



LVE

CHAMPS TRADE SHOWS

CHAMPS MAY 2026

Las Vegas Convention Center

South Halls

May 6 - 9, 2026

Exhibitor Service Manual

888-989-EXPO

LAS VEGAS • ORLANDO • NASHVILLE • DALLAS • DENVER • SOCAL

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IMPORTANT DATES

LVE now has 3-tier pricing. Order by the discount date to take advantage of the best pricing.

<i>DESCRIPTION</i>	DISCOUNT RATES RECEIVED BY	STANDARD RATES BEGIN	ONSITE RATES BEGIN
BOOTH PACKAGE (REQUIRED TO BE RETURNED)			
<i>FURNITURE</i>	4/24/2026	4/25/2026	5/1/2026
<i>ACCESSORIES</i>	4/24/2026	4/25/2026	5/1/2026
<i>SHELVING UNITS</i>	4/24/2026	4/25/2026	5/1/2026
<i>SHOWCASES</i>	4/24/2026	4/25/2026	5/1/2026
<i>CARPET</i>	4/24/2026	4/25/2026	5/1/2026
<i>BOOTH CLEANING & PORTER SERVICE</i>	4/24/2026	4/25/2026	5/1/2026
<i>DISPLAY LABOR</i>	4/24/2026	4/25/2026	5/1/2026
<i>RENTAL BOOTH PACKAGES</i>	4/24/2026	4/25/2026	5/1/2026
<i>NON-ELECTRICAL HANGING SIGN - UNDER 200 LB</i>	4/24/2026	4/25/2026	5/1/2026
<i>ELECTRICAL SIGNS / MOTORS / HANGING VIDEO WALLS</i>	4/24/2026	4/25/2026	5/1/2026
<i>MATERIAL HANDLING</i>	Begins		Ends
Advance Warehouse Shipments Standard Rates	3/30/2026	-	4/20/2026
Hanging Signs to Advance Warehouse	3/30/2026	-	4/20/2026
Late Advance Warehouse Shipments	4/21/2026	-	5/9/2026
Direct to Show Shipments Standard Rates	5/4/2026	-	5/5/2026
Late Direct to Show Shipments	Received after the show has opened		
<i>WORK AUTHORIZATION</i>	DEADLINE: Friday, April 24, 2026		
<i>EAC AGREEMENT & FEES</i>	DEADLINE: Friday, April 24, 2026		
<i>VEHICLE SPOTTING SUBMISSION</i>	DEADLINE: Monday, March 30, 2026		

Specialty Furniture, Electrical, Internet, etc

See individual forms for deadlines

COMPANY NAME
BOOTH #
FREE FURNISHINGS - REQUIRED TO BE RETURNED
20' x 20' Booths and Larger MUST COMPLETE and RETURN

Each exhibitor with a 20' x 20' booth or larger must complete the following to take advantage of the "Free Furniture". This does not apply to the smaller inline booths.

Please return via email exhibitorservices@lvexpo.com or fax 702-248-4113

DEADLINE DATE: April 24, 2026

SELECT FROM FURNITURE BELOW AND RETURN

Available Furniture for FREE

One (1) of each item per 10' x 10' space.

Booth Size _____ X _____

Item	Quantity	Price	Total
8' x 30"H Table Skirted Show Color		No Charge	No Charge
Side Chair		No Charge	No Charge
Wastebasket		No Charge	No Charge

No Package Furniture Needed

No substitutions allowed. Borrowing or trading is NOT allowed.

All additional items in booth will be charged at full price.

For additional items please refer to the appropriate forms.

Orders received after the deadline and onsite orders will be delayed in delivery.

This form is required to be submitted by: Friday, April 24, 2026

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

SHOW INFORMATION

We are pleased that LVE has been selected as your Official Service Contractor.
Our goal is to make sure your participation is a success.

INLINE BOOTH	Each 10' x 10' inline booth will consist of:			
	BACK WALL DRAPE COLOR	BLACK/TEAL/TEAL/BLACK	SIDE RAIL DRAPE COLOR	BLACK
	HALL FLOORING	FACILITY IS NOT CARPETED		
	One	8' Table Skirted Black	One	Side Chair
	One	Wastebasket	One	11" x 17" Identification Sign
	No substitutions allowed. Borrowing or trading is NOT allowed. All additional items in booth will be charged at full price.			

ARTIST BOOTH	Each 5' x 5' inline booth will consist of:			
	DIVIDERS WILL BE 3' H DRAPE ON ALL SIDES IN SILVER			
	ARTIST AREA WILL BE CARPETED BLUE			
	One	4' Table Skirted Silver	One	Side Chair
	One	Wastebasket	One	11" x 17" Identification Sign
	No substitutions allowed. Borrowing or trading is NOT allowed. All additional items in booth will be charged at full price.			

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Monday, May 4, 2026	1:00 PM	6:00 PM	ONLY Booths 600 sq.ft. or Larger
Tuesday, May 5, 2026	8:00 AM	8:00 PM	Exhibitor Setup

CLEAN FLOOR POLICY WILL BE ENFORCED.

Freight left on the show floor will be removed Tuesday, May 5, 2026.

Empty containers need to be tagged by 7:00 PM Tuesday, May 5, 2026

SHOW READY BY 8:00 PM TUESDAY, MAY 5, 2026

**** Small POV move-in only on Wednesday, May 6, 2026 8:00 AM - 10:00 AM ****

Wednesday, May 6, 2026	11:00 AM	6:00 PM	Show Hours
Thursday, May 7, 2026	11:00 AM	5:00 PM	Show Hours
Friday, May 8, 2026	11:00 AM	5:00 PM	Show Hours
Saturday, May 9, 2026	11:00 AM	4:20 PM	Show Hours
Saturday, May 9, 2026	4:20 PM	10:00 PM	Exhibitor Move Out
Sunday, May 10, 2026	8:00 AM	12:00 PM	Exhibitor Move Out

EARLY TEAR DOWN OF YOUR BOOTH IS NOT PERMITTED.

ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:	9:00 AM on Sunday, May 10, 2026
ALL MHA'S MUST BE COMPLETED AND TURNED IN BY:	10:00 AM on Sunday, May 10, 2026
ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:	12:00 PM on Sunday, May 10, 2026

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

SHOW INFORMATION CONTINUED

**ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS
MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS**

WAREHOUSE SHIPMENTS	WAREHOUSE RECEIVING BEGINS	Monday, March 30, 2026	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 8:00 AM - 3:30 PM EXCLUDING HOLIDAYS	
	STANDARD RECEIVING RATE DEADLINE	Monday, April 20, 2026		
	WAREHOUSE RECEIVING DEADLINE FOR ON TIME DELIVERY TO THE SHOW	Friday, May 1, 2026		
	All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only	
	No COD or collect shipments		Must submit payment authorization form with all orders	
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse	

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

WAREHOUSE SHIPMENTS	WAREHOUSE SHIPPING ADDRESS:	SHOW NAME	CHAMPS LAS VEGAS MAY 2026	BOOTH #		
	All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	COMPANY		C/O	LVE	
		ADDRESS	6225 Annie Oakley Drive, Las Vegas, NV 89120			
		<i>If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.</i>				

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

SHOWSITE SHIPMENTS	SHOWSITE RECEIVING				
	DAY/DATE	START TIME	END TIME		
	Monday, May 4, 2026	8:00 AM	5:00 PM		
	Tuesday, May 5, 2026	8:00 AM	7:00 PM		
	Do not consign shipments to the receiving facility.		All shipments must be consigned c/o LVE		
	Material shipped direct to the facility will be turned over to LVE and incur additional charges.				
Do not ship your materials to arrive prior to the dates above.					
SHOWSITE SHIPMENTS	SHOW SITE SHIPPING ADDRESS:	SHOW NAME	CHAMPS LAS VEGAS MAY 2026	BOOTH #	
	All information must be provided on the shipping labels. Please use the show site labels enclosed.	COMPANY		C/O	LVE
		ADDRESS	LAS VEGAS CONVENTION CENTER - SOUTH HALLS 3150 Paradise Road, Las Vegas, NV 89109		

The Payment Authorization Form must be completed and submitted to LVE prior to shipping.

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$175.00 plus applicable fees.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

The use of hand carts & dollies is NOT permitted.

Las Vegas Expo has been contracted to assist with all unloading/loading of materials. All loading and unloading must be done in the designated areas.

See Material Handling and Cart Service guidelines within this Exhibitor Service Manual for rates.

Four wheel dollies



Two wheel dollies



Four wheel push carts



HAND CARRY IS LIMITED TO:

This is limited to only ONE exhibitor per booth.

The exhibitor is limited to one trip.

The exhibitor must carry the materials by hand.

All hand carry must be done through the front doors.



HAND CARRY & PERSONAL VEHICLE (POV) GUIDELINES**HAND CARRY POLICY**

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall.

Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

- Only one exhibitor per booth may hand carry items.
- The exhibitor must carry the materials by hand.
- The use of wheeled carts or dollies is NOT permitted.
- The exhibitor is limited to one trip.
- The exhibitor must NOT use the loading dock or freight doors for access.

PERSONAL VEHICLE (POV) AND CART SERVICE POLICY & FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet ALL of the following guidelines. There will be charges for this Round-Trip Service"

- A personal vehicle (POV) is defined as a small passenger car or pick-up.
- You must hire a Teamster and cart to unload vehicle.
- Entire load must weigh less than 200 pounds to qualify for POV fees.
- Entire load must fit on one 2 1/2' x 4' flatbed cart supplied by the Teamster.
- Payment must be provided in advance or at the time of service.

If your material meets ALL of the POV guidelines, the following charges will apply:

- \$ 250.00 - Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.
- \$ 375.00 - All other times

If you should choose not to wait for a Teamster and cart, but do use the loading dock freight doors, you will still be charged the applicable Material Handling rates for facility access.

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. Please see the Material Handling Form for associated costs.



NOISE ABATEMENT POLICY SOUND RESTRICTIONS

SOUND RESTRICTIONS: Maximum noise level of 85 dB will be maintained on the exhibit floor. This standard is endorsed by the International Association of Expositions and Events (IAEE) and CHAMPS.

CHAMPS noise abatement policy is as follows:

- All booth elements must remain within the officially contracted booth space. This includes all truss work, audio equipment, speakers, etc.
- Exhibitors demonstrating audio equipment in an open display should use a sound chamber or acoustically contained area to keep the sound level from intruding on any adjacent exhibits.
- Speakers of any kind must be directed toward the interior of the exhibitor's booth space. Speakers may not face aisles or neighboring exhibits.
- When demonstrating audio equipment within an enclosed demonstration room, subwoofers must be positioned away from walls that are adjacent to neighboring exhibits.
- Sound complaints will immediately be addressed by CHAMPS Management. If a vibration or sound complaint is not resolved by the offending party, CHAMPS Management reserves the right to shut down power immediately until the issue is resolved.
- Exhibitors are responsible for supervising the actions of employees, visitors or spectators testing display equipment located in their exhibit area

CHAMPS Management will intervene if necessary and reserves the right to shut down exhibits deemed objectionable. Floor managers in each show location will rove through the exhibit areas monitoring the decibel level during show hours. Measurements will be taken at a distance no greater than 10' from the offending display. After measuring a continuous decibel level of greater than 85 dB, following a complaint being registered by a spectator, a neighboring exhibitor or personal observation by a roving designate, the following procedures will be strictly enforced as follows:

First Warning:

- Violating exhibitor will be given a verbal warning
- Booth power may be turned off for one hour

Second Warning:

- Violating exhibitor will be given a verbal 2nd warning
- Booth power may be turned off for one day

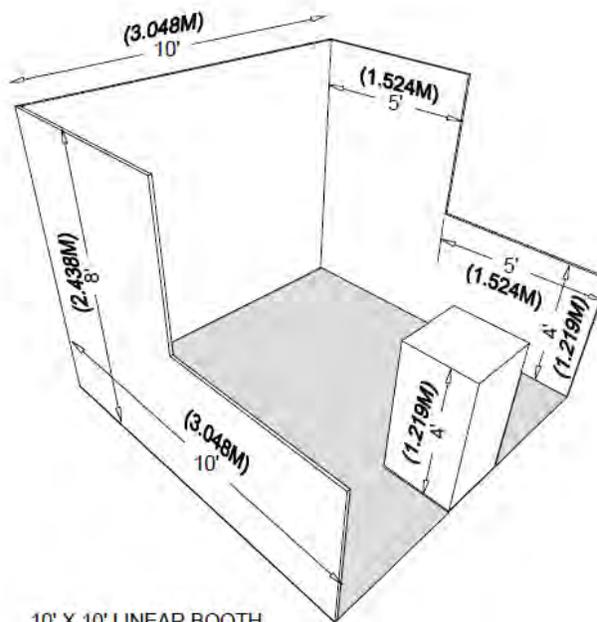
HEIGHT REGULATIONS & GUIDELINES LINE OF SIGHT & BOOTH CONSTRUCTION

LINEAR BOOTH

LINEAR BOOTH: 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.

