



DISPLAY REGULATIONS/EVENT GUIDE/GENERAL SHOW INFORMATION

Contact Customer Service: Call: 888-425-5622 | 203-840-5622

inquiry@nationalhardwareshow.com

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As a reminder, the **National Hardware Show® (NHS®)** has rules that are very important to the security of the **Event**. The following rules will be strictly enforced:

- **For the Trade Only.**
- **In accordance with display rules & regulations and security measures, there will be no strollers allowed on the exhibit hall floor at any time. Also, no one under the age of 18 will be allowed on the exhibit hall during move-in and move-out days.**
- **Badges must be worn at all times for admittance onto the Show Floor.**
- **Closing your booth early is not permitted.**

SHOW OFFICE & REGISTRATION

The **National Hardware Show® Show Management Office** will be located in room **W234, level 2, of the West Hall** and will be staffed and operational during the following times:

- **Saturday, March 23, 2024 | 1:00 PM – 5:00 PM**
- **Sunday, March 24, 2024 | 8:00 AM – 5:00 PM**
- **Monday, March 25, 2024 | 8:00 AM – 5:00 PM**
- **Tuesday, March 26, 2024 | 8:00 AM – 5:00 PM – SHOW DAY**
- **Wednesday, March 27, 2024 | 8:00 AM – 5:00 PM – SHOW DAY**
- **Thursday, March 28, 2024 | 8:00 AM – 5:00 PM – SHOW DAY**
- **Friday, March 29, 2024 | 8:00 AM – 5:00 PM**
- **Saturday, March 30, 2024 | 8:00 AM – 12:00 PM**

Registration is located in the **North and South lobbies of the West Hall, level 1** and will be staffed and operational during the following times:

REGISTRATION HOURS – ATTENDEES – BADGES ARE PRINTED ON WHITE BADGE STOCK

- **Monday, March 25, 2024 | 2:00 PM – 6:00 PM**
- **Tuesday, March 26, 2024 | 7:00 AM – 5:00 PM – SHOW DAY**
- **Wednesday, March 27, 2024 | 8:00 AM – 5:00 PM – SHOW DAY**
- **Thursday, March 28, 2024 | 8:00 AM – 1:00 PM – SHOW DAY**

REGISTRATION HOURS – EXHIBITORS – BADGES ARE PRINTED ON WHITE BADGE STOCK WITH LIGHT BLUE STRIPING OVER THE CONTACT INFORMATION

- **Sunday, March 24, 2024 | 12:00 PM – 6:00 PM**
- **Monday, March 25, 2024 | 8:00 AM – 6:00 PM**
- **Tuesday, March 26, 2024 | 7:00 AM – 5:00 PM – SHOW DAY**
- **Wednesday, March 27, 2024 | 8:00 AM – 5:00 PM – SHOW DAY**
- **Thursday, March 28, 2024 | 8:00 AM – 1:00 PM – SHOW DAY**



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EXHIBITOR SERVICE CENTER & GENERAL DECORATING CONTRACTOR

General Decorating Contractors are hired by **Show Management**. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General Decorating Contractors supply their own on-site management and supervisors and hire freight moving and exhibit building labor.

Freeman is the **Official General Decorating Contractor of NHS®** and will maintain a full staff on-site at the **Exhibitor Service Center** during set-up, show days and dismantling. All other **Official Show Contractors** will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the **Exhibitor Service Center**, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact **Show Management**. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

EXHIBITOR SERVICE CENTER HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-In to the last day of Exhibitor Move-Out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

MAXIMUM ALLOWABLE HEIGHTS

The **National Hardware Show®** follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below.

However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly.

Maximum allowable height is also directly affected by the ceiling height of your booth area. The maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET - Bounded by 1 or 2 aisles. **Hanging Signs are not permitted in linear booths.** It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.



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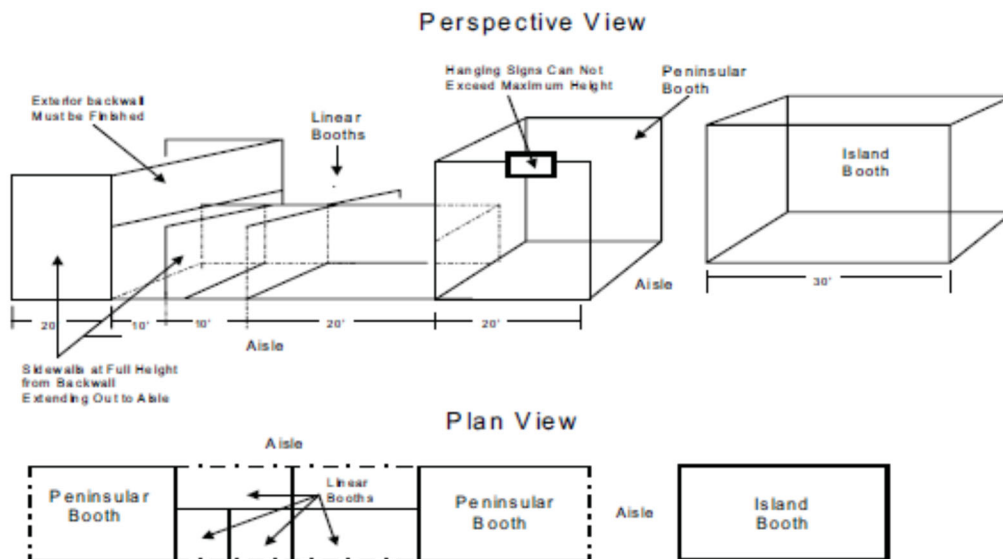
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PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET - Bounded by 3 aisles. Exhibit booths must also be **at least 20 ft. deep and 20 ft. wide** to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET - Bounded by 4 aisles. Booths must also be **at least 20 ft. deep and 20 ft. wide** to meet **Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.





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SHOW SCHEDULE – **Discount Price Deadline:** Order early from FreemanOnline to take advantage of discount rates if you place your order by March 1, 2024.

Exhibitor Move-In

- **Saturday, March 23, 2024 | 1:00 PM – 5:00 PM - By Target**
- **Sunday, March 24, 2024 | 8:00 AM – 5:00 PM - By Target**
- **Monday, March 25, 2024 | 8:00 AM – 5:00 PM - By Target**

All exhibits must be fully installed by Monday, March 25, 2024 at 5:00 PM.

NOTE: Permission to erect booth space will be withheld from any company who has not submitted full payment of their exhibitor space rental fee or advertising/sponsorship fees.

During Exhibitor Move-In/Set-Up. Exhibitors may continue to work on their booths until 9:00 PM however, they must stay within the exhibit hall. Once an individual leaves the Hall, re-entry will NOT be permitted.

The **National Hardware Show®** is a **Targeted Event**. Please refer to the [Freeman Shipping/Move-In & Move-Out Section](#) of the online manual to download the **COLOR-CODED TARGET FLOORPLAN** which will give you your specific targeted date & time for move-in. Targeted move-in is for delivery of freight; you do not have to begin construction of your booth on your target date/time, but your freight shipment(s) should be at the convention center on that date and time.

Obviously, your installation cannot begin until your freight is delivered and any utilities you need have been installed, so be certain to order these in advance of move-in. Keep in mind, your target date & time applies to when your shipment(s) must be received by - it does not mean you must begin to set-up your booth at that time.

If you have questions regarding your move-in, please contact **Freeman** for more information regarding move-in times and dates at **(888) 508-5054** or [Exhibitor Support](#).

It is highly recommended that you ship your freight in advance to the warehouse, as warehouse freight is delivered to the Show Floor first and is automatically "on target". Show-site shipments are unloaded on a first-come-first-serve-basis. Please do not schedule any labor until the end of your target window. For example, if your target window is 10:00 AM - 1:00 PM, it is best to request your labor to report to your booth no earlier than 1:00 PM.

If you require utilities (electric, telephone, internet, etc.), your carpet cannot be installed until the utilities have been installed. Exhibitors are reminded that during move-in, display materials/products will be allowed to enter the **Las Vegas Convention Center (LVCC)** via loading docks and designated entrances **ONLY**.



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Any booth not occupied by **3:00 PM, Monday, March 25, 2024**, will be presumed abandoned. If there is freight in the booth and **Show Management** believes the Exhibitor will be arriving late, then **Freeman**

will set up the display to the best of their ability with the information available. If there is no freight in the booth and/or **Show Management** believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs.

ALL EXHIBITS MUST BE COMPLETELY SET BY 5:00 PM, Monday, March 25, 2024. Although exhibitors may fine tune their booth before show opening on **Tuesday, March 26, 2024**, no shipment will be accepted at the **LVCC** any time past **5:00 PM on Monday, March 25, 2024**, or beyond. Absolutely no shipment, equipment or material may be brought onto the Show Floor during Event hours.

Removal of excess trash/debris in the aisles **AFTER 5:00 PM, Monday, March 25, 2024**, will be billed to the exhibitor(s) responsible for creating such excess trash/debris. The Fire Marshal will not permit the Show to open if there are any boxes, cartons, visquene, packing material, etc. in the aisles.

Exhibit Hours – On Show Days, Badged Exhibitors will have access to the Exhibit Hall at 8:00 AM.

Show Floor Hours

- **Tuesday, March 26, 2024 | 9:00 AM – 5:00 PM**
- **Wednesday, March 27, 2024 | 9:00 AM – 5:00 PM**
- **Thursday, March 28, 2024 | 9:00 AM – 1:00 PM**

NHS Backyard Hours

- **Tuesday, March 26, 2024 | 10:00 AM – 6:00 PM**
- **Wednesday, March 27, 2024 | 10:00 AM – 6:00 PM**
- **Thursday, March 28, 2024 | 10:00 AM – 1:00 PM**

All exhibits must remain fully intact until the official close of the Show

Exhibitor Move-Out

- **Thursday, March 28, 2024 | 1:00 PM – 10:00 PM**
- **Friday, March 29, 2024 | 8:00 AM – 5:00 PM**
- **Saturday, March 30, 2024 | 8:00 AM – 12:00 PM**

EAC's will not be permitted on the show floor until 1:30 PM on Thursday, March 28, 2024. At the break of the show, as soon as the aisle carpet is removed, Freeman will return fiber cases and cardboard boxes placed into our empty storage. The crate and skid return will continue throughout the evening with all crates returned prior to 12:00 am.

Please ensure you schedule your outbound labor and travel arrangements based upon this schedule.

- **DISMANTLE AND MOVE-OUT INFORMATION** - All exhibitor materials must be removed from the exhibit facility by **Saturday, March 28, 2024 at 12:00 pm**. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carrier's check-in by **March 28, 2024 at 10:00 a.m.**



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- **POST SHOW PAPERWORK AND LABELS** – Freeman’s Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.
- **EXCESSIVE TRASH AND BOOTH ABANDONMENT** - Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Support Department at (888) 508-5054 for a quote.
- **SHIPPING INFORMATION**
 - **Warehouse Shipping Address:**
Exhibiting Company Name / Booth # _____
National Hardware Show 2024
C/O Freeman
6675 W Sunset Rd
Las Vegas, NV 89118
USA
 - Freeman will accept crated, boxed or skidded materials beginning **February 22, 2024**, at the above address.
 - Material arriving after **Thursday, March 20, 2024** will be received at the warehouse with an additional after deadline charge.
 - Please note that the Freeman Warehouse **does not accept uncrated freight** (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W.
 - Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.
 - Certified weight tickets must accompany all shipments.
 - If required, provide your carrier with this phone number: (888) 508-5054.

Showsite Shipping Address:

Exhibiting Company Name / Booth # _____

National Hardware Show 2024

Las Vegas Convention Center
C/O Freeman
300 Convention Center Drive
Las Vegas, NV 89109
USA



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Please refer to the target floor plans for your assigned date and time.

- Freeman will receive shipments at the exhibit facility beginning **March 23, 2024**.
- Shipments arriving before this date will be refused by the facility.
- Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

This show will be marshalled. Please refer to the marshalling yard map in the [Freeman Shipping/Move-In & Move-Out Section](#) of the online exhibitor manual. CARRIERS NEED TO CHECK IN NO LATER THAN 3:00 P.M. TO BE UNLOADED ON THE SAME DAY AS CHECK IN.

