

SYMPOSIUM GUIDELINES

- The Symposium will not be responsible for any lost, stolen, damaged, or destroyed items or property belonging to Participants or their guests while attending the Symposium.
- The Participant assumes full responsibility for any lost, stolen, damaged, or destroyed items or property belonging to Participants.
- Participants are responsible for cost of repair, restoration, replacement or damage done by the Participant or invitees to the Symposium or the Museum, its equipment or exhibits.
- Smoking is prohibited throughout the Symposium and the Museum.
- All Participants must review and agree to comply with all Museum requirements. See Museum website.
- Schools/Groups must designate one or more leaders for their group and those persons must be present and available until the Symposium is over and ensure all team members of their group have left the Museum.
- Outside food is not permitted at the Symposium or in the Museum. This includes any food, waters, juices or any food or beverage item.
- The Symposium or Museum personnel are not responsible for storage, moving, setting up, taking down, or any losses or damages with respect to this equipment.
- Please do not move any audiovisual equipment belonging to the Symposium or the museum –notify contact the Symposium Coordinator if equipment needs to be moved.
- Please do not tape or attach exhibits to museum doors.
- No decorations or banners of any type are to be attached to any museum exhibit or display.
- Please inform Symposium Coordinator that you need to unload something briefly in the loading dock. Items must be unloaded quickly and the loading dock may not be used for parking.
- Decorations may not be attached to walls.
- Live, potted plants may not be used as decoration anywhere in Exhibits or in the Museum.
- Balloons are prohibited inside the Museum building. Exhibits and/or performances cannot include balloons.
- Open flames including but not limited to candles, torches, and oil lamps may **not** be used in Exhibits or in the Museum.
- If ice, water, or any item that could cause carpet damage or wetness is used in the exhibits or performances, a rubber mat that fully covers the area **must** be placed underneath by the participant.
- Popcorn, bubbles, sequins, confetti, streamers, sparklers, smoke machines, etc. are **not** allowed in the Exhibits or in the Museum
- All participant items must be removed from the Symposium at the conclusion of the event.
- Please do not tap on any exhibits in the Museum where live animals are kept.
- Participants cannot use live animals in exhibits or in the performances.

The Symposium Coordinators and Museum Staff reserve the right to refuse any exhibit or performance. They also reserve the right to slightly alter any participant's exhibit or performance to meet Symposium/Museum guidelines. We will work with you to ensure that this event is a wonderful and productive experience for your school.