

DECORATING AND TRADE SHOW GUIDELINES

In order to maintain our facilities we suggest the following guidelines while decorating and setting up trade shows.

- Cleaning or repairs needed due to the use of a vendor or exhibitor associated with your organization will be billed directly to the hosting organization.
- The Ramkota reserves the right to remove offending materials from public view.
- We recommend using clear packing tape on all hard surfaces, and long t-style pins on soft areas, including portable walls.
- The following are restricted from use on walls anywhere in the hotel: Staples, Nails, Large Pins, Duct Tape, Pinning or Attaching Items to Curtains, Tacky Putty of any kind.
- Items which may drip oil or mud must have proper drop clothes or receptacles
- The hotel does not supply preparation materials such as scissors, tape, or etc.
- We ask vendors with electrical needs to bring their own extension cords.

