FINTECH*Meetup*

EXHIBITOR DISPLAY RULES & REGULATIONS

This Guide is meant to be used in conjunction with the Venetian Las Vegas Exhibitor Guides, which may may be found HERE.

The following rules and guidelines specify what a sponsor can and cannot do with their booth space. Show Management may require any Sponsor to make changes in their booth if, in Show Management's opinion, the booth does not conform to prevailing standards.

All space only booths must submit a technical rendering/booth plan, Risk Assessment, and Method Statement to our third-party vendor, Abraxys to receive Permission to Build. Additional Permits and Engineering Stamps may be required dependent on your booths design.

Special display and activation requests must be submitted to your logistics lead in advance as permits and additional insurance may be required. Sponsors should not contract with suppliers until approved by Show Management.

KEY POINTS

INSPECTION DEADLINE: All space only booths should be occupied and completely built by Inspection Deadline. Refer to the Move-In & Move-Out Schedule for date and time. Exhibitors who have not occupied their assigned space prior to this time will be considered abandoned.

ITEM STORAGE: Per fire safety regulations Exhibitors are NOT permitted to store any items behind their booth backwall or behind pipe and drape.

ISLAND BOOTHS (20x20 or larger): Are **NOT** permitted to have backwalls. Pipe and drape will not be provided for these spaces. Pay special attention to the Height Restrictions & Hanging Signs sections.

IN-LINE BOOTH BACKWALL DIMENSIONS (10x10 and 10x20): Backwalls are **compulsory** for all In-line booths. Backwalls must be finished and span the entire length of your booth and must be exactly 8ft in height. Pay special attention to the Height Restrictions & Open Sides sections.

VISION PANELS/PORTAL: All enclosed rooms and closets MUST have a transparent vision panel or portal on the door.

DOOR OPENING DIRECTION: All doors that are on the perimeter of your booth MUST open inwards. Doors may only open outwards if they are contained within the limits of your booth space.

FLOOR COVERING: Carpet or floor covering is MANDATORY. You must either provide your own, your EAC may provide or you must order through Show Management General Contractor.

FOOD AND BEVERAGE: Mandalay Bay is the exclusive provider of catering. Outside food and beverage is not allowed and Exhibitors will be required to throw away any outside items brought into the event.

FLYERING: Distribution of materials outside your booth is prohibited, including leaving materials on tables, handing out brochures in aisles or entrances, or attaching stickers to venue or shared surfaces.

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AGE RESTRICTIONS

All sponsor personnel must be 18 years of age or older to enter the exhibit hall during move-in, move-out, and show days. No one under the age of 21 are permitted during Exhibit Hall hours or evening events.

AISLES

- To ensure the safety of all our visitors and exhibitors, please follow the below gangways regulations:
  - All aisles must always remain unobstructed and accessible. Your booth build, furniture, exhibits or display must not project beyond the boundary of your booth.
  - Emergency exits and aisles must always remain unobstructed by any obstacles.
  - Freedom of all main and cross aisles is essential at all times for emergency access.
  - Exhibitors should only work within the confines of their booth and aisles should not be used for selling purposes.
  - Doors must be recessed so as not to open onto or obstruct the required width of any aisles or other escape route.
  - Bridging or carpeting over aisles is not permitted.
  - All booth structures, signs, exhibits, etc. must be contained within the area allotted and may not project into or over the aisles unless approval has been obtained from the Organisers.
  - Aisles adjacent to any stand or stage used for demonstrations or performances must be maintained clear of obstruction. More audience space, where applicable, must be planned into the floor layout, as people are not allowed to congregate in the gangways.

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ANIMALS

No animal other than an animal that qualifies as a Service Animal or police dog as those animals are defined by law shall be brought onto the property without the prior approval of the Legal/Risk Management Department. Permission for any animals other than ADA animals must first be approved by Show Management, the Expo Event Manager, and the Risk Management Department. Should you plan to include animals in your booth, contact your logistics lead to obtain permit and insurance requirements before you procure or enter into any contract with a provider.

BALOONS

Mylar and Helium balloons are NOT allowed at the property.

BUILD UP & BREAKDOWN

Please refer to the show timetable for the build-up, open and breakdown schedule. The design of the booth must be as such that it can be erected and dismantled within the time available. Exhibitors who leave excessive trash or floorcoverings not provided by Show Management General Contractor will be subject to fines.

