

EXHIBITOR KIT

MARCH 25-27, 2025
Las Vegas Convention Center

TGA TRAVEL GOODS
SHOW

2025

Welcome

Dear Travel Goods Show 2025 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for Travel Goods Show 2025. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

Thank you for your business,
From all of us at T3 Expo

- **New Product Pavilion Application Deadline**
Date: 1/15/2025

Logistics for Dropping Off and Picking Up at New Product Pavilion

Please see following pages:

- **Magazine Exhibitor Directory Deadline**
Date: 1/4/2025
- **Attendee & Exhibitor Badge Registration Application Deadline**
Date: 3/15/2025
- **Exhibitor Badges Deadline**
Date: 3/15/2025
- **Food + Beverage Application Deadline + Booth Ordering Times**
Date: 2/24/2025 by 12 PM PST
Notes: Private food + beverage drop orders at booths are restricted during the following times:
 - March 25, 8:00 AM – 11:00 AM (Launch Party Breakfast)
 - March 25, 5:30 PM – 8:00 PM (Opening Night Cocktail Party)
 - March 26, 3:30 PM – 5:00 PM (Happy Hour)
- **Award Submission Deadline**
Date: 12/31/2024
Notes: Link: [Award Submission Portal](#)

Logistics for Award Distribution & Judging

Nominations will be submitted through the [Award Submission Portal](#). Afterward, there will be a people's choice popularity vote, followed by judging by a panel of unbiased industry professionals. Awards will be announced and presented throughout the duration of the show.

New Product Pavilion: Exhibitor Information and Logistics

The **New Product Pavilion** is a premier showcase at the 2025 Travel Goods Show, providing exhibitors the opportunity to highlight their latest and most innovative products to attendees, including industry professionals, buyers, and media. Below are the details and logistical information you need to ensure your participation is seamless and successful:

Important Dates and Deliverables

1. Images Submission

- Submit high-resolution images of the product(s) by **January 15, 2025**.
- Format: JPEG or PNG (minimum 300 DPI).
- Email to: NPP@travel-goods.org

2. Physical Product Drop-Off

- **Date:** March 24, 2025 (1 day before the show opens)
- **Time:** 10:00 AM – 2:00 PM
- **Location:** New Product Pavilion, Las Vegas Convention Center

3. Logistics

- Drop off the product exactly how you would like it displayed. Remove the shipping box, stuffing, tags, labels or anything else you don't want displayed on your product.
- Ensure you bring the printed **Drop-Off / Pick-Up Paperwork** (attached below) completed with your company name, contact information, and booth number.
- Products must be hand delivered. Products shipped to the TGA for the New Product Pavilion will not be accepted.

4. Product Description Card Submission

- Provide a concise (maximum 150 words) and engaging description of your product(s), including key features, benefits, MSRP, booth location, contact information, category, and any unique selling points. Use the attached document.
- Must be submitted digitally by .word or .pdf file.
- Email to: NPP@travel-goods.org
- Description must be submitted by **January 15, 2025**, along with your product images.

5. All products must be picked up after the Show concludes on **March 27, 2025**, between **3:00 PM and 5:00 PM**.

- Failure to pick up your product(s) will result in the TGA disposing of your product and/or donating it however they see fit. Failure to pick up your product may result in a bill from the TGA or T3.

On-Site Assistance

- TGA staff will be available during the drop-off window to assist with placement and answer any questions.

PRODUCT DESCRIPTION CARD Submission (150 word limit)

Your product(s) will be prominently displayed in the New Product Pavilion with the TGA-provided description card for the duration of the Show.

The TGA will not be responsible for incorrect punctuation, misspelling, grammatical errors, incorrect contact personnel, or other incorrect information on your Product Description Card. The information you provide will be displayed exactly as you've provided it.

1. Company Name:
2. Brand Name:
3. Description of your product(s), including key features, benefits, unique selling points:
4. Product Category:
5. MSRP:
6. Booth location:
7. Contact information:

SEE ATTACHED EXAMPLE BELOW

– Sample –

– Product Description Card

– (150 Words Maximum) –

Company Name: CartTravel

Product Name: CartPro Smart Backpack

Description:

The CartPro Smart Backpack is the ultimate companion for modern travelers and commuters. Marrying sleek design with innovative technology, this backpack meets all your on-the-go needs.

Key Features:

- **Integrated USB Charging Port:** Stay powered up with a built-in USB port and removable power bank, ensuring your devices are always charged.
- **RFID-Blocking Pocket:** Safeguard your personal information from electronic theft with dedicated RFID-blocking compartments.
- **Expandable Storage:** Increase capacity by 20% with a simple zipper expansion, perfect for those extra essentials.

Benefits:

Crafted from durable, water-resistant materials, the CartPro Smart Backpack protects your belongings in any weather. Multiple organized compartments make it easy to access your items quickly, enhancing your travel efficiency.

MSRP: \$179.99

Booth Location: Booth #1024

Contact Information:

- **Name:** John Doe
- **Email:** johndoe@Cartpro.com
- **Phone:** (555) 123-4567

Category: Travel Backpacks

Experience innovation in travel gear—visit us at Booth #1024 to explore the CartrPro Smart Backpack firsthand.

- Drop-Off / Pick-Up Paperwork -

Company Name: _____

Product Name: _____

Contact Email: _____

Contact Cell Number: _____

Booth Number: _____

FOR TGA USE ONLY – Please do not fill out below

Product(s) Dropped Off

Received by the TGA: _____ Time: _____

Company Representative: _____ Time: _____

Product(s) Picked - Up

Company Signature

Printed Name: _____

Picked up by the Company: _____ Time _____

NPP Product Location: _____

Number of Products: _____

Use our
INTERACTIVE
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for EASY NAVIGATION



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T3 EXPO INFORMATION

Show Information

Location

Las Vegas Convention Center
3150 Paradise Rd
Las Vegas, NV 89109

Exhibit Hall

North Hall 1, 2, 3

Show Colors

Aisle Carpet – Tuxedo
Facility Hall Carpet – Concrete



Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Sunday, March 23 8:00 am – 5:00 pm	Tuesday, March 25 8:00 am – 10:00 am: New Product Launch Event at the Main Stage (For Retailers, Press, and Non-Exhibiting Attendees)	Thursday, March 27 3:00 pm – 11:00 pm	Thursday, March 27 By 8:00 pm
Monday, March 24 8:00 am – 5:00 pm	10:00 am – 5:30 pm: Show Floor Open		
	Wednesday, March 26 9:00 am – 5:30 pm		
	Thursday, March 27 9:00 am – 3:00 pm		

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.

10' x 10' Exhibitor Booth Package



Booth Package

Each 10' x 10' Exhibitor Booth includes:

- 8'h Black Backwall Drape
- 3'h Black Side Rail Drape
- (1) 6' Table
- (2) Side Chairs
- (1) Booth ID Sign (7"h x 44"w)
- Grey Carpet

PLEASE NOTE: Colors and style may vary upon availability.

10' x 20' Exhibitor Booth Package



Booth Package

Each 10' x 20' Exhibitor Booth includes:

- 8'h Black Backwall Drape
- 3'h Black Side Rail Drape
- (2) 6' Table
- (4) Side Chairs
- (1) Booth ID Sign (7"h x 44"w)
- Grey Carpet

PLEASE NOTE: Colors and style may vary upon availability.

Important Dates & Deadlines Checklist

Friday, February 14, 2025.....	Presta™ Rental Exhibit Package Order Deadline
Friday, February 14, 2025.....	Receiving at Advance Warehouse Begins
Friday, February 21, 2025.....	Presta™ Rental Exhibit Package Artwork Submission Deadline
Friday, February 21, 2025.....	Exhibitor Appointed Contractor Form Deadline
Friday, February 21, 2025.....	Island Booth Carpet Selection Deadline
Monday, February 24, 2025.....	Internet, Wifi, Voice & Video Products Advance Discount Deadline
Friday, February 28, 2025.....	Presta™ Rental Exhibit Package Artwork Approval Deadline
Friday, February 28, 2025.....	T3 Service Orders Advance Discount Deadline
Friday, February 28, 2025.....	Custom Furniture Advance Discount Deadline
Tuesday, March 4, 2025	Electrical Services Advance Discount Deadline
Friday, March 14, 2025	Last Day for Advance Shipments to Arrive without Surcharges
Sunday, March 23, 2025.....	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Monday, March 24, 2025	All Exhibits Must Be Set by 5:00 pm
Thursday, March 27, 2025.....	All Carriers Must Check In by 8:00 pm

PLEASE NOTE: There are no Lead Retrieval Devices at this show.

Preshow Checklist

[Please click here to view our Terms and Conditions](#)

Review this entire Service Kit (PLEASE NOTE: Payment is required with all orders)

Arrange in-bound freight/Material Handling

If you or any other vendor are shipping materials to your booth, be sure to choose **Advance** or **Direct Shipping**:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Be sure to look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding and pallets are acceptable. Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge: please refer to the Material Handling form.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
 - PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
2. Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
 3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
 4. Label your freight correctly with your company name, booth number, event/Travel Goods Show 2025 and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
 5. Bring all copies of shipping documents with tracking numbers to show site.

Order rental booth structure and/or option, if applicable

- Please choose the appropriate option and/or configuration of your booth structure.

Order graphics/signage and submit artwork, if applicable

- See the Print Production Artwork Requirements page in this Service Kit for format information and submission details.

Order booth furnishings/accessories, if applicable

- There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance

- Venues have different union regulations; please review the Labor Guidelines page to determine if hiring labor to set-up / tear down your exhibit properties is needed.
- If using a firm other than the official service contractor, a Notification of Intent to Use EAC form and proof of insurance must be submitted at least (30) days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

Order additional/ancillary services

- There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
- Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed. We accept Mastercard, Visa, American Express, company check or wire transfer.

Arrange out-bound freight

- Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
- No Material Handling form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

On-site Checklist

Check all freight when you arrive

- Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

Booth set-up

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty Stickers which can be picked up at the T3 Service Desk.

Arrange outbound shipping

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You will need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- Note the Carrier Check-in date / time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

Booth freight packed and ready to ship out

- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment may be delayed and/or rerouted to a show carrier.

SHIPPING INFORMATION

Travel Goods Show 2025
BOOTH #: _____

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Friday, March 14, 2025 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form MUST be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check-in: All carriers must be checked in no later than Thursday, March 27, 2025 by 8:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, February 14, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.65/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$40.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Sunday, March 23, 2025. Shipments that arrive prior to this date may be refused by the Las Vegas Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$1.65/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$40.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: Travel Goods Show 2025

c/o: T3 Expo
1720 Raiders Way,
Henderson, NV 89052

Information

Advance shipments will be accepted beginning on Friday, February 14, 2025 through Friday, March 14, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Friday, March 14, 2025 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: Travel Goods Show 2025

c/o: T3 Expo
c/o: Las Vegas Convention Center
North Hall 1, 2, 3
3150 Paradise Rd
Las Vegas, NV 89109

Information

Direct shipments are accepted starting on Sunday, March 23, 2025 beginning at 8:00 am and throughout published event hours.

Please note when overtime rates apply as stated on Material Handling pages.

Marshalling Yard Information

Know Before You Go:

- All Carriers (except UPS and FedEx) must check in at the T3 Expo Marshalling Yard prior to being sent to show site.
- All Carriers must provide certified weights for each shipment. Failure to provide certified weights can cause delays.
- Carriers will be assigned a driver number after check-in & unloaded according to target times, then check-in times.

Marshalling Yard Days and Hours of Operation

Move-in:

Sunday, March 23, 2025 6:30 am – 4:00 pm
Monday, March 24, 2025 6:30 am – 4:00 pm

Move-Out

Thursday, March 27, 2025 12:00 pm – 9:00 pm

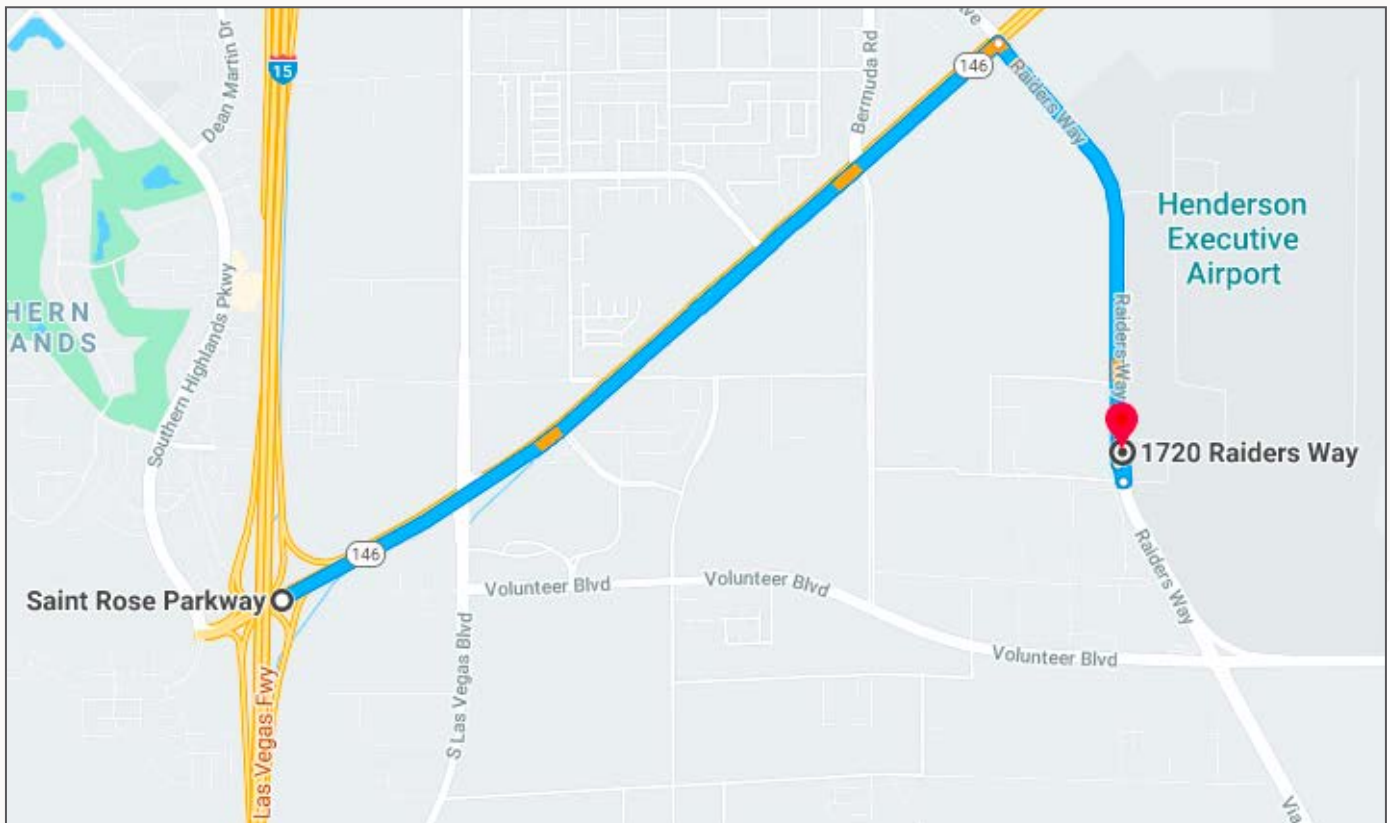
Carrier Deadline: Thursday, March 27, 2025 by 8:00 pm

For questions or additional information contact Brian Nilson bnilson@t3expo.com or Shawn Sifford ssifford@t3expo.com.

Warehouse Address: 1720 Raiders Way, Henderson, NV 89052

Directions to 1720 Raiders Way:

- From I -15 Freeway take Exit 27 to St Rose Pkwy
- Take St Rose Pkwy to Raiders Way
- Turn Right on Raiders Way 1.3 miles to T3 Expo



Cartload Service

To alleviate issues associated with exhibitors carrying small exhibit materials during move-in, T3 Expo is pleased to provide a Cartload Service. This service will be available during move-in and move-out.

