

GENERAL**EXHIBITOR SERVICE KIT**

The following regulations should be used as guidelines in the construction and reception of all exhibit displays. The purpose of these regulations is to provide every exhibitor with a fair and unobstructed general sight line and be compatible with general design principles. Displays shall be arranged so as not to obstruct the general view nor hide the displays of others. Each exhibitor is entitled to a reasonable sight line from the aisle. Plans for specifically build displays, not in accordance with these guidelines, must be submitted to Show Management for acceptance before construction is ordered.

ATTACHMENTS TO BUILDING

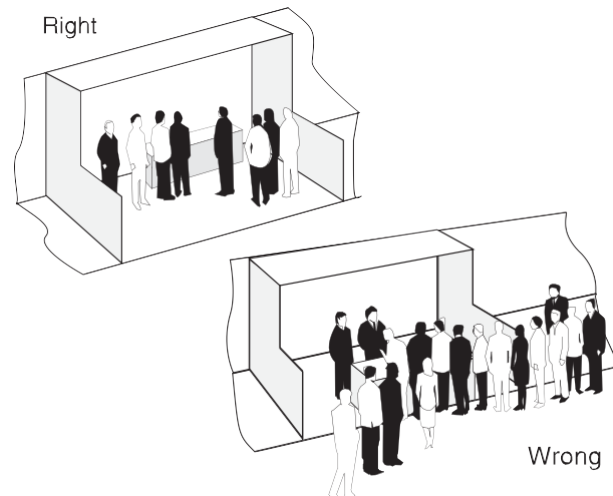
Under no circumstances can an exhibitor drill into or put holes in the floor or the walls of the convention center.

CROSS-AISLE SIGN AND CROSS-AISLE CARPETING

Requests must be made in writing and submitted to Fair Management for approval.

DEMONSTRATIONS

Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisles, and sampling or demonstration tables must be placed a minimum of 2'0" (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, exposition management will have no alternative but to request that the presentation or sampling be eliminated.



balloons correspond to the height and depth regulations for the appropriate exhibit configuration of which they

EXHIBIT AREA

All exhibit materials must be within the confines of the booth.

HELIUM BALLOONS

Helium balloons are considered part of your exhibit display material and will be allowed provided that said



DISPLAY RULES & REGULATIONS

are a part. Use of helium must be pre-approved by Fair Management. All balloons must be tethered to the exhibit. The distribution of balloons will not be allowed at any time within the exhibit hall. Balloons create many housekeeping problems and are particularly detrimental to the fire detection systems installed in the exhibit hall. Fair Management assumes no responsibility or liability for the display or use of helium balloons by any exhibitor.

PLACEMENT AND OPERATION OF MACHINERY

For the safety of operators and visitors, operating areas shall be established (about 3'0" (91cm)) around machines to prevent injuries. No machine or other exhibit component may impede traffic flow in any aisle. Machines with exposed moving parts must be placed at least 2'0" (60cm) from an aisle.

SAFETY PRECAUTIONS

All product demonstrations involving any moving and potentially hazardous machines, displays, or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products such as dust, fumes, sparks, or flames must be approved in writing by Fair Management 60 days prior to the fair.

SOUND, LIGHT, AIR MOVEMENT, DUST, ETC.

Excessive noise, light, air movement or dust generated from any demonstrations, sound systems or dust control equipment must be kept to a minimum and not interfere with neighboring exhibitors. The use of sound systems or bright lights is an exception to the rule, not a right. Fair Management reserves the right to determine what equipment or activity constitutes interference with others and must be cut back, discontinued or removed at the exhibitor's expense.

UNFINISHED DISPLAYS

All display surfaces, including visible back or side walls, must be finished in a manner agreeable to Fair Management. If coverings or masking should be required to achieve this end, each exhibitor shall be responsible for any expenses or materials.

STANDARD BOOTH

EXHIBITOR SERVICE KIT

STANDARD BOOTH

10'0" (3.05m) to 15'0" (4.58m) deep
Exhibit consisting of one or more standard units in a 10'0" (3.05m) to 15'0" (4.58m) deep straight line

HEIGHT

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8' 3" (2.5m).