CHIPS AND TOKENS

Should you wish to purchase casino chips for your group, please speak with your logistics lead as these items are strictly regulated by the Gaming Control Board.

DEMONSTRATIONS

Demonstration areas must be confined with the exhibit space so as not to interfere with any traffic in the aisles. Sponsors 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 and aisles may not be obstructed at any time.

DOUBLE DECKER BOOTHS & COVERED BOOTHS

- Multi-level booths will only be allowed for Island Spaces 400 sq ft. and larger. Max of two levels is allowed.
- ALL double decker/multi-level booths or covered booths must submit an architectural drawing and engineering approval stamp to Abraxys by the Permission to Exhibit Deadline. Please have this readily available in your booth if your exhibit falls into either category. Las Vegas Fire Regulations.

- If the upper level of a multi-level booth is greater than 300 sqft or occupied by more than 9 people, two remote means of egress are required and will be field verified by the fire inspector. Signs must be posted indicating the maximum occupancy the structure can accommodate.
- Spiral staircases are prohibited.
- Single-level covered and multi-story displays do not require sprinkler coverage as long as the following fire prevention safety measures are in place:
    - Duration of event where the exhibit booth is displayed must be fewer than seven show days (move-in and move-out days are not included).
    - Maximum of two levels. If the two-story display has an enclosed rooftop, the roof must be a 70% open-grid/FM meltaway/FM debris barrier.
    - At least one fire extinguisher must be within reach at all times. If a space is divided into separate rooms, there must be one fire extinguisher per room.
    - Exhibit booths must be constructed of noncombustible materials.
    - Booth-specific fire watch security must remain present at all times outside of active show hours.
    - An unsprinklered covered booth measuring more than 1,000 sq. ft. must maintain a 20 ft. distance from vehicles and any other unsprinklered covered booths of that size.
    - Open flames and hot work are prohibited within 35 ft. of a covered, unsprinklered booth measuring more than 1,000 total sq. Ft.
    - Please contact The Venetian Expo Facilities Department at 702.733.5151 or facilities@venetianlasvegas.com for more information.

DRONES

Drones are not permitted to be flown by Exhibitors. There are limited scenarios when Show Management may have drones operated by our Audio Visual or General Contractor. The use of drones by Show Management is not to be interpreted as permission for exhibitors to operate drones.

DISPLAY ITEMS & STORAGE

Items may NOT be stored behind backwalls or drape due to fire safety regulations. Empty boxes, cartons and crates must be removed for storage or they will be labeled as trash. Las Vegas Fire Regulations.

- In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:
    - Boxed or loose product, materials or literature.
    - Fiber cases used to ship pop-up displays.
    - Personal items such as luggage, purses, briefcases or coats.
    - **The following restrictions must be observed when staging these listed items:**

  - The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
  - Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
  - Items that are placed under a table must not protrude outside the table dimensions.
  - Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
  - Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
  - Pallets, empty crates, cartons and boxes may NOT be stored in the booth space.
- Visit the Show Management General Contractor portal for information on shipping, material handling and accessible storage options .

ELECTRICAL

All electrical services are exclusive to the Venetian Expo and Encore Labor Services. All electrical requirements must be arranged directly with the exclusive provider. In the case of a raised floor, an access hatch should be incorporated into the design. Power will be switched off each day approx. 30 minutes after the exhibit hall closes. If you need electricity longer than stated, please order 24 hour service.

ECLUSIVE SERVICES

Venetian Las Vegas Exhibitor Guides may be found HERE.

Exclusive services may not be performed or provided by the Exhibitor, EAC or any third party suppler. You may order these services through the Venetian Exhibitor Services Portal. Exclusive services include: include:

- Catering/Food & Beverage
- Show Cleaning
- Electrical
- Internet/Telecommunications
- Plumbing
- Rigging and Theatrical Lighting Labor
- Truss and Motor Equipment Rental
- Satellite Services

EXPOSED AREAS MUST BE FINISHED

- All backwalls, sidewalls or any other exposed areas of the display must be finished surfaces. No graphics, logos, or print facing into another booth is allowed. See-through back walls will not be allowed.

