



Helium Balloon Policy Greater Richmond Convention Center

Lighter than air balloons (helium filled) may not be handed out within the facility. They may be tethered to a display for decoration only. Balloons that are released to the ceiling will be removed at the Licensee's expense. Costs will include current labor and lift rental rates. Mylar (metallic) balloons are prohibited at all times. Compressed flammable gases may not be stored within the Facility. This includes acetylene, hydrogen, propane and butane.

If the balloons escape, retrieval fees will be charged to the exhibitor who loses them. Please be sure they are tethered well.

If you are bringing in helium balloons, please make arrangements with Tracie Grady at (804) 747-4971.



Food & Beverage Policy Greater Richmond Convention Center

The Facility's caterer, Aramark, is the exclusive provider of food and beverage (F&B) services, including but not limited to catering, concessions and alcohol. No one other than Aramark may provide these services without prior written approval of the General Manager.

Licensee may not block, nor permit its exhibitors or contractors to block, access to permanent concession stands. Licensee must ensure that a 10' x 35' area directly in front of each concession stand in each exhibit hall will remain open and available for use by Aramark to facilitate the sale of F&B. Ten feet (10') will be measured out from the concession stand towards the center of the exhibit space. Thirty feet (30') will run the length of the concession stand. Aramark, at its sole discretion, may allow Licensee and/or Licensee's exhibitors to distribute sample sized food and non-alcoholic beverage products manufactured or distributed by the Licensee and/or Licensee's exhibitors.

Sample sizes will be no greater than two (2) ounces for food products and four (4) ounces for non-alcoholic beverage products. Service of alcoholic beverages must be arranged through Aramark. Contact your Catering Sales Manager for more information at (804) 783-7304. Distribution of individual pieces of wrapped hard candy is permitted. The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from Aramark.

The Licensee and its approved exhibitors will comply with and observe all federal, state and local laws, ordinances and regulations as to sanitation and the purity of food and beverages. Licensee and its approved exhibitors will comply with all laws and regulations relating to the preparation, handling and disposal of food and beverage products. Licensee and its approved exhibitors will procure and maintain the necessary permits and licenses required by laws and regulations pertaining to the preparation, handling and disposal of food and beverage products. Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the General Manager, no later than 30 days prior to the event. The written request must come from the Licensee, and must contain the name of the exhibitor(s) or sponsor(s), and the product(s) to be served.

Food and beverage products may not be disposed of in Facility sinks, toilets, etc. Any damage resulting from non-adherence to this requirement will be billed to the Licensee at prevailing rates.

Arrangements for the receiving and storing of all F&B products must be coordinated through Aramark.

**Please contact Thalia Johnson, ARAMARK, Catering Sales Manager, (804) 783-7303
if you are planning to have any Food & Beverage at your booth.**