Please note: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Order Form for rates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

EXCLUSIVE RIGHTS FOR CERTAIN BUSINESS AT THE LAS VEGAS CONVENTION CENTER (LVCC)

The **Las Vegas Convention Center (LVCC)** has three exclusive partners: **Sodexo, COX Business** and **FedEx Office**.

Food & Beverage – Sodexo – (702) 943-6779 - Food & Beverage at the Las Vegas Convention Center is exclusively provided by Sodexo. We provide guests with various outlets in the center as well as on-site catering. Our team will work closely with yours to fully customize menus for your event's specific needs. The culinary team is ready to craft any creative theming that will align with your event's overall experience.

For a catering menu [\(Click here\)](#). To learn more about our new outlets in the new West Hall [Click here](#).

Technology (Internet, Wi-Fi, Telecommunications) – Cox Business

Advanced Convention Services

(855) 519-2624

Fax: (702) 920-8255

Email: lvcc.orders@cox.com

Exclusive provider of telephone, Internet, wireless, and data network services for the Las Vegas Convention Center.



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FedEx Office

(702) 733-2898

Count on FedEx Office for everything from posters and brochures to branding and shipping. Need more of anything while you're here? We are standing by with fast turnaround times to keep your event running smoothly. You can even pre-order printed materials and have them waiting for you when you arrive. And as soon as the show ends, we can ship packages home or to your next destination.

American Express Lounge

The American Express Lounge provides American Express Platinum, Business, and Corporate Card Members with a productive retreat while attending events at the Las Vegas Convention Center. Whether you need somewhere quiet to meet, a break from the trade show floor, Wi-Fi, or coffee and snacks, American Express is there to support you. You can find the American Express Lounge located on the left after entering through the Central Hall main entrance.

OFFICIAL CONTRACTORS/SERVICE PROVIDERS (SHOW MANAGEMENT)

ALL OFFICIAL CONTRACTORS/SERVICE PROVIDERS will maintain a full staff on-site at the Exhibitor Service Center.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for a detailed list of companies, the services provided and order forms. Please be sure to indicate your booth number on all forms.

SERVICE	CONTRACTOR	PHONE NUMBER
Audio Visual	Freeman AV	(888) 508-5054
Booth Carpet & Furnishings	Freeman	(888) 508-5054
Catering	Sodexo	(702) 943-6753
Cleaning	Freeman	(888) 508-5054
Computer and Office Equipment	Freeman AV	(888) 508-5054
Customs/International Freight	PIBL, Inc.	(908) 355-8900
Domestic Shipping	Freeman	(888) 508-5054
Electrical & Plumbing	Freeman	(888) 508-5054
Exhibitor Insurance	Risk Strategies	(212) 697-1010
FedEx	FedEx	(702) 733-2898
Floral	Spring Valley Floral	(845) 268-7555
Furniture & Furnishings	Freeman	(888) 508-5054
General Contractor	Freeman	(888) 508-5054
Hanging Signs	Freeman	(888) 508-5054
Hotel & Travel	NHS® Website	(888) 425-5622
Photography & Videography Services	Oscar & Associates	(312) 922-0056
Rental Exhibits	Freeman	(888) 508-5054
Security Guards	Allied Universal	(702) 262-7851
Signs & Accessories	Freeman	(888) 508-5054
Telecommunications <ul style="list-style-type: none"> Internet/Voice & Video Wi-Fi 	COX Business	(855) 519-2624



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Note regarding Customs Broker / International Shipping – Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.

EXHIBITOR APPOINTED CONTRACTORS (EAC's) (SHOW MANAGEMENT)

Exhibitor Appointed Contractors (EAC's) are hired by exhibitors to build and dismantle exhibits. **EAC's** supply their own on-site management and hire exhibit building labor. In order for **Exhibitor Appointed Contractors (EAC's)** to gain admittance into the Hall, **Show Management** requires each individual to wear a wrist band.

Daily wristbands will be distributed for all **EAC's**. A different color will be distributed for each day of Move-In, Show Days and Move-Out. **Wristbands must be worn on the wrist in order to be valid. Wristbands are not transferable** and they cannot be re-used if they are removed from the person wearing them. Wristbands will be available at the **Security Command Post** in room **W101 – Level 1**.

Only the authorized individuals listed on the **EAC Form** will be able to pick up the wristband. We suggest that you designate a meeting point outside the exhibit hall to distribute them to your working personnel.

No one will be allowed access to the exhibit hall without a wristband! Plan your labor calls and meeting points accordingly.

For more information, please refer to the [Exhibitor Appointed Contractors Section](#) of the online manual.

EXHIBITOR PERSONNEL, BADGES & SHOW ACCESS (SHOW MANAGEMENT)

Exhibitor staff personnel wishing to enter the exhibit floor must wear an exhibitor badge at all times. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual to access information and order forms.

Exhibitor badges must be worn at all times during Move-In, Show Days and Move-Out. Exhibitor access to the Event Hall begins at 8:00 AM during Show Days. For those individuals who still need a badge, one may be obtained at the **Exhibitor Registration Counters located in the North and South lobbies of the West Hall, level 1**. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by the **Show Management Office** on-site to make the proper arrangements if this has not already been so)

The **National Hardware Show®** will furnish Exhibitors with badges for use by Exhibitor's company management, company salesmen, and its distributors, whether domestic or foreign.

The **National Hardware Show®** will also furnish badges for Exhibitor's independent sales representatives whose names were supplied to the **National Hardware Show®** by the Exhibitor. **Exhibitor Badges are NOT to be issued** to buyers, source suppliers, ad agencies, importers / exporters, consultants, vendors,



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business agents / managers, and others who wish to gain admittance for the purpose of making contacts or any other purpose.

Exhibitor badges must be worn at all times during Move-In, Show Days and Move-Out.

Misuse of Exhibitor badges is strictly prohibited. Should such a violation occur, the badge will be reclaimed by the **National Hardware Show®** and the wearer will be refused further entry into display areas for the duration of the event.

- Exhibitor must staff its booth(s) during all Show hours.
- Exhibitor personnel are permitted access to booth areas at 8:00 AM on Show days. **For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters located in the North and South lobbies of the West Hall, level 1.**
- Exhibitor's personnel must wear the official Exhibitor badge for admission. Security personnel will refuse entry into display areas to all persons not wearing the official Exhibitor badge.

The official Exhibitor badge is not to be altered in any manner (replaced with business card, company badge or handwritten badge). Any alteration to the Exhibitor badge may result in reclaiming the badge and refusing the wearer further entry into the display areas for the duration of the event.

*****Please do not give Exhibitor Badges to EAC personnel for Security reasons*****

LABOR REGULATIONS (FREEMAN)

Las Vegas has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **Freeman** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found by contacting **Freeman** directly at **(808) 508-5054**.

There are 3 distinct ways a booth can be set-up and dismantled.

1. Hire **Freeman** labor.
2. Hire an **Exhibitor Appointed Contractor (EAC)** - EAC's must meet specified requirements & **must** also be registered with the **Las Vegas Convention Center**.
3. If you are plan to set-up your own booth.
 - Exhibitor is required to have with a **Certificate of Insurance** which names RX, a Division of RELX and others (see the Certificate of Insurance sample in the [Exhibitor Appointed Contractors Section](#) of the online manual) as an additional insured as well as

documentation of full-time employee status such as paycheck stub or health insurance card. If you cannot produce the required documentation, the personnel without the required documentation will have to vacate the premises and you will need to hire labor from the General Contractor.

Examples of individuals **NOT ELIGIBLE** to perform booth set up and dismantle are: MANUFACTURERS REPRESENTATIVES, DISTRIBUTORS, SPOUSES, RELATIVES, TEMPORARY OR DAY LABOR AND PART TIME EMPLOYEES OF ANY TYPE.



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Floor Managers and Insurance Safety personnel will be on hand to check for adherence to the booth set up and dismantle guidelines. The safety of everyone on the Show Floor is a prime concern to all. Individuals without the proper documentation will be asked to leave the Show Floor.

UNION & NON-UNION LABOR DISPUTES (FREEMAN)

It is the responsibility of the trade show General Decorating Contractor to resolve all jurisdictional disputes. Union contracts contain dispute resolution procedures and all involved parties must follow them. Work now, grieve later.

Threats to or illegal confrontations with exhibitors or **Show Management** will not be tolerated. Individuals involved in threats or illegal confrontations with exhibitors, **Show Management**, other workers, or **LVCVA** personnel may be issued a Trespass Notice and escorted from the **Las Vegas Convention Center**. If any information is received, or incidents observed, notify the **LVCVA** Customer Safety Department at telephone number (702) 892-7400.

LIABILITY & INSURANCE/LICENSE AGREEMENT (SHOW MANAGEMENT)

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

If you are not insured but would like to be for this particular event, we have contracted with [Risk Strategies](#). Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for contact information.

ADA ACCESSIBILITY (LVCC)

- **General:** The **Las Vegas Convention and Visitors Authority** has, and will continue, to provide facilities which are accessible to disabled visitors.
- **Parking:** Parking spaces for the disabled for both regular vehicles and vans are available at our facilities for properly identified vehicles.
- **Automatic Doors:** Automatic doors are installed at the most frequently used entrances for our disabled visitors.
- **Maps:** Maps have been developed for the Convention Center giving an at-a-glance look at both facilities inside and out. Accessible parking, restrooms, elevators, etc. are marked to assist disabled visitors in getting from one area to another. These maps are available.



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- **Wheelchairs and Scooters:** Requests for wheelchair and scooter rentals for use during shows at the Las Vegas Convention Center can be made through FedEx Office located in the Grand Lobby (Central Hall) and the South Hall Lobby. Please contact FedEx Office at (702) 943-6780 for more information.
- **TDDs:** TDDs (Telecommunications Device for the Deaf) are permanently installed at various locations throughout the facilities. Directional signs are posted at every bank of pay phones or, see the Accessibility Map of each facility for their location.

If you have any questions or need further information, please request our **ADA Coordinator** at (702) 892-0711.

ADA - AMERICANS WITH DISABILITIES ACT (LVCC)

- The lessee, its sub lessees and contractors must comply with the ADA as indicated in the lease agreement. All permanent aspects of the facility are the responsibility of the **Las Vegas Convention and Visitors Authority (LVCVA)**. Access to any given show and the services they are providing are the responsibility of the Lessee.
- *Access Las Vegas* brochures and *ADA Accessibility Maps* are available. Contact your **Convention Services Manager (CSM)** for copies.
- Under ADA's regulations, the definition of "service animal" is limited to a dog or a miniature horse that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.
- Under the ADA, "comfort," "therapy" or "emotional support" animals do not qualify as service animals.

AEROSOL CANS (LVCC)

- Aerosol cans containing flammable gases or liquids are prohibited. Only empty containers may be placed on display.
- Flammable liquids, solids or gases are prohibited inside the building unless prior review and approval is obtained.

AGE RESTRICTIONS (SHOW MANAGEMENT)

In accordance with Display Rules & Regulations and security measures, there will be no strollers allowed on the exhibit hall floor at any time. Also, no one under the age of 18 will be allowed on the Exhibit Hall during Move-In and Move-Out days.

AIR CONDITIONING AND HEATING (LVCC)

Air conditioning and / or heating on the **Show Floor** of the **Convention Center** are provided during Show days and hours only.

AMERICAN EXPRESS LOUNGE (LVCC)

The American Express Lounge provides American Express Platinum, Business, and Corporate Card

Members with a productive retreat while attending events at the Las Vegas Convention Center. Whether you need somewhere quiet to meet, a break from the trade show floor, Wi-Fi, or coffee and snacks, American Express is there to support you. American Express Lounge is committed to Sustainability. Please ask them how. You can find the American Express Lounge located on the left after entering through the



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Central Hall main entrance.