Cartload Services are designed for use by privately owned vehicles (POVs). A POV is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, pickup trucks, passenger vans, taxis, limos, etc. Bobtails, box trucks or pickup trucks pulling small trailers are not considered POVs and Material Handling rates will apply. **No cartload can have a combined weight of more than 300 lbs.** Material Handling charges will apply to any loads greater than the limits listed above.

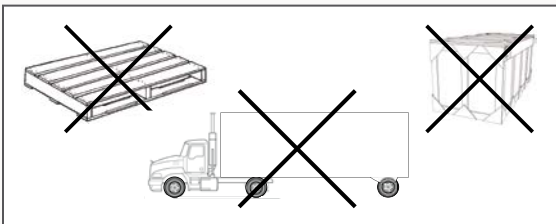
Special Freight Services – Small Passenger Vehicles Only!
Maximum Weight 300 lbs

- Each cartload will handle (8) pieces or less, weighing less than 300 lbs. total. Each exhibitor will be provided (1) laborer with (1) cart. Each exhibitor will be allowed a maximum of (2) trips from their vehicle to their booth for move-in and (2) return trips from their booth to their vehicle for move-out.
- T3 Expo personnel will direct all vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with your vehicle; one (1) person to go with your product to the booth space and one (1) person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- The vehicles must be unload/loaded by full-time exhibitor personnel, by hand.
- Material handling charges and processes will apply to any loads greater than the limits listed above and/or any vehicles that are deemed by T3 Expo not to be a POV.

Hand-carry Information

- This service is for those who have small hand-carry items, all of which must fit on the cart.

To receive this service, watch for the Cartload Service signage



Cartload Service	Anticipated number of trips (2) maximum each way	Price per trip (each way)	Extended Price
Inbound	_____ x	\$275.00	= \$ _____
Outbound	_____ x	\$275.00	= \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

The following information is required; please return completed form to T3 Expo. Email this completed form along with the Payment Information Form to: orders@t3expo.com

Total Cart Service Fee Estimate ... \$ _____

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www.airwaysfreight.com

MikeHoganjr@airwaysfreight.com

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 14, 2025 TO FRIDAY, MARCH 14, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
1720 Raiders Way,
Henderson, NV 89052

Event: **Travel Goods Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces



ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 14, 2025 TO FRIDAY, MARCH 14, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
1720 Raiders Way,
Henderson, NV 89052

Event: **Travel Goods Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces



These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

DIRECT SHIPMENT

ACCEPTED BEGINNING SUNDAY, MARCH 23, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Las Vegas Convention Center

North Hall 1, 2, 3

3150 Paradise Rd

Las Vegas, NV 89109

Event: **Travel Goods Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING SUNDAY, MARCH 23, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Las Vegas Convention Center

North Hall 1, 2, 3

3150 Paradise Rd

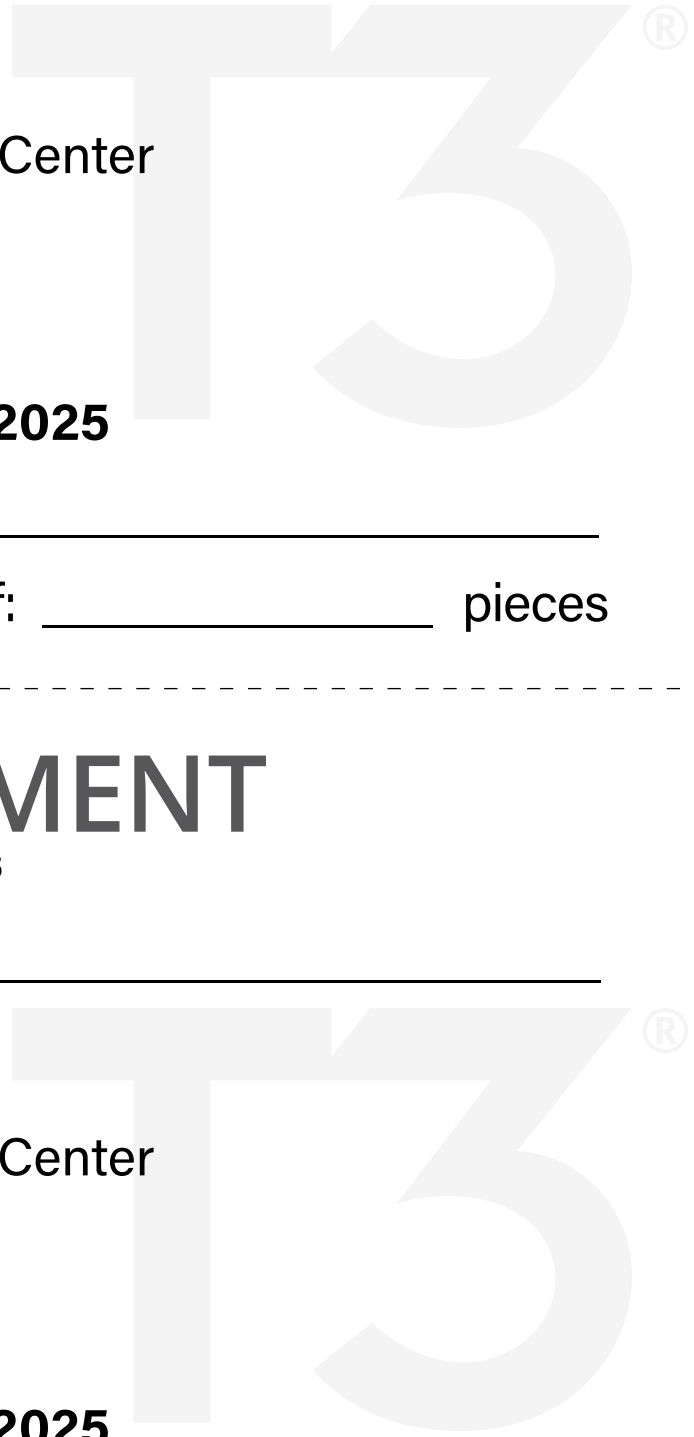
Las Vegas, NV 89109

Event: **Travel Goods Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.



These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 14, 2025 TO FRIDAY, MARCH 14, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
1720 Raiders Way,
Henderson, NV 89052



Event: **Travel Goods Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 14, 2025 TO FRIDAY, MARCH 14, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
1720 Raiders Way,
Henderson, NV 89052



Event: **Travel Goods Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

Exhibitor Order Deadline: Friday, February 14, 2025
Artwork Submission Deadline: Friday, February 21, 2025
Artwork Approval Deadline: Friday, February 28, 2025
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, February 21, 2025.

10' x 10' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 9'w x 8'h Digitally Printed Back Wall
- 10' x 10' Standard Carpet – Grey
- (1) B3 Counter with Locking Storage
- (3) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 10' Rental Exhibit Package	\$4,306.00
Sales Tax 8.375%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: Friday, February 14, 2025
Artwork Submission Deadline: Friday, February 21, 2025
Artwork Approval Deadline: Friday, February 28, 2025
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, February 21, 2025.

10' x 20' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 18'w x 8'h Digitally Printed Back Wall
- 10' x 20' Standard Carpet – Grey
- (1) R4 Counter with Locking Storage and Custom Graphics
- (2) B3 Counters with Locking Storage
- (6) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 20' Rental Exhibit Package **\$8,760.00**
 Sales Tax 8.375%..... \$ _____
 Estimated Rental Package Total..... \$ _____
 Pricing does not include electricity, internet connection or AV equipment.

Artwork Submission Deadline:
All artwork due by Friday, February 21, 2025

Print Production Artwork Requirements

PLEASE NOTE:

All artwork must be submitted in **CMYK** (not RGB/HEX).

General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- **Use Adobe Illustrator for layout**
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include **2" bleeds** on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- **Use Adobe Illustrator or InDesign for layout**
- Include **1" bleeds** on all sides
- Convert fonts to outlines
- Embed or package all linked images

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet 100 dpi at full size

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats

- **Adobe Illustrator (AI or EPS):** Outline fonts and embed all links
- **Adobe InDesign:** Package all fonts and links
- **Adobe Photoshop (PSD, TIF or JPG):** For image files

Checklist

- SET DOCUMENT MODE TO CMYK
- USE APPROPRIATE DIMENSIONS AND SCALE
- SET APPROPRIATE BLEEDS ON ALL SIDES
- CHECK IMAGE RESOLUTION
- CONVERT FONTS TO OUTLINES
- EMBED IMAGES / SAVE & PACKAGE YOUR FILE
- INCLUDE PDF PROOF

Artwork Submission and Template Download

[CLICK HERE](#) to upload your graphic files once they're complete or to download graphic templates.

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

- Event name
- Company name
- Booth number
- Contact information

**T3 Advance Discount Deadline:
Order and payment due by Friday, February 28, 2025**

Island Booths Carpet Order Form

- Island Booths 20' x 20' and larger have the option to select Grey or Black carpet provided by TGA.
- You can bring your own floor covering or you may have a bare floor.
- If you do not make a selection by February 21, 2025 it will automatically default to Grey carpet.

Please choose a carpet option below:

Standard Grey

Standard Black

No carpet

Supplying own floor covering (carpet)

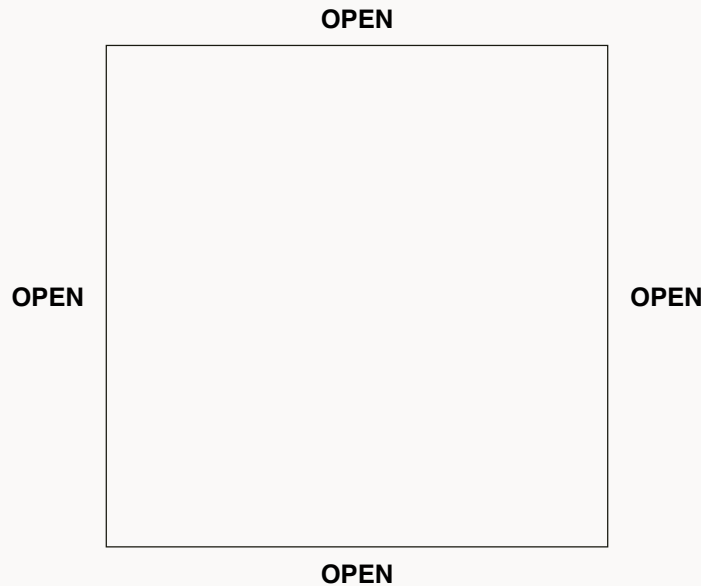


Black



Grey

An island booth is open to the aisles on all four sides.



The following information is required; please return the completed form to T3 Expo.

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

**T3 Advance Discount Deadline:
Order and payment due by Friday, February 28, 2025**

Carpet Padding Order Form

Carpet Padding

	Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding*	_____ x _____ = _____ sq. ft		x \$1.73	or \$2.47	= \$ _____
Visqueen	_____ x _____ = _____ sq. ft		x \$1.40	or \$2.00	= \$ _____
Subtotal: \$					_____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 8.375% \$ _____
Estimated Total Padding \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black

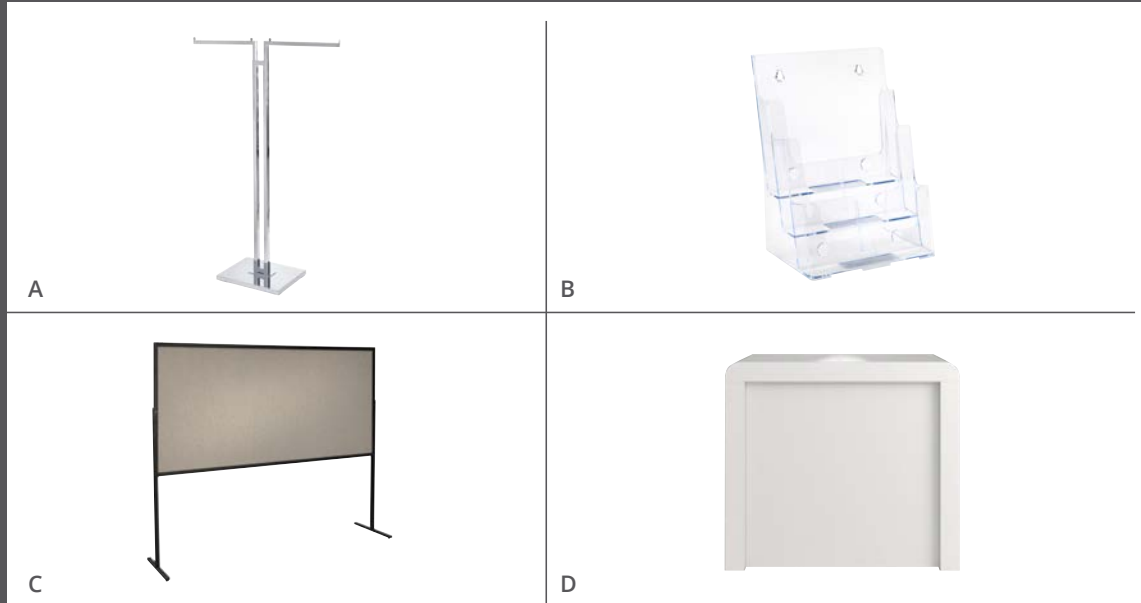


B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

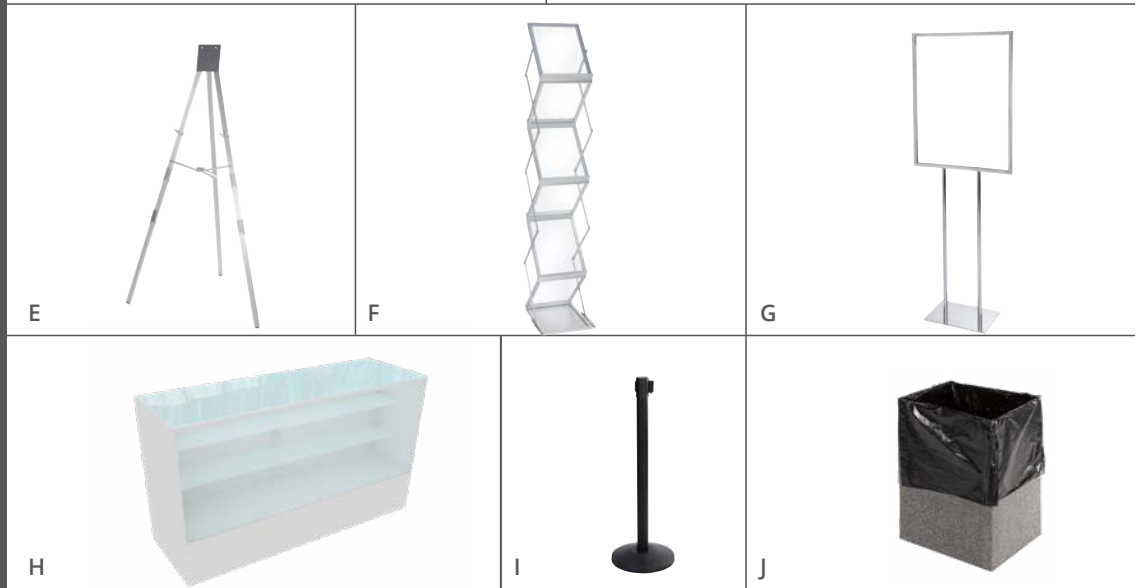
Accessories / Pipe & Drape

- A. Bag Stand – Chrome
- B. Literature Holder – Acrylic 3 Tier
- C. Poster Display Board
- D. R4 Counter – 4' wide, Rounded Corners
R4 Counter with Custom Graphics (*not shown*)
- E. Sign Easel
- F. Literature Stand
- G. Sign Stand – 22" w x 28" h
- H. Display Showcase, 6'
- I. Stanchion – 3' High Tension
- J. Wastebasket

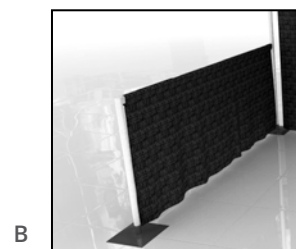
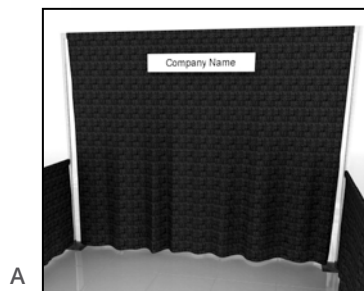


Pipe & Drape

- A. 8' High Drape
- B. 3' High Drape



PLEASE NOTE:
Colors and style may vary upon availability.