- Hanging signs are not permitted above linear booths.
- Back 5' (1.52m) of booth has a maximum height of 8' (2.44m).
- Front 5' (1.52m) of booth has maximum height restriction of 4' (1.22m) on all materials – structure, product and/or equipment.
- Displays are limited to 4' in height (1.22m), in the front half of each booth. Machinery, equipment or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions. If your display exceeds 4' in height (1.22m) it is required that you place it away from the 5' x 10' sightline area in the front of the booth in order to provide a “see-through” lane for neighboring sponsors.
- Inline booths may not exceed 8' in height without written permission.
- Back side of exhibits exceeding 8' in height may NOT display any graphics.
- Unfinished exteriors including video walls must be covered at the exhibitors' expense.

EXAMPLE OF A LINEAR BOOTH:



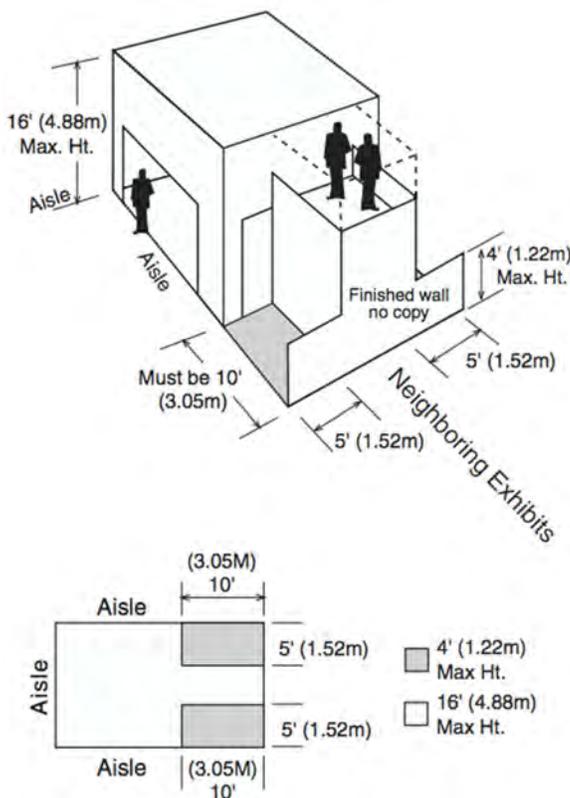
HEIGHT REGULATIONS & GUIDELINES BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS

PENINSULA BOOTH

PENINSULA BOOTH: Exhibit which occupies both corners at the end of a row of standard linear booths with an aisle on three sides. A peninsula booth is a minimum of 20' x 20' (6.096m x 6.096m) in size.

- Maximum height of 16' (4.88m), or higher with Event Management approval.
- If you have a hanging sign, there must be at least 3' (0.9144m) clearance from the top of the booth to the bottom of the sign and the total booth presence cannot exceed 20' (6.096m).
- All display fixtures over 4' (1.22m) in height and placed within 10' (3.05m) of a neighboring exhibit must be confined to that area of the booth that is at least 5' (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth.
- Peninsula booths are 'faced' towards the cross aisle. Any portion of the booth bordering another exhibitor's booth must have a finished back side and must not carry identification signs or other copy that would detract from the adjoining exhibit.
- Please bring all US Engineer-stamped, approved plans onsite for the Fire Marshal. The Fire Marshal reserves the right to deny booth construction without these plans.
- Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.
- Unfinished exteriors including video walls must be covered at the exhibitors' expense.

EXAMPLE OF A PENINSULA BOOTH:





HEIGHT REGULATIONS & GUIDELINES
LINE OF SIGHT & BOOTH CONSTRUCTION

ISLAND BOOTH

ISLAND BOOTH: A minimum of four standard booths (**20' x 20' / 6 meters x 6 meters or larger**), exposed to aisles on all four sides.

- The maximum height is 16' (4.88 meters). Maximum booth presence (including top of hanging signs) can be 20' with show management pre-approval.
- If you have a hanging sign, there must be at least a 3' clearance from the highest point of the booth properties to the bottom of the sign. Total height to top of sign cannot be higher than 20'.
- The length of any solid perimeter wall, structure, video wall, or combination of elements exceeding 8' in height (2.4384m) from the ground located within 3' from any adjoining aisle is limited to half the length (or width) of your contracted space.
- Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.
- Unfinished exteriors including video walls must be covered at the exhibitors' expense.
- Exhibitors may use Plexiglas or similar see-through material to create a wall that will allow for a line of sight from one booth to the next.
- If you have any type of interactive display, you must have a 3' clearance from the aisle(s) to allow for crowds.
- All exhibitors must bring a copy of their US Engineer-stamped plans on-site for the Fire Marshal. The Fire Marshal reserves the right to deny booth construction without these plans.

WELCOME LETTER

Dear Exhibitor,

LVE is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive substantial discounts on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LVE requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LVE.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 888-989-3976 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LVE



CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein. CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

CONTACT	COMPANY NAME			CLIENT NAME		
	ADDRESS				BOOTH #	
	CITY		STATE	ZIP		PHONE
	EMAIL				FAX	

CREDIT CARD AUTHORIZATION	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS	
	ACCOUNT NUMBER							
	EXPIRATION DATE				SECURITY CODE REQUIRED			
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>							
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)							
	CITY		STATE		ZIP			
	CARDHOLDER'S SIGNATURE*		X _____					
	CARDHOLDER'S NAME (PLEASE PRINT)							

*By signing, I agree to the Terms and Conditions located on www.lvexpo.com as well as contained within this manual.
Cancellation Policy varies per service as noted on each form.
All credit card information will be kept on file to be used for future shows and all outstanding balances.
Signer authorizes agent/employees to sign off and create order for the company.

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	ONSITE PRICE	SERVICE
				FURNITURE & ACCESSORIES
				CARPET
				SIGNS
				CLEANING
				LABOR
				ESTIMATED MATERIAL HANDLING
				PACKAGE RENTAL BOOTH
				OTHER EXPO SERVICES
				TAX
TOTAL	TOTAL	TOTAL	CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.	

Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement. If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME		BOOTH #	
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FURNITURE

ORDER ONLINE
order.lvexpo.com

	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL	
		4/24/2026	4/25/2026	5/1/2026		
CHAIRS	SIDE CHAIR	\$ 126.00	\$ 176.40	\$ 201.60		
	ARM CHAIR	\$ 157.50	\$ 220.50	\$ 252.00		
	STOOL COUNTER HEIGHT	\$ 204.75	\$ 286.65	\$ 327.60		
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*	\$ 173.25	\$ 242.55	\$ 277.20		
	6'L x 30"H x 24"W TABLE SKIRTED*	\$ 199.50	\$ 279.30	\$ 319.20		
	8'L x 30"H x 24"W TABLE SKIRTED*	\$ 235.20	\$ 329.28	\$ 376.32		
	4'L x 30"H x 24"W TABLE UNSKIRTED	\$ 115.50	\$ 161.70	\$ 184.80		
	6'L x 30"H x 24"W TABLE UNSKIRTED	\$ 134.40	\$ 188.16	\$ 215.04		
	8'L x 30"H x 24"W TABLE UNSKIRTED	\$ 157.50	\$ 220.50	\$ 252.00		
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*	\$ 204.75	\$ 286.65	\$ 327.60		
	6'L x 42"H x 24"W COUNTER SKIRTED*	\$ 231.00	\$ 323.40	\$ 369.60		
	8'L x 42"H x 24"W COUNTER SKIRTED*	\$ 264.60	\$ 370.44	\$ 423.36		
	4'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 147.00	\$ 205.80	\$ 235.20		
	6'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 171.15	\$ 239.61	\$ 273.84		
	8'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 199.50	\$ 279.30	\$ 319.20		
CAFÉ	TABLE ROUND 36"W x 30"H	\$ 231.00	\$ 323.40	\$ 369.60		
	TABLE ROUND 36"W x 42"H	\$ 267.75	\$ 374.85	\$ 428.40		
ACCESSORIES	4th SIDE TABLE SKIRT*	\$ 92.40	\$ 129.36	\$ 147.84		
	4th SIDE COUNTER SKIRT*	\$ 102.90	\$ 144.06	\$ 164.64		
	RISER FOR TABLE TOP 4'L x 14"H	\$ 136.50	\$ 177.45	\$ 218.40		
	RISER FOR TABLE TOP 6'L x 14"H	\$ 178.50	\$ 232.05	\$ 285.60		
*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.						
COLOR	<input type="checkbox"/> Green	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Black	
	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold	<input type="checkbox"/> White	<input type="checkbox"/> Beige	

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME		BOOTH #		BOOTH #	
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ACCESSORIES

<div style="background-color: black; color: white; border-radius: 50%; padding: 10px; display: inline-block;"> ORDER ONLINE order.lvexpo.com </div>		QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
			4/24/2026	4/25/2026	5/1/2026	
ACCESSORIES	WASTEBASKET		\$ 33.08	\$ 46.31	\$ 52.92	
	EASEL		\$ 72.45	\$ 100.80	\$ 115.92	
	BAG RACK		\$ 136.50	\$ 191.10	\$ 218.40	
	GARMENT RACK		\$ 183.75	\$ 257.25	\$ 294.00	
	WATERFALL CLOTHING RACK 4 - ARM		\$ 121.95	\$ 158.55	\$ 195.13	
	LITERATURE RACK (FREE STANDING)		\$ 172.67	\$ 241.74	\$ 276.28	
	SIGN HOLDER 22" x 28"		\$ 112.90	\$ 158.07	\$ 180.65	
	TACKBOARD 4' x 6' VERTICAL		\$ 241.50	\$ 326.00	\$ 386.40	
	TACKBOARD 6' x 4' HORIZONTAL		\$ 241.50	\$ 326.00	\$ 386.40	
	GRID 2' x 8'		\$ 257.25	\$ 360.15	\$ 411.60	
	GRID 2' x 8' WITH LEGS		\$ 299.25	\$ 418.95	\$ 478.80	
	18" WATERFALL ARM FOR GRID		\$ 54.60	\$ 70.98	\$ 87.36	
	GRID HOOKS (CHOOSE SIZE BELOW) <input type="checkbox"/> 2" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		\$ 12.60	\$ 17.64	\$ 20.16	

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 23.10	\$ 32.34	\$ 36.96	
8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 42.00	\$ 56.70	\$ 67.20	
12' - 16' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 78.75	\$ 106.31	\$ 115.00	
6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 31.40	\$ 42.39	\$ 50.23	
ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2		\$ 99.75	\$ 129.78	\$ 150.50	

