

General Show Instructions

Please note the following rules and regulations regarding show participation:

- Electrical drops from the ceiling and some outlets along the walls will be provided by Harper College, but you must bring your own extension cords and power strips. No electrical cords are permitted in aisles.
- Harper College does not allow anything to be secured to the gym floor with duct tape. If tape is required, tape approved by Harper College must be used. For approved tape see a show representative at the Fox Valley Division show tables next to the public entrance.
- The gym floor must be protected from indentations and scratches. If your display has lag screws, carriage bolts or similar adjusters on module legs, etc., **you must place protection between the legs and the floor.** If your crowd control posts are metal you must also protect the floor. Use Masonite or plywood blocks.
- All exhibitors must wear their exhibitor badges at all times. Exhibitors will not be allowed into the show without their badges.
- The loading dock doors are to remain closed during show hours to avoid wind damage to displays in the vicinity of the doors and to prevent unauthorized access to the show.
- Chairs and tables: If your organization **is not** a model/modular railroad layout, you will find your tables and chairs already in place. If your organization **is** a model/modular railroad layout, you will find a ticket in your exhibitor packet for the chairs and tables you requested. During setup, present your ticket to the Fox Valley Division table manager to receive your allotted tables and chairs. No additional chairs or tables will be available. If you did not order sufficient chairs for your group, you must bring your own. Do not take chairs from other groups!
- Exhibitor parking for the show is available in the parking lot designated as P-Lot 12 in the back of building M. Enter the parking lot from the west campus entrance on Roselle Road. Your vehicle will be subject to removal from the other back lots on Friday and Saturday. P-Lots 1 & 2 at the front of building M on the Algonquin Road side of Harper College are available for visitor parking in non-red striped parking spots.