T3 Advance Discount Deadline:
Order and payment due by Friday, February 28, 2025

Furniture / Accessories / Pipe & Drape Order Form

	Quantity		Discount Price		Standard Price		Extended Price
Furniture							
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	\$237.00	or	\$338.57	= \$	_____
B. Side Chair – Black (FRN-SIDCHR-01a)	_____	x	\$160.00	or	\$228.57	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Accessories							
A. Bag Stand (ACC-001a)	_____	x	\$253.00	or	\$361.43	= \$	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$90.00	or	\$128.57	= \$	_____
C. Poster Display Board (FRN-PSTBRD-01a)	_____	x	\$262.00	or	\$374.29	= \$	_____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	\$1,009.00	or	\$1,441.43	= \$	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	\$1,102.00	or	\$1,574.29	= \$	_____
E. Sign Easel (ACC-004a)	_____	x	\$1,152.00	or	\$1,645.71	= \$	_____
F. Literature Stand (ACC-005a)	_____	x	\$106.00	or	\$151.43	= \$	_____
G. Sign Stand – 22" w x 28" h (ACC-007a)	_____	x	\$200.00	or	\$285.71	= \$	_____
H. Display Showcase, 6'	_____	x	\$588.00	or	\$840.00	= \$	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	\$112.00	or	\$160.00	= \$	_____
J. Wastebasket (ACC-010a)	_____	x	\$32.00	or	\$45.71	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Pipe & Drape							
A. Banjo Drape 8'H, Black (BDRP-8)	_____	x	\$20.00	or	\$28.57	= \$	_____
B. Banjo Drape 3'H, Black (BDRP-3)	_____	x	\$13.00	or	\$18.57	= \$	_____

Please Select Drape Color: (check one)

Black
 Blue
 Burgundy
 Gold
 Green
 Grey
 Plum
 Red
 White

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone #: _____

Booth #: _____

Sales Tax 8.375% \$ _____

Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

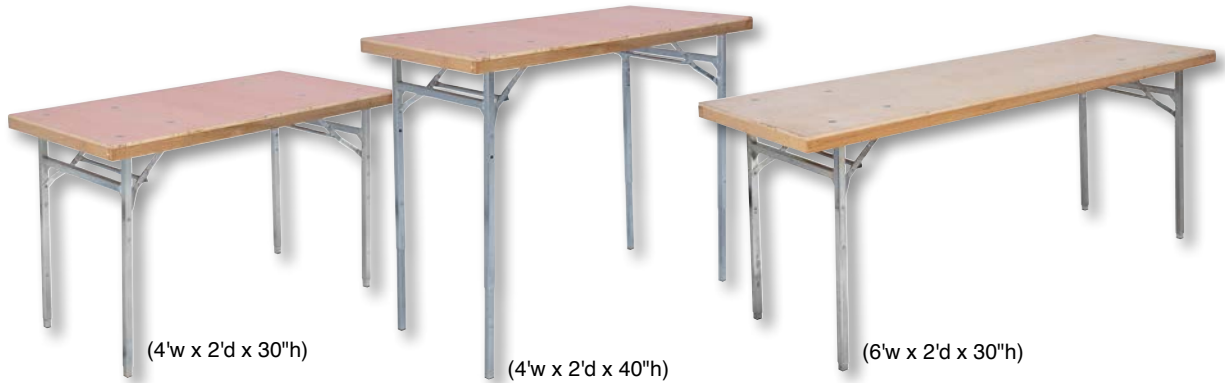
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

- Skirted tables include white vinyl top and pleated skirt on three sides.
- Fourth side skirting is available at an additional cost.
- 4' tables do not require fourth side skirting.



Unskirted Tables

- 4'w x 2'd x 30"h
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h



Round Tables

- 40" high round table, Black
- 30" high round table – Black



Skirting not available on round tables.

PLEASE NOTE:
Colors and style may vary upon availability for items on this page.

T3 Advance Discount Deadline:
Order and payment due by Friday, February 28, 2025

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$251.00	or	\$358.57	= \$	_____
6'w x 2'd	_____ x		\$292.00	or	\$417.14	= \$	_____
8'w x 2'd	_____ x		\$341.00	or	\$487.14	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$79.00	or	\$112.86	= \$	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$292.00	or	\$417.14	= \$	_____
6'w x 2'd	_____ x		\$341.00	or	\$487.14	= \$	_____
8'w x 2'd	_____ x		\$390.00	or	\$557.14	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$92.00	or	\$131.43	= \$	_____

Please Select Skirting Color: (check one)

Black
 Blue
 Burgundy
 Gold
 Green
 Grey
 Plum
 Red
 White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd	_____ x		\$97.00	or	\$138.57	= \$	_____
6'w x 2'd	_____ x		\$130.00	or	\$185.71	= \$	_____
8'w x 2'd	_____ x		\$158.00	or	\$225.71	= \$	_____
40" High Unskirted							
4'w x 2'd	_____ x		\$130.00	or	\$185.71	= \$	_____
6'w x 2'd	_____ x		\$158.00	or	\$225.71	= \$	_____
8'w x 2'd	_____ x		\$188.00	or	\$268.57	= \$	_____
Round Tables							
30"d x 30"h, black	_____ x		\$172.00	or	\$245.71	= \$	_____
30"d x 40"h, black	_____ x		\$192.00	or	\$274.29	= \$	_____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone #: _____
 Booth #: _____

Sales Tax 8.375% \$ _____
Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of T3 Expo.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitors MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

Display Labor

	Straight Time	Overtime
Labor	\$162.50	\$284.50
T3 Supervised Labor	\$208.00	\$286.00
Forklift and Operator.....	\$394.00	\$499.00

Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation _____	_____ x	_____ x	_____ = \$	_____
_____	_____ x	_____ x	_____ = \$	_____
Dismantle _____	_____ x	_____ x	_____ = \$	_____
_____	_____ x	_____ x	_____ = \$	_____

For Forklift Orders

Type of Work Being Performed

- Unskid/reskid equipment
- Place equipment
- Build booth structure
- Other: _____

Size of forklift required:

- 5,000 lb lift
- 10,000 lb lift
- 15,000 lb lift

Heaviest piece weight _____ Dimensions _____ x _____ x _____
 length width height

For Display Labor – Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

Our fee for T3 Supervision is 30% of the exhibitor's total labor bill. In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Set-Up Instructions Attached

Outbound Shipping Information Attached

Estimated Total Labor \$ _____

Hanging Sign Description & Position

Description of Sign

Material

Cloth/Vinyl Wood System Metal Other _____

Single Sided Double Sided Pockets Grommets # of Hang Points _____

Shape

Square Circle Triangle Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required?

Yes No

Electricity Required?

Yes No

Chain Motors Required? (call/email T3 Expo for rates)

Yes No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes No

Position of Sign

Distance from the floor to the top of the sign _____ or _____ to maximum height allowed

Location

Center of Booth

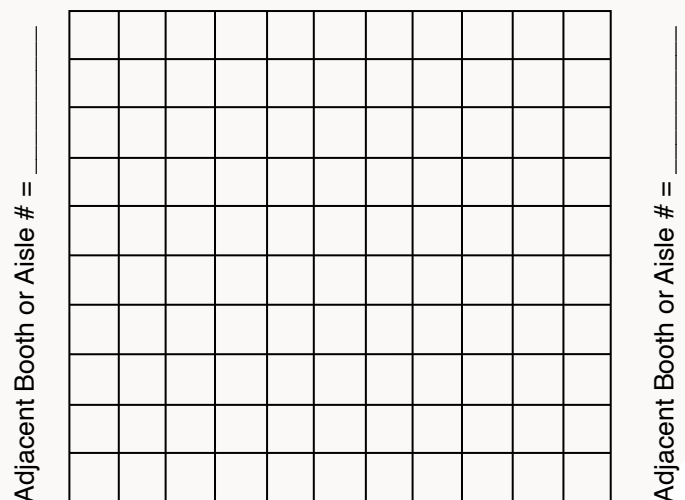
See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.



Adjacent Booth or Aisle # = _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Accessible Storage & Cleaning Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$3.46 per square foot per day.

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage	Area	# Days	Extended Price
\$3.46 per sq. ft x	_____ sq. ft. x	_____	= \$ _____

	Straight Time	Overtime
Access Storage Labor	\$162.50	\$284.50

Empty Storage	Quantity	Standard Price	Extended Price
Cardboard Box	_____ x	\$40.00 each	= \$ _____
Fiber Case	_____ x	\$50.00 each	= \$ _____

Cleaning	Area	Price	# Days	Extended Price
Porter Service	_____ x _____ x	\$1.00 per sq. ft.	x _____	= \$ _____
Vacuuming	_____ x _____ x	\$0.89 per sq. ft.	x _____	= \$ _____

	Quantity	Standard Price
Shrink Wrap	_____	\$115.00

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Est. Total Storage Services \$ _____

ADVANCE DISCOUNT DEADLINE - Friday, February 28, 2025

Sales Tax 8.375%



SPECIAL EVENT

[Click here](#) to view the
2024 AFR FURNITURE RENTAL CATALOG

[Click here](#) to download the furniture order forms

2024 FURNITURE PRODUCT LIST WITH PRICING

ADDITIONAL
INFORMATION
& FORMS

Payment Information

Important Information

*If paying by check or wire, T3 also requires a Credit Card as a contingency should either check or wire not clear in time to place your orders.

*Please make payable to T3 Expo, and mail to:

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

**Wire details will be sent to the contact email address upon receipt of this form.

Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in.

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than (7) days prior to the first day of exhibitor move-in.

Please select the services needed:

Material Handling	= \$ _____
Cartload Service	= \$ _____
Presta™ Rental Exhibit Packages	= \$ _____
Booth Packages	= \$ _____
Carpet	= \$ _____
Furniture & Accessories	= \$ _____
Display Tables & Counters	= \$ _____
Display Labor & Forklift	= \$ _____
Hanging Sign	= \$ _____
Accessible Storage	= \$ _____
Cleaning	= \$ _____
Custom Furniture	= \$ _____
Total:	\$ _____

Secure Online Payments

In an effort to protect your information, T3 Expo will send you a secure link to a credit card form. Please follow the link to submit your payment information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

Exhibitor Profile

Company Name:		Booth #:
Street Address:		City:
State:	Zip:	Country:
Contact Name:		Email Address:
Cell Phone: ()	Fax: ()	

Method of Payment

Company Check*
(Checks must be in U.S. Funds, payable to T3 Expo)

Wire Transfer**
Credit Card

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company.

All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

- Material Handling
- Cartload Service
- Presta™ Rental Package
- Booth Package
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Hanging Sign
- Accessible Storage
- Cleaning
- Custom Furniture
- All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()

Third Party Company Information

Third Party Company Name:	
Third Party Billing Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()
Third Party Responsible For (list services):	

Third Party Credit Card Information

To best assist you, T3 Expo will reach out with a secure link to collect your third party credit card authorization. Please follow the link to submit the information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booths is strictly prohibited.

Las Vegas, NV Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Booth Labor

Union personnel has jurisdiction for the erection, dismantling, touch-up painting, and repairs to all exhibits, unless this work is performed by a full-time employee of the exhibiting company. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification such as a business card, medical identification card or payroll stub. Union personnel may be hired through the General Contractor.

Freight

Union personnel are also responsible for freight handling, which includes loading and unloading of all trucks, handling of all machinery (unloading, uncrating, unskidding, leveling, etc., and the reverse process).

An exhibitor may "hand-carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand-carry" material, they may not be permitted access to the loading dock/freight door areas except if there are specifically designated areas.

Rigging

Union personnel handle programmable theatrical lighting, productions, related rigging and audio visual. Suspended trusses, with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video walls, special effects equipment, and laser lighting are to be installed and removed by Union personnel.

Regarding hanging signs, please note that if it is not electrical (handled by the electricians), in Las Vegas, the General Contractor will assemble, supervise, install and remove all hanging signs.

Electrical

Electrical Unions do electrical work, hang signs that are lighted or rotating, and work on any part of the booth that includes electricity (back lit headers, light boxes, clip on lights, plasma screens, AV equipment, etc.). An exhibitor may plug-in their equipment into the one 20amp/120 VAC receptacle per booth and hang up to four small clip-on lights per booth. An electrician must be called for any increase in electrical service. Electricians also hoist all Union personnel assembled signs weighing over 300 lbs at the LVCC and over 200 lbs at the Sands Exposition. Suspended light trusses for non-programmable lighting and ground supported truss intended to distribute overhead electrical equipment is also the work of the Electricians Union. Electricians are responsible for all under-carpet distribution of electrical, communication wiring (coaxial cable, fiber optics, telephone, etc.).

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.

ANCILLARY
INFORMATION
& FORMS



EXHIBITOR KIT

Facility Contact Information

Convention Services	702 892-2860	Fax: 702 892-2933
Food & Beverage Services (Operated by Sodexo)	702 943-6779	Fax: 702 943-6782
COX Business	702 943-6500	
FedEx	702 943-6780	
Safety and Fire Prevention Office	702 892-7413	
Customer Safety Department	702 892-7400	

Code of Conduct

- **SAFETY FIRST** – Follow all safety guidelines and instructions. Report any hazards or unsafe behaviors to LVCC staff immediately.
- **RESPECT AND COURTESY** - Treat all building occupants with respect, regardless of their role, background, or beliefs. Avoid language that is offensive, discriminatory, or harmful.
- **ZERO-TOLERANCE POLICY** – Any form of discrimination, harassment, or bullying, whether based on race, gender, age, disability, national origin, religion, or sexual orientation, will result in immediate removal.
- **REPORTING CONCERNS** – Visitors should report any issues or concerns to convention center staff. If you see something that violates this code, report it to LVCVA Security personnel at (702) 892-7400.
- **PROFESSIONAL BEHAVIOR** – All people, whether LVCC employees, visitors, or non-LVCC workers, are expected to always conduct themselves professionally and respectfully. Please refrain from casual or inappropriate conversations and behavior.
- **APPROPRIATE ATTIRE** – Wear appropriate attire while on LVCVA property, this includes but not limited to: pants/shorts, shoes, and shirts must be always worn.
- **ALCOHOL AND DRUGS** – The consumption of alcohol is permitted only in designated areas. The use or possession of illegal drugs is strictly prohibited.
- **CLEANLINESS** – Keep the venue clean. Use the provided trash receptacles and recycling bins. Workers should ensure their respective areas are clean and organized.
- **PRIVACY AND PHOTOGRAPHY** – Ask for permission before taking photographs or videos of individuals or property. Respect privacy requests as well as event rules/regulations. Workers should not share confidential information or images without permission.
- **COMPLIANCE WITH LAW** – All building patrons, regardless of purpose on LVCVA property, must adhere to local, state, and federal laws while at the convention center.
- **PROHIBITED ITEMS** – The possession of unauthorized items, including but not limited to, weapons, drugs, and property, is strictly forbidden and will result in immediate removal from the LVCC.
- **NO UNAUTHORIZED ACCESS** – Entry into restricted areas without proper clearance will result in immediate removal and potential legal action.
- **MANDATORY IDENTIFICATION** – Event badges or proper company/union identification must be visibly displayed while on LVCC property. Failure to present IDs when asked will result in removal from the premises.
- **RESPECT FOR PROPERTY** – Any form of vandalism, theft, or misuse of property will result in immediate removal and potential legal action.
- **PROPERTY REMOVAL** – No individual is allowed to remove any property, materials, equipment, or items belonging to the convention center or any events occurring on LVCC premises without show management approval. Violators will be trespassed and could face potential legal action.
- **SMOKING** – Smoking, including vaping, is not allowed on LVCC property except in designated smoking areas.
- **CONSEQUENCES FOR VIOLATIONS** – Violations of the code may result in warnings, temporary bans, or permanent removal from the LVCC campus at the discretion of the LVCVA management.
- **AMMENDMENTS** – This Code of Conduct is not intended to be all-inclusive and may be updated as needed to address new challenges and ensure the well-being of the facility and its occupants.