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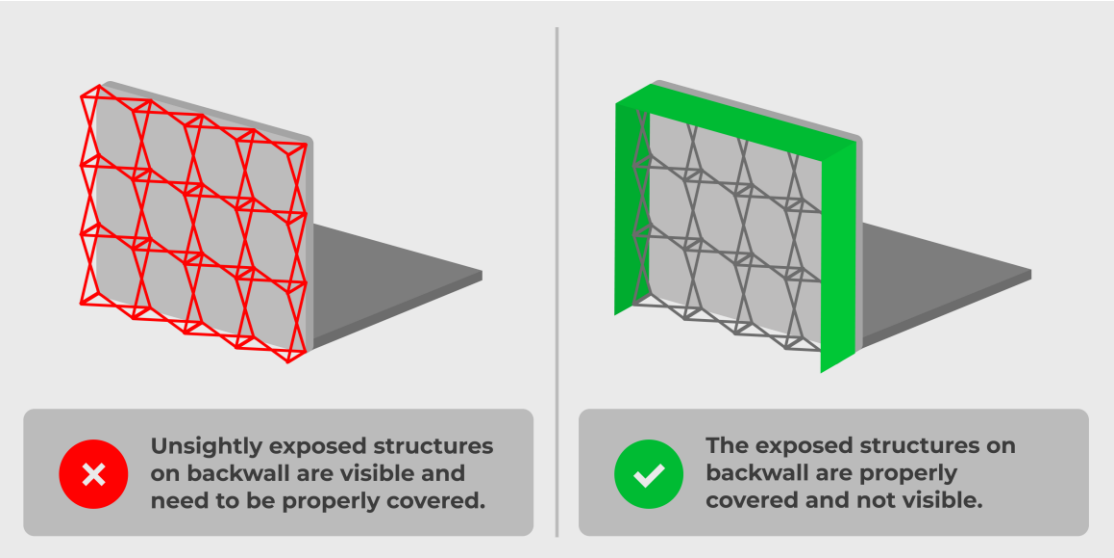

- Inline booths are required to have finished backwalls that span the length of your booth. The outside finish must be the same as inside or equivalent in quality of build.
    - 10x10 Booth spaces must have a backwall that spans the 10 foot length.
    - 10x20 booth spaces must have a backwall that spans the 20 foot length of their space.
    - All backwalls must be exactly 8ft in height

- End caps are required to ensure there are no unsightly gaps between backwalls.
- After Inspection Deadline, any part of a booth with unfinished side or backwalls or end caps will be finished by Show Management at the expense of the Exhibitor.

FIRE SAFETY REGULATIONS

ALL Fire Hose Cabinets and Fire Extinguishers MUST BE KEPT VISIBLE AND CLEAR WITH A 3 ft CLEARANCE. Fire Extinguishers MAY NOT BE REMOVED OR RELOCATED. Fire hose cabinets and fire extinguishers are located on certain columns on the Exhibit Hall floor. Las Vegas Fire Regulations

FIRE RETARDANCY

All materials used in construction and decoration of an exhibit must be flame retardant to the satisfaction of the Fire Department and the State Fire Marshal. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.

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FLOOR COVERING

- Carpet/Flooring is **MANDATORY** and is not provided for space only booths. Please contact Show Management General Contractor who will be able to support with your flooring requirements. You are also able to work with a contractor of your choice to provide flooring. All flooring must meet current Fire Regulations.
- Exhibitors who do not pre-order through Show Management General Contractor, or supply their own flooring will be required to purchase through Freeman at onsite pricing and will not be permitted to build until carpeting is confirmed.
- Booth vacuuming is not included in the rental of flooring from the official general contractor, brought in my the exhibitor or provided by and EAC. If you require nightly vacuuming you must purchase this service. Only exception is a turnkey booth, which is provided a **one-time** pre-show cleaning.
- Flooring not ordered through Show Management General Contractor must be removed before the end of move-out hours or the exhibitor will be subject fines.
- Flooring must be contained within your marked booth space. Upon inspection deadline, any flooring that extends outside your space and interferes with other booths or aisle carpeting will be cut, or the contractor will be asked to return to trim at the exhibitors expense.
- **Raised Flooring and ADA compliance:** in exhibit booths must comply with ADA regulation 303: Vertical changes in level of ¼" (6.4mm) high maximum shall be permitted. Changes in level between ¼" (6.4mm) high and ½" high must be beveled with a slope not steeper than 1:2. Please note that a change in level of ½" (13mm) is permitted to be 1/4” (6.4mm) vertical plus 1/4” (6.4mm) beveled. However, in no case may the combined change in level exceed 1/2” (13mm). Changes in level exceeding 1/2” (13mm) must comply with ADA regulation 405 (ramps) or 406 (curb ramps).