Intent

If a portion of an exhibit booth extends above 8' 3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

IMPORTANT

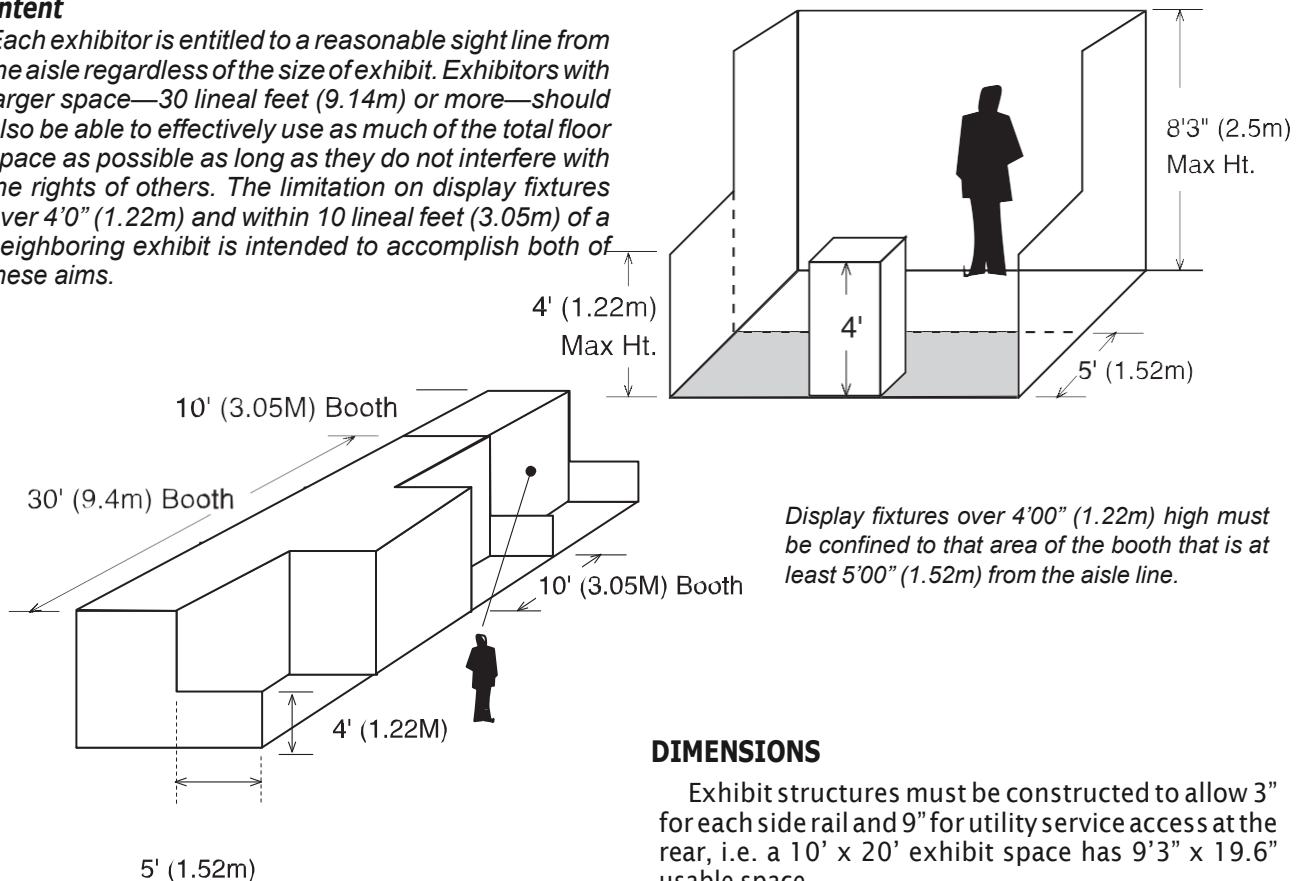
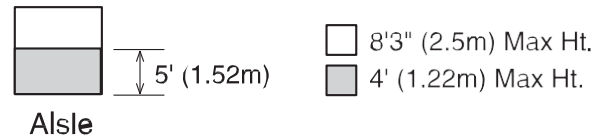
Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

SET-BACK

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

Intent

Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



DIMENSIONS

Exhibit structures must be constructed to allow 3" for each side rail and 9" for utility service access at the rear, i.e. a 10' x 20' exhibit space has 9'3" x 19.6" usable space.