*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

Silver
 Black
 White

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

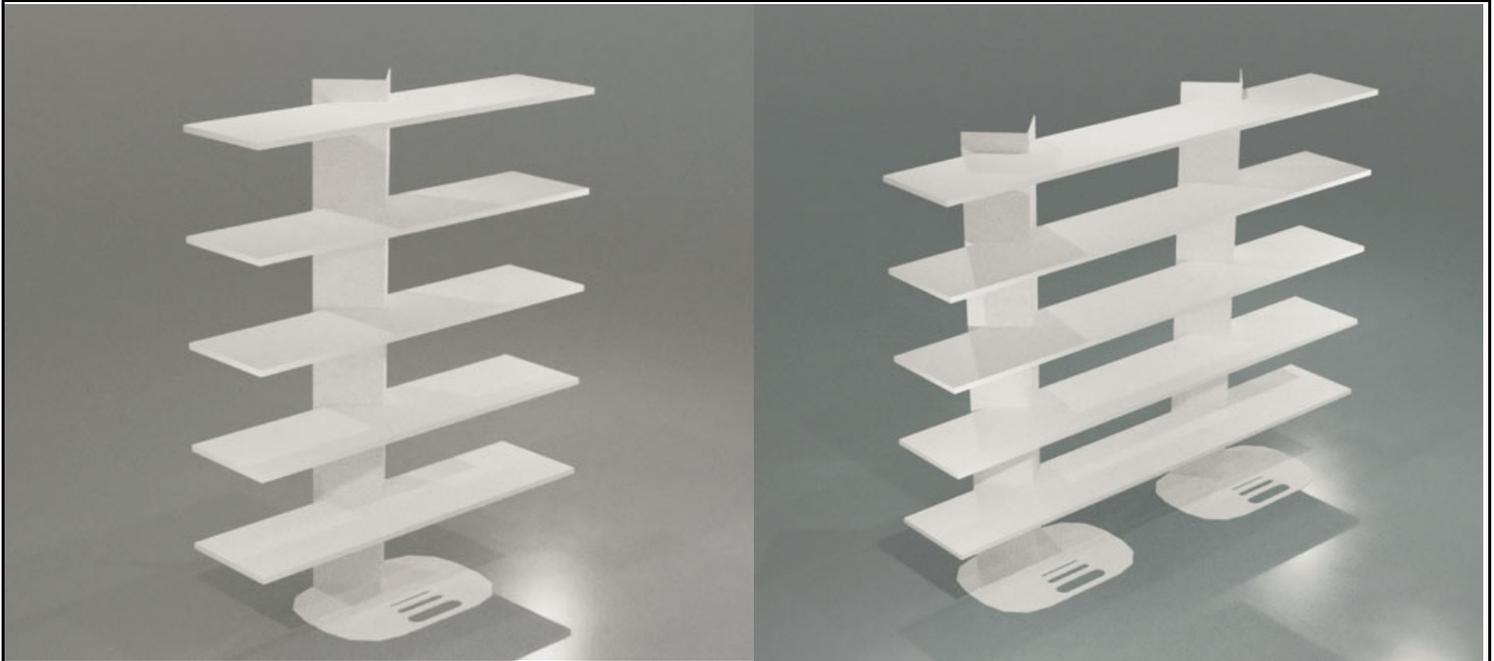
CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME		BOOTH #	
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SHELVING UNITS

DEADLINE DATE: 4/24/2026


SINGLE SHELVING UNIT

DOUBLE SHELVING UNIT

DISCOUNT PRICE	\$ 369.60	DISCOUNT PRICE	\$ 625.80
STANDARD PRICE	\$ 498.96	STANDARD PRICE	\$ 844.83
ONSITE PRICE	\$ 591.36	ONSITE PRICE	\$ 1,001.28

SINGLE SHELVING UNIT SPECS:	UNIT: 48"W x 62 7/8"H
	SHELVES: (4) 48"W x 12"D
DOUBLE SHELVING UNIT SPECS:	UNIT: 72"W x 62 7/8"H
	SHELVES: (4) 72"W x 12"D

SHELVING		QUANTITY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
			4/24/2026	4/25/2026	5/1/2026	
	SINGLE UNIT		\$ 369.60	\$ 498.96	\$ 591.36	
	DOUBLE UNIT		\$ 625.80	\$ 844.83	\$ 1,001.28	

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of the original price.

All materials are to remain the property of LVE.

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME		BOOTH #	
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SHOWCASES



FULL HALF QUARTER TOWER WALL CASE SEE-THROUGH WALL CASE

ALL UNITS COME STANDARD WITH FLORESCENT LIGHTING, ELECTRICAL OUTLET IS NOT INCLUDED
 AVAILABILITY ONSITE IS LIMITED

We reserve the right to substitute items of similar quality and value if necessary.

ORDER ONLINE online.lvexpo.com	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
		4/24/2026	4/25/2026	5/1/2026	

SHOWCASES	FULL VIEW (ONLY AVAILABLE IN WHITE) 4' Wide	\$ 777.29	\$ 1,154.28	\$ 1,368.03	
	FULL VIEW (ONLY AVAILABLE IN WHITE) 5' Wide	\$ 857.65	\$ 1,273.60	\$ 1,509.46	
	FULL VIEW (ONLY AVAILABLE IN WHITE) 6' Wide	\$ 938.01	\$ 1,392.95	\$ 1,650.90	
	4' Wide - WHITE Select View: HALF OR QUARTER	\$ 777.29	\$ 1,154.28	\$ 1,368.03	
	4' Wide - BLACK Select View: HALF OR QUARTER	\$ 859.11	\$ 1,275.78	\$ 1,512.04	
	5' Wide - WHITE Select View: HALF OR QUARTER	\$ 857.65	\$ 1,273.60	\$ 1,509.46	
	5' Wide - BLACK Select View: HALF OR QUARTER	\$ 939.47	\$ 1,395.11	\$ 1,653.46	
	6' Wide - WHITE Select View: HALF OR QUARTER	\$ 938.01	\$ 1,392.95	\$ 1,650.90	
	6' Wide - BLACK Select View: HALF OR QUARTER	\$ 1,019.83	\$ 1,514.45	\$ 1,794.90	
	TOWER 80"H x 20"W x 20"D - WHITE	\$ 803.59	\$ 1,193.33	\$ 1,414.32	
	TOWER 80"H x 20"W x 20"D - BLACK	\$ 900.02	\$ 1,336.53	\$ 1,584.04	
	WALL CASE 48" W x 84" H x 18" D - WHITE	\$ 1,326.66	\$ 1,970.08	\$ 2,334.91	
	WALL CASE 48" W x 84" H x 18" D - BLACK	\$ 1,423.09	\$ 2,113.28	\$ 2,504.63	
	WALL CASE 60" W x 84" H x 18" D - WHITE	\$ 1,407.02	\$ 2,089.43	\$ 2,476.36	
	WALL CASE 60" W x 84" H x 18" D - BLACK	\$ 1,503.45	\$ 2,232.63	\$ 2,646.08	
	WALL CASE 70" W x 84" H x 18" D - WHITE	\$ 1,487.37	\$ 2,208.75	\$ 2,617.78	
	WALL CASE 70" W x 84" H x 18" D - BLACK	\$ 1,583.04	\$ 2,350.82	\$ 2,786.16	
	SEE-THROUGH WALL CASE 70" W x 84" H x 18"D WHITE	\$ 1,347.11	\$ 2,000.46	\$ 2,370.92	
SEE-THROUGH WALL CASE 70" W x 84" H x 18"D BLACK	\$ 1,443.54	\$ 2,143.66	\$ 2,540.63		
UPGRADED LED LIGHTING	\$ 176.78	\$ 262.52	\$ 311.14		

CANCELLATION POLICY

*The Payment Authorization Form must be submitted with this order.
 Cancellations after the discount deadline date will be charged at 50% of ordered price.
 No credit will be given after move-in begins.*



CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME

BOOTH #

CARPET

CARPET LENGTH	QTY	DISCOUNT RECEIVED BY		STANDARD BEGINS	ONSITE BEGINS	TOTAL
		4/24/2026	4/25/2026	4/25/2026	5/1/2026	
10' x 10'		\$ 325.50	\$ 455.70	\$ 625.80		
10' x 20'		\$ 651.00	\$ 911.40	\$ 1,041.60		
10' x 30'		\$ 976.50	\$ 1,367.10	\$ 1,562.40		

CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT		
	DISCOUNT	\$ 4.47	STANDARD	\$ 6.25	ONSITE	\$ 7.14	TOTAL

Red
 Blue
 Black
 Gray
 Burgundy

If you order carpet but no color is selected above, black carpet will be installed.
Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.

CARPET LENGTH	QTY	DISCOUNT RECEIVED BY		STANDARD BEGINS	ONSITE BEGINS	TOTAL
		4/24/2026	4/25/2026	4/25/2026	5/1/2026	
10' x 10'		\$ 735.00	\$ 1,029.00	\$ 1,176.00		
10' x 20'		\$ 1,470.00	\$ 2,058.00	\$ 2,352.00		
10' x 30'		\$ 2,205.00	\$ 3,087.00	\$ 3,528.00		

CARPET LENGTH	QTY	DISCOUNT RECEIVED BY		STANDARD BEGINS	ONSITE BEGINS	TOTAL
		4/24/2026	4/25/2026	4/25/2026	5/1/2026	
10' x 10'		\$ 997.50	\$ 1,396.50	\$ 1,596.00		
10' x 20'		\$ 1,995.00	\$ 2,793.00	\$ 3,192.00		
10' x 30'		\$ 2,992.50	\$ 4,189.50	\$ 4,788.00		

CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT		
	DISCOUNT	\$ 12.08	STANDARD	\$ 16.90	ONSITE	\$ 19.32	TOTAL

CIRCLE COLOR OPTION FOR PLUSH & ULTRA PLUSH CARPET (COLOR SAMPLES ON FOLLOWING PAGE)

Fire Red Lime Magenta Purple Orange Sunshine Forest Process Blue Black
 Bright Blue Khaki Cream Snowflake Silvermoon Aluminum Shadow Slate English Gray

ACCESSORIES	PADDING PER SQ FT*	\$ 2.05	\$ 2.87	\$ 3.28	
	VISQUEEN PER SQ FT*	\$ 1.42	\$ 1.98	\$ 2.27	
	DOUBLE PADDING PER SQ FT*	\$ 4.10	\$ 5.73	\$ 6.55	

* 100 Square Feet Minimum Order

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of ordered price.

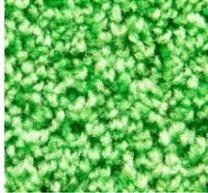
Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

No refunds on custom or plush carpet orders. No credit will be given after close of event on anything ordered but not received.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

COMPANY NAME		BOOTH #	
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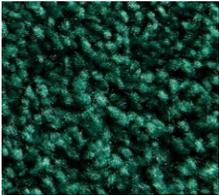
CUSTOM CARPET COLORS
COLORS AVAILABLE FOR PLUSH AND ULTRA PLUSH

RED FIRE

LIME

MAGENTA

PURPLE

ORANGE

SUNSHINE

FOREST

PROCESS BLUE

BRIGHT BLUE

KHAKI

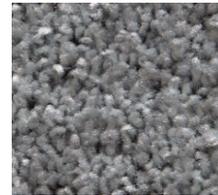
CREAM

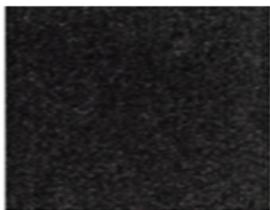
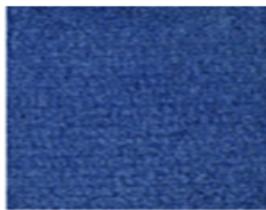
SNOWFLAKE

SILVERMOON

ALUMINUM

SHADOW

SLATE

ENGLISH GRAY

BLACK
STANDARD CARPET COLORS

BLACK

BLUE

BURGUNDY

GRAY

RED

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME _____

BOOTH # _____

BOOTH CLEANING & PORTER SERVICE

BOOTH CLEANING

VACUUMING	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT RECEIVED BY 4/24/2026	STANDARD BEGINS 4/25/2026	ONSITE BEGINS 5/1/2026	TOTAL BOOTH SQ FT* Rates Per Sq. Ft. (Minimum 100 sq.ft.)	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 1.26	\$ 1.64	\$ 2.02	X _____ *	= _____ **
DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 4.12	\$ 5.36	\$ 6.60	X _____ *	= _____ **	
*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____ **How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____						

PORTER SERVICE ORDER

Porter Service does NOT include vacuuming.