ANIMALS (LVCC)

- Service animals are always welcome. Refer to the Americans with Disabilities Act for the definition of a service animal.
- Permission for any animal to appear in a show or booth must first be approved by **Show Management**, then by the **Convention Services Manager (CSM)**.
- It is the animal owner's responsibility to clean up after the animal while on facility property.
- Animals, with the exception of fish, are not allowed in the building overnight.
- A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad-form property damage coverage, including broad-form contractual liability, naming **Las Vegas Convention and Visitors Authority (LVCVA)** as additional insured must be provided.

BALLOONS/STICKERS (LVCC)

Show Management and your **Convention Services Manager (CSM)** must approve the use of balloons.

Indoors

- Helium balloons, including columns and arches, must be tethered.
- Helium gas cylinders used for refilling must be secured in an upright position on **American National Standards Institute (ANSI)** approved fire prevention stands with the regulators and gauges protected from potential damage.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Blimps may not be flown around the exhibit hall.

Outdoors

Moored balloons, including hot air balloons and kites, are permitted on property with the following conditions:

- Must have approval from **Show Management** and your **CSM**.
- Balloons/kites must be moored and can only be used for displays.
- Balloons/kites must not exceed the height of the building.
- Hot-air balloons that are inflated and standing must have an FAA-certified pilot with a commercial rating for lighter-than-air aircraft with the balloon at all times.
- Mylar balloons are prohibited.

BUSINESS CENTER (LVCC)

FedEx Office operates 3 business center locations within the **Las Vegas Convention Center**. They are located near the main entrance of Central Hall, in the grand lobby across from Central Hall 3 and in South

Hall next to the restaurant. Services range from premium printing, copying and binding services, fax services, packing and shipping, equipment rental, internet access and an array of office supplies.

The FedEx Business Center is also the exclusive provider for coat and bag check and scooter rental. The Business Center near the main entrance of Central Hall also has a Board Room that can be rented out to help facilitate business while at the Las Vegas Convention Center.



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The Business Center is open 8 a.m.–5 p.m., 7 days a week, however hours are subject to change based on event need. Please contact the FedEx Office Business Center at (702) 733-2898 for additional information. Or visit [FedEx's Website](#) for information and to submit your print projects on line.

CAMERA POLICY (SHOW MANAGEMENT)

Personal cameras and videotaping equipment are strictly prohibited in all exhibit areas. Authorized press personnel and photographers must register for **National Hardware Show®** badges in the **Press Office**. If you plan to photograph your booth using someone other than the Official Show Photographer, you must make arrangements through the **Press Office**.

CATWALK ACCESS (LVCC)

Individuals or companies requesting catwalk passes need prior approval from **Show Management** and the **Convention Services Manager (CSM)**.

- All catwalk and roof access locations must remain secure. Taping or blocking open access will be grounds for trespass from property.
- Catwalk passes can be obtained from the **Customer Safety Department** in the Grand concourse across from Hall C3.
- You must be 18 years or older to obtain or use a catwalk pass.
- A current driver's license or valid state ID, ESCA/WIS ID, or trade union badge will need to be presented before any pass is issued.
- Catwalk passes are issued and returned on a daily basis.
- Catwalk passes are not transferrable and cannot be loaned to another person.
- All lost passes must be reported. There will be a charge of \$100 for a first-time lost pass. A second lost pass by the same individual or company will be charged \$500. The retained identification will be returned upon total accountability of the passes.

Individuals found in a catwalk area without a current approved pass or in possession of an unauthorized pass will be trespassed from property and may be prosecuted according to Nevada Revised Statutes.

CBD (CANNABIDIOL) (LVCC)

With the evolution of federal, state and local laws regarding the display, distribution, sampling and other consumption of CBD, marijuana and/or tobacco products, the **LVCVA** provides the following policies and procedures for guidance and direction.

No edible CBD products may be sold or distributed at the **LVCC**, including as free samples, regardless of the THC concentration of the products. Non-edible CBD products, such as oils and topicals, may not be sold at the **LVCC** but may be distributed or provided as free samples on the condition that the product is not adulterated or misbranded in any way.

The **LVCVA** encourages you, on behalf of your exhibitors, to consult with your legal counsel before allowing the distribution of non-edible CBD products. Smoking CBD products at the **LVCC** is strictly prohibited and violators will be trespassed from the **LVCC** property.

Event management must actively monitor and prohibit the sale of CBD products, as well as the distribution of edible CBD products, at the **LVCC** by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.



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No synthetic CBD may be produced, distributed, sold, or offered for sale at the **LVCC**. Synthetic CBD means any cannaboid that is produced artificially, whether from chemicals or recombinant biological agents (such as yeast or algae), and which is not derived from a plant of the genus cannabis.

Kratom

Kratom items are to be displayed only. No products made or derived from Kratom may be consumed or sampled on the show floor, including free samples.

THC (Tetrahydrocannabinol)

THC, including Delta-7, Delta-8, Delta-10 and any other structural, optical, or geometric isomers of Delta-9, is a Schedule I Controlled Substance under Nevada law. The distribution, sale, promotion or offer to sell, transport, import, or other related acts to THC is a Category-C Felony.

Event management must actively monitor and prohibit the sale, promotion for sales, distribution, or related acts of THC products, including Delta-7, Delta-8, Delta-9 and Delta-10 products. Failure to comply with this requirements shall constitute grounds to close the show and terminate the lease.

CHARITABLE DONATIONS (SHOW MANAGEMENT)

Opportunity Village representatives will be located on-site at the **Exhibitor Service Center**. Please feel free to call (702) 259-3700 if you would like a representative to visit your booth prior to Show closing.

CHEMICALS (LVCC)

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable safety data sheet (SDS).
- A list of chemicals, including all SDS, must be included with your booth plan submittal to boothplans@lvcva.com.
- Exhibitors are responsible for supplying **Show Management** with all chemical information brought into the facility.
- The exhibitor is responsible for the disposal of all hazardous materials. Disposal of hazardous materials is prohibited in the sinks, sewer lines and drains of the facility.
- All chemicals shall be removed from the facility at the conclusion of the show.

CLEANING (FREEMAN)

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the Show and during Show hours. If you would like cleaning services for your booth — vacuuming, shampooing, trash removal — you can order these services from the Official General Decorating Contractor, **Freeman** by accessing the forms in the [Vendor Forms & Guidelines](#) section of the online manual. Please be sure to indicate your booth number on all forms. If you have rented carpet from **Freeman**, the rental price includes the first night vacuuming. **Freeman** will maintain a full staff on-site at the **Exhibitor Service Center**.



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COAT AND LUGGAGE CHECK (LVCC)

Located in the West Hall Lobby Level 1 across from the Hall W2 entrance.

CONTRACTOR AND VENDOR REQUIREMENTS (LVCC)

Any contractor or vendor providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center (**LVCC**) must comply with the following requirements prior to commencement of work at the facility. Permits are issued on an annual basis.

Annual Contractor Fee = \$250

Certificates of Insurance

- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability
- Automobile Liability in the amount of one million dollars (\$1,000,000) for any auto
- Workers' Compensation Coverage in the State of Nevada with minimum of one million dollars (\$1,000,000) limit. If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com

COPYRIGHTED MUSIC (SHOW MANAGEMENT)

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also

include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of **Show Management** or properly authorized agents of **ASCAP** or **BMI**. We advise you to contact these agencies as listed below to acquire the proper licenses:

- **ASCAP Licensing Dept. / 1 Lincoln Plaza / New York, NY 10023 / Tel: (212) 621-6000**
- **BMI (Broadcast Music, Inc.) / 10 Music Square East / Nashville, TN 37203-4399 / Tel: (800) 925-8451, (615) 401-2000**

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

COVERED EXHIBITS GUIDELINES (LVCC)

Please refer to the **MULTI-LEVEL / COVERED EXHIBITS GUIDELINES** section of this manual.

CRATE REMOVAL, STORAGE AND RETURN (FREEMAN)

Empty crates, shipping containers, cardboard boxes, etc. marked with "**EMPTY STICKERS**" will be removed to storage and returned to your booth at the end of the Show by our floor crew at no additional charge, **provided you have used material handling services for the delivery of your booth.**



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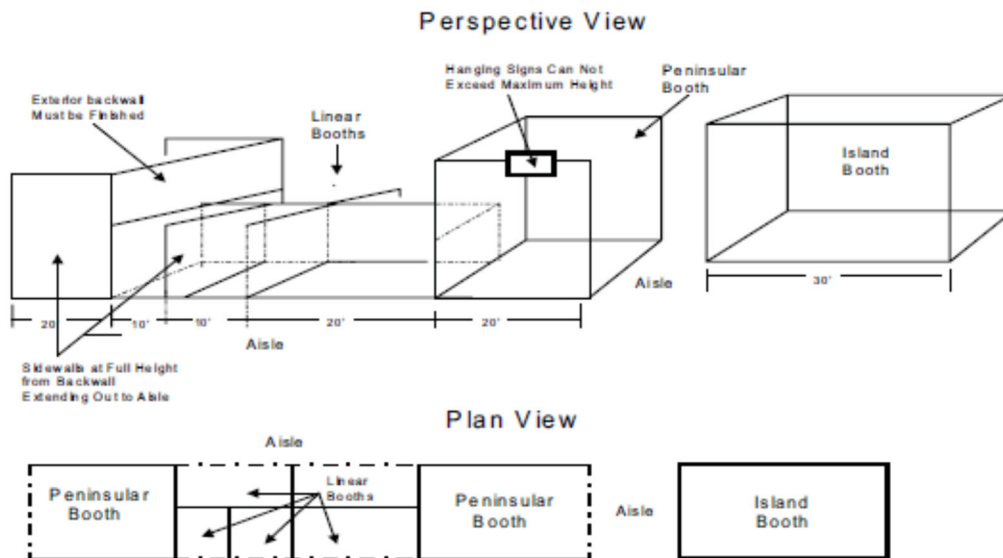
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Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. **"EMPTY STICKERS"** can be acquired from the **Freeman** desk located at the **Exhibitor Service Center**. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

CUBIC CONTENT (SHOW MANAGEMENT)

The National Hardware Show® follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below.

However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.



The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly.

Maximum allowable height is also directly affected by the ceiling height of your booth area. The maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET - Bounded by 1 or 2 aisles. **Hanging Signs are not permitted in linear booths.** It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.



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PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET - Bounded by 3 aisles. Exhibit booths must also be **at least 20 ft. deep and 20 ft. wide** to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET - Bounded by 4 aisles. Booths must also be **at least 20 ft. deep and 20 ft. wide** to meet **Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.

CUSTOM SIGNAGE (LVCC)

Banners and signage may be attached to the facility only in locations and by approved methods.

ADHESION

- Nails, screws and duct tape will not be used to hang signs and banners
- Any approved signs placed on windows (i.e. static cling, foam core, etc.) must not leave residue on the window surface
- Stickers are not allowed on facility property
- Signs and banners placed outside of the building, such as the bus canopies, must lie flat against the building and be properly secured

WALL CLINGS

- Use of wall clings must be approved in advance and are limited to designated areas and sizes and cannot exceed maximum sizes listed
- Only approved materials can be used
- All clings must be installed/removed by the contractor
- Message on cling may be directional, association related or advertising/sponsorships
- The service contractor is responsible for any chargeback for repairs of damages incurred during installation or removal of wall cling

PROHIBITED

- Permanent facility digital signage screens and commercial signage may not be visibly blocked in any manner. This includes directional graphics, emergency exits, rest rooms, concessions, exhibit hall signs, exhibitor service signs, commercial advertising, etc.
- The beams in the grand lobby, central concourse and south halls are not approved as weight bearing structures.



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- Hanging or placing signs or banners from the Paradise Road Pedestrian Bridge, from any of the Desert Inn bridges, the monorail or from the South Ballrooms is prohibited.
- Signage may not be placed inside or outside of the windows of the Paradise Road Pedestrian Bridge or any of the Desert Inn bridges.
- Signs and banners are not permitted on the light poles on **LVCVA** property. Banners, posters or advertising on light poles off **LVCVA** property is a violation of state or county codes and will be removed at the expense of the lessee. The lessee may also be cited and fined, and it will be the lessee's responsibility to bill the offending exhibitors.
- Show signs and/or decorations may not be attached to the permanent facility graphics, and the removal of such is strictly prohibited.