PERIMETER WALL BOOTH

EXHIBITOR SERVICE KIT

PERIMETER WALL BOOTH

10'0" (3.05m) to 15'0" (4.58m) deep
 Located on the outer-perimeter wall of the exhibit floor

HEIGHT

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66m).

Intent

Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials over 8'3" (2.5m) will not interfere with or distract from any other exhibit booth.

SET-BACK

All display fixtures over 4' 0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5' 0" (1.52m) from the aisle line.

Intent

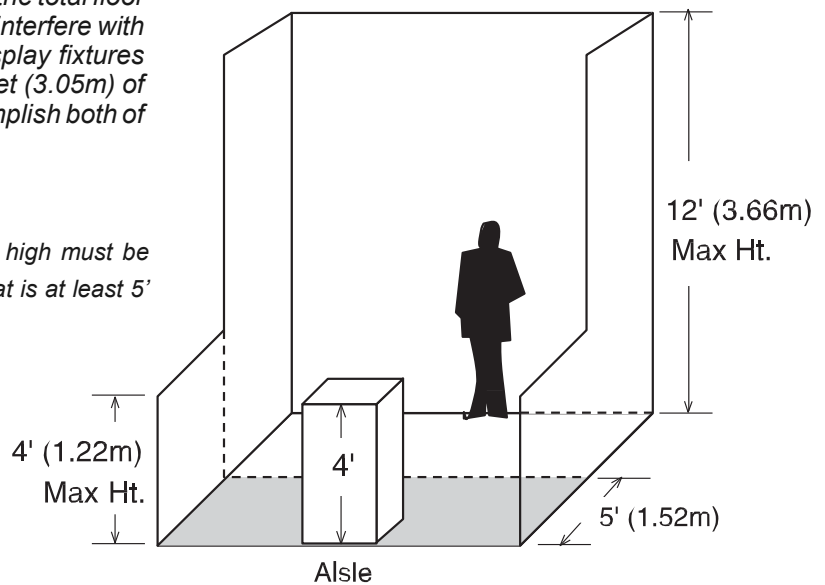
Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4' 0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

Display fixtures over 4' 00" (1.22m) high must be confined to that area of the booth that is at least 5' 00" (1.52m) from the aisle line.

IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

Exhibitors considering a perimeter-wall booth in order to take advantage of the extra height should design their exhibit so that it can be used either at the 8' 3" (2.5m) height or the 12' 0" (3.66m) height, so that it can be used in all future fairs even if a perimeter-wall space is not available.



DIMENSIONS

Exhibit structures must be constructed to allow 3" for each side rail and 9" for utility service access at the rear, i.e. a 10' x 20' exhibit space has 9'3" x 19.6" usable space.

PENINSULA BOOTH

EXHIBITOR SERVICE KIT

PENINSULA BOOTH

A peninsula exhibit is created when four or more 10' x 10' exhibit spaces are placed back-to-back with an aisle on three sides. To ensure visibility for all exhibitors the following conditions apply:

HEIGHT

The maximum height permitted for any sign, display, product, fixture, or decoration within the exhibit is 20', provided it is not located in the area that is 5' from the aisle and 10' from any neighboring exhibit. In the area 5' from the aisle and 10' from a neighboring exhibit, the maximum height for any sign, display, product, fixture, or decoration is 4'.

DIMENSIONS

Exhibit structures must be constructed to allow 9" for utility service access at the rear, i.e. a 20' x 30' exhibit space has 29'3" usable space from front to back wall.

SIGNS

Hanging signs/displays may not exceed 20' in height and must be finished on all sides. Exhibitor must receive written permission from Show Management to include a hanging sign as part of the display. Signs, lettering, or graphics facing a neighboring exhibit must be located at least 10' from that exhibit.