PORTER SERVICE	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT RECEIVED BY 4/24/2026	STANDARD BEGINS 4/25/2026	ONSITE BEGINS 5/1/2026	TOTAL
	RATES ARE PER SHOW DAYS					
Up to 1,000 square feet		4	\$ 325.50 per day	\$423.15 per day	\$ 520.80 per day	
1,001 to 3,000 square feet		4	\$ 388.50 per day	\$505.05 per day	\$ 621.60 per day	
3,001 and above		4	\$ 567.00 per day	\$737.10 per day	\$ 907.20 per day	

How to Calculate Porter Service? # of Show Days _____ X Rate _____ = Total _____

Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.

Porter Service does NOT include wiping down of booth.

Please bring cleaning concerns to our attention onsite.

LVE will be unable to address the concern after the close of the show.

ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:

- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
- Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

CANCELLATION POLICY

Services cancelled after the discount deadline date will be charged 50% of ordered price.

Services cancelled after show move-in begins will be charged 100% of ordered price.

No credit will be given after close of event on anything ordered but not received.

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME	BOOTH #
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GRAPHICS & SIGNS

DISCOUNT DEADLINE: 4/24/2026

LVE has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

STANDARD SIZES	STANDARD GRAPHIC SIZES	QTY	DISCOUNT RECEIVED BY 4/24/2026	STANDARD BEGINS 4/25/2026	ONSITE BEGINS 5/1/2026	TOTAL
	<i>Single-sided printing</i>					
	FOMECOR w/Easel Back 12" x 18"		\$ 94.50	\$ 132.30	\$ 151.20	
	FOMECOR SIGN 22" x 28"		\$ 109.20	\$ 152.88	\$ 174.72	
	FOMECOR SIGN 24" x 36"		\$ 151.20	\$ 211.68	\$ 241.92	
	FOMECOR SIGN 28" x 44"		\$ 216.30	\$ 302.82	\$ 346.08	
FOMECOR SIGN w/Base 38" x 87"		\$ 577.50	\$ 808.50	\$ 924.00		
<i>All prices listed above are on 3/16" FOMECOR</i>						
<i>File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See Graphic Submission</i>						

DIGITAL GRAPHICS PRICE PER SQUARE FOOT	MATERIAL (Per sq. ft)	DISCOUNT	STANDARD	ONSITE	MATERIAL	DISCOUNT	STANDARD	ONSITE
	1/4" PLEXIGLAS	\$ 63.00	\$ 75.60	\$ 100.80	3mm PVC	\$ 29.40	\$ 37.80	\$ 47.04
	3/16" FOMECOR	\$ 27.30	\$ 35.70	\$ 43.68	6mm PVC	\$ 33.60	\$ 42.00	\$ 53.76
	VINYL BANNER	\$ 21.00	\$ 29.40	\$ 42.00	FLOOR DECALS	\$ 37.80	\$ 46.20	\$ 60.48

PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.

ELECTRONIC FILE NAME		MATERIAL (Choose Below)
PMS COLOR	<input type="checkbox"/> FOMECOR <input type="checkbox"/> PVC <input type="checkbox"/> PLEXI <input type="checkbox"/> GATORFOAM	
APPLICATION	<input type="checkbox"/> ECO-BOARD* <input type="checkbox"/> ULTRA-BOARD* <input type="checkbox"/> OTHER	

**The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.*

SPECIAL INSTRUCTIONS													
Minimum order \$75.00 Double sq. Ft. for double-sided graphics Round sq. Ft. to next whole increment File conversion, retouching, cloning or color correcting may incur additional labor charges.	<table style="margin: auto;"> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">L X</td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">W =</td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">sq. Ft.</td> </tr> <tr> <td style="padding: 0 5px;">sq. Ft.</td> <td style="padding: 0 5px;"></td> <td style="padding: 0 5px;">X RATE =</td> <td style="padding: 0 5px;"></td> <td style="padding: 0 5px;"></td> <td style="padding: 0 5px;"></td> </tr> </table>		L X		W =		sq. Ft.	sq. Ft.		X RATE =			
	L X		W =		sq. Ft.								
sq. Ft.		X RATE =											

SEE ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed. Please send any questions or concerns to: exhibitorservices@lvexpo.com

IMPORTANT! - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

LVE will not offer any refunds on graphics that have been produced.



Las Vegas Expo has the capability to print digital graphics for any need. Our skilled associates will work with you to ensure the highest quality output when the job is printed. We have worked with many different types of media on an assortment of unique equipment. The end result: attractive, attention-grabbing displays and signage that are sure to start conversations.

LVE Show Graphic, our state-of-the-art graphics department, brings both vast industry knowledge and unmatched production capabilities to the table. We believe that presentation is everything. The importance of vivid eye-catching graphics during any show cannot be understated. From vibrant full color fabric graphics, to direct printed panels, we provide the highest quality graphics & signage products available.

Listed below are some of the services we can provide:

- Vinyl Banners
- Fabric Banners
- Headers
- Large-format printing
- Posters
- Desktop Publishing

- Offset Printing
- Reprographic Printing
- Logo Reproduction
- POS displays
- Backdrops
- Stickers / Decals

- Specialty Graphics
- Vinyl Lettering
- Hanging Signs
- Backlit Graphics
- Silk Screening
- Laminating



Please contact your LVE Representative to create a graphic upload link.

Graphic Submission Guidelines

When submitting your artwork, these guidelines are vital to ensure your graphics look the very best.

1. All logos must be in a ***vector format**, saved in Adobe Illustrator or as an EPS file. Raster images will not be accepted - this includes .jpg, .png or .gif files copied directly from a web site.

* Art that can be scaled to any size without losing quality

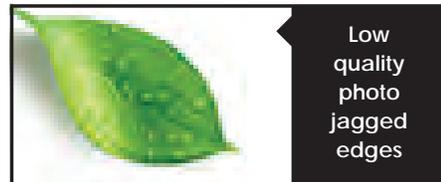

2. All text should be converted to outlines or with the fonts provided. PC fonts only. All fonts must be embedded.
3. Photographic images should be 300 dpi at the final size in the layout in either JPG or TIF file format. **Sorry, Internet images cannot be used.**
 - Large continuous graphic walls 10ft wide or more need only be between 90 -150 dpi at actual size.
 - How an image is originally acquired will determine its resolution, and thus the size it can print at for clear and crisp printing.
 - Resolution and size (dimensions) are inversely proportional to each other. If you enlarge an image, you lower its resolution.
4. You must provide either a printed proof or a PDF proof when submitting artwork. This allows us to check the files for the font, color problems, missing links and more.

Acceptable Art Work



- .pdf** - Adobe PDF (Fonts outlined - images embedded)
- .ai** - Adobe Illustrator (Fonts outlined - images embedded)
- .eps** - Encapsulated Post Script
- .tif** - (300 dpi at layout size)
- .psd** - Photoshop Document (All layers flattened)
- .zip** - Windows Compression Format

Unacceptable Art Work



- .indd** - InDesign
- .ppt** - PowerPoint
- .jpg** - Joint Photographic Experts Group
- .gif** - Graphic Interchange Format
- .png** - Portable Network Graphics
- .cdr** - CorelDraw



CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME	BOOTH #	
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DISPLAY LABOR

DEADLINE DATE: 4/24/2026

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES	HOURS	COST PER HOUR	TOTAL
	STRAIGHT TIME (ST) - One Hour Minimum		\$ 160.00	
	OVERTIME (OT) - One Hour Minimum		\$ 240.00	
	DOUBLE TIME (DT) - One Hour Minimum		\$ 320.00	

LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$240.00 OT \$360.00 DT \$480.00

MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.

STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. **OVERTIME** - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. **DOUBLE TIME** - Holidays, or any job exceeding 12 work hours in one day.

EQUIPMENT	HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL
	FORKLIFT w/operator 0 to 4,000 lbs		\$ 393.75	\$ 590.63	\$ 787.50

If specific equipment is needed, please contact Exhibitor Services for a quote.

If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.

SUPERVISION	<input type="checkbox"/> DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
-------------	---

<input type="checkbox"/> OK TO PROCEED (MUST FILL OUT FORM BELOW): LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.
--

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE	<input type="checkbox"/> ADVANCED WAREHOUSE	<input type="checkbox"/> SHOW SITE
--	---	------------------------------------

SPECIAL INSTRUCTIONS							
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

CONSIGNEE (Where your freight is being shipped to when the show closes)				BILLING INFORMATION (Responsible party paying your carrier's shipping charges)			
CO. NAME				CO. NAME			
ADDRESS				ADDRESS			
CITY	STATE	ZIP		CITY	STATE	ZIP	
SHOW	BOOTH #			SHOW			
CONTACT				CONTACT			
PHONE				PHONE			

Labor orders must be sent in by the deadline date to ensure labor availability.

Onsite orders will be handled on a first come first serve basis at the higher rate and upon availability.

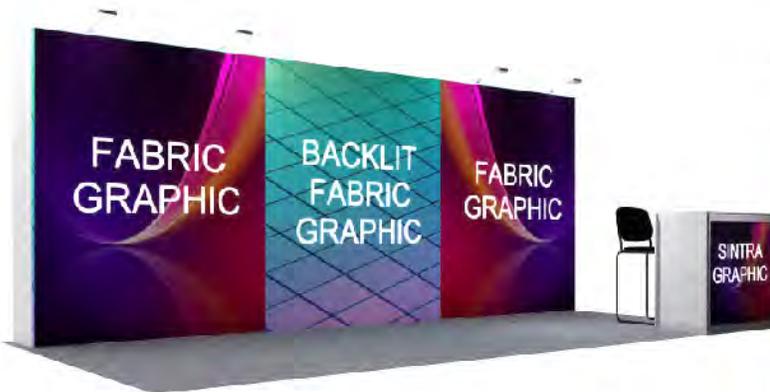
Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



10' x 10' BACKLIT KIT

KIT INCLUDES:

- 10' Wide x 8' High Back Wall with Fabric Graphics
- Center Fabric Graphic is Backlit
- 10 x 10 of Standard Carpet
- (5 choices of colors) - (Pad is Not Included)*
- (1) Counter with Front Sintra Graphic
- (2) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service



10' x 20' BACKLIT KIT

KIT INCLUDES:

- 20' Wide x 8' High Back Wall with Fabric Graphics
- Center Fabric Graphic is Backlit
- 10 x 20 of Standard Carpet
- (5 choices of colors) - (Pad is Not Included)*
- (1) Counter with Front Sintra Graphic
- (4) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service

Included furniture style may vary from photo

***** Please Note: When ordering LVE Rental Exhibit Kits**

- **Client to provide print-ready production artwork**
- **Additional accessories available upon request**
- **Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits**



10' x 10' SEG KIT

KIT INCLUDES:

- 10' Wide x 8' High Back Wall with Fabric Graphics
- 10 x 10 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
- (1) Counter with Front Sintra Graphic
- (2) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service



10' x 20' SEG KIT

KIT INCLUDES:

- 20' Wide x 8' High Back Wall with Fabric Graphics
- 10 x 20 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
- (1) Counter with Front Sintra Graphic
- (4) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service

Included furniture style may vary from photo

***** Please Note: When ordering LVE Rental Exhibit Kits**

- **Client to provide print-ready production artwork**
- **Additional accessories available upon request**
- **Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits**



10' x 10' SLATWALL KIT

KIT INCLUDES:

- 10' Wide x 8' High Back Wall
- 10 x 10 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
- (2) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- (6) Shelves with Knife Brackets - Each Approx. 36" x 12"
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service



10' x 20' SLATWALL KIT

KIT INCLUDES:

- 20' Wide x 8' High Back Wall
- 10 x 20 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
- (4) Arm Lights *(Electrical Not Included)*
- (1) Black Stool
- (1) Wastebasket
- (12) Shelves with Knife Brackets - Each Approx. 36" x 12"
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service

**Sintra Graphics are NOT included with booth kits but can be ordered separately.*

***** Please Note: When ordering LVE Rental Exhibit Kits**

- **Client to provide print-ready production artwork**
- **Additional accessories and graphics may be ordered separately at an additional charge**
- **Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits**



CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME		BOOTH #	
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MATRIX RENTAL SYSTEMS

DEADLINE DATE: 4/24/2026

DESCRIPTION	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
		4/24/2026	4/25/2026	5/1/2026	
10' X 10' SEG KIT		\$ 3,893.05	\$ 5,799.65	N/A	
10' X 20' SEG KIT		\$ 6,159.08	\$ 9,175.80	N/A	
10' X 10' BACKLIT KIT		\$ 4,670.20	\$ 6,957.99	N/A	
10' X 20' BACKLIT KIT		\$ 8,937.18	\$ 13,315.47	N/A	
10' SEG & BACKLIT KITS INCLUDE:			20' SEG & BACKLIT KITS INCLUDE:		
10' W X 8' H Back Wall			20' W X 8' H Back Wall		
Counter with Front Graphic			Counter with Front Graphic		
10' x 10' Standard Carpet (5 choices of colors)			10' x 20' Standard Carpet (5 choices of colors)		
Circle one: <i>Black Blue Burgundy Gray Red</i>			Circle one: <i>Black Blue Burgundy Gray Red</i>		
2 Arm Lights			4 Arm Lights		
1 Stool			1 Stool		
1 Wastebasket			1 Wastebasket		
<i>Print ready artwork must be submitted 21 days prior to move-in.</i>					
<i>Additional fees will apply to late submissions. See Art Submission form for instructions.</i>					
SLATWALL KITS - Graphics not included					
DESCRIPTION	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
		4/24/2026	4/25/2026	5/1/2026	
10' X 10' SLATWALL KIT**		\$ 4,291.95	\$ 6,008.75	N/A	
10' X 20' SLATWALL KIT**		\$ 7,112.24	\$ 9,957.13	N/A	
**SLATWALL KIT DO NOT INCLUDE GRAPHICS OR ADDITIONAL ACCESSORIES					

Additional accessories available on Matrix Accessories Form.

Exhibits Do Not include Electrical Power or Electrical Labor. Electrical forms must be sent to the Electrical Contractor.

CANCELLATION POLICY

Items cancelled after orders have been received will be charged 50% of the ordered price.

Items cancelled after show move-in begins will be charged 100% of the original price.

All materials are to remain the property of LVE.

Contact Exhibitor Services for Custom Booth Packages at 702.248.6200 or email us at exhibitorservices@lvexpo.com

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME

BOOTH #

SLATWALL KIT ACCESSORIES
DEADLINE DATE:
4/24/2026
OPTIONAL ADDITIONAL ACCESSORIES

SLATWALL ACCESSORIES	QTY	DISCOUNT RECEIVED BY 4/24/2026	STANDARD BEGINS 4/25/2026	ONSITE BEGINS 5/1/2026	TOTAL
1 Meter Counter		\$ 420.00	\$ 588.00	\$ 672.00	
1M Shelf with Knife Brackets (WHITE)		\$ 84.00	\$ 109.20	\$ 134.40	
1M Shelf with Knife Brackets (BLACK)		\$ 84.00	\$ 109.20	\$ 134.40	
4" Slatwall Hook (BLACK)**		\$ 15.75	\$ 20.48	\$ 22.84	
4" Slatwall Hook (CHROME)**		\$ 15.75	\$ 20.48	\$ 22.84	
8" Slatwall Hook (BLACK)**		\$ 15.75	\$ 20.48	\$ 22.84	
8" Slatwall Hook (CHROME)**		\$ 15.75	\$ 20.48	\$ 22.84	
12" Slatwall Hook (BLACK)**		\$ 15.75	\$ 20.48	\$ 22.84	
12" Slatwall Hook (CHROME)**		\$ 15.75	\$ 20.48	\$ 22.84	
Waterfall Bracket 6-Ball (BLACK)**		\$ 68.25	\$ 88.73	\$ 98.96	
Waterfall Bracket 6-Ball (CHROME)**		\$ 68.25	\$ 88.73	\$ 98.96	
Light		\$ 120.75	\$ 156.98	\$ 184.80	

Electrical Power and Electrical Labor not included. Electrical forms must be sent to the Electrical Contractor

**** All Slatwall hooks and waterfall brackets will be delivered after you arrive.
Stop at the LVE Service Desk when you arrive to set up.**

SEE SAMPLE PICTURES ON FOLLOWING PAGE

CANCELLATION POLICY
Items cancelled after orders have been received will be charged 50% of the ordered price.
Items cancelled after show move-in begins will be charged 100% of the original price.
All materials are to remain the property of LVE.



SLATWALL HOOKS



6 BALL WATERFALL BRACKET



KNIFE BRACKET



SHELF WITH BRACKETS



FACEOUT BRACKET



LVE STEM LIGHT

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

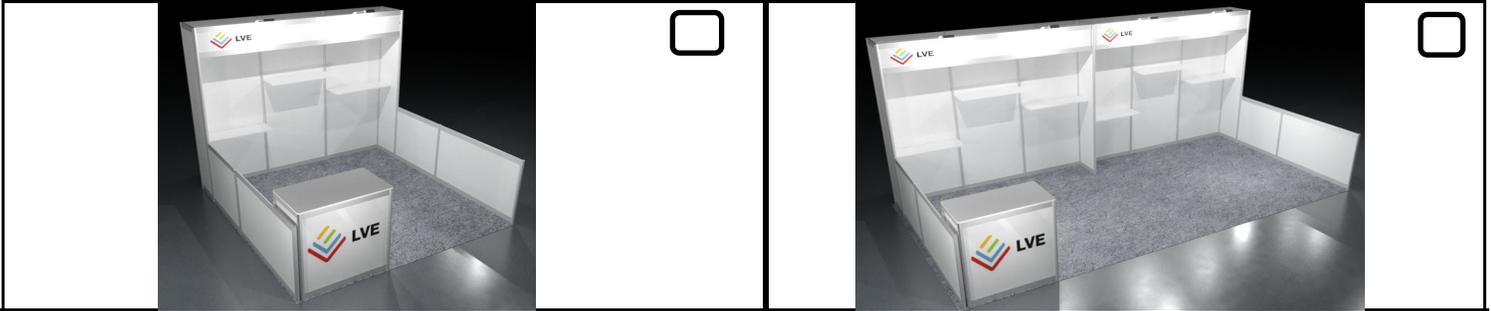
LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME		BOOTH #	
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AGAM RENTAL EXHIBIT PACKAGES

DEADLINE DATE:

4/24/2026



10' EXHIBIT RENTAL

20' EXHIBIT RENTAL

DISCOUNT PRICE \$ 3,564.75

DISCOUNT PRICE \$ 6,601.35

SEE BELOW FOR STANDARD AND ONSITE PRICES

DISPLAY INCLUDES	DISPLAY INCLUDES
10' Free Standing Display	20' Free Standing Display
Silver Metal /Choice of Black or White Inserts	Silver Metal /Choice of Black or White Inserts
3 Meter Header w/Company Name	2 - 3 Meter Header w/Company Name
2 Arm Lights	4 Arm Lights
3 Shelves	6 Shelves
Carpet Gray	Carpet Gray
Installation and Dismantle	Installation and Dismantle

Exhibits Do Not include Electrical Power or Electrical Labor. Electrical forms must be sent to the Electrical Contractor

Please select a PANEL COLOR OPTION

BLACK

WHITE

If color selection is not made at time of your order, your booth will automatically have white panels. The colors at show site are subject to availability.

HEADER	<p>Lettering will be standard black copy, background will be white. Be sure to clearly show spaces, upper and lowercase lettering. Logo is not included.</p>
	<p>HEADER COPY: <input style="width: 90%;" type="text"/></p>

OPTIONAL ACCESSORIES		DISCOUNT RECEIVED BY 4/24/2026	STANDARD BEGINS 4/25/2026	ONSITE BEGINS 5/1/2026	TOTAL
		10' Package	\$ 3,564.75	\$ 4,990.65	\$ 5,703.60
	20' Package	\$ 6,601.35	\$ 9,241.89	\$ 10,562.16	
	1 Meter Counter (Not Included)	\$ 420.00	\$ 588.00	\$ 672.00	
	2' x 8' Grid	\$ 257.25	\$ 360.15	\$ 411.60	
	Shelves	\$ 84.00	\$ 109.20	\$ 134.40	
	Slat Wall - White or Black	\$ 150.94	\$ 208.95	\$ 241.50	
	Light	\$ 120.75	\$ 156.98	\$ 184.80	

Contact Exhibitor Services for Custom Booth Packages at 888.989.3976 or email us at exhibitorservices@lvexpo.com

CANCELLATION POLICY

*Items cancelled after orders have been received will be charged 50% of the ordered price.
 Items cancelled after show move-in begins will be charged 100% of the original price.
 Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.
 All materials are to remain the property of LVE.*



CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026
LAS VEGAS CONVENTION CENTER - SOUTH HALLS

EAC AGREEMENT & FEES

DEADLINE DATE: **4/24/2026**

EAC COMPANY NAME							
EAC ONSITE CONTACT							
ADDRESS							
CITY		STATE		ZIP			
OFFICE PHONE		ONSITE CONTACT'S CELLULAR PHONE					
EMAIL							
Registration / Admin Fee	\$350.00	Late fee for each MHA turned in late, per hour. See show information page for deadline.			\$500.00		
Registration/Admin Fees are per Exhibiting company. All Fees are non-refundable once processed.							

ADDITIONAL RULES FOR EAC

- EAC must supply a list of all booths they will be working in.
- EAC must submit a completed Work Authorization signed by both EAC and Exhibitor for each booth.
- EAC must have current COI on file with Las Vegas Expo.
- EAC must comply with all show and union rules.
- EAC must check in and obtain show credential to be on the show floor.
- EAC is responsible for turning in outbound MHA by deadline listed in the Show Information pages.
- LVE has the right to refuse any EAC access to the show floor should they not follow rules.
- LVE will communicate where credentials are to be picked up closer to the event.

I hereby acknowledge I have read the rules above and understand the penalties should our company not comply with said rules. Further, we have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____

PRINT: _____

EAC CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

<input type="checkbox"/> DISCOVER	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS												
ACCOUNT NUMBER															
EXPIRATION DATE					SECURITY CODE REQUIRED										
<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>															
CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)															
CITY					STATE					ZIP					
CARDHOLDER'S NAME (PLEASE PRINT)															
CARDHOLDER'S SIGNATURE* X _____															

*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

WORK AUTHORIZATION

DEADLINE DATE: 4/24/2026

All Exhibitors using an Exhibitor Appointed Contractor must return this form. THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.