AEROSOL CANS

- 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.
- NOTE: For any questions or exemption requests, please contact your convention services manager.

ANIMALS

- 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 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 the LVCVA as additional insured must be provided.

BALLOONS

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 ANSI-approved (American National Standards Institute) 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.

BOOTH SETUP

If approved by show management, an exhibitor has the option of contracting the setup of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full-time employees of the exhibiting company and able to provide credentials. All persons must always comply with the Occupational Safety and Health Administration (OSHA) safety standards.

CHEMICALS

- 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.

CONTRACTOR AND VENDOR REQUIREMENTS

- Any show appointed and/or exhibitor appointed company providing a service and/or supervision during conventions, trade shows and events at the facility must obtain an annually issued EAC permit and comply with the following:
- Annual Contractor Fee: \$250
- Certificates of Insurance (COI) — [Requirements and Sample COI](#)
- General liability in the amount of \$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 \$1,000,000 for any auto and/or hired and non-owned.
- Workers' Compensation Coverage in the state of Nevada with minimum of \$1,000,000 limit. If the home state of the contractor does not have a reciprocal agreement with the state of Nevada, contact employers to obtain proper coverage. Phone 888-682-6671 or <https://www.employers.com/>.
- Apply for [EAC permit](#).

DRONES/UNMANNED AERIAL SYSTEMS (UASS) GUIDELINES

UASs – Unmanned aerial systems includes all of the following:

- All drone/UAS operators must comply with all FAA requirements.
- UAV – Unmanned Aerial Vehicle
- RPAS – Remotely Piloted Aircraft System
- RC Model Aircraft
- Drone

UASs are allowed to be used indoors or outdoors with the following requirements:

- Exhibitors must have approval from show management.
- A [Drone 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 overpopulated 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 inches 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, refer to the [FAA website](#) for more information.
- NOTE: For any questions or exemption requests, please contact your convention services manager.

EMERGENCIES

To report an emergency, call 702-892-7400.

- Customer safety staff is trained to handle emergency situations. The Customer Safety Department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.
- The CSM is responsible for keeping show management and OSCs informed of decisions relating to emergency events in progress.
- All emergencies should be reported to the Customer Safety Department first.
- Dialing 911 will delay the response by medical personnel who may not be able to find or get to the location of the emergency.
- Report via text message: Text LVCC and your message to 78247.

FIRE AND SAFETY EXHIBIT GUIDELINES

- For outdoor structure Information please see [Outdoor Exhibits](#).
- All means of entrance and exit must be always free from obstruction.
- Any individuals observed blocking, taping, or propping open a door with any type of object and/or leaving the door unsecured, will be trespassed from property.
- Each hard-wall booth must be a minimum of nine 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 always visible and accessible. 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 always maintained.
- 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 remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 pounds 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.
- Any single-level exhibit over 1,000 sq ft must submit a booth plan to the Safety and Fire Prevention Office for approval. Please submit plans to boothplans@lvca.com.
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- The Fire Prevention office will only allow exhibitors to display air compressors (without load) to show their product. All other compressor needs must be handled by an official service contractor to ensure proper drops to exhibit booths with pneumatic products.
- 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 defueling of vehicles is prohibited.
- Vehicles shall not be moved during show hours.
- 36 inches 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 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, 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, 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 on property must be approved prior to arrival by the Safety and Fire Prevention Office.

NOTE: For any questions or exemption requests, please contact your convention services manager.

- When approved, LPG (propane) containers having a maximum water capacity of 12 pounds [nominal 5-pound 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 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 (1,220 mm) or by a barrier between the devices and the public.
- The after-hours, overnight storage of any LPG 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 the building.
- No dispensing from or refilling of LPG containers will be permitted inside the convention facility.
- Use of LPG outdoors must be approved by the Safety and Fire Prevention Office and the CSM prior to arrival on property. No outside LPG 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 that 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.
- 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 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.
- Fire Pits that are not fully enclosed with a glass front or a protective heat/contact barrier will require an [Open-Flame Permit](#) from Clark County Fire Department. Natural gas and approved LPG (propane) quantities will be allowed for use within the halls. A barrier is required to prevent an attendee/exhibitor from encountering an open flame.
- Please see the [Fireplace and Fire Pit Display form](#) for details on obtaining an Open Flame Permit along with the [Fire Watch Requirements form](#).
- 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 located 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.
- If your booth is demonstrating, sampling, or using a hookah, the following items are required:
 - Keep a 5-pound ABC (2A:30BC) fire extinguisher at the booth. The fire extinguisher must have a current inspection tag. Extinguishers may be obtained from the show or a local company.
 - Keep a metal (noncombustible) bucket for hot coals.
 - The hookah must be placed on a stable, noncombustible surface (table, stand, stool, etc.). The hookah cannot be placed directly on a carpeted surface.
 - Keep all combustible materials (boxes, plastics, etc.) a minimum of three feet away from the hookah.

FLAMMABLES

Lighters, Torches, Open Flames

- 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. [Clark County Permit](#).
- **For giveaways:** Exhibitors can keep a one-day supply of lighters in the booth, if giving away lighters to attendees.

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. [Clark County Permit](#)
- 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 [Clark County Permit](#) or by email at 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.

FOG MACHINES

- 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 always remain in the booth/event location.
- The facility reserves the right to limit the amount of haze produced by a show.

FOOD AND BEVERAGE

Las Vegas Food & Beverage retains the exclusive right to provide, control and retain all food and beverage services within the LVCC. Outside food and beverage are not permitted 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 LVCVA and the Food & Beverage Division 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 square feet) that produce 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) and 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 square feet).
 - 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 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 gallons.
 - The volume of cooking oil per booth is not to exceed six 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: induction cooktops, ranges, electric warmer, single- ranges or multiple- burner ranges.
- A minimum of one 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 Class 3A-40BC fire extinguisher shall be located within each booth with additional or other display cooking, such as baking, sautéing, braising, stir frying, convection cooking, warming of food, and all other like applications.
- Solid fuels, including charcoal and woods, are prohibited within exhibit halls.

NOTE: For any questions or exemption requests, please contact your convention services manager.

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 and emailed to foodpreandsample@lvcva.com by exhibitors who are giving away free food or beverage. Approval from both the LVCVA and the Food & Beverage Division must be received prior to finalizing your plans.

Once the form has been submitted, a member of the Las Vegas Food & Beverage 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 our exclusive food and beverage provider.
- If sampling of open food or beverage is conducted at a booth, then both a hot-water hand- washing station and a sanitizing station will be required.
- Handwashing and sanitization stations may be purchased through the food and beverage division or provided by the exhibitor. If provided by the exhibitor, contact the [Southern Nevada Health District](#).
- Hot water for handwashing will be provided. 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 our Food & Beverage Division for approval and follow the Nevada Department of Taxation guidelines regarding liquor at trade shows. All alcoholic beverages must be served by our bartenders/servers who are TAM certified. Some exceptions may apply.

If you have any questions, contact the LVCVA's Food & Beverage Division at 702-943-6779 or email exhibitorcateringlvcc@sodexo.com.

GAMING/RAFFLES

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

HALOGEN LAMP RESTRICTIONS

The use of stem or track-mounted halogen light fixtures is not allowed unless items meet the following requirements:

- Must use 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

As a customer of the Las Vegas Convention Center (LVCC), we wanted to make sure that you are aware that the LVCC has revised its Hand Carry Policy. For those of you who drive to the event and wish to unload your product/materials and bring them to your booth, please be aware of the following new procedures.

Exhibitors may hand carry their own materials into the exhibit space, provided they do not use material-handling equipment to assist them. Any labor used to hand carry must be performed by full-time company employees, and they must be prepared to show proof of employment.

Parking for unloading must be performed from parking lots only, and no vehicles larger than pickups or passenger vans will be allowed to park for hand-carry purposes. Vehicles larger than pickups/vans must use the show contractors for freight unloading. Parking on LVCC roadways is prohibited, and unattended vehicles will be towed at the owner's expense. See the following examples of allowed vehicles:

Escalators will no longer be allowed to move hand carry materials, and all boxes and suitcases will need to use the available elevators without the use of freight moving equipment.



Approved for Hand Carry use:

- Lightweight luggage carts.
- Hanging garment racks for moving hanging garments ONLY.
- Pop-up displays in rolling cases.



Not allowed for Hand Carry use:

- Hand carts, hand trucks, pallet jacks or any four-wheel cart or dolly.
- Access to the loading dock and/or freight doors.
- Any freight that cannot be hand carried by one person.
- Any freight moved by a moving or freight company, contractor, or any persons other than full-time employees of the exhibiting company.



MEETING ROOMS

- Carpeting/flooring can be placed on top of building carpet in the meeting rooms with permission from the CSM (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 using Visqueen. Forklifts and electric carts are not permitted on the second or third floor. All freight and materials must be moved via pallet jack or handcart by the 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. Exceptions to this are West Hall flex rooms as follows: W102-W110, W203-W212, W228-W233, W303-W310 and W322-W327.
- All structures must be at least 18 inches below fire sprinkler heads.
- Fire extinguishers, exit signs or exits may not be blocked or obstructed.
- Meeting rooms used for exhibits must have approved floor plans. Submit all plans to boothplans@lvcva.com.
- Closets in meeting rooms are for LVCVA use only.
- Meeting-room air walls will be moved only by LVCVA staff. Air walls must be configured prior to laying any type of temporary flooring over building carpet.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles and floor boxes 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 & Guidelines

- **Amenities:** The LVCC does not provide note pads, pens, or water/water bubblers. Note: There are water-dispenser stations available throughout the facility.
- **Audio/visual equipment:** All projectors, screens, computers, tablets, phone audio adapters, etc., are to be ordered through the audio/visual contractor.
- **Audio/sound operator:** Six-channel audio mixers patched to overhead speakers in North, Central and South halls are provided unless other arrangements are made. West Hall meeting rooms have virtual mixers via a Crestron wall control panel, up to four audio lines. Note: If microphone/audio input count exceeds four in a single room, the AV contractor is to provide an operator.
- **Bleachers/tiered seating:** Please contact your CSM for details.
- **Bottled water:** The LVCC will provide complimentary bottled water at head table or lectern for session/meeting rooms only or upon request based on the quantity/location requested.
- **Chairs:** The LVCC has one style of chair, which are molded plastic in gray, 20 inches by 20 inch stackable-style chair and available for meeting room sets to the extent of our inventory.
- **Draped/skirted tables:** If a draped head table or skirted table is required, it must be ordered from the service contractor or arranged with catering directly.
- **Easels:** The LVCC can provide easels to the extent of our inventory.
 - Note: Easels are tripod style, not flip chart style.
- **Electrical:** If there are electrical requirements (other than a 110 outlet) you must order through the electrical contractor. This includes any extension cords.
- **Exhibitor rooms:** Exhibitors utilizing meeting rooms for suites/custom builds are to make all arrangements including cleaning services through the OSC. Note: Rooms that are subleased for meetings are subject to additional costs.
- **Food and beverage setup:** The convention center team places tables for any food and beverage functions served by Las Vegas Food & Beverage in meeting rooms and lobbies.
 - **Note:** Unless for a show management event on the show floor, all exhibitor events on the convention show floor must be ordered through the OSC.
- **Flip charts/markers/pointers:** Flip charts, markers and pointers are to be provided by the AV contractor.
- **Lecterns/microphones:** A standing lectern and wired microphones are provided on a complimentary basis. Equipment provided to the extent of our inventory. Wireless microphones must be ordered from the AV contractor.
- **Meeting room keys:** Up to five meeting-room key cards/metal keys/fobs can be issued per room. Multiple rooms can be programmed to one specific key (excluding metal keys). Note: Metal keys will be issued for all Central meeting rooms and N101 through N251. Key cards will be issued for all South meeting rooms, and N253 through N264. Key fobs will be issued for all West meeting rooms. Note: Metal keys and key fobs are chargeable at \$20 per unreturned key/fob.
- **Meeting room refresh:** Mid-day room refresh(es) will be conducted for education sessions/ meeting rooms only. Room refresh consists of emptying trash cans, removing any trash from tables, replenishing bottled waters at head table/lectern, straightening chairs/tables, disinfecting high-touch surfaces, and sweeping carpeted area as needed. Upon conclusion of the day/evening activity, all eligible rooms will receive a room refresh.
 - Note: Rooms with food and beverage will be serviced by the catering team.
- **Staging:** The LVCC offers risers for a stage/dais if required. Risers are 4 feet by 8 feet and stage heights are 16, 24 and 32 inches. For larger stages, heights begin at 36 inches to 54 inches. The platform is two-sided. One side is carpet in a multipattern of black, gray and white. The other is a black vinyl. Steps and black skirting are included.
- **Tables:** The LVCC table options are as follows: 8 feet by 18 inches, 8 feet by 30 inches, and 6-foot rounds. The tops are gray, plastic molded and set uncovered.

- **Trash containers:** The LVCC places 33-gallon waste containers in the meeting rooms. It's the only size available. If you require smaller trash cans, you may order from the OSC, who is also responsible for the emptying. Note: Excessive trash, e.g., swag bags/registration/giveaways, etc., to be cleaned by contract cleaners.
- **Service contractor/I&D Company rooms:** Rooms that will have a custom/special set provided by a service contractor or I&D Company are responsible for all their equipment and cleaning.
- **Walls:** The LVCC prohibits adhesive backing materials to be placed on any painted surface or walls, clings preferred. If items are attached on walls, doors, glass, it is the OSC/show organizers' responsibility to remove at the conclusion of the show or there may be a charge-back to the lessee invoice for cleaning.

Show Power in Meeting Rooms

[Click here](#) to view list for show power in meeting rooms.

MULTILEVEL AND/OR COVERED EXHIBITS (INDOOR)

- See next section for [Multilevel and/or Covered Exhibits \(Outdoor\)](#).
- It is the responsibility of the 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 fire code.
 - **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 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 engineer 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.
- **Exemption:** Areas less than 250 square feet shall have a 6 3/4-inch minimum clear tread depth at a point 12 inches from the narrow edge. The riser shall be sufficient to provide a headroom of 78 inches minimum, but riser height shall not be more than 9 1/2 inches. Minimum stairway clear width at and below the handrail shall be 26 inches.
- 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@lvcva.com.
- Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

NOTE: For any questions or exemption requests, please contact your convention services manager.

MULTI-LEVEL 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 and 22.04, and Clark County fire code section 13.04.

[Clark County Fire Permit](#) is required when:

- Temporary structure footprint is greater than 2,500 square feet and is constructed outdoors. Drawings prepared by a registered design professional with third-party inspections will be required for the permit.
- Any size multi-level structure that is constructed outdoors. Drawings prepared by a registered design professional with third-party inspections will be required for the permit.

OUTDOOR EXHIBITS

- 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 ordered through the facility, lessee will incur trash removal charges.
- For any **temporary assembly structures** see [Multilevel and/or Covered Exhibits \(Outdoor\)](#)
- All banner material used outside must be made of mesh material with a minimum of 30% 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 subfloor made of concrete onto the asphalt, Visqueen must be used under the pour and the surrounding area. Bonding agents are prohibited.
- All other poured concrete requiring framework (curbing, walls, etc.) will use 16 penny nails with wire to mount and secure all batter board, bracing, etc., in asphalted areas. Square, round or other standard stakes are not permitted to secure framework in asphalted areas. Mechanical forms are preferred. LVCVA exterior engineers are available for clarification.
- Reference Food & Beverage - Preparation Within Exhibits (p. 24) 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](#).
- Any exterior water use during shows will be metered. Please contact the CSM for coordination.

- 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 EACs 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 CSM; please contact staking@lvcva.com for approval.
- Final on-site staking approval must be obtained by the Facility Maintenance 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 a four-inch minimum of grade surface.
 - Fill rest of hole(s) with Aquaphalt® or equivalent and tamp until solid.
 - Cover areas approximately two inches around patched hole with a good grade of plastic- type asphalt sealer with a maximum drying time of two hours.
- Staking in Orange lot is limited and strictly enforced.
- West Hall – All staking will not exceed 40 inches in depth. If additional anchoring is necessary, weights will be required.
- Staking in Yellow lot is prohibited.