FLYERING

Sponsors and exhibitors may not disperse flyers or other promotional items in areas of the show outside of their booth or sponsored space. Any items placed outside of permitted spaces will be discarded and show management is not responsible for any lost cost.

GAMING/RAFFLES & CHARITY EVENTS

Should your group wish to conduct a raffle or charitable event as part of their program, please reach out to your logistics lead BEFORE confirming any details. Due to Nevada Revised Statutes under the oversight of the Nevada Gaming Control Board, there are strict policies determining how these types of events are defined and must be conducted; The Venetian Las Vegas Compliance Department requires notification and its approval for any of the following activities:

- Any event where mock gaming takes place
- Any event where a game of chance is to take place

- Any event where prizes are awards by chance

Events that fall into any of these classifications are required to complete an Events Checklist, which may be found HERE. This checklist, along with supporting documentation where applicable, needs to be submitted to the Compliance Department to obtain approval. Approval must be granted before any activity shall take place. The approval process must be started at least 30 days prior to event date in order to be processed by the Compliance Department.

GOOD TASTE & RIGHTS OF OTHERS

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.

HEALTH AND SAFETY

- All exhibitor personnel are required to wear closed-toe shoes and high visibility vest/sash for safety purposes during move in and move out.
- Exhibit hall security will deny entry to any individual deemed to not be wearing the proper Personal Protective Equipment (PPE) during move in and move out.
- PPE will not be provided for you; each individual should plan to bring their own high visibility vest or sash to the exhibit hall entrance.

- Be aware of your surroundings. You are in an active work area with changing conditions during move in and move out. Look for obstacles, machinery and equipment that are in use.
- Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.
- If your feet will be 6 ft or higher off the show floor, you and all individuals below you are REQUIRED to wear a hard hat.

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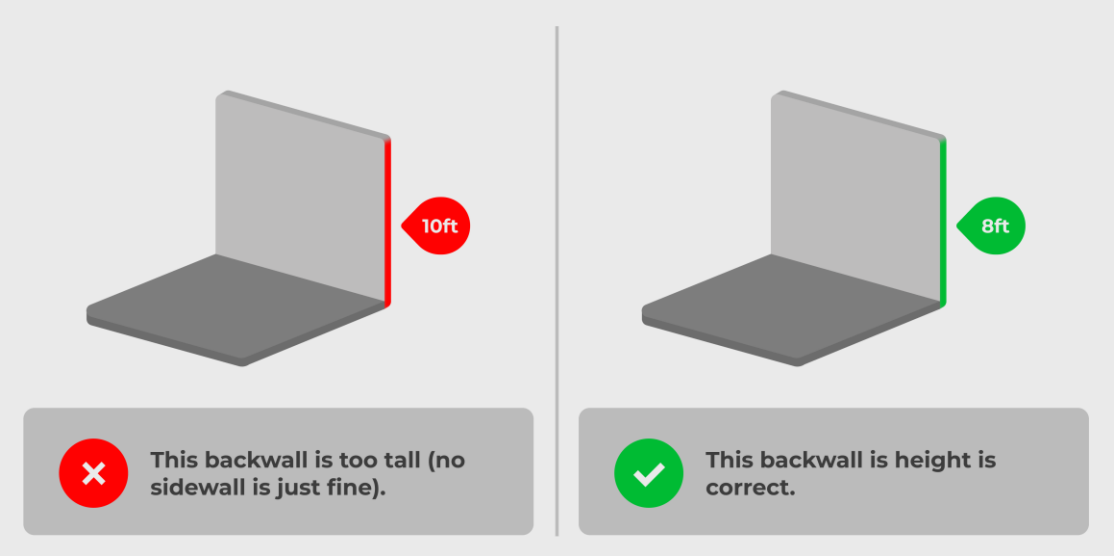
- To prevent electrical shocks, falling items and damage to materials, do not attach items or equipment to any drapes or metal framework in your booth. This can cause serious injury or damage to materials.