DAILY SHOW CLOSING (SHOW MANAGEMENT)

To signal the close of the Show each day, we will dim the lights to half power. This will give everyone a chance to complete what business was started prior to the official close of the Show each day.

DEMONSTRATION AREAS & EQUIPMENT (SHOW MANAGEMENT)

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

DISTRIBUTION OF FOOD, BEVERAGES & TOBACCO (LVCC)

The **Las Vegas Convention Center** has exclusive contracts with certain food and beverage providers, e.g., soft drink. All exhibitors serving food and/or beverage must comply with the rules and regulations set forth by the **Las Vegas Convention Center Catering Departments**.

All food, beverages and concessions are operated and controlled exclusively by the Center's Food Service Department. Arrangement for serving food and/or beverages must be made through the Catering Manager. Food and/or beverages will not be allowed on the premises unless purchased through the Center's Food Service Department or as an approved exhibit by the legal manufacturer and/or distributor.

Please refer to the **Exhibitor Menu Form** found in the [Vendor Forms & Guidelines](#) section of the online manual for all rules and regulations pertaining to Food Service. No Outside Food & Beverage is allowed and **Sodexo** is the exclusive provider of all catering services at the **Las Vegas Convention Center**.

A special permit is required from the State of Nevada for alcoholic beverage samples used as part of an exhibit or display. Contact the Event Services Department for permit procedures. Alcoholic beverages must be served according to Nevada Statutes, rules and regulations.



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Identification must be checked prior to serving alcoholic beverages and distributing tobacco products. Tobacco products **may not** be consumed within the physical structure of the SECC, in compliance with no smoking laws.

DO NOT BLOCK AISLES OR INVADE NEIGHBOR'S SPACE (SHOW MANAGEMENT)

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

DRONES/UNMANNED AERIAL SYSTEMS (UASS) GUIDELINES (LVCC)

- UAV – Unmanned Aerial Vehicle
- RPAS – Remotely Piloted Aircraft System
- RC Model Aircraft
- Drone

UASS can be used indoors or outdoors with the following requirements:

- Exhibitors must have approval from **Show Management**
- A form must be completed and submitted
- Drones/UASs carrying weapons are prohibited
- Drones/UASs must weigh less than 55 pounds
- Drones/UASs are restricted to within your defined booth space only
- Drones/UASs are prohibited from flying over populated areas
- Drones/UASs must be flown in a fully enclosed area (including ceiling) using netting, plastic or other safety measure. Tethering is not an approved safety measure. Netting should be of a flame-retardant material and must be sturdy enough to prevent the UAS from breaking or escaping the enclosure
- Drones/UASs are prohibited from flying within 18" of any building structure including sprinklers.

Outdoor Use Without Being Fully Enclosed

- For outdoor use of a drone/UAS that is not operated within a fully enclosed area, please refer to the FAA website for more information. <https://www.faa.gov/uas/>

ELECTRICITY AND FACILITY LIGHTING (FREEMAN/LVCC)

All electrical work will be done exclusively by the **Official General Contractor, Freeman**. You may access the electrical order forms and view the discount pricing cut-off date in [Vendor Forms & Guidelines](#) section of the online manual. Please be sure to indicate your booth number on all forms. **Freeman** will maintain a full staff on-site at the Exhibitor Service Center.

Lighting on the Show Floor of the Convention Center is provided at 50% on Move-In and Move-Out days and at 100% on show. Floor power will be turned on at **8:00 AM**. If you require 24-hour power in your booth, please be sure to place your order in the **Exhibitor Service Center** at the electrical desk. **Electrical Power and full lighting will be supplied to exhibits on Show Days 8:00 AM – 5:30 PM except closing day when the Show closes at 3:00 PM. For your convenience, full lighting will take place on Monday, March 25, 2024, from 2:00 PM to 5:00 PM.**



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For safety and conservation reasons, the **LVCVA** will now enforce the following requirements of their existing 24-hour Show power policy:

1. All exhibit power shall be shut off no later than (1) hour after trade shows conventions or event closing and will not be turned on until 8:00 AM the following morning.
2. In cases where exhibits require 24-hr power, that power source must be limited to the size outlet ordered by the exhibitor.

ELEVATORS AND ESCALATORS (LVCC)

- Freight is not permitted on passenger elevators.
- The transportation of dollies, oversized luggage, boxes, or freight and tool boxes on escalators is prohibited.
- Freight elevators for contractor use are located near freight door 10 and in the North Lobby.
- Freight for the 2nd floor in the South halls must be transported via the South hall ramps.
- Cosmetic wraps/clings or advertising of any type are not permitted on escalators.

For temporary/cosmetic wraps on elevators a permit is required from the State of Nevada. Contact your CSM for more details and see the Notification of Intent to Install Temporary Cosmetic Wraps form at <http://dir.nv.gov/MCS/Forms/Home/>

EXIT SIGNS (LVCC)

- Building exit signs must be illuminated and visible at all times.
- Exit signs may not be turned off.
- Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.
- There will be no power interruption to the emergency sockets within an exit sign. The **LVCVA** emergency power supply will not be used as a secondary power source for temporary signs.

EXPOSED AREAS MUST BE FINISHED (SHOW MANAGEMENT)

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces.

No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.** After **5:00 PM on Monday, March 25, 2024** any part of a booth with unfinished side or back-walls will be draped by **Show Management** at the expense of the exhibitor.

FEDERAL & STATE GUIDELINES (LVCC)

ADA - AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act is a civil rights act providing equal opportunity in the areas of employment, state and local government services, public accommodations, transportation and telecommunications. The Lessee, its sub lessees and contractors, must comply with the ADA as indicated in the lease agreement. All permanent aspects of the facility are the responsibility of the **LVCVA**.



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Access to any given show and the services they are providing are the responsibility of the Lessee. "Access Las Vegas" brochures and "ADA Accessibility Maps" are available. Contact your **Convention Services Manager** for copies.

SERVICE ANIMALS

Under ADA's regulations, the definition of "service animal" is limited to a dog that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Under the ADA, "comfort; therapy, or Emotional support" animals do not meet the definition of a service animal.

NEVADA DEPARTMENT OF TAXATION

The Nevada Administrative Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for their respective event. If **Show Management** or exhibitors are tax-exempt, the State of Nevada requires a copy of the following on file with the **LVCVA**. Nevada tax-exempt sales tax permit providing the evidence of non-taxability. U.S. Government tax-exempt sales tax permit. Please contact the Nevada Department of Taxation at (702) 486-2300 for further details

NON-SMOKING POLICY

In accordance with the Nevada Clean Indoor Air Act, the Las Vegas Convention Center is a non-smoking facility. The uses of electronic cigarettes, electronic vaping devices, personal vaporizers or electronic nicotine delivery systems are not permitted within the facility

RAFFLES

For raffle/gaming inquiries, please contact the Nevada State Gaming Control Board at (702) 486-2020

FIRE & SAFETY EXHIBIT GUIDELINES (LVCC)

- For outdoor structure Information please see [Outdoor Exhibits](#).
- All means of entrance and exit must be free from obstruction at all times.
- Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- All fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
- Exhibit booth construction shall meet the requirements. The upper deck of multilevel exhibits that is greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 lbs. per square foot. 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 that cannot be treated to meet the requirements may not be used.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.



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- Use of halogen fixtures must comply with our halogen lamp restrictions.
- Vehicles on display:
 - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel is limited to one-quarter its tank or five gallons of fuel, whichever is less.
 - At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries required to demonstrate auxiliary equipment shall be permitted to be kept in service.
 - Auxiliary batteries not connected to engine starting system may be left connected.
 - Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
 - External chargers or batteries are recommended for demonstration purposes.
 - No battery charging is permitted inside the building.
 - Combustible/flammable materials must not be stored beneath display vehicles.
 - Fueling or de-fueling of vehicles is prohibited.
 - Vehicles shall not be moved during show hours.
 - 36" of clear access or aisles must be maintained around the vehicle.
 - Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
 - There shall be no leaks underneath vehicles.
 - Model/modular home displays in trade shows must be reviewed with the **Convention Services Manager (CSM)**. In addition, a floor plan of the model/modular home must be submitted to the Safety and Fire Prevention Office.
 - Vehicles in the building for loading or unloading must not be left with engine idling.

Except for equipment that uses LPG (propane) or natural gas as fuel, compressed gas cylinders, including LPG (propane), and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the CSM and the Safety and Fire Prevention Office. Overnight storage of LPG (propane), natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG inside and outside the facility. Any use of LPG (propane) on property must be approved prior to arrival by the Safety and Fire Prevention Office.

- When approved, LPG (propane) containers having a maximum water capacity of 12 lb. [nominal 5 lb. LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is in an area, the containers shall be separated by at least 20 feet.
- Any exception to the first two requirements above must be submitted for review and approval by the Safety and Fire Prevention Office and the CSM.
- All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices within exhibit booths shall be isolated from the public by not less than 48 inches (1220mm) or by a barrier between the devices and the public.
- The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
- Propane cylinders awaiting use should be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in designated locations outside of the building.
- No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.



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- Use of LPG (propane) outdoors must be approved by the Safety and Fire Prevention Office and the CSM prior to arrival on property. No outside LPG (propane) will be permitted in any areas where building exits/discharge or fire department access is required.
- When requested, areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See [Multilevel and/or Covered Exhibits](#) for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet.
- Lighters/torches used for demonstration require an open flame permit from [Clark County Department of Building and Fire Prevention](#). A one-day supply of giveaway disposable lighters may be kept in the booth.
- Exhibitors who plan to demonstrate fuel-burning appliances on property must have approval from the CSM 30 days prior to the event.
- Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for use inside the facility.
- Only enclosed fireplaces will be approved for use, meaning the fireplace must be enclosed with a glass front, or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
- Screen-front fireplaces will not be approved for use.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.
- Candles may be used for decorative purposes for events with food service (one candle per table) where the candles are supported by/on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Safety and Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit.

FIRE PREVENTION EXHIBIT GUIDELINES (LVCC)

- Exhibit booth construction shall meet all building requirements
- All means of entrance and exit must be clear and free from obstruction at all times
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth
- Fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, - etc.) will be necessary, along with accessibility being maintained at all times
- Compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the **Convention Services Manager** and the Fire Prevention Office
- Outdoor use of LPG (Propane) must be preapproved by the Las Vegas Convention Center Fire Prevention Department and the **Convention Services Manager**



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- Only the Official Service Contractor has authorization for use of motorized equipment (forklifts, man lifts, boom lifts, etc.) in support of the show
- All booths greater than 1000 square feet must submit a booth plan to Boothplans@lvcva.com
- The travel distance within a booth, to an exit access aisle shall not exceed 50 feet
- Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the **Convention Services Manager** 60 days prior to the event
- Enclosed fireplaces must be approved for burning by the Las Vegas Convention Center Fire Prevention Department
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation.

FIREARMS ON DISPLAY (LVCC)

- Exhibitors displaying firearms, at a trade show, must notify the **Convention Services Manager (CSM)**.
- All firearms must be disabled to prevent the firing of the weapon.
- Live ammunition is prohibited. Inert or dummy ammunition may be used.
- The exhibitor must contract with a certified firearms expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.
- During nonexhibit hours, firearms must be secured. Options include: cable lock, locked display cabinet, or security guard assigned to the booth.
- Vendors/attendees will not have loaded weapons inside the building or on the show floor unless authorized by the vice president of customer safety or his/her designee.

FIRST AID (LVCC)

In case of an emergency; contact **LVCVA Security** at **(702) 892-7400** or **7400** from house phone. **Do not call 911 directly.**

FLAMMABLES (LIGHTERS, TORCHES, OPEN FLAMES) (LVCC)

The Las Vegas Convention and Visitors Authority and Clark County Fire Code prohibit flammable liquid, gasses or solids in the Las Vegas Convention Center.