We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by LVE no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

EAC COMPANY INFORMATION

EAC COMPANY NAME			
SERVICES TO BE PROVIDED			
EAC CONTACT PERSON(S)			
ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		
EMAIL			
Is this company authorized to order services on your behalf?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this company responsible for charges incurred for the show? <i>*If yes, both parties must complete and sign the Third Party form.</i>		<input type="checkbox"/> YES*	<input type="checkbox"/> NO
EXHIBITING COMPANY			
PHONE			
BOOTH # (S)			

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____ PRINT: _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.

NAME OF INSURED: Must be the legal name of contracting party

TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

FORM OF COVERAGE: Must be "occurrence" form coverage

NAME ADDITIONAL INSURED: LVE (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

CERTIFICATE HOLDER: Must be LVE

POLICY EFFECTIVE DATE: Must be prior to or coincide with the first day of Exhibitor Move-In

POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out

LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at www.lvexpo.com

AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer



PRODUCER: ACCORD Insurance Agency, Inc. 4015 East Flamingo Ave. Las Vegas, NV 89119

NAME OF INSURED: ABC Company, 1234 Main St. Las Vegas, NV 89101

TYPES OF INSURANCE: General Liability, Workers Compensation, etc.

FORM OF COVERAGE: Occurrence

NAME ADDITIONAL INSURED: LVE (Official Service Provider), Show Management, Show Name, Facility Name

CERTIFICATE HOLDER: LVE

POLICY EFFECTIVE DATE: 05/06/2026

POLICY EXPIRATION DATE: 05/09/2026

LIMITS OF INSURANCE: \$1,000,000 per occurrence, \$2,000,000 aggregate, \$500,000 property damage

AUTHORIZED REPRESENTATIVE: [Signature]

SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <https://www.lvexpo.com/eacregistration/>

THIRD PARTY PAYMENT AUTHORIZATION

By submitting this form I authorize LVE to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

THIRD PARTY'S CREDIT CARD

EXHIBITING COMPANY NAME

EXHIBITING COMPANY

BOOTH #

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

THIRD PARTY COMPANY

PHONE

THIRD PARTY CONTACT

EMAIL

ADDRESS

CITY

STATE

ZIP

BOOTH #

 DISCOVER

 VISA

 MASTERCARD

 AMERICAN EXPRESS

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE REQUIRED

The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.

CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)

CITY

STATE

ZIP

CARDHOLDER'S NAME (PLEASE PRINT)

CARDHOLDER'S SIGNATURE*

X _____

***By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.**

Cancellation Policy varies per service as noted on each form.

SERVICES TO BE INVOICED TO THIRD PARTY

Discount pricing applies only to orders received with full payment prior to the deadline date.

See each form for their specified deadline date.

Damage to rental items outside of normal wear and tear could result in charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.



CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME	BOOTH #
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MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

MATERIAL HANDLING	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	ADVANCE WAREHOUSE	\$ 190.00 Per 100 lbs	\$ 247.00 Per 100 lbs	\$ 256.50 Per 100 lbs	\$ 333.45 Per 100 lbs
	Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.				
	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	SHOW-SITE	\$ 205.00 Per 100 lbs	\$ 266.50 Per 100 lbs	\$ 266.50 Per 100 lbs	\$ 346.45 Per 100 lbs
	Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.				

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

SMALL PACKAGES	PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
	SMALL PACKAGE	\$ 85.00	\$ 65.00	\$ 99.75	\$ 78.75
	30% Late fee if received after deadline date Maximum weight per shipment is 25lbs. Items received without documentation will be delivered without guarantee of piece count or condition.				

TOTALS	WEIGHT PER SHIPMENT	RECEIVING LOCATION		RATE	ESTIMATED TOTAL
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

INSTRUCTIONS	All material handling rates include delivery to booth		All shipping charges must be prepaid	
	Materials must arrive during published dates to avoid additional charges		No collect shipments. "COD"	
	Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge			
	SPECIAL HANDLING			
	UPS, FedEx, USPS, loose, uncrated exhibit material, van line		Materials with no inbound documents	
	Material with no certified weights		Materials with no pick points received	
	OVERTIME (OT)			
	PUBLISHED RATES LISTED ABOVE INCLUDE OVERTIME FEES.			
	Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs. Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$190.00 per 100 lbs = minimum charge of \$380.00 Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges. Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x 190.00 = \$760.00			

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, March 30, 2026 - Monday, April 20, 2026

TO:

EXHIBITOR NAME

C/O: LVE

**6225 Annie Oakley Drive
Las Vegas, NV 89120**

EVENT: CHAMPS LAS VEGAS MAY 2026

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, March 30, 2026 - Monday, April 20, 2026

TO:

EXHIBITOR NAME

C/O: LVE

**6225 Annie Oakley Drive
Las Vegas, NV 89120**

EVENT: CHAMPS LAS VEGAS MAY 2026

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, May 4, 2026 : 8:00 AM - 5:00 PM

Tuesday, May 5, 2026 : 8:00 AM - 7:00 PM

TO:

EXHIBITOR NAME

C/O: LVE

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

3150 Paradise Road

Las Vegas, NV 89109

EVENT: CHAMPS LAS VEGAS MAY 2026

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, May 4, 2026 : 8:00 AM - 5:00 PM

Tuesday, May 5, 2026 : 8:00 AM - 7:00 PM

TO:

EXHIBITOR NAME

C/O: LVE

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

3150 Paradise Road

Las Vegas, NV 89109

EVENT: CHAMPS LAS VEGAS MAY 2026

NO. _____ OF _____ PIECES

BOOTH #: _____



CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME

BOOTH #

OUTBOUND SHIPPING INFORMATION

This form does not replace the Outbound Material Handling Agreement (MHA) that must be completed on site.

Exhibitors must pickup, complete and return the Outbound MHA to the LVE Exhibitor Service desk onsite. Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition.

IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

In the event your selected carrier does not show please select one of the following here below.

RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS OR RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE

NOTE: Exhibitor is responsible for contracting any carrier except those recommended in this manual. LVE will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that LVE shall not be responsible for loss, theft or damage to any display installed or dismantled under LVE's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide LVE with complete and accurate written instructions for the packing and/or shipping of said display by LVE supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: _____ PRINT: _____ DATE: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. LVE will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

RETURN FREIGHT & STORAGE

WAREHOUSE

Rates include delivery of shipment at close of show to LVE warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs. or more will be charged the following rates with a 1,000 lb. minimum.

RETURN TO WAREHOUSE DRAYAGE & HANDLING			
SHIPMENTS OVER 50 POUNDS	\$	42.50	per 100 lbs. (\$425.00 minimum)
SHIPMENTS LESS THAN 50 POUNDS	\$	150.00	Flat Fee Per shipment

The exhibitor is responsible to provide their own insurance. LVE provides only Limited Liability. See Limits of Liability forms. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.

STORAGE

MONTHLY STORAGE RATE	\$	11.00	per 100 lbs.
WAREHOUSE HANDLING	\$	11.55	per 100 lbs.

Monthly storage rate is billed quarterly, at \$33.00 per 100 lbs. (1,000 lbs. minimum)

All freight must be crated, palletized or boxed to be eligible for storage. LVE reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.

***By signing, I understand and agree that LVE reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.**

SIGN*: _____ PRINT: _____ DATE: _____

ADVANTAGES OF STORING WITH LVE

- Save on expensive shipping charges.
- Storage freight is delivered to the show in advance of direct shipment.
- No Marshalling Yard, Check-in, or waiting
- Warehouse facilities and services are located in Las Vegas, Nashville, & Denver for year round access.
- 30 Days free storage included in LVE advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

STANDARD RENTAL INCLUDES:
DEADLINE DATE: April 10, 2026

- Hanging sign snap tube frame with a single or double-sided fabric graphic.
- *Labor and Hardware to hang the sign are NOT included* in the Standard Rental Price
- Custom Fabric Graphic, with carrying case (you own the graphic, yours to keep)

*** Orders received after the Discount Deadline date are subject to and will be charged late charges. ***



Single Sided: \$2,279.25 / Double Sided: \$2,484.45

Circle Signs
SNAP TUBE HANGING FRAME

Metal Fabrication

8' diameter x 36"h

Made with 1.5" round tube.

Eyebolts for hanging.

8' x 36" Ring Pillowcase Single Sided Graphic



Single Sided: \$4,259.55 / Double Sided: \$4,598.40

SNAP TUBE HANGING FRAME

Metal Fabrication

10' diameter x 48"h

Made with 1.5" round tube.

Eyebolts for hanging.

10' x 48" Ring Pillowcase Single Sided Graphic



Single Sided: \$4,768.50 / Double Sided: \$5,200.50

Square Signs
SNAP TUBE HANGING FRAME

Metal Fabrication

10' x 10' x 48"h

Square hanging frame

Made with 1.5" round tube.

Eyebolts for hanging

120" x 120" x 48" Square Pillowcase Single Sided Graphic

Custom Signs

Additional Sizes and Solutions Available Upon Request: For further information, please email our Exhibitor Services Department at exhibitorservices@lvexpo.com, or call our office at 888.989.3976

COMPANY NAME

BOOTH #

HANGING SIGNS RULES AND REGULATIONS

Hanging signs, both electrical and non-electrical, are permitted at this event provided that doing so complies with show management rules and regulations. Exhibitors and display houses must adhere to all of the following conditions and limitations listed below:

- 1) Hanging Signs are not permitted in inline and linear booths.
- 2) All hanging signs must be sent to the LVE advance warehouse by the deadline, separate from your booth samples and/or merchandise. Use the hanging sign shipping label in this Exhibitor Service Manual. Note on your shipping documents "Hanging Signs." Failure to follow these shipping rules may result in your sign not being hung and you will be subject to the higher hanging sign rates.
- 3) Set-up instructions must be included with the Hanging Sign Order Form and in the Hanging Sign container. Orders without the placement diagram will result in the higher hanging sign rates.
- 4) All hanging signs must be assembled, installed and removed by LVE. Assembly by exhibitor or display house personnel is not permitted.
- 5) Final rigging of all hanging signs will be determined by LVE to ensure minimum stress to the supporting framework.
- 6) All structures and existing hardware will be inspected by the LVE rigging crew. All additional hardware will be charged accordingly. Structures that are deemed unsafe will not be hung. The exhibitor will be responsible for the labor spent attempting to assemble and hang such sign.
- 7) The specific placement of your hanging sign may differ from your original request based on the ceiling structure and support beams of the facility. This will be determined onsite by the LVE.
- 8) All electrical and neon signs must be in working order and conform to National Electric Code. Electricity for electrical signs is not included, this must be ordered by the exhibitor in advance with the electrical provider.
- 9) LVE will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- 10) Hanging Signs must not exceed the size of the booth.
- 11) LVE does not guarantee the hanging of signs when orders are not placed by the deadline.
- 12) You are required to make arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. LVE cannot be held liable for damages or misplacement of signs(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the LVE Service Center.
- 13) Scheduling a specific time for your sign to be hung is not permitted.
- 14) Structural Integrity and placement form must be submitted with order.

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME		BOOTH #	
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NON-ELECTRICAL HANGING SIGN - UNDER 200 LB
DISCOUNT DATE: 4/24/2026

- | | |
|--|--|
| • <i>Must be shipped separately</i> | • <i>Clearly marked with enclosed hanging sign label</i> |
| • <i>Received by discount receiving deadline</i> | • <i>Payment form must be included with this form</i> |
| • <i>Placement diagrams must accompany all orders.</i> | |

Above conditions must be met to receive advance pricing.