HEIGHT RESTRICTIONS & OPEN SIDES

- Fintech Meetup utilizes the standard IAEE Line of Sight rule for all “space only” in-line booths.
- Exhibits and walling must be positioned in such a way as not to obstruct the view of the exhibition or adjacent stands. Under no circumstances are neighboring booths to be visually blocked off from the rest of the exhibition
- The outside finish of all back and sidewalls must be the same as inside or equivalent in quality of build
- **In-Line Booths 100-200 sq ft**. - Backwall MUST BE EXACTLY 8 ft high. Finished backwalls are compulsory for all In-Line Booths
    - Sidewall options for booths ranging from 100 to 200 sq. ft. include:
        - None
        - Maximum height of 4 ft for any 10 ft length
        - The back 5 ft of the sidewall can reach up to 8 ft high, while the front 5 ft can reach a maximum of 4 ft high.



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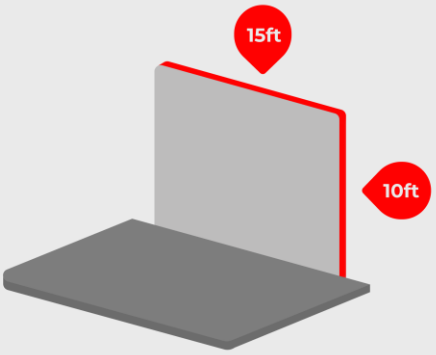
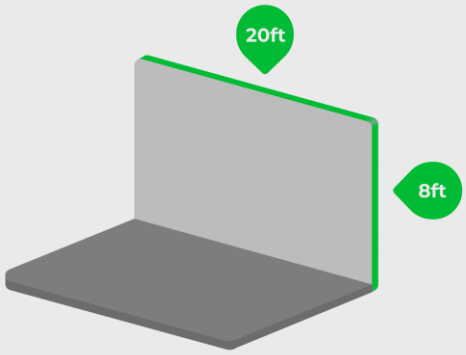
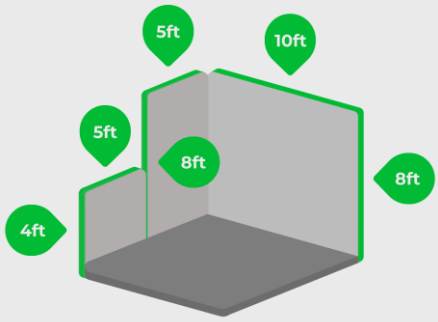


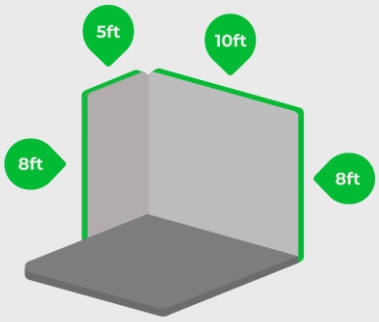
This backwall is too tall and does not span the full length of the booth.



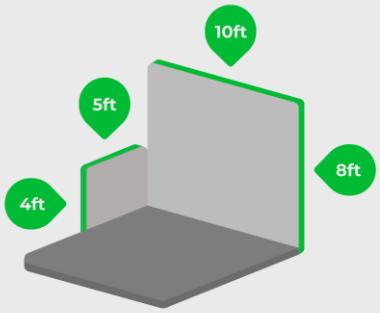
This backwall height is correct and spans the full length of the booth.



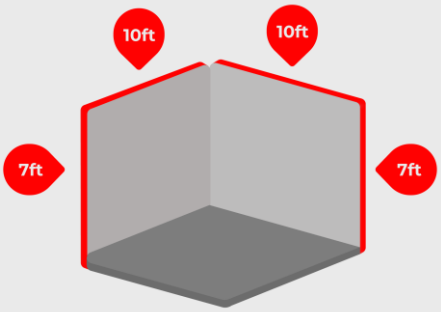
This backwall is just right.
This sidewall is just right.



This backwall is just right.
This sidewall is just right.



This backwall is just right.
This sidewall is just right.



This backwall is too short.
The side wall is too tall.

