



Exhibit Dates: April 1 – April 2, 2020 • Las Vegas Convention Center • Las Vegas, NV

MANDATORY RULES AND REGULATIONS

Use of Exhibits

- All demonstrations, staff or other promotional activities must be confined within your exhibit space (i.e. not in any “public space,” including exhibit hall aisle space).
- Company logos, names or special effects are not permitted outside the confines of your exhibit space.
- Adequate space must be provided within the exhibit for the comfort and safety of persons watching demonstrations and other promotional activities. The aisles are not appropriate uses of space for such activities.
- Booth personnel (including models) are not permitted to distribute promotional materials outside the confines of your exhibit space.
- Activities taking place outside the exhibit hall during exhibit hall hours that would encourage attendance away from the show floor are strictly forbidden.
- Show Management reserves the right to restrict exhibits because of noise levels, methods of operations, materials or any other reason which would be inconsistent with the general character of the event.
- No food or beverage may be offered to attendees without permission from Show Management prior to the event. All food or beverage must be provided by the in-house catering vendor. Please contact Show Management for more information.
- No live animals of any kind will be permitted.
- Any promotional or give-away items (outside of standard trade show giveaway items) must be pre-approved by Show Management.
- Portable electric generators and air compressors are not permitted at the Las Vegas Convention Center. To order these services and others, please see the Other Suppliers section of this manual.
- Adhesive-backed decals and flooring are strictly prohibited and cannot be used for any purpose within the exhibit hall.
- Painting inside the exhibit hall is strictly forbidden.
- Altering any building component such as drilling holes in the floor or anchoring bolts in the walls is strictly forbidden.

Sample Removal Policy

- Show Management strictly forbids the removal of products, goods or merchandise from the exhibit hall at any time during show hours. If for any reason merchandise or materials must be removed from the show floor, please visit the on-site show office for proper identification and permission. This is for the security of the event and all participants.

Display Regulations

- All booth arrangements shall conform to the dimensional and height requirements as outlined in the International Association of Expositions & Events’ (IAEE) Guidelines for Display Rules and Regulations as follows:

NOTE: Please see diagrams in “Booth Display Guidelines” later in this section for more information

- **Linear Booth Back Wall Height Maximum: 8 feet**
- **Linear Booth Side Wall Height Maximum from rear of booth to 5 feet forward: 8 feet**
- **Linear Booth Side Wall Height Maximum from midway point (5 feet) to front of booth: 4 feet**
- **Island Booth Height Maximum: 20 feet**
- **Island Booths do not have sidewall limitations**
- **Perimeter Wall Booth Height (Back Wall ONLY): 12 feet. Follow standard Linear Booth guidelines accordingly.**

Fire Safety

- Please see Fire Code Safety Information provided by the Las Vegas Convention Center in the Important Information section of this manual.

Policy on Admitting Children

- No one under the age of 16 will be permitted on the show floor during move-in, show hours and move-out.



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Photography and Video Taping

- No photographs may be taken of any booth or product OTHER THAN YOUR OWN and only by the officially badged booth personnel, official show photographer, or badged press. This policy will be strictly enforced.
- **SPECIAL NOTE: If an exhibitor has hired a video crew to videotape his booth, Show Management will admit the crew provided the crew lead and the exhibitor sign a disclaimer stating the purpose of the footage and will agree not to use the footage for broadcast purposes—including closed-circuit television—but rather for in-house training and/or education needs and the crew abides by established union jurisdictions and rules in place between show management and the Las Vegas Convention Center.**

Sound Devices and Performances

- The use of sound devices such as microphones or performers to enhance the exhibit experience is permitted. HOWEVER, sound or performances of any kind must be kept in the confines of your exhibit and must be controlled. Show Management reserves the right to terminate any performance that is interfering with or distracting to neighboring exhibitors or adversely effects the overall character of the show in the sole judgment of Show Management.

Policy on Smoking

- Smoking in the exhibit hall at any time is strictly forbidden.

Care of Building and Equipment

- Exhibitors and their agents must not damage or deface any part of the Exhibit Facility. When/if damage occurs, the exhibitor will be liable to the owner of the facility.

Food Service

- The serving of food and beverages is permitted within the confines of your booth PROVIDED it is ordered via the facilities' catering vendor and approved in advance by Show Management. Outside food service providers will not be permitted on the show floor and exhibitors are not permitted to bring outside food or beverages into the exhibit hall. Please contact Chris Brennaman at 770-817-5913 or ccantrell@exponation.net with questions about on-site catering and vendor contact information.

Double-Decker Booths (FOR ISLAND EXHIBITORS ONLY)

- Please contact Chris Brennaman at 770-817-8564 if yours is an island exhibit (20x20 or larger) and your design calls for a double-decker or 2-story booth. Show Management reserves the right to pre-approve double-decker booth designs.

Hanging Signs (FOR ISLAND EXHIBITORS ONLY)

- Hanging signs are permitted at the Las Vegas Convention Center for island booth exhibitors only. Please refer to the Hanging Sign Order Form in this manual and contact Chris Brennaman at 770-817-5913 with further questions.