TRUSS STRUCTURES

- All truss structures require plans to be submitted to Safety and Fire Prevention 90 days in advance and must meet ANSI regulations E-1.21. Depending on size, attachments and weight, the 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(s) 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 OSC at their own expense.

PARKING

- 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.
- 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 the 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 CSM for paid parking dates.
- Your CSM will provide 15 complimentary show staff parking passes.

PERMITS

For assistance with Clark County Building and Fire Prevention permitting, contact the Safety and Fire Prevention Office at 702-892-7413 or boothplans@lvcva.com.

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

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies with a footprint greater 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
- Outdoor, multi-level structures
- Outdoor structures over 2,500 square feet
- Structures with occupancy of more than 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. A blanket permit must be submitted to Clark County Building and Fire Prevention office by show management. [Click here](#) for more information.

PERSONAL MOBILITY DEVICES

Notice: Personal Mobility Devices Not Allowed on Property

Please be advised that only ADA-approved personal mobile devices are permitted on the premises. This policy is in place to ensure the safety and accessibility of all individuals within our facility. We kindly ask attendees to refrain from bringing any non-ADA personal mobility devices onto the property. This includes, but is not limited to, the following:

- Segways
- Manual Scooters
- Electric Scooters

- Skateboards
- Other Personal Mobility Devices

The speed limit for approved ADA personal mobility devices on the Las Vegas Convention Center property is always 5 miles per hour (mph) and electrical charging of any kind for personal mobility devices is not permitted indoors at any time. Charging is only permitted outside in designated areas.

Violation of this policy could result in being removed and trespassed from the Las Vegas Convention Center property.

We recognize the importance of providing an inclusive environment for all guests and contractors. Thank you for your cooperation and understanding in upholding this policy.

Violation of this policy will include the following punitive actions:

- 1st Violation Verbal warning**
- 2nd Violation Required to depart LVCC property for that day**
- 3rd Violation Trespass indefinitely**

Note: There are no storage spaces available for ADA-required personal mobility devices on the Las Vegas Convention Center property.

Examples of prohibited devices:



ROOF ACCESS

- Anyone requiring roof access must obtain approval in advance. To do so, submit [roof access form](mailto:conventionservices@lvcva.com) to conventionservices@lvcva.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 days a week between the hours of 7:30 a.m. to 3:30 p.m.
- A current driver's license or valid state ID, ESCA/WIS ID, or trade union badge must be surrendered before any pass is issued.
- Facility Maintenance staff will escort persons desiring roof access and unlock the associated roof hatch.
- Items placed on the roof must bear 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 restricted to designated areas and must have prior approval from Facility Maintenance.
- 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 reason 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 or after dark.

West Hall Only

- Roof access is limited to installation of satellite/antenna installation. Two designated loading platforms are available, and roof access will only be authorized for the roof hatch immediately below the loading platforms. Those granted roof access must remain on the loading platforms; anyone found outside of the platforms will be trespassed. All cabling/wiring will be routed via only the designed and installed roof penetrations, no cabling/wiring will run through the roof access door, and no cabling/wiring can run across the roof from one platform to the other. Once loading platforms are determined to be at maximum use, no additional roof access will be granted.

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 carpeted piece of plywood.
- Equipment can only be mounted on roof platforms, and not on any other roof surface.
- The mounting of equipment on antenna masts is permissible where available. Contact your CSM for further information.
- Roof walkways must be used when available.
- Satellite dish size is restricted to 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.

SHIPPING & RECEIVING OF EXHIBITOR MATERIALS/PRODUCT

- The facility is unable to accept any goods shipped to the building for show management or any exhibiting company. Your OSC will handle the shipping and receiving of all goods.

SOUND LEVELS

- The LVCVA retains the right to regulate the volume of any sound, whether it be music, voice, or special or artificial effects to the extent that the same interferes with other lessees within the facilities.

VEHICLES ON DISPLAY

- 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 inches 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 CSM.
- Visqueen must be used under vehicles on display in lobbies and meeting rooms.

Electrical Vehicles (EV)

- EVs are not allowed to be charged indoors.
- Any EVs brought into the building must have prior approval. Specifications of the battery and vehicle must be submitted to the Safety and Fire Prevention Office at boothplans@lvcva.com.
- [Click here](#) to complete and submit the Electric Vehicle Form.

WEAPONS

- A personal or concealed weapon of any type is not permitted anywhere on the campus of the LVCC.
- Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property.

For more information regarding the Las Vegas Convention Center facility, please view the [Building User Manual](#) on our website.

Travel Goods Show 2025

March 25-27, 2025



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Event Name:	_____
Event Start Date:	_____
Event End Date:	_____
Booth/Room #:	_____
On-Site Contact:	_____
Cell #:	_____
On-Site Contact Email Address:	_____

Company Name:	_____	
Billing Name:	_____	
Billing Address:	_____	
City:	State:	Zip:
Country:	_____	
Phone #:	_____	
Billing Contact Email Address:	_____	

Cox Business has a full list of products beyond the WiFi Hotspot services listed below.
Please contact us to discuss any additional needs you may have.

Advanced rate is only available if order is placed and paid 30 days prior to listed event start date. An expedite fee of 20% will be added to standard rates if an order is placed 72 hours or less before the listed event start date.

WiFi Hotspots

Service will be available a day before the event through a day after the event in one specific area serviced by one WiFi access point.

	Advanced Rate	Standard Rate	Quantity
WiFi Hotspot: 5 Mbps, up to 10 Users	\$1,750	\$2,150	<input type="checkbox"/>
WiFi Hotspot: 5 Mbps, up to 25 Users	\$2,500	\$3,000	<input type="checkbox"/>
WiFi Hotspot: 5 Mbps, up to 50 Users	\$3,000	\$3,600	<input type="checkbox"/>
WiFi Hotspot: 5 Mbps, up to 100 Users*	\$4,000	\$4,800	<input type="checkbox"/>
*Additional Block of 50 Users (Available only with WiFi Hotspot of 100 Users)	\$1,750	\$2,100	<input type="checkbox"/>
WiFi Hotspot: 10 Mbps, up to 10 Users	\$2,000	\$2,400	<input type="checkbox"/>
WiFi Hotspot: 10 Mbps, up to 25 Users	\$3,000	\$3,600	<input type="checkbox"/>
WiFi Hotspot: 10 Mbps, up to 50 Users	\$4,000	\$4,800	<input type="checkbox"/>
WiFi Hotspot: 10 Mbps, up to 100 Users*	\$5,000	\$6,000	<input type="checkbox"/>
*Additional Block of 50 Users (Available only with WiFi Hotspot of 100 Users)	\$2,000	\$2,400	<input type="checkbox"/>

Additional Services

Outside Distance Fee	\$250	\$300	<input type="checkbox"/>
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Total: _____

802.11ax (WiFi 6) network standard, the latest in WiFi 5ghz

Customer SSID and Password

Customer SSID

Customer Password (WPA2 Key) minimum 12 characters and case sensitive.

Please email your completed form to lvcc.orders@cox.com. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.

TERMS AND CONDITIONS OF SERVICE

1. Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8. LIMITATION OF LIABILITY COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

Event Name:	_____
Event Start Date:	_____
Event End Date:	_____
Booth/Room #:	_____
On-Site Contact:	_____
Cell #:	_____
On-Site Contact Email Address:	_____

Company Name:	_____	
Billing Name:	_____	
Billing Address:	_____	
City:	State:	Zip:
Country:	_____	_____
Phone #:	_____	_____
Billing Contact Email Address:	_____	_____

Cox Business has a full list of products beyond the Internet drop services listed below.
Please contact us to discuss any additional needs you may have.

Advanced rate is only available if order is placed and paid 30 days prior to listed event start date. An expedite fee of 20% will be added to standard rates if an order is placed 72 hours or less before the listed event start date.

Internet/Network Services

Shared Bandwidth DATA Services - routers, servers, and NAT devices are not allowed on shared bandwidth data products (Shared Bandwidth is shared with other Internet users within the Las Vegas Convention Center)

	Advanced Rate	Standard Rate	Quantity
Business Professional: Up to 20 Mbps Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses. Best connection that is shared with other customers.	\$1,200	\$1,440	<input type="checkbox"/>
Business Select: Up to 10 Mbps Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses. Up to 10 Mbps connection that is shared with other customers.	\$750	\$900	<input type="checkbox"/>
Business Starter: Up to 3 Mbps Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses. Basic connection that is shared with other customers.	\$500	\$600	<input type="checkbox"/>

Dedicated Bandwidth Services (Dedicated Bandwidth, Not Shared)

	Advanced Rate	Standard Rate	Quantity
High Bandwidth Internet speeds from 300 Mbps up to 10 Gbps are available	Call for pricing	Call for pricing	<input type="checkbox"/>
Business Professional Plus: 200 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, not shared.	\$45,000	\$54,000	<input type="checkbox"/>
Business Professional Plus: 100 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, not shared.	\$30,000	\$36,000	<input type="checkbox"/>
Business Professional Plus: 50 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, not shared.	\$20,000	\$24,000	<input type="checkbox"/>
Business Professional Plus: 25 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, not shared, best option for large data transfers, video uploads, and downloads.	\$10,000	\$12,000	<input type="checkbox"/>
Business Select Plus: 10 Mbps Single drop with 3 public IP addresses. Order up to 10 total IP addresses. Dedicated connection, not shared, good for robust browsing, video and audio streaming.	\$4,500	\$5,400	<input type="checkbox"/>
Business Starter Plus: 5 Mbps Single drop with 3 public IP addresses. No additional IP addresses allowed. Dedicated connection, not shared, good for robust web browsing.	\$2,500	\$3,000	<input type="checkbox"/>

Additional Products and Services

	Advanced Rate	Standard Rate	Quantity
Patch Cables - Ethernet Cat 5 Cable	\$60 each	\$72 each	<input type="checkbox"/>
Switch Rental - Up to 24 port (10/100 unmanaged)	\$150 each	\$180 each	<input type="checkbox"/>
Additional IP Address	\$100 each	\$120 each	<input type="checkbox"/>
Additional Locations - Additional drop for dedicated bandwidth products only.	\$500 each	\$600 each	<input type="checkbox"/>
Labor/Floor Work	\$75/hour	\$90/hour	<input type="checkbox"/>
Outside Distance Fee	\$250	\$300	<input type="checkbox"/>

Total: _____

Please email your completed form to lvcc.orders@cox.com. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.

Booth Diagram Information - Internet

Please indicate on the grid, the location of your Internet drop(s).
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order.

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

TERMS AND CONDITIONS OF SERVICE

1. Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

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3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8. LIMITATION OF LIABILITY COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

Event Name: _____
 Event Start Date: _____
 Event End Date: _____
 Booth/Room #: _____
 On-Site Contact: _____
 Cell #: _____
 On-Site Contact Email Address: _____

Company Name: _____
 Billing Name: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Country: _____
 Phone #: _____
 Billing Contact Email Address: _____

Please contact us to discuss any additional needs you may have.

Advanced rate is only available if order is placed and paid 30 days prior to listed event start date. An expedite fee of 20% will be added to standard rates if an order is placed 72 hours or less before the listed event start date."

Voice Services

Phone System Services (Dial "9" for outside call)

	Advanced Rate	Standard Rate	Quantity
Multi-Line (One line with one roll-over line and handset)	\$300	\$360	<input type="checkbox"/>

Phone System Services (Direct Dial)

Single Line no features	\$200	\$240	<input type="checkbox"/>
Single Line with Feature Package, Voicemail and Unlimited Domestic LD	\$300	\$360	<input type="checkbox"/>
Single Line with Polycom Speakerphone	\$350	\$420	<input type="checkbox"/>

Video Services

Digital or HDTV Service (All channels, excluding Premium and International)

	Advanced Rate	Standard Rate	Quantity
Entire Show (First outlet only, up to 5 days)	\$250	\$300	<input type="checkbox"/>

Additional Services

	Advanced Rate	Standard Rate	Quantity
Labor/Floor Work	\$75/hr	\$90/hr	<input type="checkbox"/>
Voice Services Distance Fee	\$100	\$120	<input type="checkbox"/>
Video Services Distance Fee	\$250	\$300	<input type="checkbox"/>

Total: _____

Please email your completed form to lvcc.orders@cox.com. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.

Booth Diagram Information - Internet

Please indicate on the grid, the location of your Internet drop(s).
If no location is indicated, Internet drop will be placed in the middle back of the booth.

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11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

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Catering Menu and Order Forms

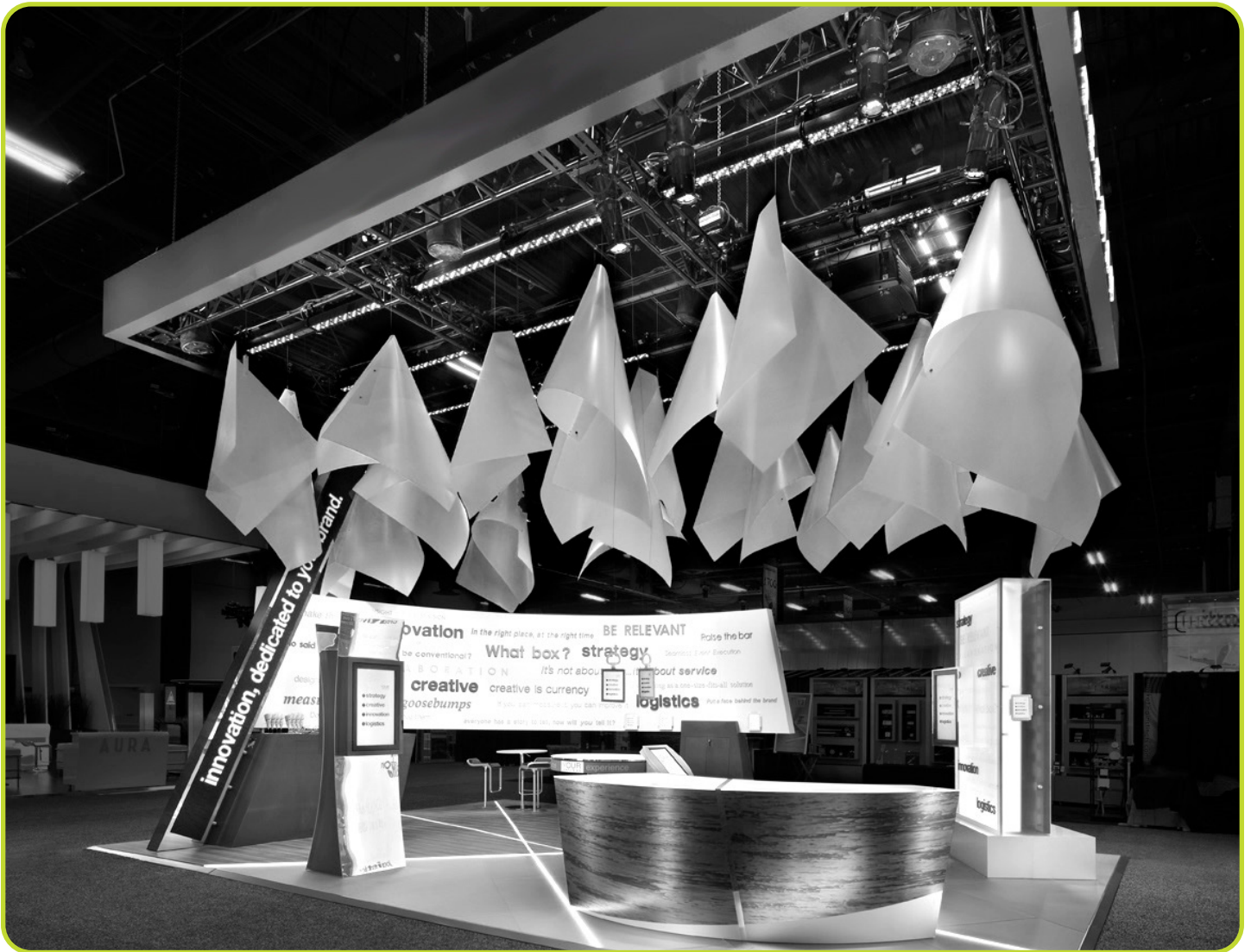
[Click here](#) to view and download the catering menu and order forms.