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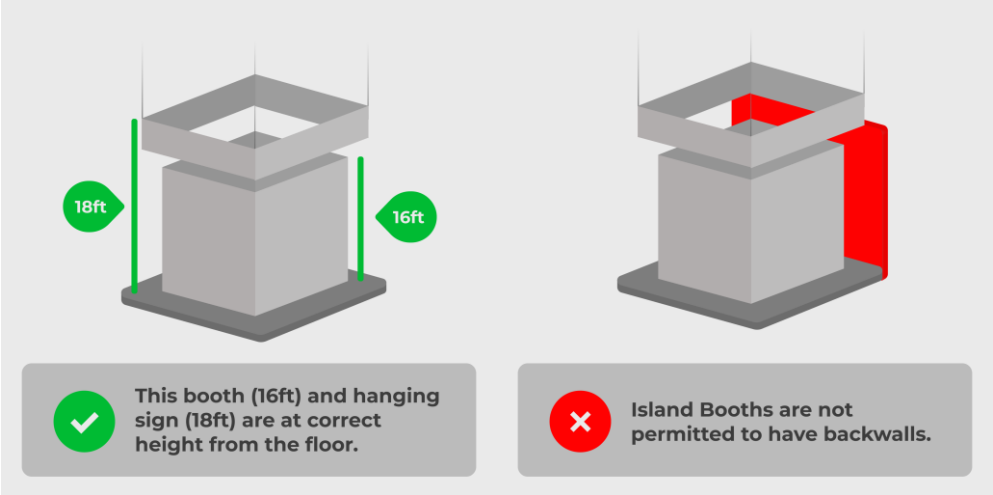
- **Island Booths 200sqft or larger:** Island Booths May Occupy the full cubic content of their booth space but must:
    - Ensure height restrictions are followed
    - Ensure that the design and build of the structure does not obstruct the view of the exhibition or neighboring stands
    - A good "rule of thumb" is to design the exhibit so as to maintain 50% open on each side
- Island Booth are not allowed backwalls than span the entire length of the booth. Pipe and drape is not provided for Space Only booths and may not be used in a Space Only /Island booth.
- Max height for any physical structure is 16ft
    - If your booth is taller than 15' 11" a rigging request **MUST** be submitted to Encore
    - Your booth may be subject to tie off and rigging provided exclusively by Encore. Only Encore will approve exceptions
- Max height for any rigged hanging banner or element is 18ft to the top of the banner - See the following section for detailed instruction



HANGING SIGNS & RIGGING

- Hanging Signs, Lighting rigs, structural rigging and banners are only permitted in booths 20'x20' (400 sq. ft.) and larger.
- The maximum distance the TOP of Hanging Signs or Rigging can be from the floor is 18 ft.
- Exhibitors or their EACs cannot hang their own signs or rigging.
- Hanging Signs and Rigging must be hung 5 ft away from any shared wall, and all rigging onsite must be carried out by **Encore exclusively.**
    - Encore must install and dismantle anything attached to a rated truss or building structure, all ground supported rated truss, lighting and rigging, all floor supported items that project 16 ft or more

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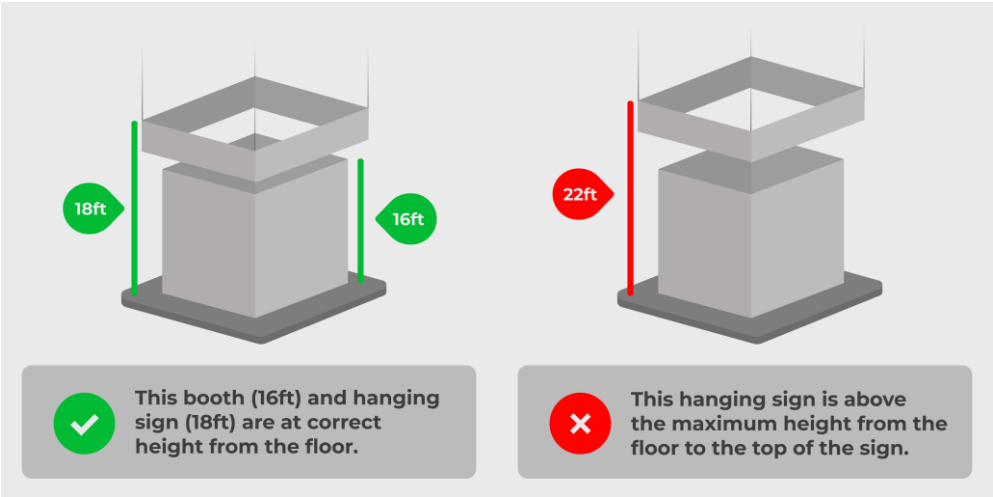
- 