Reasonable accommodations can be made for items that are for demonstration purposes.

LIGHTERS

Storage of lighters in a booth is prohibited.

For display: Disposable lighters on display is allowed.

For demonstration: Requires an open flame permit from Clark County Department of Building and Fire Prevention. [Click here](#) for additional information.

For giveaways: Exhibitors can keep a one-day supply of lighters in the booth, if giving away lighters to attendees.



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TORCHES

For display: Butane/propane torches for display must be empty of fuel.

For demonstration: requires an open flame permit from Clark County Department of Building and Fire Prevention. [Click here](#) for additional information.

REFILL CONTAINERS/CANISTERS

Fuel refill containers on display must be empty. This includes all butane or propane refill tanks and containers of lighter fluid.

All other flammables on display (such aerosol spray cans) must be empty display models.

Applications for open flame permits can be submitted online at www.clarkcountynv.gov/building/fire-prevention or by email: permits@ClarkCountyNV.gov

Select the box labeled Candles and Open Flames and fill out the required information prior to submitting. If you need assistance, please contact the LVCVA Safety and Fire Prevention Office for assistance, (702) 892-7413.

FLOOR COVERING GUIDELINES (SHOW MANAGEMENT)

Floor covering is required in all display booth areas. Flooring may **ONLY** consist of hard wood, astroturf or carpeting. No vinyl or linoleum may be used. Carpet is available through the Official Service Contractor, **Freeman**, at Exhibitor's expense, or Exhibitor may provide their own carpet. Booth vacuuming is not included with the rental of carpeting from the **Official Service Contractor**. It must be ordered separately.

FLOOR MANAGERS (SHOW MANAGEMENT)

We have professional **Floor Managers** working on the Show Floor. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

FOG MACHINES (LVCC)

- Use of all fog machines must be preapproved by the Safety and Fire Prevention Office. A demonstration of the fog machine and its intended use must be given to the office at least 48 hours in advance.
- The fog machine must be UL listed or equivalent (for its intended use).
- Fog-generating fluids must be nonhazardous and stored in the original containers that were provided by the manufacturer. The safety data sheet for fog fluid must be sent to the Safety and Fire Prevention Office for approval in advance of the event move-in.
- The SDS must remain in the booth/event location at all times.
- The facility reserves the right to limit the amount of haze produced by a show.



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FOOD & BEVERAGE SERVICE (LVCC)

Sodexo retains the exclusive right to provide, control and retain all food and beverage services within the Las Vegas Convention Center (LVCC). Outside food and beverage may not be brought into the facility for consumption or to be distributed without prior approval. Fees may apply.

Preparation Within Exhibits

Whenever food or beverage is prepared within an exhibit, a Food and Beverage Sampling/Onsite Preparation Approval form must be completed and emailed to foodprepandsample@lvcva.com. Approval from both **Las Vegas Convention and Visitors Authority (LVCVA)** and Sodexo must be received prior to finalizing your plans.

Exhibition and Display Cooking

Temporary exhibition and display cooking are only permitted within the limitations given below.

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, e.g., Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturer's operating instructions. Equipment listed or designed for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e., grills that exceed 288 square inches (2' x 1' max.) that produces grease-laden vapors, must have a fire extinguishing system installed and an exhaust duct system complying with the currently adopted Mechanical Code.
- All single-well cooking equipment (deep-fat fryers), operations using combustible oils or solids, shall meet all the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2' x 1' max.).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and fire retardant treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
 - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
 - The volume of cooking oil per appliance is not to exceed three (3) gallons.
 - The volume of cooking oil per booth is not to exceed six (6) gallons.
 - Deep-fat fryers shall be electrically powered and have a shut-off switch.
- Other appliances for exhibition cooking shall also be limited to 288 square inches (2 square feet) in area. Examples are induction cooktops, ranges, electric warmer, single burner ranges, or multiple burner ranges.
- A minimum of one (1) Class-K fire extinguisher shall be located within 30 feet of each deep-fat fryer and each grill or other appliance producing grease-laden vapors.
- A minimum of one (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sautéing, braising, stir fry, convection cooking, warming of food, and all other like applications.
- Solid fuels, including charcoal and woods, are prohibited within exhibit halls.



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Food Sampling Information

The Southern Nevada Health District enforces regulations for the sampling of food during trade shows.

A Food and Beverage Sampling / Onsite Preparation Approval form must be completed by exhibitors who are giving away free food or beverage, and emailed to **foodprepandsample@lvcva.com**. Approval from both **Las Vegas Convention and Visitors Authority (LVCVA)** and Sodexo must be received prior to finalizing your plans.

Once the form has been submitted, a member of the Sodexo management team will contact you.

- All items to be given away are limited to sample sizes.
 - Nonalcoholic beverages: 3 oz.
 - Food items: 2 oz.
- Any food or beverage items not directly manufactured by the exhibitor must be purchased from and supplied by Sodexo.
- If sampling of open food or beverage is conducted at a booth, both a hot-water hand-washing station and a sanitizing station will be required.
- Hand-washing and sanitation stations may be purchased through Sodexo or provided by the exhibitor. If provided by the exhibitor, contact the Southern Nevada Health District or refer to its website for the requirements; southernnevadahealthdistrict.org.
- Hot water for hand-washing will be provided by Sodexo. Hot-water refill station(s) will be available on the show floor. Check with **Show Management** for the location(s).
- If any alcoholic beverages are to be served, exhibitors must contact Sodexo and follow the Nevada Department of Taxation guidelines regarding liquor at trade shows. All alcoholic beverages must be served by a Sodexo bartender, TAM certified. Some exceptions may apply.

GAMING/RAFFLES (LVCC)

For raffle/gaming inquiries, please contact the Nevada State Gaming Control Board at (702) 486-2020. <https://gaming.nv.gov/>

GBAC STAR ACCREDITATION (LVCC)

The **LVCC** is also among the first convention centers in the nation to receive the prestigious GBAC Star Accreditation Program, an accreditation that establishes gold standard cleaning, disinfection and infectious disease prevention protocols that meet or exceed the industry's highest standards of cleanliness for pathogens like the novel coronavirus.

This third-party accreditation focuses on:

- Having the best procedures in place that will uphold strict cleaning protocols for infectious disease
- Making handwashing facilities and/or sanitizing systems easily accessible to everyone
- Masks and social distancing mandates and recommendations that help prevent the spread of infectious diseases
- The proper training of employees to carry out preventative measures and reporting functions
- The effective use of approved disinfectant chemicals and delivery systems to ensure everyone's safety
- Response protocols for skilled professionals to address potentially infected people and/or places within the facility
- Responsible contact person overseeing the execution of the cleaning plan and communication protocols



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GOOD TASTE & THE RIGHTS OF OTHERS (SHOW MANAGEMENT)

Show Management may require any Exhibitor to make changes in their exhibit if, in **Show Management's** opinion, the exhibit does not conform to prevailing standards.

GRAPHICS ON COMMON BORDERS (SHOW MANAGEMENT)

Both the side and backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HALOGEN LIGHTING (LVCC)

Use of stem or track mounted halogen light fixtures are not allowed unless they meet the following requirements:

- Must utilize a self-shielded bulb.
- Bulb wattage must not exceed the listed wattage permitted by the fixture manufacturer.
- Wattage may not exceed 75 watts.

HAND CARRY (LVCC)

- Exhibitors may hand carry their merchandise from a privately owned vehicle. Acceptable vehicles include passenger automobile, minivan, sport utility vehicle, pick-up truck and full-size van
- Trailers of any kind, box trucks or vehicles larger than a full-size van or pick-up truck will be permitted in areas predetermined by the Las Vegas Convention Center
- Parking on a red curb or in traffic lanes is prohibited
- The use of hand carts & dollies is not permitted

Four wheel dollies

Two wheel dollies

Four wheel push carts



HANDOUTS (SHOW MANAGEMENT)

Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

HAZARDOUS MATERIALS (LVCC)

All hazardous materials brought into the facility must be labeled and accompanied by the applicable MSDS (Materials Safety Data Sheet) which must be produced upon request. It is highly recommended that the MSDS be submitted at the same time floor plans are submitted.



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The Lessee is responsible for the handling and removal of hazardous materials used in the operation of the Show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event. Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility. The Lessee is responsible for the tracking of all hazardous material brought into the facility

Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.

HEALTH & SAFETY PROTOCOLS (LVCC)

At the Las Vegas Convention Center (LVCC), the health and safety of our employees and guests is paramount. Our plan outlines our initiatives for cleaning and sanitation, employee training, partner and vendor protocols, food and beverage service, convention center guidelines and our recommendations for a safe and successful meeting.

We are closely monitoring government mandates and policy changes, Centers for Disease Control (CDC) guidelines and public health advancements and will continue to make changes to these protocols as necessary. All LVCC areas will be compliant with local or state mandated occupancy limits. Please see our current posted Health & Safety Protocols at VegasMeansBusiness.com

HEAVY EQUIPMENT PROCEDURES (LVCC)

Show Management must provide the facility a list and obtain approval for all equipment weighing over 250,000 lbs. A site plan is required showing locations of each piece of heavy equipment.

Heavy equipment being brought into halls S3, S4, C3, C3 concourse and C4, may require advance review and approval by a structural engineering firm at the expense of **Show Management** and/or the exhibitor. This is due to varying weight limits in these areas.

The floor weight load limits are as follows:

- North Halls 1-4, Central Halls 1-5 (Exceptions Listed Below), South Halls 1-2
 - 450 lbs. per square foot.
- South Halls 3 & 4
 - 300 lbs. per square foot or AASHTO HS-20 truck (16,000 lbs. per wheel load.)
- Central Halls 3 & 4 (South Air Wall Pocket)
 - 250 lbs. per square foot or AASHTO HS-20 truck (16,000 lbs. per wheel load.)
- Central Hall 3 Concourse
 - 175 lbs. per square foot or maximum 1,500 lbs. per wheel load (light weight vehicle.)
- South Hall 3/4 Lobbies and Meeting Rooms S201 - S233
 - 100 lbs. per square foot or maximum 1,500 lbs. per wheel load (light weight vehicle.)
- All Other Elevated Floor Areas Not Specifically Mentioned
 - 50 lbs. per square foot of maximum of 1,500 lbs. per wheel load (light weight vehicle.)

Any exhibit exceeding these limits will require special handling to distribute the load, and **LVCVA** approval. This will require advanced review and approval by a structural engineering firm at the expense of the **Show Management** and/or the exhibitor.



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MOVEMENT OF EQUIPMENT

- Equipment with smooth tracks over 250,000 lbs. must be moved on one-inch plywood outside and inside of building
- Equipment with cleated tracks over 250,000 lbs. must be moved on one-inch steel plates outside and inside of building
- **LVCC/Cashman Center** personnel must be present in either case. Meetings must take place between the facility and the general contractor to determine routes and method of movement

HEIGHT LIMITATIONS (SHOW MANAGEMENT)

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly.

Maximum allowable height is also directly affected by the ceiling height of your booth area. The maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET - Bounded by 1 or 2 aisles. **Hanging Signs are not permitted in linear booths.** It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET - Bounded by 3 aisles. Exhibit booths must also be **at least 20 ft. deep and 20 ft. wide** to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET - Bounded by 4 aisles. Booths must also be **at least 20 ft. deep and 20 ft. wide** to meet **Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.

HOT WORKS (LVCC)

Hot works is any activity that creates sparks or uses open flame, including, but not limited to, brazing, soldering, cutting, arc welding, oxy-fuel gas welding, hot taps and torch applied roofing or flooring, or any activity that creates sparks.



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Any hot works activity used for the installation/dismantling of a show, MUST be preapproved by the Safety and Fire Prevention Office. The office will issue a hot works permit to the person/persons performing the hot works. The permit will be valid for one shift or until the completion of the project, whichever is first. The permit is job specific and may not be transferred to another task or carried over to the next shift.