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled and installed by LVE.
- Set up instructions must be provided for sign assembly.
- Hanging anchor points must be pre-fabricated.
- Show prices will apply to all labor orders placed at show site.
- RATES ARE PER HOUR, PER SIGN.
- Condor and Crew consists of condor, operator and rigger.
- Assembly and Ground Labor is an additional charge.
- Additional crew and/or equipment will be used if deemed necessary by LVE and will be charged accordingly.
- One hour minimum, thereafter is charged in half (1/2) hour increments.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments for each install and dismantle.
- LVE components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.

RIGGING RATES	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	# OF SIGNS	RATE	TOTAL ESTIMATED COST
	4/24/2026	4/25/2026	5/1/2026			
INSTALL RIGGING (per sign, per hour)	\$ 997.50	\$1,470.00	\$ 1,995.00			
DISMANTLE RIGGING (per sign, per hour)	\$ 997.50	\$1,470.00	\$ 1,995.00	1/2 of install, minimum of 1 hour**		

**Dismantle rigging charges ("Labor Out") are billed at 1/2 of the installation time for rigging crew. Minimum of 1 hour.

ASSEMBLY LABOR	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST
	4/24/2026	4/25/2026	5/1/2026			
2 LABORS, MINIMUM ONE HOUR PER PERSON	\$ 190.00	\$ 285.00	\$ 380.00			

All overhead hanging signs must be assembled and installed by LVE.

ASSEMBLY LABOR will consist of a 2 person crew, minimim charge one hour per person.

LVE will begin to assemble and hang the signs as soon as the hall is accessible. This cannot be scheduled.

CANCELLATION POLICY

A 50% cancellation charge will be applied to orders cancelled after the deadline.

All onsite cancellations will be charged 100% of the original order.

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME		BOOTH #	
--------------	--	---------	--

ELECTRICAL SIGNS / MOTORS / HANGING OF VIDEO WALLS

DISCOUNT DATE: 4/24/2026

- Must be shipped separately
- Received by discount receiving deadline
- Placement diagrams must accompany all orders.
- Clearly marked with enclosed hanging sign label
- Payment form must be included with this form

ABOVE CONDITIONS MUST BE MET TO RECEIVE ADVANCE PRICING.

RIGGING RATES	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	# OF SIGNS	RATE	TOTAL ESTIMATED COST
	4/24/2026	4/25/2026	5/1/2026			
INSTALL RIGGING (per sign, per hour)	\$ 1,286.25	\$ 1,732.50	\$ 2,677.50			
DISMANTLE RIGGING (per sign, per hour)	\$ 1,286.25	\$ 1,732.50	\$ 2,677.50	1/2 of install, minimum of 1 hr**		

**Dismantle rigging charges ("Labor Out") are billed at 1/2 of the installation time for rigging crew. Minimum of 1 hour.

ASSEMBLY LABOR	DISCOUNT	STANDARD	ONSITE	APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST
2 LABORS, MINIMUM ONE HOUR PER PERSON	\$ 190.00	\$ 285.00	\$ 380.00			

All overhead hanging signs must be assembled and installed by LVE

ASSEMBLY LABOR will consist of a 2 person crew, minimum charge one hour per person.

LVE will begin to assemble and hang the signs as soon as the hall is accessible. This cannot be scheduled.

RENTAL MOTORS & ROTATORS

MOTOR DISCRPTION	DISCOUNT	STANDARD	ONSITE	QTY	TOTAL
HALF TON HOIST MOTOR	\$ 520.00	\$ 730.00	\$ 940.00		
ONE TON HOIST MOTOR	\$ 625.00	\$ 898.00	\$ 1,150.00		
HALF TON ROTATING MOTOR	\$ 520.00	\$ 730.00	\$ 940.00		
ONE TON ROTATING MOTOR	\$ 625.00	\$ 898.00	\$ 1,150.00		

Motors ordered after the deadline are subject to availability.

We do not provide or rent video walls, you must make your own arrangements.

STRUCTURAL INTERGITY STATEMENT MUST ACCOMPANY ORDER

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled and installed by LVE.
- Set up instructions must be provided for sign assembly.
- Show prices will apply to all labor orders placed at show site.
- Condor and Crew consists of condor, operator and rigger.
- Additional crew and/or equipment will be used if deemed necessary by LVE and will be charged accordingly.
- One hour minimum, thereafter is charged in half (1/2) hour increments.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments for each install and dismantle.
- LVE components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.
- Hanging anchor points must be pre-fabricated.
- RATES ARE PER HOUR, PER SIGN.
- Assembly and Ground Labor is an additional charge.

CANCELLATION POLICY

A 50% cancellation charge will be applied to orders cancelled after the deadline.

All onsite cancellations will be charged 100% of the original order.



CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME		BOOTH #	
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STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES.

FAILURE TO SUBMIT THIS FORM COMPLETED MAY RESULT IN THE SIGN NOT BEING HUNG.

_____, the contracted exhibitor at the show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless Show Management, the facility, LVE, and its' subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

EXHIBITOR	EXHIBITING COMPANY			BOOTH #	
	AUTHORIZED SIGNATURE	X _____			
	AUTHORIZED NAME			DATE	
	EMAIL				

BUILDER	DISPLAY HOUSE/BUILDER (IF APPLICABLE)				
	AUTHORIZED SIGNATURE	X _____			
	AUTHORIZED NAME			DATE	
	EMAIL				

PLEASE INCLUDE THIS FORM WITH YOUR HANGING OR ELECTRICAL SIGN ORDER FORM

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES
Monday, March 30, 2026 - Monday, April 20, 2026

TO: _____
EXHIBITOR NAME

C/O: LVE
6225 Annie Oakley Drive
Las Vegas, NV 89120

EVENT: CHAMPS LAS VEGAS MAY 2026

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES
Monday, March 30, 2026 - Monday, April 20, 2026

TO: _____
EXHIBITOR NAME

C/O: LVE
6225 Annie Oakley Drive
Las Vegas, NV 89120

EVENT: CHAMPS LAS VEGAS MAY 2026

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____

CHAMPS 2026

Las Vegas

May 6 - 9, 2026

AIRWAYS FREIGHT
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Worldwide Trade Show Transportation

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**LATE REQUESTS AND UNSCHEDULED
ONSITE ARRIVALS WILL NOT BE
PERMITTED ON THE SHOW FLOOR**

CHAMPS LAS VEGAS MAY 2026

MAY 6 - 9, 2026

LAS VEGAS CONVENTION CENTER - SOUTH HALLS

COMPANY NAME	BOOTH #
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VEHICLE SPOTTING SUBMISSION

Exhibitors may display a vehicle in their booth. Pursuant to Fire Department, please follow the steps below to ensure a smooth move-in process. The Fire Department requires a "Liquid or Gas-Fueled Vehicles or Equipment in Assembly Area" Permit for all booth vehicles.

PROCEDURE REQUIREMENTS

Exhibitors must complete the information below to obtain a permit from Fire Department through LVE. See information below.

Exhibitors must fill out the Vehicle Spotting Form and pay the spotting fee by **Deadline Date: Monday, March 30, 2026**

BLANKET PERMIT PROCEDURES

IF RECEIVED 6 WEEKS PRIOR TO SHOW DATE: To apply to be part of the Blanket Permit, the following must be included:

- | | |
|---|--|
| 1. Company name and booth number | 4. A picture of each vehicle to be displayed |
| 2. Contact name, email address, and cell phone | 5. All display structures or platforms for displaying the vehicles |
| 3. A site plan view of the location of each vehicle to be displayed | |

PERMIT THROUGH FIRE DEPARTMENT

IF APPLYING AFTER THE DEADLINE: Exhibitors who do not make the deadline, must contact us by phone for possible approval. Late requests are not guaranteed.

If exhibitors do not meet the deadline, they will not be permitted on the show floor.

Fire Department guidelines for vehicles can be accessed at: www.lvexpo.com

It is recommended you print the guidelines and submit along with your permit application.

MUST HAVE PRIOR APPROVAL AND PERMITS APPROVED - LATE SUBMISSIONS MAY BE DENIED. LATE RATES WILL BE QUOTED.

This applies to any vehicle to be displayed in the exhibit area. The following procedures and policies will apply:

LVE labor will direct the operator of the vehicle with passage into the exhibit area prior to the opening of the event and again at the conclusion of the event.

Any exhibitor freight or product brought inside your vehicle is subject to unloading and weighing. Show site material handling charges will apply.

LVE will verify that all Fire Department requirements are met and provide a drip cloth under the vehicle.

The following costs will apply when submitted by the deadline date. Contact Exhibitor Service for late prices.	
\$ 393.75	For each four wheel vehicle
\$ 30.00	Added charge per each additional axle on vehicle to be applied to the standard cost
\$ 388.50	Fire Marshal Permit Fee (non-refundable)
Exhibitors will be responsible for the following vehicle requirements:	

The fuel tanks of vehicles must have LOCKABLE fuel filler cap to prevent escape of vapors and to avoid tampering.

Fire code stipulates that fuel in the fuel tanks shall not exceed 2 gallons or 1/8 of tank capacity, whichever is less.

Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes.

A fire extinguisher must be present, visible and accessible at all times.

Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.

A 36-inch wide access aisle or clear space shall be maintained around all sides of the display vehicle. (72 inches between vehicles displayed together.) Vehicles shall be a minimum of 20-feet from exit doors, exit stairs, the exit access or exit passageways.

Vehicles shall not exhibit any leaks of any fluids and must have floor covering under the vehicle.

Proof of insurance for the vehicle and valid drivers license for the operator.

VEHICLE INFORMATION

MAKE		MODEL		YEAR	
VIN #		DIMS		COST	

NOTE: EXHIBITORS WILL BE RESPONSIBLE FOR THE OPERATION OF VEHICLE BOTH IN AND OUT OF THE FACILITY. ALL DRIVERS MUST PROVIDE LVE WITH PROOF OF INSURANCE AND VALID DRIVERS LICENSE.

The PAYMENT AUTHORIZATION FORM must accompany this form

Cancellation Policy

Services cancelled prior to the deadline date will be refunded 100% of the spotting fee. Fire Marshal Permit fees are non-refundable.

Spotting Services cancelled after the deadline date will be charged 50% of the price.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

LIMITS OF LIABILITY & RESPONSIBILITY**I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LVE without notice. LVE assumes no liability in connection with Client's use and Client's supervision of union labor provided by LVE. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LVE and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LVE reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LVE, and for all amounts incurred in connection with the transaction with LVE which involve the event. Parties agree that the credit card provided to LVE may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LVE to charge its credit card and agrees that LVE may charge the credit card provided to LVE by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LVE to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LVE prior to the deadline. After the conclusion of the event, LVE will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LVE.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LVE has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LVE's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

II. LIMITS OF LIABILITY & RESPONSIBILITY

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LVE in its sole discretion. Upon participation of any LVE show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III. Likewise, once LVE has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LVE or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LVE and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LVE; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LVE or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LVE and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LVE or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LVE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload, unless advance notice has been given to LVE in time to obtain the proper equipment.

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LVE and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LVE shall not be responsible for damage to shrink wrapped items.

7) LVE and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LVE does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LVE under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LVE or from the negligence of LVE, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LVE and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LVE will not be bound to honor any claim or action brought against LVE or its subcontractors more than 60 days after the date of incident.

LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED**III. LIMITATION OF LIABILITY**

1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.

2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LVE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LVE or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.

3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

4) Empty container labels will be available at the LVE Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LVE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

5) In order to expedite removal of freight from the show site, LVE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Client makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LVE and the Client agrees to be responsible for payment charges relating to such handling and shipping. LVE assumes no liability as a result of such rerouting or handling.

6) Dry and Cold Storage – Client stores products at its own risk. LVE assumes no liability or responsibility for dry or cold storage.