HAZARDOUS MATERIALS/ HAZING / HOT WORKS / PYROTECHNICS / CBD PRODUCTS /BIOHAZARD MATERIALS

- All parties are prohibited from possessing, storing or bringing onto the property materials that constitute hazardous materials (as defined by federal, local and state laws)
- Compressed gas cylinders must obtain a permit from the Clark County Department of Building & Fire Prevention
- Hazing and Pyrotechnics (including cold sparks) require special permissions, please contact your logistics lead in advance to obtain approval from Show Management and all other required parties/CCFD.
- The following are PROHIBITED
  - Lasers, open flames (including candles)
  - Smoke-producing devices Indoor Pyrotechnics are prohibited.
  - Halogen Lamps and Stem lighting employing a non-shielded halogen bulb Las Vegas Fire Regulations
  - Heating appliances
  - Welding, brazing or cutting equipment
  - Radioactive materials
  - Gasoline, kerosene or other flammable, toxic liquid, solid or gas
  - Work Using Angle Grinders, Cutting Wheels & Open Flames Welding, flame-cutting, soldering, abrasive grinding and cutting and other work involving the use of exposed flames, or which produce sparks is strictly prohibited in all exhibition and event areas.
- Requests to display packaging and marketing materials for hemp-derived CBD products may be permitted under certain conditions and following Management approval. The sampling or selling of CBD products of any kind is strictly prohibited.

- Requests for certain medical displays/activations such as a mobile IV and that generate biohazardous materials must be submitted to your Logistics Lead in advance. Additional insurance may be required.
- Venetian Las Vegas Exhibitor Guides may be found HERE.

INSPECTION DEADLINE

- Any space only booth not occupied by Inspection Deadline, will be presumed abandoned and may be reassigned. Refer to the Move-In & Move-Out schedule for specifics, Exhibitors arriving after this time will be given space available and may incur additional costs.
- **ALL EXHIBITS MUST BE COMPLETELY SET BY INSPECTION DEADLINE.** Absolutely no shipment, equipment or material may be brought onto the show floor during show hours. Dressing only (NO CONSTRUCTION) will be allowed until the end of the last build day and during early exhibitor access hours on show days.
- Empty Containers must be ready to be removed and return/storage paperwork must be completed by Inspection Deadline.
- Any Exhibitor or EAC that did not submit a booth plan and receive permission to build will not be allowed into the Exhibit Hall until their booth is reviewed by Abraxys or Show Management. Show Management is not responsible for labor overages or building delays that may incur as a result.

INSURANCE

All Exhibitors, EACs and contracted labor must submit a compliant COI. This includes all space only booths, Turnkey booths, Startup Kiosks, Meeting Pods and Private Meeting Rooms.

LIGHTING / VIDEO & LED WALLS

- All lighting within the exhibit space must be arranged and operated so as not to be distracting to adjacent Exhibitors. Any truss lighting must be over the exhibiting booth only. It cannot be over neighboring booths or aisles.
- If a video wall is built into the Exhibit Structure:
    - If truss is built into the base of the LED/Video Wall, Encore must be involved in the construction onsite.
    - An engineering stamp is required and tie offs may be required
    - Exhibitors should submit a rigging request to Encore for approval. Only Encore can grant exceptions.
    - If no truss is required for the structure the exhibitor or EAC may construct the LED/Video wall
- All exposed wires must be neatly taped or tucked away.

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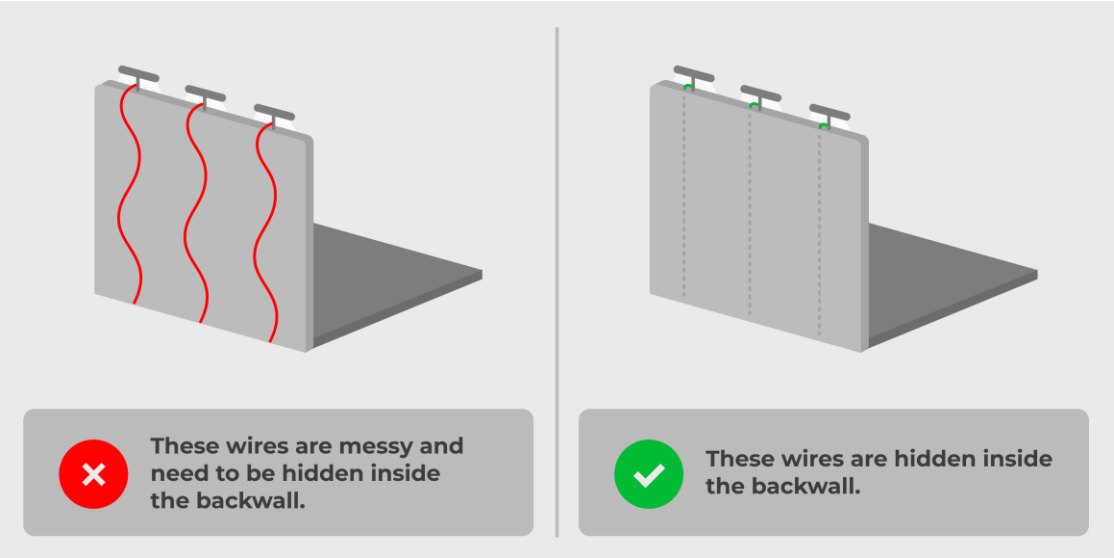