LINE OF SIGHT

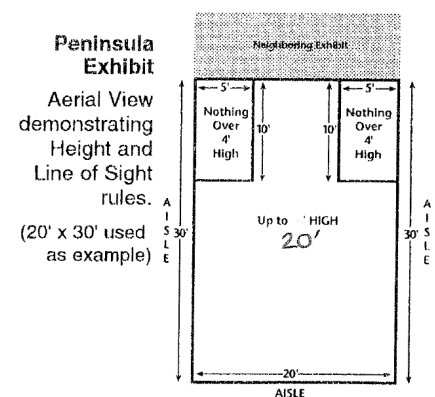
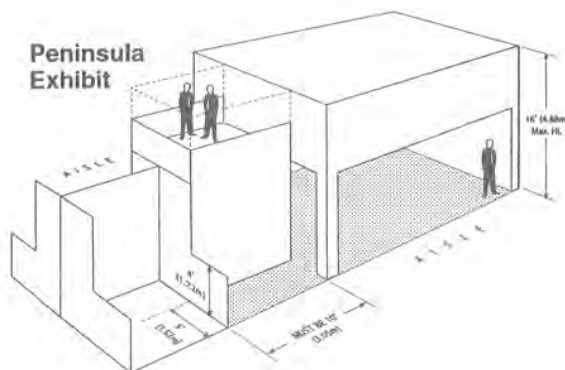
Signs, displays, products, fixtures, and decorations for all exhibit configurations located within an area 5' from the aisle and 10' from a neighboring exhibit can be no more than 4' high. Peninsula exhibits, even if they are back-to-back with another peninsula, cannot utilize the full height of the back wall when within 5' of the aisle.

OPENINGS

Peninsula exhibits must have a minimum 10' wide entrance every 30'. Exhibits that exceed 100' in length must have a 10' cross aisle, free of signs, displays, products, fixtures or decorations, but may be carpeted by the exhibitor consistent with the existing carpet. Exhibitors are not permitted more than 100' of continuous space without a 10' cross aisle.

UNFINISHED SIDES

Peninsula exhibits must have a finished back wall and finished sides. Plain drape or unfinished hard-walls are not permitted. Drapes and hard-wall may be silk-screened with company identification. Any portion of the exhibit bordering another exhibitor's exhibit space must have the back side of that portion finished, and must not include any company identification.



SPLIT ISLAND BOOTH

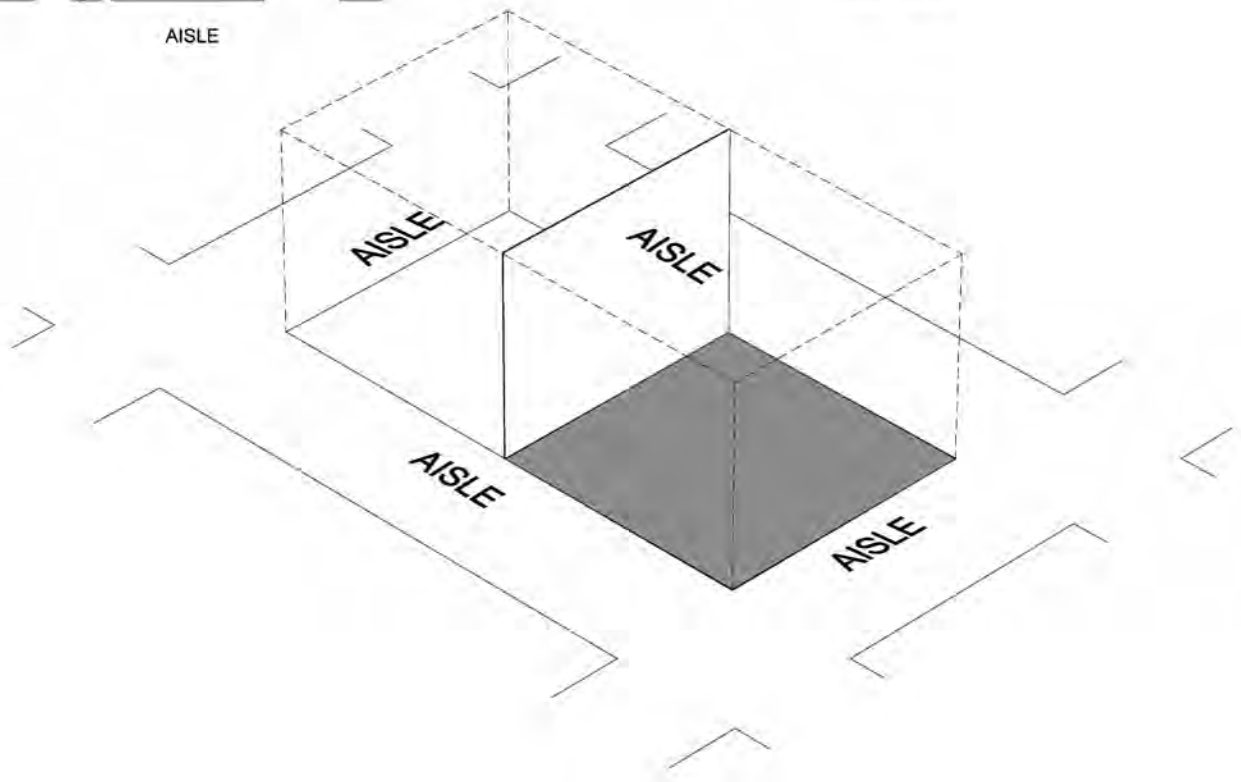
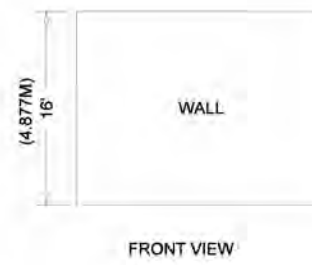
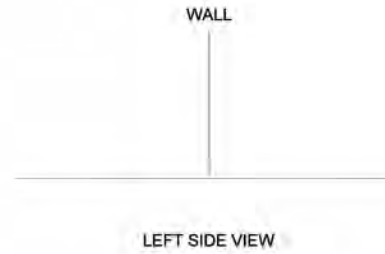
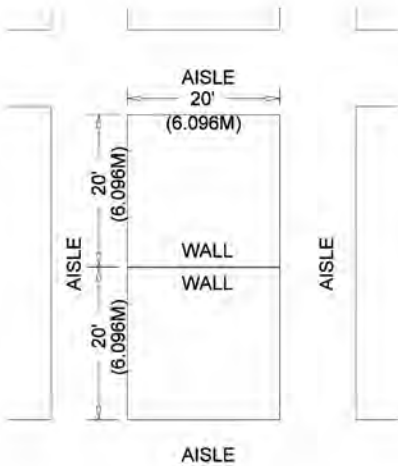
EXHIBITOR SERVICE KIT