The following will be required of the person/persons performing the work:

- Before beginning work, the work area shall be visually observed by the person performing the hot works and the person issuing the hot works permit. The permit tag checklist shall be completed jointly, then signed by the worker and the person issuing the hot works permit. The hot works site will be inspected for:
 - Removal of flammable materials from the area;
 - Clear of combustible materials and/or ensure combustible materials are protected;
 - Ensure floor and wall openings are protected;
 - Ensure floors and surfaces are swept clean of dust and debris;
 - Walls and partitions are non-combustible or protected;
 - Determine the number and locations of fire watch and fire extinguishers
- The hot works permit tag shall be posted in the area of the work activity in a plainly visible location for the duration of the work.
- No hot works activities will be allowed when the fire protection system covering that area is out of service.
- No welding, cutting, grinding or heating activities shall be performed where the applications of flammable paints or other compounds, or heavy dust concentrations create a hazard.
- All hot works shall require at least two persons: one conducting the hot works activity, and one to function as a fire watch. The entity conducting the hot works activity shall provide the fire watch.
- The fire watch shall continue for a minimum of 30 minutes (up to a maximum of three hours) after the conclusion of hot works activities. The duration of fire watch shall be determined by the Safety and Fire Prevention Office based on the hazards associated with the hot works activity.
- Hot works conducted in areas not observable by a single person (i.e., multiple levels where sparks and slag can fall to a lower unobserved level) shall have additional personnel assigned to fire watch to ensure that all exposed areas are monitored.
- Individuals designated to fire-watch duty shall have fire extinguishers of at least 10 lbs. ABC dry chemical readily available. The entity conducting the hot works activity shall provide the extinguisher.
- Fire-watch persons will have recent training in fire safety, fire extinguisher use and emergency reporting.
- Persons assigned to fire-watch duty shall understand emergency reporting procedures and have means to contact the control center.
- At the end of the shift or completion of the work, the area shall be inspected by worker(s) and/or fire watch and found to be free from sparks, fire, smoke, etc.
- When the work has been completed (including the required fire-watch period), the released hot works permit shall be signed off by the person responsible and delivered to the Safety and Fire Prevention Office.

Unless special conditions exist, no permit is required when performing hot works in a welding shop or other areas specifically designed for these functions.



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When hot works is performed during a show or event, a hot work permit must be obtained from the Clark County Department of Building & Fire Prevention. **Clark County Permit**

Please contact the Safety and Fire Prevention Office for additional information at (702) 892-7413.

HOTEL/TRAVEL DISCOUNTS (SHOW MANAGEMENT)

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Rate Assurance** - We've gone to great lengths, including automated rate checks, to ensure that your rates are the lowest over the dates of this event. In fact, if you should find a lower rate for all the dates of your stay, simply contact us and we'll work to match that rate.

INSPECTION DEADLINE (SHOW MANAGEMENT)

Any booth not occupied by **3:00 PM, Monday, March 25, 2024**, will be presumed abandoned. If there is freight in the booth and **Show Management** believes the Exhibitor will be arriving late, then **Freeman** will set up the display to the best of their ability with the information available. If there is no freight in the booth and/or **Show Management** believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs.

ALL EXHIBITS MUST BE COMPLETELY SET BY 5:00 PM, Monday, March 25, 2024. Although exhibitors may fine tune their booth before show opening on **Tuesday, March 26, 2024**, no shipment will be accepted at any time past **5:00 PM on Monday, March 25, 2024**, or beyond. Absolutely no shipment, equipment or material may be brought onto the Show Floor during Show hours.

Removal of excess trash/debris in the aisles **AFTER 5:00 PM, Monday, March 25, 2024**, will be billed to the exhibitor(s) responsible for creating such excess trash/debris. The Fire Marshal will not permit the Show to open if there are any boxes, cartons, visquene, packing material, etc. in the aisles.

LIGHTING (LVCC)

Full lighting of exhibit halls, meeting rooms and public spaces will be provided on event days and one day prior. During move in/out and non-event hours lighting levels will be adjusted per **LVCVA** energy/sustainability policies.

LOBBIES (LVCC)

Exhibit hall lobbies are not leased space and must always be kept open for public access and used within the below guidelines:

- All structures must be 18 inches below fire sprinkler heads.
- Structures erected in the lobbies for Central and North halls must be approved by **LVCVA** fire prevention office.
- Covered structures in the South hall lobbies may be approved on a case by case basis.
- If carpet is used to cover the existing carpet, visquene must be laid between the building carpet and the carpet being installed. Use only nonresidue tape.
- electric carts and bicycles may be used when carpeted areas are protected by visquene.
- Carts/forklifts are not allowed on the second floor of the facility.
- Neon signs may not be covered or turned off without the permission of the **Convention Services**



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Manager (CSM).

- **Las Vegas Convention and Visitors Authority (LVCVA)** management reserves the right to Share to be shared by two or more shows.

LOST AND FOUND (SHOW MANAGEMENT)

Located in the **Show Management Office** - room **W234 Level 1 of the West Hall**.

MARIJUANA/THC (LVCC)

No marijuana products, including flowers, seeds, concentrates, topicals, or edibles, may be sold, displayed, or distributed, including as free samples, at the **LVCC**. Smoking or consuming marijuana products at the **LVCC** is strictly prohibited and violators will be trespassed from the **LVCC** property.

Event management must actively monitor and prohibit the use, sale, display, or distribution of marijuana products at the **LVCC** by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

For information on Cannabidiol (CBD) [click here](#)

MATERIAL HANDLING AGREEMENTS/ SHIPPING INFORMATION (FREEMAN)

All freight that is to be shipped from the **Las Vegas Convention Center** must be accompanied by a **Material Handling Agreement (MHA)** unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. **Material Handling Agreements** may be obtained from **Freeman** at the **Exhibitor Service Center**. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement to the **Freeman Service Desk**.

MATERIAL HANDLING (DRAYAGE) SERVICES (FREEMAN)

Freeman is the exclusive material handling provider. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the **Las Vegas Convention Center**. Material Handling includes return of your empty cartons and crates at the close of the Show. Please refer to the [Freeman Shipping/Move-In & Move-Out Section](#) of the online manual for order information. **Please be sure to indicate your booth number on all forms.** **Freeman** will maintain a full staff on-site at the **Exhibitor Service Center**.

MEETING ROOMS (LVCC)

- Carpeting/flooring can be placed on top of building carpet in the meeting rooms with permission from the **Convention Services Manager (CSM)**. Visqueen must be used between the building carpet and the carpet being installed. Use only nonresidue tape.
- When moving freight or equipment in these areas, carpet must be protected by the use of visqueen. Forklifts and electric carts are not permitted on the second floor. All freight and materials must be moved via pallet jack or hand cart by the official service contractor (OSC).
- Exhibitor crates and pallets must be placed on visqueen.
- Nothing may be affixed to meeting room ceilings, walls, or doors.
- Structures erected in meeting rooms may not have any type of ceiling.
- All structures must be 18 inches below fire sprinkler heads.
- Fire extinguishers, exit signs or exits may not be blocked or obstructed.



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- Meeting rooms used for exhibits must have approved floor plans. Submit all plans to boothplans@lvcva.com.
- Closets in meeting rooms are for **Las Vegas Convention and Visitors Authority (LVCVA)** use only.
- Meeting-room air walls will be moved only by **LVCVA** staff. Air walls must be configured prior to laying carpet over building carpet.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles in each room. (See below for listing of available show power.)
- Cables and wires must be routed above doorways – not across the threshold.

Meeting Room Equipment – Provided

- The following equipment is provided at no charge and is available to the extent of inventory, with the exception of bleachers/tiered seating:
 - Bleachers/Tiered Seating
Please contact your CSM for details.
 - Chairs
Chairs are the gray stacking type and available for meeting room sets. At the base, chairs are 20 x 20 inches.
 - Easels
Easels are available upon request. Note: Easels are not the type that will hold a flip chart.
 - Lecterns
Lecterns – standing only
 - Risers/Staging
Panels are 4' x 8' and are available in heights 16", 24", 32", and 36"-52" in 2" increments.
 - Tables
Table sizes are 8' x 18", 8' x 30" and 6' rounds; all 30" high. Tables are hard plastic and gray in color. They do not come draped or skirted.

MEETINGS IN YOUR BOOTH (SHOW MANAGEMENT)

If you plan to use your booth to conduct meetings before or after official Show hours, you must obtain an EARLY/LATE access form from the on-site **Show Management** Office the day prior to your meeting. Authorization will not be granted for a Pre-Show appointment on the day of request. Access to the Show Floor will for these meetings will be at the W2 entrance for the West Hall.

Early/Late access form will include the following information:

1. The exhibiting company and booth number
2. List of the non-exhibitor personnel visiting the booth which will be forwarded to Security
3. The time and date of the meeting
4. The name of the exhibitor who will meet the non-exhibitor personnel, along with Security, at the entrance to the show, and escort them directly to the booth
5. Access to the floor during non-Show hours will be denied unless **Show Management** receives this written request in advance

PLEASE NOTE: All attendees and booth personnel must have a **National Hardware Show®** badge to enter the Exhibit Hall.



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MERCHANDISE PASSES (SHOW MANAGEMENT)

Merchandise may not leave the floor until close of show, **Thursday, March 28, 2024 at 1:00 PM**. In order to leave the exhibit hall with merchandise, you must obtain a merchandise pass from one of the **Floor Manager Counters** or the **National Hardware Show® Show Management Office** located in room **W234, level 2, of the West Hall**

MULTI-LEVEL / COVERED EXHIBITS GUIDELINES – BOOTH PLAN SUBMITTALS (LVCC)

- See next section for [Multilevel and/or Covered Exhibits \(Outdoor\)](#)
- It is the responsibility of the Exhibitor Appointed Contractor (EAC) and anyone erecting a structure to ensure that all rules within this section are followed. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Safety and Fire Prevention Office no later than 30 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
 - Multilevel or covered areas – Definitions:
 - **Multilevel** – Any occupied second story or greater, which is accessible by an approved means of egress.
 - **Covered Area** – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single-story exhibits with ceilings, upper-deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that are not recognized as acceptable for use under fire sprinkler systems by firecode.
 - **Means of Egress** – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multilevel or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:
 - The exhibit is used in an event where the duration is seven (7) calendar days or longer.
 - The exhibit contains display vehicles.
 - The exhibit contains open flame.
 - The exhibit contains hot work.
- Any upper-deck area to be occupied must have an approved plan with an engineering stamp registered in the state of Nevada.
- Multilevel areas that are greater than 300 square feet or will occupy more than nine persons shall have at least two remote means of egress.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
- Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
- Exhibits with multilevel or covered areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.
- Any single-level exhibit over 1,000 square feet or exceeding 300 square feet of contiguous covered area (see "covered area" definition above) and all multiple-level exhibits must submit a booth plan to the Safety and Fire Prevention Office for approval. Plans must be submitted in CAD format via email to boothplans@lvcca.com.



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- Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

Multilevel and/or Covered Exhibits (Outdoor)

All outdoor exhibits are subject to Clark County Building and Fire Codes. It is the responsibility of the exhibitor EAC to ensure all codes are met pursuant to Clark County Code sections 22.02, 22.04, and Clark County fire code section 13.04.

Clark County Fire permit is required when:

- Temporary structure is greater than 2,500 square feet and less than 7,500 square feet that is constructed outdoors. Drawings prepared by a registered design professional with 3rd party inspections will be required for the permit

Temporary use buildings or structures require a temporary building permit as follows:

1. Temporary use buildings or structures constructed outside of an existing building shall require a building permit if any of the following conditions exist:
 - a. Greater than single story (i.e., having a floor area where occupants can be below an elevated floor or any building with a height that exceeds 45 feet).
 - b. A total occupant load that exceeds 1,000 persons (occupant load determined by occupant load factor from 2018 IBC Table 1004.5 or 2018 IFC Table 1004.5).
 - c. A contiguous area that exceeds 7,500 square feet.
2. Temporary use structures that are connected to and receive structural support from an existing building or structure.