MICROPHONES & RADIOS

If you plan to provide or use any wireless microphones on your stand or the exhibition floor, other than those provided by the official AV supplier, please submit the make and model of the device and the frequencies you plan to use for the show so these can be incorporated into our Radio Frequency plan. This is required to avoid interference with the presentation microphones and other wireless devices used at the venue. Please note we may contact you and ask to change frequencies or equipment should they pose a risk to presenter devices.

NAMEBOARD

All booths should clearly display their stand number as part of their stand build

NO NAILS OR SCREWS

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.

PHOTOGRAPHY & VIDEOGRAPHY

- Exhibitors can have a photographer or videographer with approval, but they are restricted to filming only inside the booth. Filming outside the booth space is not permitted.
- Tripods, lights, and elaborate setups are not allowed in public areas, including aisles, due to fire marshal regulations.

- Contact your Logistics Lead for camera crew access to the Exhibit Halls. Photographers and/or Videographers must have a crew badge.

ROBOTS & REMOTE CONTROL DEVICES/DEMOS

You must get approval from your Sponsorship Logistics Lead if you plan to bring a robot or remote controlled device or demonstration into your exhibit space. An additional certificate of insurance may be required.

SELLING AT BOOTH

If you will be selling products from your booth and the product will physically be given to the buyer at the time of the sale, you will need to contact the Department of Taxation for the State of Nevada and adhere to sales tax regulations. However, if you will only be taking orders and shipping the product after the event, you will not need to contact the Department of Taxation for the State of Nevade. It must also be approved with your Sales Representative and Fintech Meetup Sponsor Logistics Lead. Fintech Meetup reserves the right to prohibit the sale of any product for any reason.

SOUND LEVELS

Sound level of presentations should be kept within the confines of the booth area and must not interfere with neighboring exhibits. 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 seventy-eight (78) decibels.** Show management will exercise their right to provide and maintain a fair exhibition environment for all customers and will attend to complaints.

VENUE

No parts of the halls/buildings or technical installations may be damaged, contaminated or altered in any way (e.g. by drilling holes, or by inserting screws or nails); they may not be painted or papered over, and nothing may be pasted on them. No parts of the hall or technical installations may be used to support stand structures or exhibits. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

VEHICLE DISPLAY

Exhibitors who intend to display a vehicle must obtain approval from their Sponsor Logistics Lead and a vehicle display permit from the Clark County Department of Building & Fire Prevention and Fire Marshal approval. Exhibitors are responsible for completing and submitting all necessary paperwork and must abide by all Las Vegas Fire Regulations.

- Fuel-Powered Vehicles (including hybrids)
    - Batteries to be disconnected, fuel tanks locked and propane tanks to be removed

  - The fuel tank shall not have more than 1/8 full of gasoline
  - Fueling or de-fueling is not permitted in the assembly occupancy and must be done off property.
  - Ignition keys are to be removed and turned into contracted security team
  - Visqueen must be placed underneath to protect flooring
  - No relocation of the display during exhibit hours.
  - All vehicles require individual permits and must have Fire Marshal approval
- Battery-Powered Vehicles
  - Battery to be disconnected. If unable to disconnect, Facility approval will be required.
  - Battery must be less than 50% charged.
  - Charging is not permitted within the Facility.
  - Visqueen must be placed underneath to protect the carpet.
  - Ignition keys are to be removed and turned into contracted security team
  - Each vehicle must be equipped with a type ABC fire extinguisher.
  - Fire watch is required overnight.
  - Vehicle may not be located near any load-bearing columns or walls.
  - A 20 ft. clearance surrounding the vehicle is required
  - Exhibitors must provide requests to Show Management to ensure the event contractor includes it on the overall plan submitted to the Fire Marshal.
  - All vehicles require individual permits and must have Fire Marshal approval