SPLIT ISLAND BOOTH

Exhibit space - 400 sq. ft. (37.16 sq m) or larger, with aisles on three sides and common back wall

HEIGHT & SIGNAGE

A Split Island Booth is a peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A maximum height range allowance is 20' ft.(6.10 meters), including signage. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



RULES & REGULATIONS

ISLAND BOOTH

EXHIBITOR SERVICE KIT

ISLAND BOOTH

Exhibit space – 400 sq. ft. (37.2 sq m) or larger, with aisles on all four sides

HEIGHT

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 20' (6.10 meters).

Intent

When an island booth exceeds 8' 0" (2.5m), it does not interfere with other exhibitors because it obviously does not back up against another exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 20' 0" (6.10m) maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other's efforts. Also, the 20' 0" (6.10m) high exhibit will fit into most exposition centers, thus permitting each exhibitor to get the maximum use of his or her exhibit.

SET BACK

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

STRUCTURAL INTEGRITY

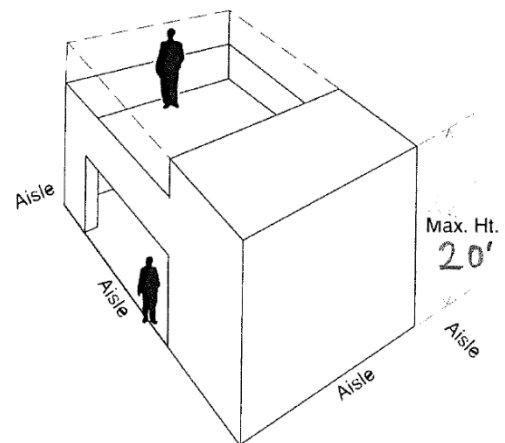
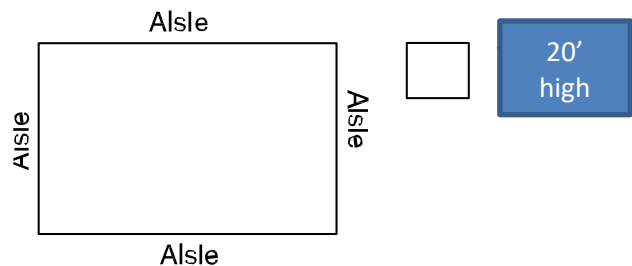
Exhibit fixtures and components exceeding 12' 0" (3.66m) in height must have drawings available for inspection during the time the exhibit is being erected, exhibited and dismantled at the fair site. Drawings must include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

Intent

Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

IMPORTANT

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.