NEVADA DEPARTMENT OF TAXATION (LVCC)

The Nevada Administrative Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for its respective event. Please contact the Nevada Department of Taxation at (702) 486-2300 for further details.

NO FREIGHT AISLES (LVCC)

All items left in "NO FREIGHT" aisles during move-in and move-out will be moved into the booth by the Official Service Contractor, to avoid delays and ensure a timely move-in and move-out process. "NO FREIGHT" aisles are required by Clark County Fire Rescue Division, and will be clearly marked.

NO NAILS OR SCREWS (SHOW MANAGEMENT)

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by **Show Management** at the expense of the rule-breaking exhibitor.

OUTDOOR EXHIBITS (LVCC)

- Parking lots used for exhibits that will have tents, pavilions, trailers or sprung structures must have a 24-foot perimeter aisle for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must be on a 10-foot-wide aisle.
- Temporary restroom facilities may be required for outdoor exhibits.
- Open trash containers/boxes are required when parking lots are used for exhibits. If containers are



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ordered through the facility, lessee will incur trash removal charges.

- For any **temporary assembly structures** see Please see Multilevel and/or Covered Exhibits (Outdoor)
- All banner material used outside must be made of mesh material (a minimum of 30 percent pass through) or slatted to allow for air to flow through.
- Installation and dismantling of tower cranes require a 300-foot clear zone. All tower cranes require FAA approval.
- If pouring a sub-floor made of concrete onto the asphalt, visqueen must be used under the pour and the surrounding area. Bonding agents are prohibited.
- Reference Food Preparation Within Exhibits for information on exhibition and display cooking.
- Reference Fire and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 10 gallons of gasoline or 60 gallons of combustible liquid (e.g., diesel) on property will require a [Clark County Permit](#).
- **Las Vegas Convention and Visitors Authority (LVCVA)** management reserves the right to make any changes on site that are deemed necessary without advance notice, for safety concerns.

Tents and Canopies

All outdoor tents and/or temporary structures must be installed by facility approved Exhibitor Appointed Contractors (EAC's) and must submit and receive an approved staking plan before staking can occur. Staking plans should be submitted 30 days prior to staking@lvcva.com.

- All tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County permit. They must also have a 2A40BC fire extinguisher that has a current Nevada state inspection tag.
- All canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County permit. They must also have a 2A40BC fire extinguisher that has a current Nevada state inspection tag.
- Self-installed pop-up canopies requiring either weights or stakes must be lowered every evening at close of show and, depending on weather conditions, may need to be taken down; to be determined by facility on site.

Staking

- All staking needs to be drilled; no hand staking is permitted.
- Anchoring or staking into concrete is prohibited property wide.
- Trenching or digging is not allowed into the asphalt without the prior approval from a **Convention Services Manager (CSM)**; please contact staking@lvcva.com for approval.
- Final on-site staking approval must be obtained by the Engineering Department before any drilling and staking may begin.
- The asphalt must be returned to its original condition. **LVCVA** standards are:
 - Backfill existing hole(s) with clean, fine-type sand. Tamp to within four inches (4") minimum of grade surface.
 - Fill rest of hole(s) within a half inch (.5") of surface with fine aggregate-type patching asphalt and tamp until solid.
 - Cover areas approximately two inches (2") around patched hole with a good grade of plastic-type asphalt sealer with a maximum drying time of two (2) hours.



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Truss Structures

- All truss structures require plans to be submitted to Safety and Fire Prevention 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21. Depending on size, attachments and weight, facility may require a third-party engineer's stamp of approval. The engineer's stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense. Please send to boothplans@lvcva.com.
- If an exhibitor has their own ballast (weight), but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's official service contractor (OSC) at their own expense.

PARKING (LVCC)

- The current parking fee is \$15 per space, with in and out privileges. Cash or credit cards are accepted. Anyone leaving the property and planning to return the same day can show their paid parking receipt for reentry. Reentry is subject to availability.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry.
- Overnight parking is prohibited on property. Vehicles left on the property overnight will be towed at the owner's expense.
- Privately owned, enclosed vehicles (e.g., box vans, RVs, enclosed trailers, etc.) are permitted to park in the Bronze and Platinum lots when available. Vehicles must fit within two parking spaces, lengthwise.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at (702) 892-7400.
- All parking attendants and traffic control personnel will be provided by **Las Vegas Convention and Visitors Authority (LVCVA)** for standard traffic operations.
- Vehicles must be parked in a marked parking space.
- Paid parking dates are determined by building activity. If other shows are in the building at the same time, paid parking could be in effect during your move-in/move-out period. Check with your **Convention Services Manager (CSM)** for paid parking dates.

PERMITS (LVCC)

For assistance with Clark County Building and Fire Prevention permitting contact the Las Vegas Convention Center Fire Prevention Department at (702) 892-7413 or boothplans@lvcva.com

Permits from Clark County Building and Fire Prevention are required for:

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies more than 700 square feet
- Hot works
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles/fuel storage
- Open flames and candles not used for food warming
- Open-flame torches
- Flame effects and pyrotechnics
- Carnivals



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- Outdoor Multi-level structures
- Outdoor structures over 2,500 square feet
- Structures have occupancy over 1,000
- Structure Is connected to and received structural support from an existing building

Clark County Building and Fire Prevention also provides blanket permits for multiple exhibitors applying for the same permit at the same show for: hot works, spray and dipping booths, cryogenic fluids, and compressed gases. Blanket permits must be submitted to Clark County Building and Fire Prevention office by **Show Management**. [ClarkCounty Permit](#)

PERSONAL MOBILITY DEVICES (LVCC)

The use of Segways, skateboards, hover boards, scooters and all other devices not approved as ADA required mobility devices are not permitted on property.

PERSONNEL ALLOWED DURING MOVE-IN / MOVE-OUT (SHOW MANAGEMENT)

In the interest of safety, only those full time employees and sales representatives of exhibiting companies and authorized personnel of **Exhibitor Appointed Contractors (EAC's)** directly responsible for the set-up and dismantling of the booth will be permitted in the exhibit areas during move-in and move-out dates and hours, consistent with Nevada state labor laws. **Under no circumstance** will family, guests or children (under the age of 18) be allowed on the **Show Floor** during move-in and/or move-out.

PRIVATELY OWNED VEHICLES (POV'S) (FREEMAN)

PRIVATELY OWNED VEHICLES (POV's) are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use. Vehicles containing more than 300 lbs. of materials, straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's and must report directly to **Freeman** Marshaling Yard.

Please refer to the [Freeman Shipping/Move-In & Move-Out Section](#) of the online manual for further information.

PYROTECHNICS AND SPECIAL EFFECTS (LVCC)

- Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Department of Building & Fire Prevention and **Las Vegas Convention and Visitors Authority (LVCVA)**.
- Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by **Show Management** maybe permitted with the approval of the Safety and Fire Prevention Office and the Clark County Department of Building & Fire Prevention. Any pyrotechnic activity must comply with NFPA 1126 and be approved and permitted by the Clark County Department of Building & Fire Prevention.
- **Show Management** is responsible for providing the appropriate Clark County Department of Building & Fire Prevention with the written plan of operations within 60 days of the scheduled event date. Please contact the fire inspector directly via mail or telephone:



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Clark County Department of Building & Fire Prevention
Fire Prevention Bureau
4701 W. Russell Road
Las Vegas, NV 89118
Telephone: 702-455-7100 Fax: 702-735-0775

- Forward a copy of the plan and permit to your **Convention Services Manager (CSM)** within 30 days of the scheduled event. After a permit has been granted, the permittee shall keep the plan available at the site for Safety and Fire Prevention inspectors or other designated agents of the authority having jurisdiction.
- Fire detection and life safety systems shall not be permitted to be interrupted during the operation of pyrotechnic effects.
- Exception: Portions of fire detection and life safety systems shall be permitted to be interrupted during the operation of temporarily installed pyrotechnic effects when the following conditions are met: (a) Approval of the authority having jurisdiction is received. (b) Approval of the owner or owner's agent is received. (c) An approved fire watch capable of directing the operation of all fire detection and life safety systems installed in the building is present.
- Pyrotechnic devices and materials used indoors shall be specifically manufactured and marked for indoor use by the manufacturer.

ROOF ACCESS (LVCC)

- Anyone requiring roof access must obtain approval in advance. To do so, submit [roof access form](#) to conventionservices@lvca.com.
- Once written approval has been given, go to the Facility Support office (near freight door 12) on the specified installation date to complete the process.
- Roof access is by appointment only. Standard appointment times are available seven (7) days a week between the hours of 7:30 a.m. to 4:30 p.m.
- Engineering staff will escort persons desiring roof access and monitor roof activity.
- Items placed on the roof must have the contractor's name, booth number and show name.
- Anyone accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is prohibited.
- Fall protection must be used when required by OSHA.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Disconnecting of roof drains for any means is prohibited.
- Show-related equipment must be removed during move-out of the show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.
- Satellite pads are available on the roof of halls C1-C5, N1-N4, and S3-S4.
- Roof access passes expire at the end of each day. No work is permitted on the roof during inclement weather.

Satellite/Antenna Installation

- Equipment installation requires roof access form.
- Cox Business has exclusive rights for all cable runs.
- All satellite dishes must be placed on a three-quarter -inch (3/4") carpeted piece of plywood.
- Equipment can only be mounted on roof platforms, and not on any other roof surface.



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- The mounting of equipment on antenna masts is permissible where available. Contact your **Convention Services Manager (CSM)** for further information.
- Roof walkways must be used when available.
- Satellite dish size is restricted to one meter (39 inches) with no exceptions.
- Installer is responsible for removal of satellite and any debris after the show or event concludes.
- The use of sandbags or cinder blocks is prohibited.
- Cable may not be laid through roof hatches.
- Aluminum-clad flooded jacketed cable is not permitted.

SALE, DELIVERY OF GOODS AND PRODUCT REMOVAL FROM FACILITY (SHOW MANAGEMENT)

Retail sales of merchandise during the event are strictly prohibited. "Retail sale" means any sale, other than bona fide commercial sale, for resale at a later time and place. The sale of sample goods is strictly prohibited except to bona fide commercial buyers for resale at a later time and place. Any such sample goods are to be delivered ONLY after the conclusion of the event and must be accompanied by the Exhibitor's bill of sale for verification by security personnel. Violation of this provision subjects Exhibitor to cancellation of its exhibit space without refund.

Removal, sale and / or delivery of merchandise prior to the conclusion of the event are strictly prohibited. Should an Exhibitor wish to exchange soiled, worn or damaged floor samples for fresh merchandise, product release forms must be obtained from the designated property check points, completed by Exhibitor and submitted to security personnel at the exit with the merchandise to be exchanged.

SECURITY (SHOW MANAGEMENT)

Show Management will provide uniformed guards along the perimeter of the exhibit floor on a 24-hour basis during the entire period of the Show (including installation and dismantle). Every reasonable effort will be made to prevent losses; **however the final responsibility lies with the exhibitor.**

Among the Show's basic security arrangements are the following:

- Uniformed guards will be stationed at entrances and exits 24-hours a day and will patrol the exhibit floor during non-Show hours.
- Private guards may be hired from the official guard service.
- Security cages for rent. Large and small safety containers may be rented from the official contractor. Exhibitors may prefer to bring a secure container of their own, such as a lockable trunk, footlocker or strongbox that can be stored out of sight in the booth.
- **Merchandise passes.** These are special forms issued by **Show Management**. When properly filled out and signed by the exhibitor, they tell security guards that removal of an item from the exhibit floor is authorized. (Subject to Change).

BASIC SECURITY RECOMMENDATIONS

- By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.
- Exhibitor personnel must wear official Show Exhibitor badges at all times during Move-In, Show Days and Move-Out. Please do not give Exhibitor Badges to anyone other than your full-time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor.