International
Association of
Exhibitions and Events®

Guidelines for Display Rules and Regulations

2023 North American Update



The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2023 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the **Guidelines** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



International
Association of
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event. Organizers might find line of sight rules are best for linear booths and cubic content rules for configurations of island, peninsula or perimeter booths.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR OR IN-LINE BOOTH

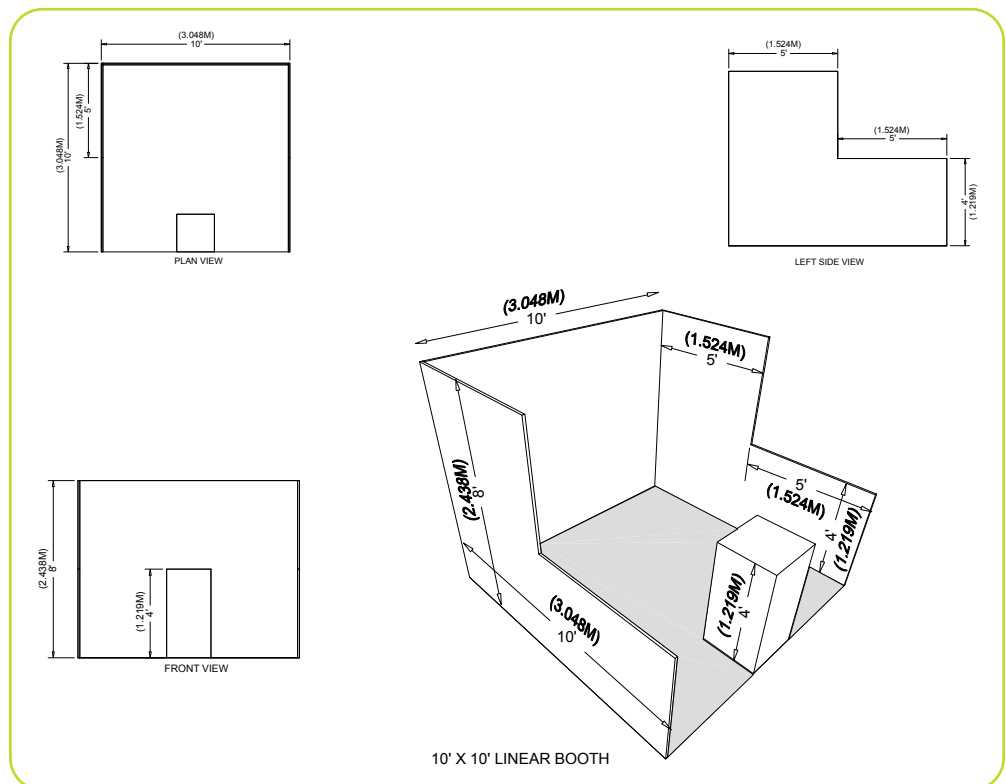
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

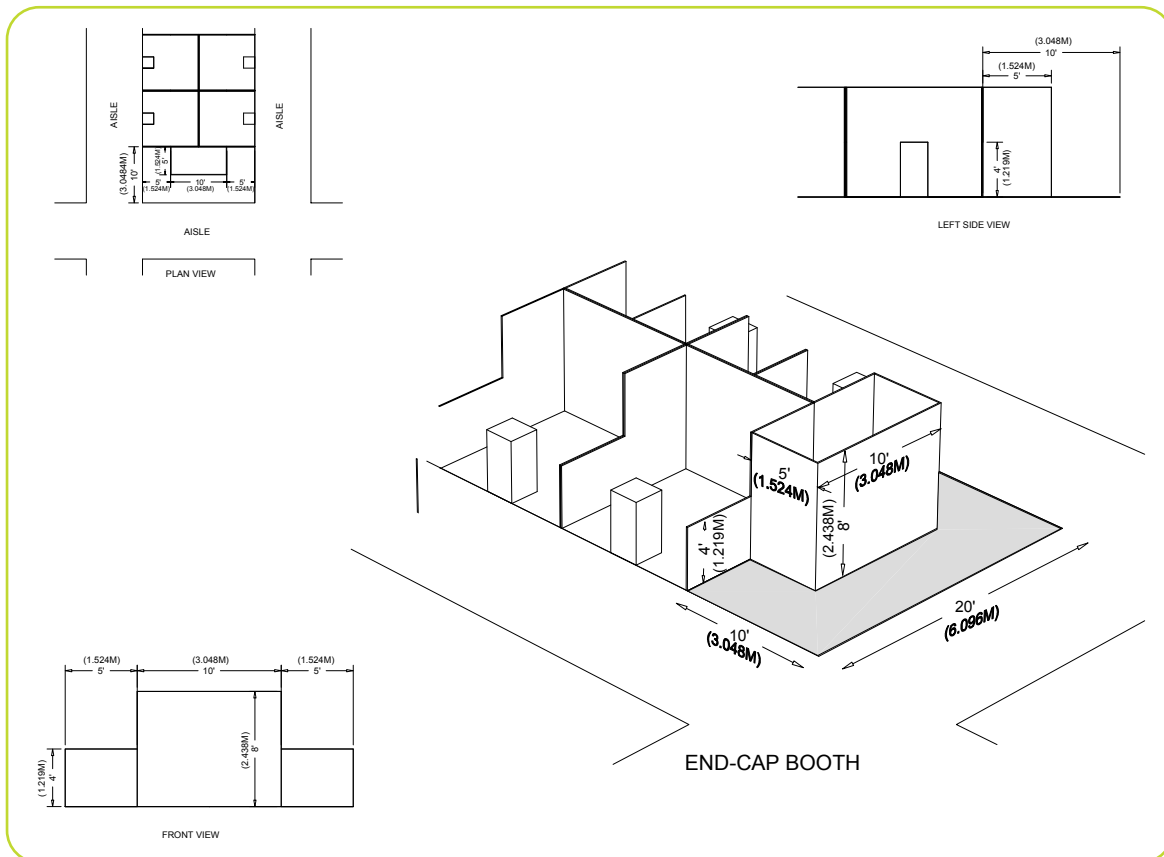
Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

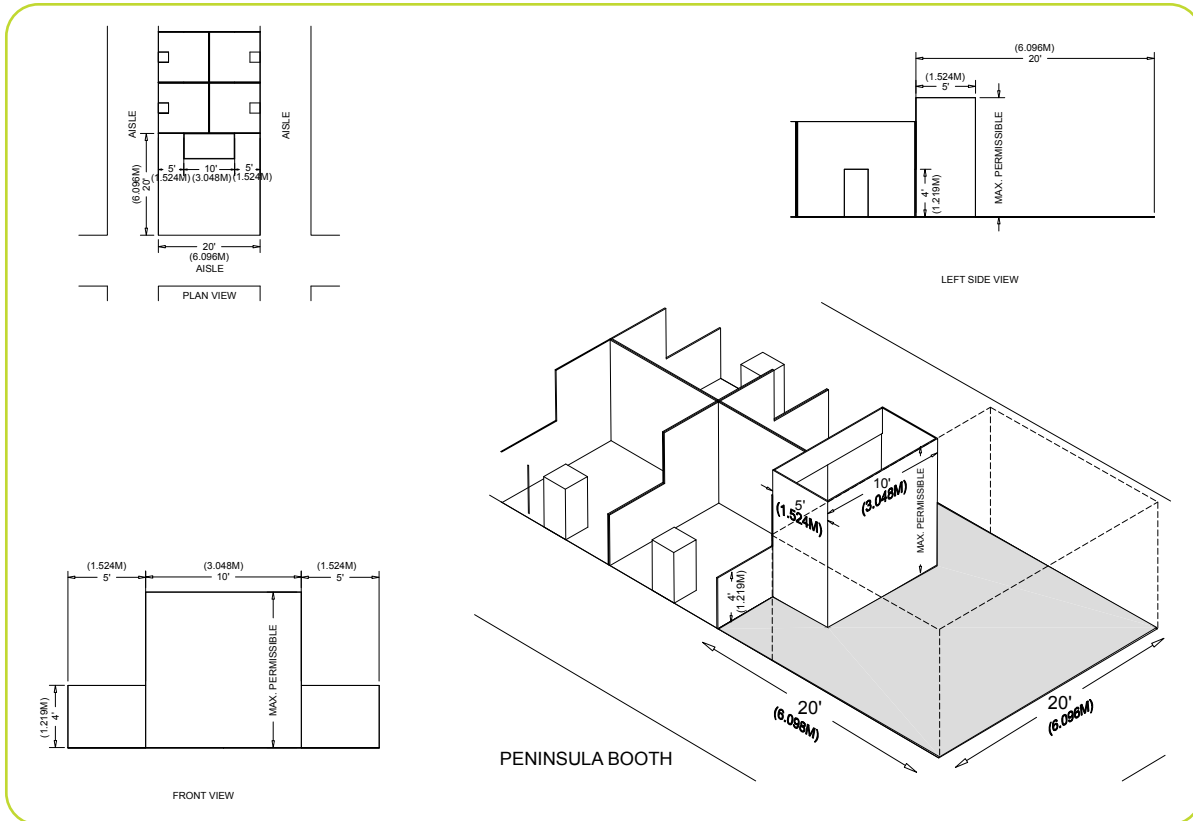


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

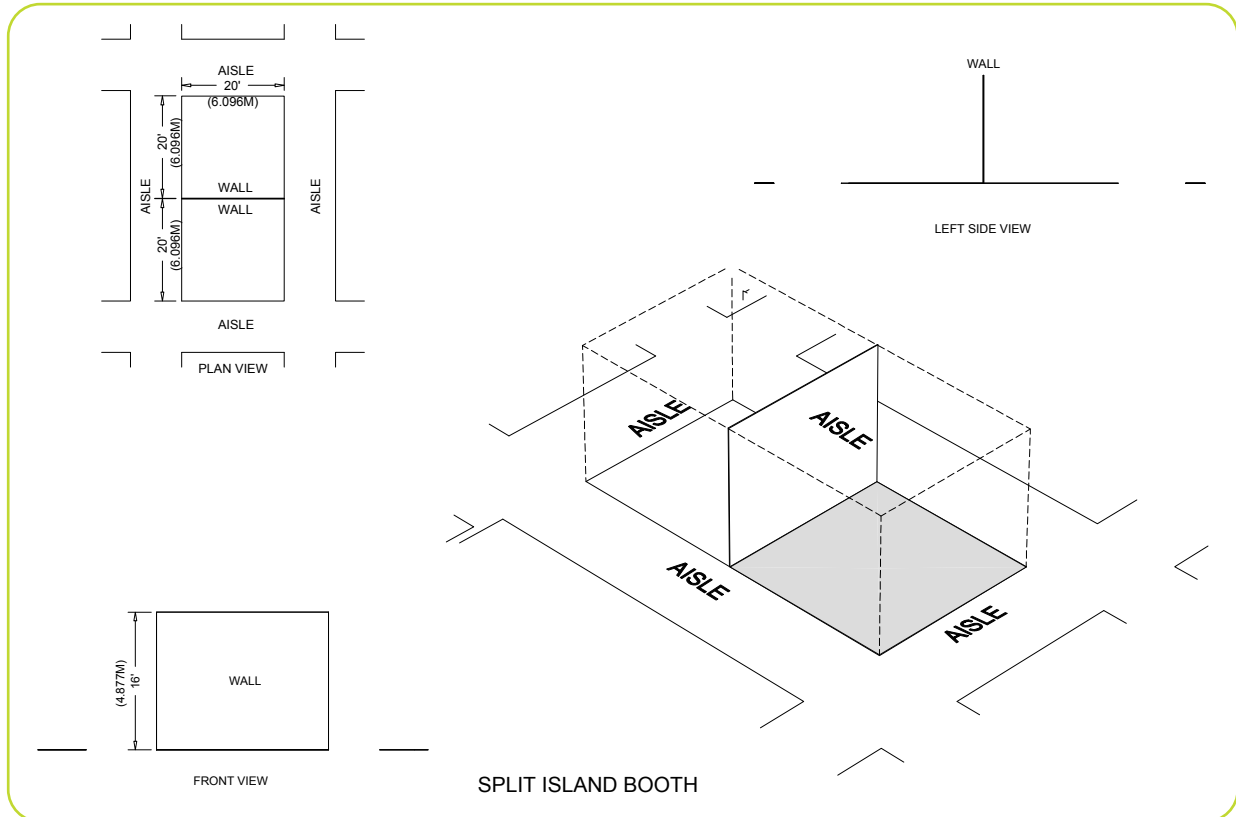


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.



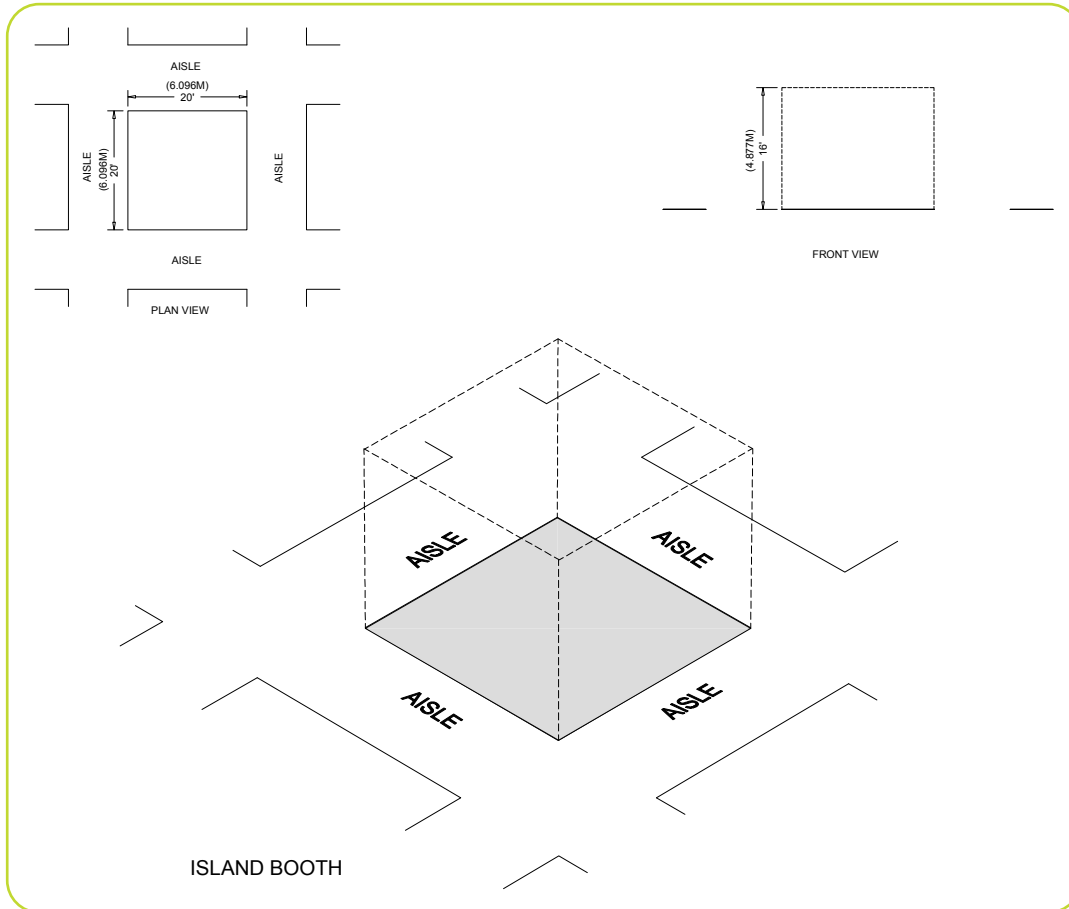
Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

For large shows with big exhibitors, it may be difficult to maintain the entire booth and hanging sign to be within 16ft. If you make it 20 ft then you run the risk of lots of large booths (with or without signs) being 20 ft and dwarfing all around them. That is fine as long as everyone is aware of it. An alternative could be to offer a max booth height of 16 ft and each exhibitor must have a 4 ft gap between the top of the booth and the bottom of the hanging sign. The only exception is if the booth and hanging sign can stay below 16ft. It is far from perfect but does allow at least the ability to see through a booth.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