HANGING SIGNS

EXHIBITOR SERVICE KIT

HANGING SIGNS

An exhibit component suspended above an exhibit for the purpose of displaying graphics or identification. **Hanging signs are permitted over Peninsula and Island Booths only.**

HEIGHT

Hanging identification signs and graphics will be permitted to a maximum height of 20' 0" (6.10m). The bottom of the sign must be higher than 8' 0" (2.44m).

Intent

Hanging signs are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration.

SET BACK

Hanging signs over Peninsula Booths must be set back at least 10' 0" from the back line of the booth (adjacent to adjoining booths) or have no copy and have a finished surface on the side facing adjoining booths.

Intent

Hanging signs, if double-faced or have copy on the side facing adjoining booths, should be set back within the exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent.

STRUCTURAL INTEGRITY

All hanging signs must have drawings available for inspection during the time the component is being hung, suspended and removed at the fair site that includes a signature or stamp of a reviewing structural engineer indicating that the stress points for hanging the sign have been properly engineered, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings.

(Note: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)

Intent

Exhibitors adjoining booths with hanging signs are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth

NOTE:

Hanging signs are permitted over Peninsula and Island Displays only. Standard Booths may display signage up to 8'3" (2.5m) high and Perimeter Booths may display signage up to 12'0" (3.66m) high with signage supported from the floor.

CANOPIES & CEILINGS

EXHIBITOR SERVICE KIT

CANOPIES & CEILINGS

An exhibit component supported over an exhibitor's space for decorating purposes only.

HEIGHT

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8' 0" (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1' 0" (30cm) in depth.

Intent

Exhibitors displaying canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure do not violate the intent of the height or depth regulation.

DEPTH

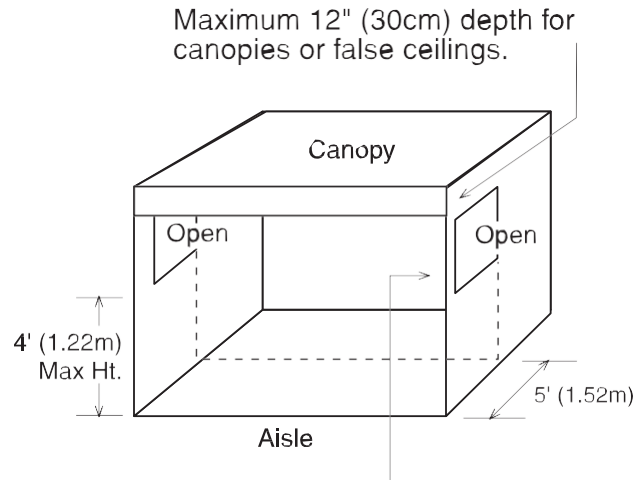
A canopy or false ceiling over an exhibit will be permitted, provided it uses vertical supports no more than 3' (7.62cm) in width/diameter in front corners of the space when placed within 10 lineal feet (3.05m) of an adjoining exhibit and not confined to the area of the exhibit space which is at least 5' 0" (1.52m) from the aisle line. Vertical supports which are strictly decorative will not be permitted if the manner in which they are used obscures the sight line of the adjoining exhibit. Canopies must conform to all fire codes.

Intent

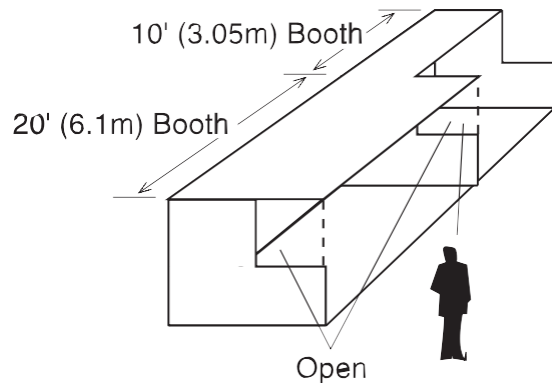
Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

IMPORTANT

In order to adhere to the LVCC Fire Safety Department regulations, any booth with four walls and a ceiling will require a smoke detector to be installed on the ceiling, and be equipped with an outside audible alarm. A 2A 10 BC fire extinguisher will be required in the interior portion of the booth. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.



