from the ceiling must have fire marshal approval.

Floor Loads

The load limits for the Event Center floors are 400 lbs. per square foot (over electrical tunnel), otherwise unlimited. Please indicate heavy loads on your floor plan. For further details, please see your Convention Services Manager.

Load limits must be strictly enforced.

Loading Freight Tunnel

The Event Center offers a drive through freight tunnel with no dock facilities. The tunnel is able to accommodate trucks up to 12'6" in height. Larger trailers need to back down the exit ramp to unload directly into the Event Center.

Parking of vehicles in the freight tunnel is permitted only when loading and unloading freight. Once items have been unloaded or loaded, vehicles must be removed from the freight tunnel. Persons violating this regulation will find their vehicle ticketed or towed.

The Event Center has no dock level loading/unloading. Forklift service must be scheduled through the Event Center if a lift gate or ramp is not accessible from the vehicle delivering the freight.

Box Office

We provide a portable box office for placement within the Event Center at a charge. Depending on placement, the portable box office will also be provided with a telephone and electric. Please check the Convention Services Price List for rental cost.

Floor Covering

The Event Center floor coverings consist of sand and cream colored tile with a wax finish. The floor coverings are easily damaged. We require the use of low residue gaffers tape when attaching anything to the floor. We require white tires on forklifts when used inside the Event Center facility.

When an exhibitor applies tape to our floors, we require

that they purchase tape through the Event Center Manager. We use one inch (1") double-faced cloth tape to lay carpet. In areas where top tape is required, we use two inch (2") top carpet tape.

You must verify that all items attached to the floors are removed by the show management/exhibitors at the end of the event/show. Damage fees will be assessed when we must remove materials left behind.

Clean-up and Trash Removal

The operations department provides cleaning services for the public area occupied by your event/show. This includes the aisles on the event/show floor, lobbies, restrooms, food area, and meeting rooms occupied by the public.

Exhibitor's booths are not cleaned unless the exhibitor makes arrangements for cleaning with the Event Center Manager.

Trash collection is provided by the Operations Department as needed during an event/show. Trash containers are placed throughout the event/show floors.

Food events or shows known to generate a large amount of trash will be required to provide trash containers in each booth or in specific areas. The trash containers are available for rent. In addition, there will be a dumpster fee.

It is the responsibility of the show manager to arrange for disposal of all large crates and packaging left behind by exhibitors or staff. In the event any Event Center personnel must dispose of any undue amount of debris, the client will be charged for this cleaning at the prevailing labor rates.

Americans with Disabilities Act (ADA)

The Valley Forge Casino Resort recognizes the needs of guests with disabilities, as defined by the American with Disabilities Act of 1990. The Event Center makes every effort to comply with state and federal accessibility regulations and accommodate all guests with disabilities. Groups should promptly provide Event Center with any information on specific needs anticipated under the American with Disabilities Act.

All clients and events must comply with the Americans with Disabilities Act of 1990 during the contracted event dates.

Animals/Garden Displays

Materials such as plastic or visqueen must be used to protect the floor when an exhibit includes soil, humus,

or similar materials. Curbing must be used to keep loose materials within gardens or pens, and watering must be controlled to prevent leakage or seepage. With the exception of service animals, no pets are allowed in the facility. This includes animal acts or animals used as part of an exhibit/display.

Marketing & Advertising

The use of the Valley Forge Casino Resort, Radisson Hotel Valley Forge or Valley Forge Casino Resort Event Center name and logo must be approved in advance in writing by the Valley Forge Casino Resort. Our Marketing Department will make a representative sample of color images and approved logos, available to you, for promotional use. Any unauthorized use of our images, names and logos is prohibited.

As our partner, in order to ensure all your event advertising collateral and propaganda (including digital media) meets the Pennsylvania Gaming Control Board guidelines, all creative must be submitted to our Marketing Department for approval prior to publication.

The Gaming Disclaimer and Use of our Logos

Valley Forge Casino Resort holds a Category 3 Casino Operator license with the Pennsylvania Gaming Control Board. Since you are holding an event at our resort, we ask that you add the gaming disclaimer to all of your marketing materials. If you are using our logo, the disclaimer must be at least the same size as the majority of the text used in your materials or 2% of the height/width (whichever is greater) of your materials.

Casino Access

According to our Category 3 Casino Operator license, our casino exists as an amenity to our resort guests. As you may have noticed when visiting, you cannot walk onto the gaming floor without first satisfying the casino access requirements in one of four ways:

- (1) Must be a registered guest of one of our hotels**
- (2) Patronize one of our restaurants or non-gaming amenities & spend at least \$10.00 (per person, pre-tax.)**
- (3) Purchase a resort membership (or be the guest of a current membership holder.)**
- (4) Attend an Event:** Payments by the event sponsor/host to Valley Forge Casino Resort may be counted towards the \$10.00 per attendee requirement even if the event is free to your attendees. The number of casino access cards issued will be determined by the revenue generated by your event (pre-tax) that is paid to Valley Forge Casino Resort, divided by \$10.00. Issuing of casino access cards is subject to additional limitations typical of a casino, such as the attendee being 21 years of age or older.

Why it isn't 'free' or 'for everyone'

Most of our events generate far more revenue than they have attendees, so we rarely if ever have an instance in which we are unable to issue access to all attendees. Since there is always a possibility that this could occur, we cannot allow our clients to advertise that everyone receives access, so we ask that you avoid words such as 'unlimited' or phrases like 'Attend our Event & Receive Access to the Casino.' In addition, since the issuing of casino access is based on the revenue generated from your event, it is not 'free' (although it may be free to your guests since you are paying.)

If you wish to mention how your attendees may obtain access during your event, we ask that you reach out to our Marketing Department.



CAPACITY

ROOM	Classroom	Theater	Banquet	Dance	Reception	Table Tops	10' x 10's	Ceiling Height	Sq. Ft.
VALLEY FORGE EVENT CENTER	*	3000	2500	2000	7000	383	230	*	54000
PENNSYLVANIA	1100	2200	1200	1000	4000	173	115	14'8"	22932
DELAWARE	600	1300	1000	800	3000	130	95	14'8"	16422
NEW JERSEY	60	100	300	*	1000	67	35	13'8"	15206

*dotted lines represent retractable airwalls

For more information please contact the
Hotel Sales Department (610) 768-3215 or sales@vfcasino.com

    [vfcasino.com](https://www.vfcasino.com)

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