



ACTIVITIES POLICIES, RULES, & REGULATIONS

****PLEASE RETAIN THESE RULES AND REGULATIONS FOR YOUR RECORDS****

SIGNAGE AND DISPLAYS

1. Distribution of leaflets is not permitted outside or inside Palisades Center without the permission of Palisades Center management. Placing flyers on cars is strictly prohibited. Approved groups may distribute printed materials from their booth or table. Bumper stickers or self-adhesive type handouts are prohibited.
2. Displays will not block any doors, display windows, emergency/fire exits, or fire hydrants.
3. Tables must be covered with wrinkle-free fabric coverings that cover the table(s) within two (2) inches of the floor. Plastic tablecloths are not permitted. Covering tables with tarps overnight or during breaks is prohibited. Plastic tarps or coverings of any kind are not allowed due to fire code regulations.
4. No signs, posters, banners, etc. may be attached to any Palisades Center property or structure. If found, they will be discarded immediately. Keep signage off painted columns, doorways, and railings throughout the Center.
5. All signage and displays must be professionally printed and are subject to review by Palisades Center management. All sign holders must be metal to adhere to fire code regulations. Palisades Center does not provide sign holders.
6. All packing cartons must be concealed under tables or removed from the location while exhibiting.
7. Balloons, glitter, and confetti are strictly forbidden in the common areas and community rooms, with no exceptions.

EQUIPMENT

8. All equipment including tables, chairs, and others are subject to availability. No exhibitors will be permitted to bring in their own tables or chairs due to fire code regulations.
9. Detachable table extensions and table leg extenders are prohibited and a cause for liability.
10. Do not break down and/or lean tables and chairs against the glass railings.
11. Electrical cords used in Palisades Center's common areas must be in-line GFI extension cords. Lighting will be limited to 300 watts/display.
12. Floor taping and exposed cords are prohibited. Palisades Center does not provide electrical



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support, including cords, cord protectors, or surge protectors. A \$300.00 housekeeping fee will apply for any tape left on the floor following an event.

13. All large equipment and delivery of packages can only be accessed through one of the loading docks and will need to travel by freight elevator and through the back hallways.
14. The use of audio equipment must be approved by Palisades Center management and the volume must be kept at a reasonable level.
15. Palisades Center assumes no responsibility for the property of the exhibitor.
16. Personal property and equipment cannot be left under tables, in the common area, or in community rooms overnight. All groups are required to remove their setup and belongings at the end of their requested time(s). Failure to remove the items will result in a fine of \$250.00/per day. NO exhibit shall be moved during operational hours.

CHECK-IN/CHECK-OUT

17. All groups are required to check-in and -out with Security on Level Three, behind Wendy's. Group leaders are to fill out the form entirely (in clear print) upon arrival and sign out at the end of each shift.
18. If the organization has more than one volunteer group shift, all names, shift leader contact information, and schedules will need to be submitted one (1) week in advance. Palisades Center must be notified of any changes.

COMMUNITY ROOMS

19. The community rooms are only permitted for meetings, fundraisers, and training seminars. Private parties and events are not allowed in the community rooms.
20. Food and drink are not permitted in the community rooms.
21. Garbage must be removed and disposed of in the dumpsters on site. A \$300.00 housekeeping fee will apply for rooms left in unacceptable condition.
22. Altering items in the community rooms is strictly prohibited, including but not limited to the thermostats, doorways, signage, and electricity.



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HOLIDAY REQUESTS & PROCEDURES

23. Groups are not allowed to hire or promote an Easter Bunny or Santa Claus without permission from Palisades Center management.
24. Non-profit organizations are required to disclose their donation collections to Palisades Center management by January 15th of the following year.
25. All performances in the common areas, performance layouts, and additional amenities are subject to approval by Palisades Center management. Palisades Center will not move any holiday displays to accommodate performances.

STANDARD REGULATIONS AND POLICIES

26. All groups must remain at their assigned location while fundraising/promoting their organization. Intercepting guests in any way by calling them or physically stopping them is prohibited. Anyone disregarding this clause will be asked to leave, and refunds will not be issued.
27. Under no circumstances, unless prior written approval from Palisades Center management is granted, are there to be any outside interests brought into the Center that directly compete with the merchants/tenants of the shopping center.
28. Palisades Center promotes the well-being and success of all not-for-profit and profit organizations, and strongly discourages discrimination, violence, and bullying. Palisades Center management reserves the right to cancel, suspend, or expel a group with little to no warning. This includes arguing, belittling, harassing, and/or a form of aggressive behavior towards any member of the Palisades Center management team. All locations and equipment are supplied on a privileged basis.
29. Palisades Center has the right to cancel any agreement as specified in an individual contract. Palisades Center cannot guarantee the space. Space providing, Palisades Center may relocate your organization to another part of the Center.
30. Applicant assumes full responsibility for damage or losses to merchandise and personal items and liability for personal injury resulting from negligence; to release Palisades Center, Eklecco Newco LLC. and Pyramid Management Group, LLC. from all claims wherefrom. Persons or groups violating the rules will pay for any damages caused to or expenses incurred by the Center as a result of the violations. A security deposit may be required upon request.



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31. The Landlord reserves the right to terminate this agreement if the exhibitor violates any terms of the agreement or if the display is found to be unacceptable by Palisades Center management. This includes groups that consistently do not show up for reservations.
32. Risk of injury: persons entering upon the premises of Palisades Center for the purposes described in these rules do so at their sole risk. Neither Palisades Center nor any of its owners, beneficiaries, or agents shall have any liability for injury to such persons except liability arising from the willful misconduct of Palisades Center's agents or employees.
33. The assigned location will be at the discretion of Palisades Center management and is subject to change. Check with the Marketing Department at (845) 348 - 1005 the week prior to your scheduled event to verify your location.
34. All groups must be insured in accordance with the insurance requirements listed below. All insurance certificates must be received no later than four (4) weeks prior to the day of the scheduled event. Failure to provide insurance will result in the cancellation of the date.

PALISADES CENTER INSURANCE REQUIREMENTS

- One million dollars (\$1 million) liability insurance certificate from your insurance carrier
- The certificate must be as follows ([see sample here](#)):
 - Name EKLECCO NEWCO LLC. and Pyramid Management Group LLC as additional insured
 - State the type of event (i.e. demonstration, fashion show)
 - State the date(s) of the event(s)
 - Be dated within 30 (thirty) days prior to the event
- Certificates may be sent digitally.
- All insurance certificates must be received no later than four (4) weeks prior to the day of the scheduled event. **Failure to provide insurance will result in cancelation of event(s).**