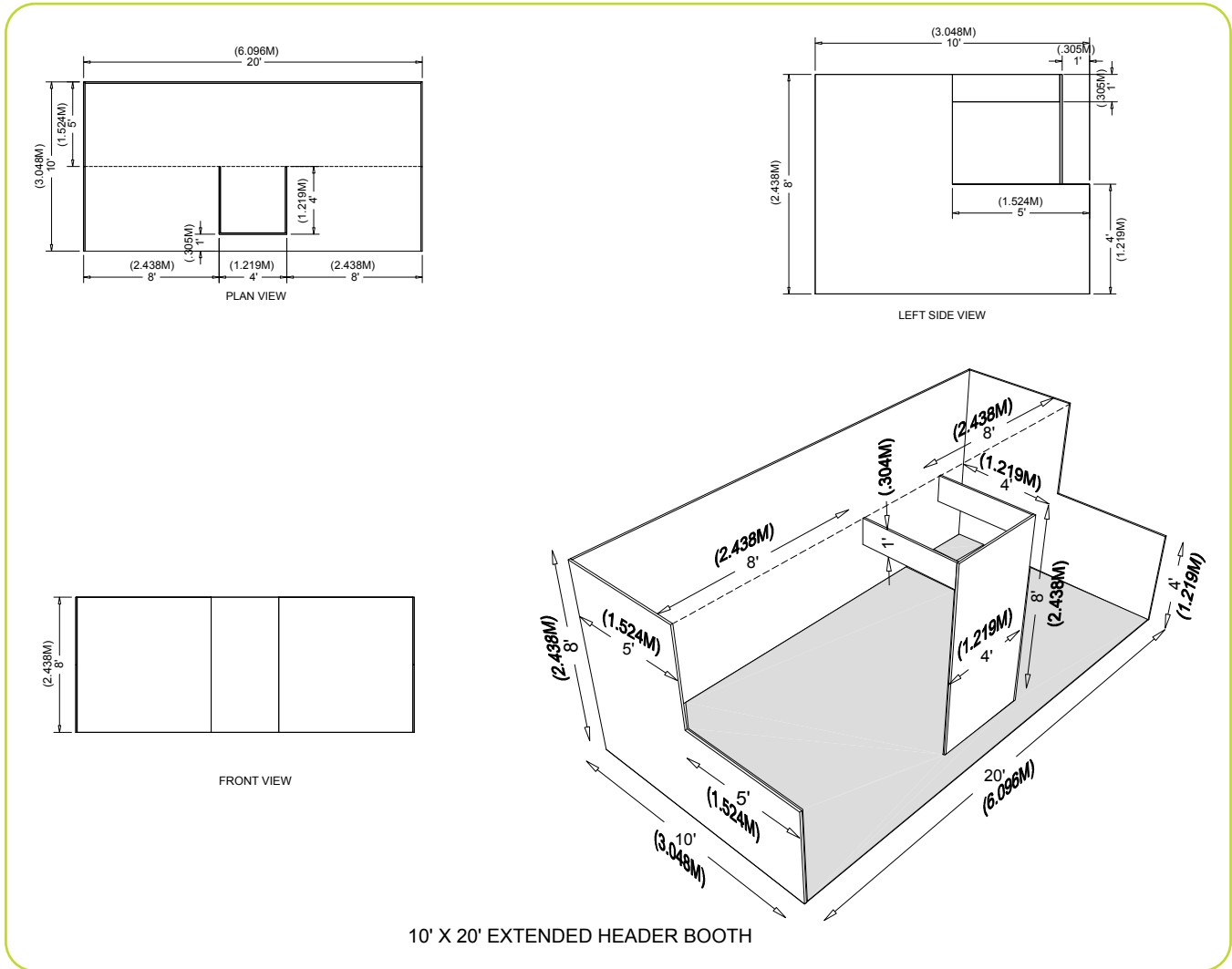


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. Island booths should not be allowed at less than 400 sq ft. Island booths at 200 or 300 sq ft basically result in frustrating everyone behind them. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the *IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space* in the Appendix on page 17.

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

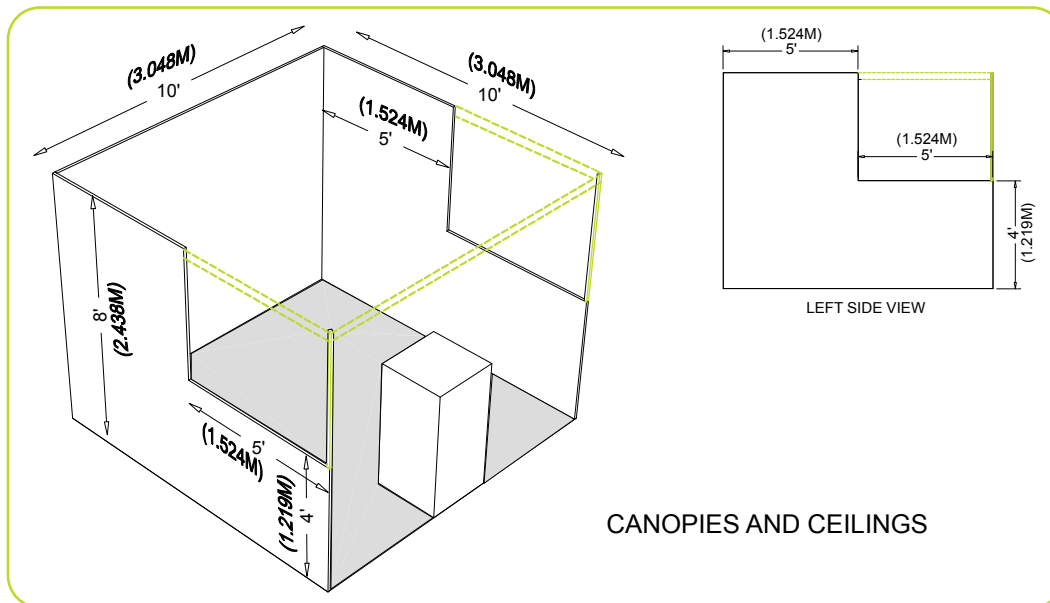
Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

A canopy sign is similar to an awning on a building, except it does not include the goal of providing shelter. It extends from a booth to serve the function as a marquee. Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths, and height limits).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



STRUCTURES AND TIE-OFFS

Structures

Show Organizer requires a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications for any custom-built suspended elements such as but not limited to non-serially manufactured signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please reach out to the rigging vendor.

Tie-offs

Show Organizer reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications and/or a peer review from such registered design professional for attachment of any structure to provide additional support terminating to the venue (Ex. Tie-off of header, seismic lines, tie-off of video walls). If you anticipate needing this service, please reach out to the rigging vendor review and pre-authorization.”

HANGING SIGNS AND GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.

Sign Hanging Points must be engineered, and the hardware must be domestic, forged, shouldered, rated, and stamped with Working Load Limit (WLL). All overhead rigging must comply with facility and show management regulations. The official contractor and/or facility will require an engineered print of all truss and lighting rigging including rigging point loads, as well as any ground supported truss structures or LED video walls. . All submitted files should be in DWG format. This information is typically required at least three weeks out form the first day of move-in of an event. Electrical signs must be in working order and in accordance with the National Electrical Code. If any hang point exceeds 200 lbs. please notify the official contractor for official authorization.

TEARDROP SIGNS AND TENTS

Placement of Teardrop flags must be positioned in the back ½ of all linear booths.

Tents – must have no copy on the sides or back side and not exceed 8ft height limit. I would also specifically address the tents with extended ceilings, see below. Under no circumstances are these acceptable in a linear booth regardless of whether they have copy or not.

TRUSS

Truss is a frame used to carry a cover over a booth or suspend lighting or technical equipment over a booth. Some shows will allow to go over the height limit but require plans to the organizer and service contractor for approval.

VIDEO DISPLAYS

Show Organizer reserves the right to request approval from a registered design professional (Civil or Structural Engineer) and/or a peer review from a registered design professional for all non-serially manufactured LED and Video Display systems. All LED and video display systems must comply to ANSI E1.50-1. This applies to ground supported and suspended LED and Video Display systems. If you anticipate needing this service, please reach out to your rigging vendor.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.

- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor for approval.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements and rules regarding who is permitted to provide equipment and labor; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

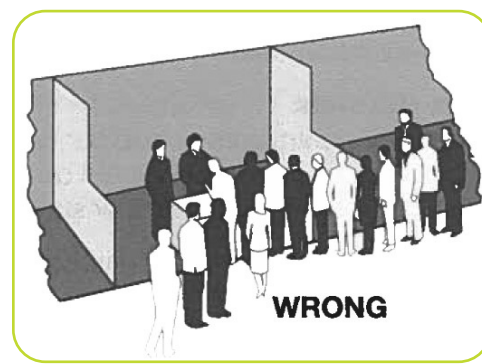
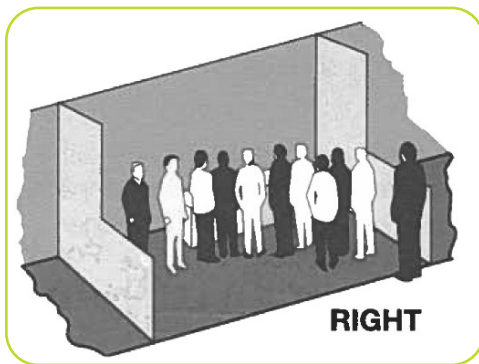
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel. Many organizers ask that demonstration plans be submitted for approval.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](http://www.ascap.com), [BMI](http://www.bmi.com) and [SESAC](http://www.sesac.com), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES (FOR BOTH GAS AND ELECTRIC VEHICLES)

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation. Need to get guidelines for placing, displaying electric vehicles.
- Check with your facility regarding any weight load limits.
- Show organizers should request information from exhibitors in advance of the show if they are bringing in a vehicle Usually 45 days is the standard.
- Vehicles can only be moved to and from their booth outside show hours and under the supervision of show management and/or Official Service Contractor depending on the rules in the building.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Recommend checking with facilities regarding some areas of exhibit hall that may not have points available to alert exhibitors.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers also may note which size booths and configurations will be provided with pipe and drape. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

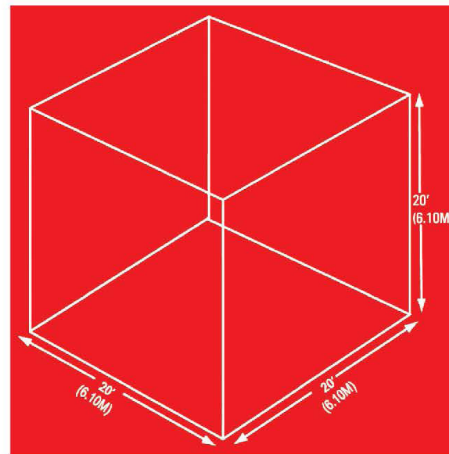
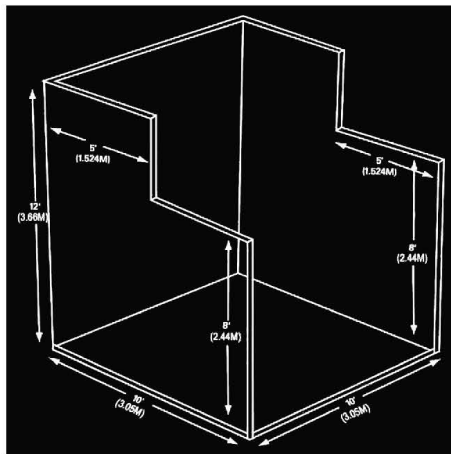
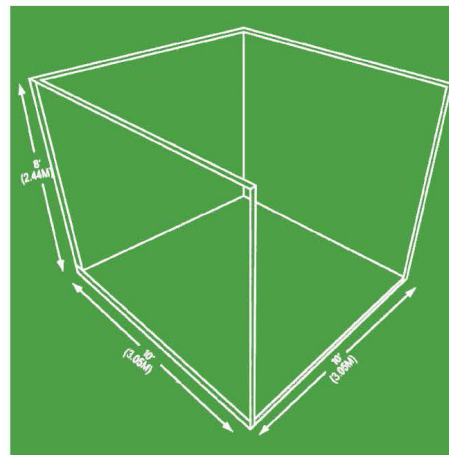
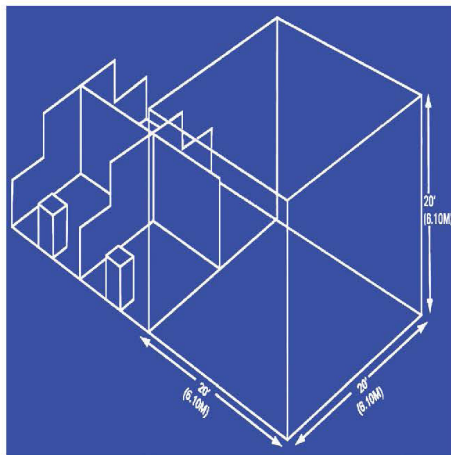
ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

APPENDIX



White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space



WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

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WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

Introduction

IAEE presents the following white paper as an academic briefing without recommendation regarding the use of full cubic content for linear exhibit space and its potential impact on the exhibitions and events industry. As it pertains to exhibition booths, cubic content is a unit of measurement allowing display materials and products to occupy 100 percent of the exhibit space purchased, regardless of sightlines, up to a height established by the exhibition's rules.

It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for its exhibition. Based on the nature of the exhibition, it is ultimately the choice of the exhibition organizer whether to allow use of full cubic content in linear exhibit space, or to observe the line-of-sight set-back rule. IAEE's publication, *Guidelines for Display Rules and Regulations* is intended to be viewed as guidelines, and not rules.

This white paper addresses the dynamics involved in the likelihood that as more international exhibitors participate in U.S.-based events, the expectations for cubic content availability will also increase. Thus the questions are:

- How can this new trend best be met, if at all?
- What methods might be employed to allow dual usage of both cubic content booths and line-of-sight booths?
- What are the advantages/disadvantages of doing so?

Further, many exhibitions and events today already allow for cubic content, primarily due to the nature of the industry sector it serves. It is prudent for the exhibition organizer considering cubic content for their exhibitions to review the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice.

Research

IAEE requested feedback and input from its members from which 10 responses were received. Task force members then conducted telephone interviews with 35 show organizers whose organizations represent various industry sectors. Additional information was gathered through comments from the EDPA LinkedIn online discussion group. The responses are reflected in this document as to the advantages, disadvantages, international exhibitors, etc.

Use of Cubic Content

Under the current IAEE *Guidelines for Display Rules and Regulations*, cubic content, as it pertains to exhibitions and events, generally allows an exhibitor utilizing island space (a minimum of four 10' x 10' booths, open on four sides), to occupy 100 percent of the island space with both product and display materials. Regarding linear booths, it states "It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth." A Split Island Booth may also be allowed to utilize full cubic content of the booth when it backs up to another Split Island Booth.

The IAEE Guidelines for Display Rules and Regulations are not rules. Therefore some organizers have revised the Guidelines to fit their own needs as it pertains to cubic content and other guidelines. For instance, some heavy equipment exhibitions, for safety purposes, may require a setback of nine to twelve inches from the aisle line to prevent tripping. Others may require a 20 percent sightline of island booths.

For the purpose of this document we will restrict comments to construction and use of linear space. Many organizers today are permitting use of cubic content in linear booths because either their exhibitors find cubic content to be beneficial to their display, or because they want international exhibitors to feel welcome. It also reduces the need to police exhibits to enforce setback rules. The IAEE *Guidelines for Display Rules and Regulations* do not suggest cubic content should be implemented for linear booths; however cubic content in a linear booth is acceptable when the organizer has advantageous reasons to allow it. Prior to putting cubic content into practice, exhibition organizers must be proactive in communications with exhibitors, and understand the effect it will have on the exhibition. This document contains feedback from show organizers who allow use of cubic content in linear booths and those who do not. The intent is to assist a show organizer in making the best decision for their show.

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International Exhibitions vs. US Exhibitions – Display Guidelines

Most European exhibitions and other countries allow the use of cubic content. Larry Kulchawik, senior vice president of 3D Exhibits, Inc., says, “Not all rules, styles, and customs are the same from country to country ... this is only one part of the country differences in trade show marketing, but a big one.”