Maximum 3" (7.62cm) diameter supports permitted for canopies or false ceilings.



RULES & REGULATIONS

LAS VEGAS FIRE REGULATIONS

Please find below general guidelines for fire safety. Please refer to the Clark County Department of Building & Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Department of Building & Fire Prevention:

<http://www.clarkcountynv.gov/building/fire-prevention/Pages/SpecialEvents.aspx>

Clark County Temporary Operational Fire Permit:

<http://www.clarkcountynv.gov/building/Forms/TemporaryOperationalFirePermit.pdf>

Clark County Fire Permit by Inspection - Application:

<http://www.clarkcountynv.gov/building/Forms/PermitByInspectionApplication.pdf>

The following items are required to have a permit from the Clark County Department of Building & Fire Prevention:

- Candles and Open Flames (including gelled alcohol, Sterno, etc.)
- Flame Effects
- Open Flame Devices (e.g. candles and gelled alcohol warmers)
- Fireworks/Pyrotechnics
- Compressed Gases
- Cryogenic Fluids
- Hot Works Operations (welding operations)
- Liquid or Gas-Fueled Vehicles or equipment for display in assembly occupancies
- Fire Systems for Covered Booths exceeding 1,000 square feet that will be erected for more than seven (7) show days or contain vehicles, open flame, or hot works.
- Tents and/or Canopies
- Temporary Membrane Structures
- Temporary Outdoor Structures

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070.

PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.

1. **In accordance with the Nevada Clean Indoor Air Act, smoking is prohibited in exhibit areas.**
2. **All materials used in construction and decoration of an exhibit must be flame retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
3. **All exits and exit aisles must be kept clear and unobstructed.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
4. **Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
5. **All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.** Crates are not to be used as exhibit supports.
6. **All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
7. **Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Department of Building & Fire Prevention.** At least one battery cable shall be removed from the battery used to start the engine. (Batteries for auxiliary equipment may be connected.) The fuel tank shall not have more than 1/4 capacity or five (5) gallons, whichever is less. Fuel tank(s) are sealed. Fueling or de-fueling is not permitted in the assembly occupancy. A 36" wide access aisle or clear space is maintained around all sides of the display and a minimum of 20 feet away from exit doors, exit stairs, the exit access or exit passageways. No leaks of fluids. No relocation of the display during exhibit hours.
Exception: Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
8. **Combustible materials must not be stored beneath display vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
9. **Vehicles in building for unloading must not be left with engine idling.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
10. **No storage of any kind is allowed behind booths or near electrical service.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE.**

LAS VEGAS FIRE REGULATIONS (continued)

11. **All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection.** Connectors must not be used to exceed their listed ampere rating.
13. **Electrical work under carpets or flooring must be installed by the official electrical service provider.** All cords must be flat, three conductor, #14 AWG or larger.
14. **All temporary wiring must be accessible and free from debris and storage materials.** Hard backed booths must have power supplies dropped within the booth.
15. **Compressed gas cylinders, including LPG, must obtain a permit from the Clark County Department of Building & Fire Prevention.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

16. **Certain halogen lamps have been banned at the Las Vegas Convention Center, Mandalay Bay Convention Center, Sands Expo Center, and Cashman Center.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

17. **Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

Exception: Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

18. **Please note: These are Clark County Department of Building & Fire Prevention guidelines. Please contact the the event facility for specific guidelines.**

Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress. Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. The upper level of multi-level exhibit booths exceeding 300 square feet shall have not less than two remote means of egress. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

19. **Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Department of Building & Fire Prevention.**

Exception: Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

20. **Demonstration cooking and food warming in exhibition spaces shall comply with the Clark County Fire Code and facility regulations.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

21. **The use of candles and other open flame decorative devices must be approved by the Clark County Department of Building & Fire Prevention.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.