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- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked.
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time.
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal.
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. ***Under no circumstances*** should such goods ever be left unattended. Electronic devices are particularly vulnerable to theft.
- Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.).
- Do not put articles of any value in a container marked "**EMPTY STORAGE**", or behind your booth.
- Shipping cartons should not identify contents. Use coded labels.
- Give special considerations to prototypes, irreplaceable and highly valuable articles, or other sensitive items.
- Be sure to send copies of Shipping Information, including all tracking numbers with your set-up people so that they know how many pieces should arrive.
- Booth staffing plans should take the following into consideration:
 - Who will be at the booth during set-up and dismantling?
 - Will an inventory list be available to check complete delivery during set-up and complete shipment after dismantling?
 - Will you need a security cage?
 - Will you need a private guard?
 - Should you safeguard material in the free storage room during non-Show hours?
 - Does everyone concerned know that nothing of value should be left in containers labeled "**EMPTY**"?
 - Will someone be on duty at least a half-hour before the Show opens? And until Show is closed for the day? Will you schedule rotation to cover lunch breaks, etc.?
 - All of your booth personnel should be advised to wear official Show Badges at all times as a security measure, and to use the official Merchandise Passes when removing items from the exhibit floor.
 - DO NOT leave laptop, purses, cell phones, cameras, etc. unattended.
- It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes.
- During teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.
- Do not leave material in your booth unlabeled at any time during move-out because many things could happen it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error!
- At the close of the show, please be sure to secure all electronic equipment.

Don't Leave Your Booth Unattended Until Your Merchandise Is Secure

The best security available is still inadequate and losses will occur if exhibitors leave merchandise, especially valuable merchandise, unsecured in their booth overnight. Secure all such merchandise at all times during the non-Show hours.



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Our objective is to make your show experience as worthwhile and profitable as it can be. Adhering to these simple security recommendations will go a long way to ensure your success!

Immediately report to security, or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.

Show Management can assume no responsibility or liability for loss, damage, or theft. That responsibility is yours, and we therefore recommend that you provide your own insurance coverage against all contingencies.

SHIPPING INFORMATION (FREEMAN)

The facility is unable to accept any goods shipped to the building for **Show Management** or any exhibiting company. Your official service contractor (OSC) will handle the shipping and receiving of all goods.

SHIPPING - Refer to the [Freeman Shipping/Move-In & Move-Out Section](#) of the online manual for information on your shipping options. The Las Vegas Convention Center does not except exhibitor freight. Please contact your service contractor for your freight needs.

- **SHIPPING INFORMATION**

- **Warehouse Shipping Address:**

Exhibiting Company Name / Booth # _____

National Hardware Show 2024

C/O Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

USA

- Freeman will accept crated, boxed or skidded materials beginning **February 22, 2024**, at the above address.
- Material arriving after **Thursday, March 20, 2024** will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

- **Showsite Shipping Address:**

Exhibiting Company Name / Booth # _____

National Hardware Show 2024

Las Vegas Convention Center

C/O Freeman

300 Convention Center Drive



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Las Vegas, NV 89109
USA

Please refer to the target floor plans for your assigned date and time.

- Freeman will receive shipments at the exhibit facility beginning **March 23, 2024**.
- Shipments arriving before this date will be refused by the facility.
- Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

This show will be marshalled. Please see marshalling yard map in the Freeman section of the online exhibitor manual. CARRIERS NEED TO CHECK IN NO LATER THAN 3:00 P.M. TO BE UNLOADED ON THE SAME DAY AS CHECK IN.

Please note: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Order Form for rates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

SHUTTLE BUS SERVICE (SHOW MANAGEMENT)

Free Shuttle Bus Service to and from the **Las Vegas Convention Center (LVCC)** and the Official **National Hardware Show®** Hotels are available on Show days.

SMOKING POLICY (LVCC)

The Las Vegas Convention Center (**LVCC**) is a nonsmoking facility. Electronic cigarettes, electronic vaping devices, personal vaporizers, etc., are not permitted within the facility.

Because of the new clean air act passed in the State of Nevada in November 2006, the Las Vegas Convention Center is a non-smoking facility. Smoking is NOT permitted anywhere inside the building during set-up, Show days, and tear down. Person caught smoking will be removed from the premises.

SOUND LEVELS (LVCC)

Las Vegas Convention and Visitors Authority (LVCVA) retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial effects to the extent that the same interferes with other lessees within the facilities.

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. **Show Management** will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels.



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The **National Hardware Show®** will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints.

SUSTAINABILITY (LVCC)

Las Vegas Convention and Visitors Authority (LVCVA) is committed to building on its current successes and maintaining a proactive approach toward future sustainable activities such as recycling, green purchasing, education and conservation programs.

Through our business operations – during both building events and the **LVCVA** daily employee administrative activities -- we are committed to minimizing waste and conserving natural resources.

Greener Meetings and Events

We partner with show producers, building clients, business partners and contractors to:

- Maximize recycling of excess materials, including carpet, techno trash, cables and more.
- Utilize eco-friendly cleaning products.
- Offer plant-based food options which can reduce carbon emissions and waste byproducts.
- Connect building clients with local community organizations, charities and nonprofits which can benefit from corporate social responsibility initiatives.

Greener Operation Strategies, 365-days a year

The **LVCVA** has implemented initiatives in the convention center that minimize waste and maximize resources not only during active building events, but all year long.

We Save Energy

- Reducing lighting intensity by 50% during event move-in/move-out periods.
- Powering off escalators on low-traffic days.
- Converting lighting fixtures to energy-efficient LED lamps.

We Conserve Water

- Utilizing low-flow toilets in nearly 100% of all bathrooms.
- Installing desert landscaping throughout the grounds, saving more than 1 million gallons of water annually.
- Using products certified by the EPA WaterSense program, which use less water and save energy.

We Reduce Waste

- Using a dual-stream process that captures mixed recyclables (paper, plastics, metals, reusable dishware), diverting items from trash receptacles.
- Practicing environmental purchasing, in which the **LVCVA** evaluates the environmental and sustainability of the property it purchases. In addition, used equipment that is no longer viable to operation is auctioned to local vendors who many benefit from their use.

We Reduce Emissions

- The Las Vegas Monorail connects the Las Vegas Convention Center (**LVCC**) to six stations along Las Vegas Boulevard.
- RTC Transit provides services for conventions as well as regular stops near the **LVCC**.
- Taxis and rideshare services are available during events.
- The **LVCVA** utilizes electric-powered carts and propane fueled carts and lifts on the Las Vegas Convention Center campus.



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On The Horizon

Moving forward, **LVCVA** is committed to building on current successes and maintaining a proactive approach towards future sustainable activities. As we continue to experience growth within our industry, we anticipate an even greater need to explore sustainable options and remain committed to our stakeholders, customers and community.

Please see [Sustainable Event Planning Best Practices](#) for assistance with sustainable meetings or [click here](#) for more information.

TENTS AND CANOPIES (LVCC/SHOW MANAGEMENT)

The **Backyard** area will be set-up in the **Diamond Lot of the LVCC**. Each company will be designated their assigned space to set up their display (unless requested otherwise). Companies are strongly encouraged to **bring their own pop-up tents** for both shade and branding purposes.

DISCLAIMER – THERE WILL BE NO INCLEMENT WEATHER REFUNDS

- **Tents are not provided with your booth space** but are highly recommended to stay out of the Las Vegas sun!
- You may bring your own tent – Exhibitors will need to either bring their own weights or rent through **Freeman**.
- All banners that are used need to be mesh.
- There is a maximum height limit of 20 feet from the ground to the top of any structure in your booth.
- Tent tethering may not cross a pedestrian walkway.

Las Vegas can be VERY WINDY – so please make sure to follow these regulations for your safety:

- Self-installed pop-up tents/canopies require weights, ***must be lowered every evening at close of show, and depending on weather conditions, may need to be taken down*** – to be determined by facility on site.
- Additional staking/securing may be required upon inspection and at the ***sole responsibility and cost of exhibitor***.
- Any tent/canopy larger than a 10x10 **MUST** be setup by a professional tent vendor and either staked or water barreled.

All outdoor tents and/or temporary structures must be installed by facility approved Exhibitor Appointed Contractors (EAC's) and must submit and receive an approved staking plan before staking can occur. Staking plans should be submitted 30 days prior to staking@lvcva.com.

- All tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County permit. They must also have a 2A40BC fire extinguisher that has a current Nevada state inspection tag.
- All canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County permit. They must also have a 2A40BC fire extinguisher that has a current Nevada state inspection tag.
- Self-installed pop-up canopies requiring either weights or stakes must be lowered every evening at close of show and, depending on weather conditions, may need to be taken down; to be determined by facility on site.



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Staking – this service must be contracted and provided by Freeman

- All staking needs to be drilled; no hand staking is permitted.
- Anchoring or staking into concrete is prohibited property wide.

- Trenching or digging is not allowed into the asphalt without the prior approval from a **Convention Services Manager (CSM)**; please contact staking@lvcva.com for approval.
- Final on-site staking approval must be obtained by the Engineering Department before any drilling and staking may begin.
- The asphalt must be returned to its original condition. **LVCVA** standards are:
 - Backfill existing hole(s) with clean, fine-type sand. Tamp to within four inches (4") minimum of grade surface.
 - Fill rest of hole(s) within a half inch (.5") of surface with fine aggregate-type patching asphalt and tamp until solid.
 - Cover areas approximately two inches (2") around patched hole with a good grade of plastic-type asphalt sealer with a maximum drying time of two (2) hours.

Truss Structures

- All truss structures require plans to be submitted to Safety and Fire Prevention 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21. Depending on size, attachments and weight, facility may require a third-party engineer's stamp of approval. The engineer's stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense. Please send to boothplans@lvcva.com.
- If an exhibitor has their own ballast (weight), but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's official service contractor (OSC) at their own expense.

TOBACCO (LVCC)

No cigarettes, smokeless products made or derived from tobacco, or any alternative nicotine product may be sold or distributed, including as free samples, at the **LVCC**.

For events open to the public, smoking tobacco products in any form including, but not limited to, cigarettes, cigars, pipes, and electronic smoking device, at the **LVCC** is strictly prohibited. Violators will be trespassed from the **LVCC** property.

For those events that are not open to the public, which are produced or organized by businesses relating to tobacco or a professional association for convenience stores, and which involve the display of tobacco products, the **LVCVA** may permit exhibitors, presenters, and attendees to smoke tobacco products at the **LVCC** but only with the **LVCVA's** express, written permission and only in designated areas of the **LVCC** as outlined in the lease agreement.

Event management must actively monitor and prohibit the unauthorized use, sale, and distribution of tobacco products at the **LVCC** by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.



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TRUSS STRUCTURES (LVCC)

- All truss structures require plans to be submitted to Safety and Fire Prevention 90 days in advance, and must meet American National Standards Institute (ANSI) regulations E-1.21. Depending on size, attachments and weight, facility may require a third-party engineer's stamp of approval.
- The engineer's stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense. Please send to boothplans@lvcva.com
- If an exhibitor has their own ballast (weight), but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's official service contractor (OSC) at their own expense

VEHICLE DISPLAYS (FREEMAN/LVCC)

There is a round trip spotting fee per vehicle. Please refer to the [Freeman Shipping/Move-In & Move-Out Section](#) of the online manual for more information.

- Vehicles on display from automobile dealers must have a Nevada DMV off Premise Display License. Proof of license must be provided upon request
- Fuel-tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
- Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle's engine, and the disconnected battery cable shall then be taped.
- Auxiliary batteries not connected to engine's starting system may be left connected.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
- External power is recommended for demonstration purposes.
- Battery charging is not permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited
- Vehicles shall not be moved during the show and will remain off while freight doors are closed.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exits or exit pathways.
- Vehicles placed in lobbies and meeting rooms must have approval of the **Convention Services Manager (CSM)**.
- Visqueen must be used under vehicles on display in lobbies and meeting rooms.

VENDOR INVOICES (FREEMAN)

Show Management will have personnel on-hand throughout the course of the Show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our Show representatives.



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WEAPONS POLICY (LVCC)

A personal or concealed weapon of any type is not permitted anywhere on the campus of the Las Vegas Convention Center (**LVCC**). Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property(s).