Cubic Content for linear booths in the U.S. is not as popular as it is in other countries, but more and more U.S. organizers are finding it necessary to allow cubic content in linear booths for the sake of attracting and accommodating international exhibitors. Many U.S. exhibitions have government-sponsored international pavilions that typically are island spaces, back-to-back booths or booths facing each other with an aisle between. Depending on the type of space, these pavilions often are allowed to utilize full cubic content in the U.S.

International exhibitors occupying linear space sometimes bring in their own display house to help them conform to the U.S. display guidelines. The difference between U.S. display regulations and their country’s regulations, such as cubic content, square meters and square feet can be perplexing to a show’s new international exhibitor.

“Some clients want to capture the clientele in an enclosed stand and generally these clients have invitations in advance of the show so they have an appointment. Others prefer to enclose their stand to immerse the potential viewers in an experience. What better way than to take away the distraction of the other stands. Those that choose the open feel are trying to educate potential customers or get their corporate identity out there for everyone to see,” Mac Kieltyka, project manager of Creative Solutions Group.

Reasons to Consider

Aside from accommodating international exhibitors, or the belief that cubic content is more conducive to certain types of product displays or experiences, the fact is, today’s exhibitors want more return on their investment. Many exhibitors feel they should be able to utilize all the space they have paid for without a five-foot setback rule. Exhibitors want to display their products in a structure or setting that is best suited toward maximizing their investment. Ultimately it is the show organizer who will decide whether cubic content is a practical display regulation.

Key Responses from Exhibition Organizers Allowing Cubic Content (11 of 33 responses) – In Their Own Words

“With the exception of one or two shows, all are cubic content. We have utilized cubic content for years and feel it gives our customers more value for their money by allowing them to use more of their space. The one or two shows we do not use cubic content on, we rarely get any push back and those shows do have an international presence. What feedback we do get (which is minimal) is typically centered on obstructions from a neighboring booth. These objections often come from those who have not read our exhibitor manual where cubic content is prominently addressed.”

“We have already implemented it for all nine shows we run in North America. Linear Booth Use of Space: Shows allow exhibitors full “Cubic Content” use of the exhibit space. Therefore, you are allowed to place displays or materials at the full eight foot (2.44m) height throughout the entire width and depth of your exhibit space. Perimeter Booth Dimensions and Use of Space: All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m). There were a few complaints initially, but they were a minority and have now stopped. We make sure to explain the rules clearly to new exhibitors and to remind everyone frequently. We implemented this because it made it more consistent for our international exhibitors from around the world, and eliminated the majority of our set-up issues onsite (which are mostly due to sightline issues).”

“Our exhibition allows for the use of the cubic content of exhibit spaces. The feedback has been overwhelmingly positive. Most companies exhibit in some international shows. They appreciate the consistency of having the same rules and also see the common sense approach to allow exhibitors to use all their space. And, since it is fully implemented, it is fair for all. We allow cubic content in all areas.”

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“We do have an abbreviated cubic content rule for islands and split islands. The entire cubic content of the space may be used up to the maximum allowable height; however exhibitors must follow the line-of-sight guidelines (20 percent) listed above. The line-of-sight guideline referenced above states: All booths regardless of size or type should be designed in such a way so as to eliminate line-of-sight obstructions from one exhibit to the next. A solid wall or banner between an island or split-island booth and a row of linear booths (particularly along the perimeter) is inappropriate. This is particularly important along shared walls and borders between linear and split-island exhibits. If you are planning a hardwall installation that could obstruct the view to neighbors’ booths, a booth variance form and schematic must be submitted for review. **NEW** – All island booths regardless of size should allow 20 percent of visibility on all sides excluding the shared back wall. Examples: 20’ x 20’ Island: each side of the booth must have visibility for a minimum of 4’. 30’ x 40’ Island: the 30’ sides of the booth must allow visibility for a minimum of 6’; the 40’ sides of booth must allow visibility of 8’. Exhibitors may use Plexiglas or similar material to create a wall that will allow for line-of-sight from one booth to the next.

The linear 10’ x 10’s have a harder time understanding that they must follow the standard IAEE rules allowing for no product or displays over 4’ tall in the front half of the booth. We have had this guideline in place for about three years now, but have always allowed them to receive a variance if their theaters, meeting rooms, etc., did not allow for this amount of line-of-sight. However, at this time we are telling exhibitors that we will be enforcing the rule for the 2012 show. Our exhibitor advisory committee requested that we begin enforcing the rule for next year.”

“Exhibitors are to show respect for fellow exhibitors and fire marshal rules must be met – island exhibits and linear.”

“Yes, exhibits can be closed on three sides for linear booths, totally closed in for islands.”

“We approve on a request-only basis. Show is less than 10 percent cubic content exhibits.”

“We will allow cubic content for booths that are against an outside wall that do not have adjacent booths/neighbors.”

Exhibition Organizers Who Do Not Allow Cubic Content (22 of 33 responses) – In Their Own Words

“We do not like the reduced sightlines that this would create.”

“We feel it is important to protect sightlines. We spend time communicating with them (international exhibitors) to try to set expectations before they arrive for the show.”

“Most overseas exhibitors want to comply with line-of-sight rules when they exhibit in the U.S; however, some request cubic content and those requests are granted. No complaints from neighbors.”

“While the cubic approach to booth content may eliminate some issues and policing, we believe in the line-of-sight good neighbor policy. If exhibitors want to use cubic content for their booth, they can purchase an island.”

“Unfair to our small exhibitors that depend on a fair sightline into their booth.”

Note: All other exhibition organizers interviewed said they use the line-of-sight in the *IAEE Guidelines for Display Rules and Regulations*.

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Hardwall, Fabric, Portable, Modular, Table Top Displays, Pipe & Drape – Living Together

There are many different types of displays used in exhibitions. If the organizer chooses to allow cubic content in linear booths, the organizer needs to be aware of the responsibility to communicate the rules clearly to all exhibitors so there are no surprises on site. A portable exhibit may only extend five feet out from the backwall but its neighbor may have hardwall at eight-foot height out to the aisle line. The portable exhibit must be aware the sightline will be impacted and the hardwall exhibitor must be sure the backsides of the panels are finished. This is true with all exhibits in a linear space cubic content exhibition. If the rules allow for cubic content in linear spaces, then it is a fair environment for all to choose how they wish to use that space; but communication is key to a smooth operation.

It is rare to expect a U.S. exhibition or its general service contractor, to provide hardwall for all exhibitors; however, exhibitions using all hardwall do exist in the U.S.

Floor Plan Layouts to Accommodate Linear Cubic Content Booths – Special Layouts

None of the show organizers interviewed indicated a need for a split floor plan, i.e., certain areas of the floor are designated for linear cubic content booths.

Cubic Content for Products

Some exhibition organizers allow products to exceed the four-foot high rule five feet in from the aisle line. Others do not and strictly enforce the sightline setback. The types of products displayed may determine whether an organizer chooses to permit products only (not booth structure) to occupy the cubic content of a linear booth. However, for example, if the product is banner stands that are eight feet or 10 feet tall, a row of banner stands at the aisle line may be very intrusive to a neighbor. On the other hand, a piece of machinery that is six feet tall may not cause a major problem. Exceptions may also depend upon the size of a booth such as 10' by 20' versus 10' by 10'. Under certain circumstances, an organizer may prefer to make the exception a variance, subject to show management review and approval. This option provides the organizer more control if product is an exception to the set-back guidelines.

Equipment/Display Material: The following is an example of display rules for a specific type of item:

- SPECIAL PROVISIONS: Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 42" in height when positioned more than 5' from the back wall of a single-aisle exhibit booth space or the center line of a three-aisle exhibit booth space, unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum height for such items under these circumstances, including the product being displayed, is 66". Free-standing units, including those intended to be the focal point in an exhibit, may not exceed 42" in height when placed more than 5' from the back wall of the exhibit booth space unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8' high x 32" wide x 32" deep.

Perspective

It is inevitable that exhibition organizers will have varying thoughts and opinions about allowing exhibitors to have full use of the cubic content space within their linear booth. Just as there are many different opinions as to whether end cap booths are permissible in floor plan layouts due to the somewhat difficult situations they often times create, the exhibition organizer must make the determination as to what is best for their exhibition.

It is often wise to consult with an exhibition's Exhibits Advisory Board. Alternatively, an organizer may consider conducting a focus group of the exhibition's exhibitors to determine their interest and gain their feedback.

A linear space exhibitor utilizing cubic content for the first time may also experience some higher costs. If they bring a hardwall display that reaches 8' high for three sides of their exhibit, when in the past they utilized a fabric display, obviously their labor, shipping and drayage costs will be higher. However, that is the decision of the exhibitor if the exhibition organizer is allowing cubic content for linear displays and the exhibitor chooses to take advantage of the space in this fashion.

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Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Linear Booth

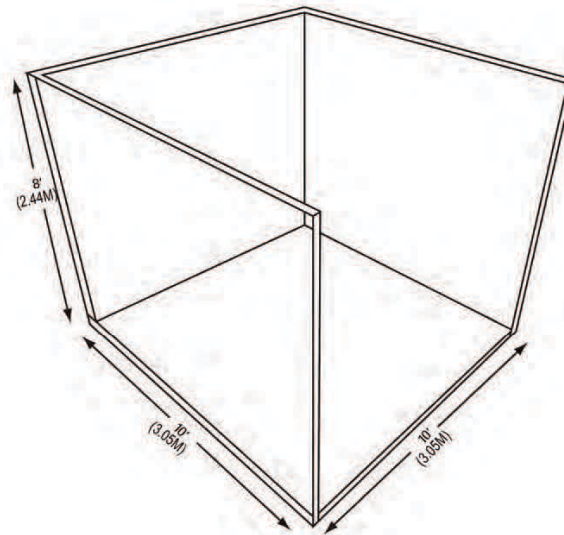
Linear Booths have only one side open to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths. Floor covering is required in all rented space.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m), with a maximum back wall height limitation of 8ft (2.44m).

Use of Space

Messe Frankfurt Shows allow exhibitors full “Cubic Content” use of the exhibit space. Therefore, you are allowed to place displays or materials at the full 8 ft. (2.44m) height throughout the entire width and depth of your exhibit space.



LINEAR BOOTH (10' X 10') (3.05m x 3.05m)

Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

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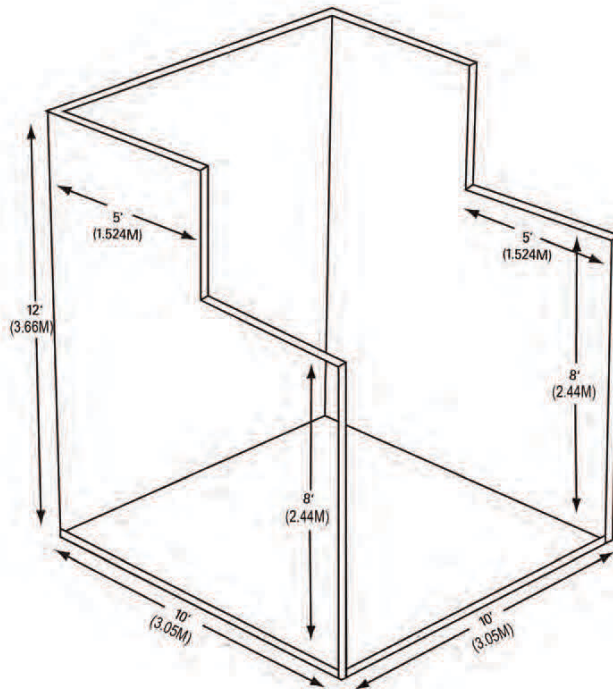
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. Floor covering is required in all rented space.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m).



PERIMETER BOOTH (10' X 10') (3.05m x 3.05m)

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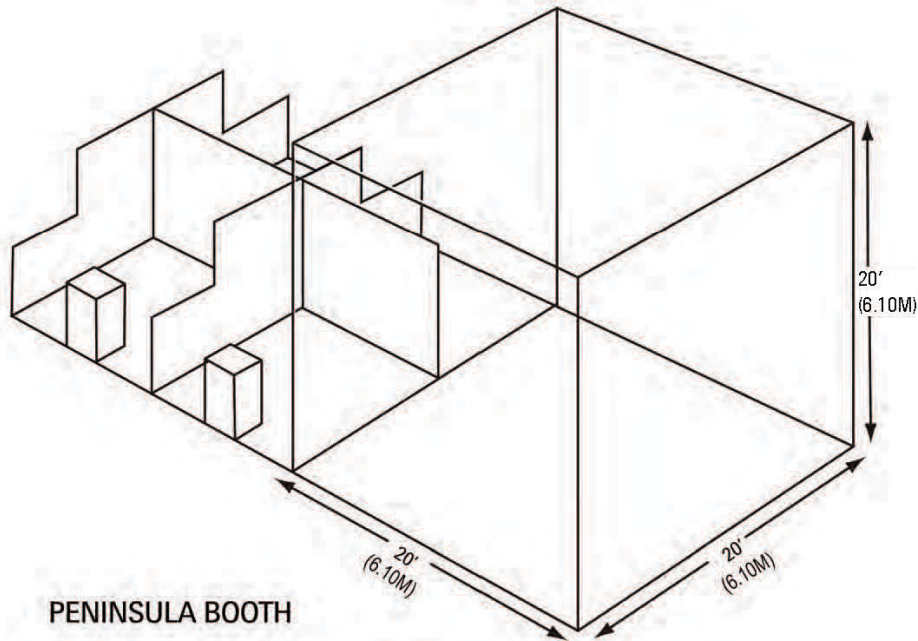
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and is a minimum of 20' x 20' (6.10m) in size. Floor covering is required in all rented space.

Dimensions

A Peninsula Booth is usually 20' x 20' (6.10m x 6.10m) or larger. Twenty feet (20') (6.10m), including hanging signage, is the maximum height allowed throughout the booth space. The connecting wall between the peninsula booth and any neighbors must be "finished off" (clean and presentable to visitors) on the side facing the connecting neighbors.



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Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Island Booth

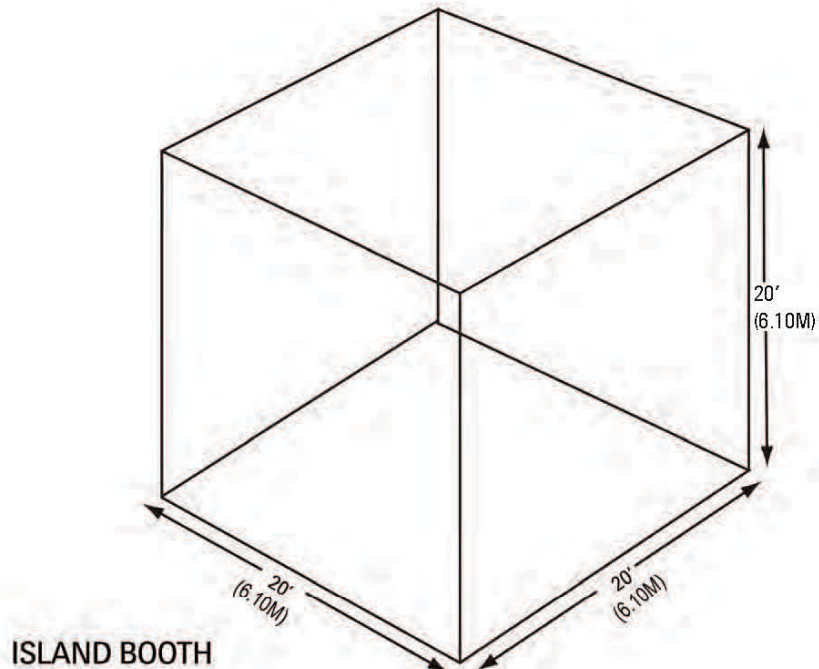
An Island Booth is any size booth exposed to aisles on all four sides. Floor covering is required in all rented space.

Dimensions

An Island Booth is typically 20' x 20' (6.10m x 6.10m) or larger.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height of twenty feet (20') (6.10m), including any hanging signage.



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IAEE appreciates the efforts of the Cubic Content Task Force in developing this White Paper:

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