7) The Client agrees, in the event of a dispute with LVE or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LVE for freight handling services or any other services provided by LVE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LVE prior to the close of the show for all such charges and further agrees that any claim the Client may have against LVE or its subcontractors shall be pursued independently by the Client as a completely separate transaction to be resolved on its own merits.

* * * * *

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Clients arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.

* * * * *

Client shall hold harmless, protect, defend, and indemnify LVE and LVE's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LVE, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LVE shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LVE under or in connection with this Agreement or transaction with LVE, or any of the forms or Contract Documents involving LVE providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

* * * * *

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to LVE, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

SHOW SITE WORK RULES**** ATTENTION ******UNION JURISDICTION**

To simplify show preparation, we are certain you will appreciate knowing in advance that Union 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.

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).

Local Union jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

FIRE & SAFETY REGULATIONS**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

FREQUENTLY ASKED FREIGHT QUESTIONS**WHEN CAN I SHIP TO THE WAREHOUSE?**

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 8:00 AM - 3:30 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.

Show:
Show Dates:

Location:
Deadline:

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
CHAIRS						
CH100	JACOBSON CHAIR	WH	120	150		
CH102	MONACO CHAIR	BK	130	165		
CH103	CAZMA CHAIR	BK RD	150	195		
CH104	TOLEDO CHAIR	NAT	135	170		
CH106	CRISS CROSS CHAIR	WH	135	170		
CH107	PARIS CHAIR	WH/CH WH/NAT	150	195		
CH109	LIQUID CHAIR	BU GR GY OR RD WH	150	195		
CH111	TICINO CHAIR	WH	150	195		
CH112	RETRO CHAIR	ST	130	165		
CH113	LESLIE CHAIR	WH	130	165		
CH114	TENDY CHAIR	BK WH WL	130	165		
CH116	BELLA CHAIR	BK WH	150	195		
CH118	EURO CHAIR	BK GY WH	135	170		
CH120	SKYE CHAIR	CL	150	195		
CH121	MIA CHAIR	WH	150	195		
BAR STOOLS						
ST202	MONACO BAR STOOL	BK	165	210		
ST203	EQUINO STOOL, Adj.	BK WH	195	245		
ST204	TOLEDO BAR STOOL	NAT	180	230		
ST206	CRISS CROSS BAR STOOL	WH	165	210		
ST207	PARIS BAR STOOL	WH/CH WH/NAT	185	235		
ST209	LIQUID BAR STOOL	BU GR GY OR RD WH	190	240		
ST210	OTTO BAR STOOL, Adj.	BK WH	180	225		
ST211	TICINO BAR STOOL	WH	190	240		
ST212	RETRO BAR STOOL	ST	170	215		
ST214	TENDY BAR STOOL	BK WH WL	165	210		
ST216	BELLA BAR STOOL	BK WH	190	240		
ST218-AEURO BAR STOOL, Adj.	BK GY WH	185	235			
ST218-2 EURO 2 BAR STOOL	BK GY WH	185	235			
ST219	TECH STOOL, Adj.	WH	180	225		
ST220	SKYE STOOL	CL	190	240		
ST221	MIA STOOL	WH	190	240		
CAFÉ TABLES						
CT300	PEDESTAL TABLE 24"	BK WH	175	220		
CT301	PEDESTAL TABLE 30"	BK WH	185	235		
CT302	CAFE TABLE 36"	BK WH GY	195	245		
CT303	CAFE TABLE 42"	BK WH GY	205	260		
CT304	SQUARE CAFE TABLE 30"	BK WH	190	240		
CT305	SQUARE CAFE TABLE 36"	BK WH	200	255		
CT306	TRAVE TABLE 36"DIA	GLASS	205	260		
CT307	BISTRO TABLE 30"DIA	NAT BK WH WL	185	235		
CT309	PARIS CAFE TABLE	WH/NAT	205	260		
CT310	CHROMA TABLE 27.5 Square	ALUMINUM	175	220		
CT311	CHROMA TABLE 27.5 Round	ALUMINUM	175	220		
CT312	RETRO TABLE	ST	190	240		
CT313	MARTINI TABLE 36"	GL	205	260		
CT314	ABBY CAFE TABLE	WH	225	290		
CT353	ALTOS TABLE 36X60	GLASS	285	370		
CT355	ABBY TABLE 36X60	WH	285	370		
CT357	EDGE CAFE TABLE	WH	500	650		
CT357-PEDGE CAFE TABLE w/power	WH	600	780			
BAR TABLES AND BARS						
BT400	PEDESTAL BAR TABLE 24"	BK WH	185	235		
BT401	PEDESTAL BAR TABLE 30"	BK WH	195	245		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
BT402	BAR HIGH TABLE 36"	BK WH GY	215	275		
BT404	SQUARE BAR TABLE 30"	BK WH	200	255		
BT405	SQUARE BAR TABLE 36"	BK WH	210	270		
BT406	TRAVE BAR TABLE 32"DIA	GLASS	225	290		
BT407	BRAVO BAR TABLE 30"DIA	NT BK WH WL	195	250		
BT410	CHROMA TABLE 23.5" DIA	ALUMNUM	185	235		
BT412	RETRO BAR TABLE 24"SQ.	ST	200	255		
BT413	MARTINI BAR TABLE 32" DIA	GL	220	285		
BT450	MANHATTAN BAR	STAINLESS	645	835		
BT451	INFORMATION COUNTER	BK WH	475	610		
BT454	BALI BAR	BK WH	475	610		
BT454-PBALI BAR w/power	BK WH	560	720			
BT457	EDGE COMMUNAL BAR TABLE	BK WH	560	720		
BT457-PEDGE COMMUNAL w/power	BK WH	660	855			
MODULAR PEDESTALS (BT486 for use with BT480-BT484)						
BT480	MOD CYLINDER PEDESTAL 18	WH	160	205		
BT481	MOD CYLINDER PEDESTAL 30	WH	185	235		
BT482	MOD CYLINDER PEDESTAL 42	WH	215	275		
BT483	MOD CUBE 24X24	WH	185	235		
BT484	MOD CUBE PEDESTAL 21X42	WH	215	275		
BT486	LED LIGHT BOX w/remote	MULTI (RBGW)	100	125		
CONFERENCE AND OFFICE CHAIRS						
CO501	OTTO GUEST CHAIR	BK WH	185	235		
CO502	OTTO CHAIR	BK WH	195	250		
CO507	GUEST CHAIR	BK	150	195		
CO508	MIDBACK CHAIR	BK	175	225		
CO509	STACKABLE SIDE CHAIR	BK	90	115		
CO510	STACKABLE ARM CHAIR	BK	95	120		
CO512	TASK CHAIR	BK	125	160		
CO513	TASK STOOL	BK	150	190		
CO518	RECEPTION CHAIR	BK	185	235		
CO520	ZURICH HIGHBACK CHAIR	BK WH	290	375		
CONFERENCE TABLES						
CF603	CONFERENCE TABLE 48"DIA	BK WH GY CG MP	350	455		
CF604	GLACIER CONFERENCE TABLE	WH	530	685		
CF605	RECTANGULAR TABLE 6'	BK CG MP WH	440	570		
CF606	OVAL CONFERENCE TABLE 6'	BK WH GY	440	570		
CF608	OVAL CONFERENCE TABLE 8'	BK WH GY	500	645		
CF609	RECTANGULAR TABLE 8'	BK WH	500	645		
CF610	OVAL TABLE 10'	BK WH	615	795		
CF611	RECTANGULAR TABLE 10'	BK WH	615	795		
OFFICE FURNITURE						
OF653	STORAGE CABINET, LOCKING	BK WH	325	420		
OF659	STORAGE CREDENZA	WH	415	535		
OF660	GLACIER SIDBOARD	WH	505	650		
OF670	PARSON DESK	GY WH	300	385		
LOUNGE SEATING						
LG706	SCANDIC LEATHER SOFA	BK RD WH	480	620		
LG707	SCANDIC LEATHER LOVESEAT	BK RD WH	445	580		
LG708	SCANDIC LEATHER CHAIR	BK RD WH	410	530		
LG709	PRATO ARM CHAIR	BK WH	360	450		
LG710	PRATO ARMLESS SECTIONAL	BK WH	250	360		
LG711	PRATO CORNER SECTIONAL	BK WH	335	435		
LG712	SOLO SOFA	BK RD	445	580		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
LOUNGE SEATING						
LG713	SOLO LOVESEAT	BK RD	410	530		
LG714	SOLO CHAIR	BK RD	385	485		
LG715	MALIBU SOFA W/POWER	BK WH	540	655		
LG716	MALIBU CHAIR W/POWER	BK WH	445	580		
LG717	IBIZA CHAIR	BK WH	445	580		
LG718	BRENTWOOD SOFA	GY	445	580		
LG720	CAPRI SECTIONAL SOFA	BK WH	480	610		
LG721	CAPRI SECTIONAL BENCH	BK WH	380	480		
LG724	MALIBU LOVESEAT W/POWER	WH	510	660		
LG731	SOHO CURVED BENCH	WH	360	450		
LG732	SOHO LOVESEAT	WH	390	500		
LG733	TRIBECA LEATHER SOFA	GY	550	700		
LG734	TRIBECA LEATHER LOVESEAT	GY	525	665		
LG735	TRIBECA LEATHER CHAIR	GY	480	620		
LG736	ASPEN SOFA	WH	480	620		
LG737	ASPEN CHAIR	WH	420	545		
LG742	MAUI ARM CHAIR	WH	340	430		
LG743	MAUI ARMLESS SECTIONAL	WH	235	295		
LG744	MAUI CORNER SECTIONAL	R-WH L-WH	305	400		
LG745	MAUI OTTOMAN	WH	230	290		
LG747	ANTON CHAIR	PEARL	410	530		
LG749	TICINO SETTEE	WH	330	420		
LG750	BENCH OTTOMAN	BK WH	230	290		
LG753	ROUND SWIVEL OTTOMAN	BK WH OR	180	230		
LG755	BLOCK OTTOMAN	BU BK RD WH	140	170		
LG756	ANGLE OTTOMAN	BK SL WH	295	395		
LG757	RECTANGLE OTTOMAN	BK SL WH	195	245		
LG758	AURORA SOFA	WH	480	620		
LG759	AURORA CHAIR	WH	410	530		
LG762	AURORA LOVESEAT	WH	445	580		
LG763	JAVA BENCH 6'	NAT	235	295		
LG780	STEN SWIVEL CHAIR	BK RED WH	290	365		
LG784	AVA CHAIR	WH	290	365		
LG785	LARGO CHAIR	WH	290	365		
LG786	SWAN CHAIR	BK WH	290	365		
OCCASSIONAL TABLES						
OT804	TUSCAN COCKTAIL TABLE	TK	250	310		
OT805	TUSCAN END TABLE	TK	220	270		
OT808	VAIL COCKTAIL TABLE	GL	225	290		
OT809	VAIL END TABLE	GL	195	245		
OT810	BELLO COCKTAIL TABLE	WH	235	295		
OT811	BELLO END TABLE	WH	205	255		
OT817	KEMI COCKTAIL TABLE	CH/GL	225	290		
OT818	KEMI END TABLE	CH/GL	195	245		
OT821	VEGA TABLE 18" DIA Adj.	BK BU GR RD WH YL	135	165		
OT823	VORTEX TABLE	BK WH	185	235		
OT824	VENTURA COFFEE TABLE	ST/WL	225	285		
OT825	VENTURA END TABLE	ST/WL	185	235		
OT828	ABBY COCKTAIL TABLE	GY WH	215	275		
OT829	ABBY END TABLE	GY WH	185	235		
OT839	LINEAR COCKTAIL TABLE	STEEL	225	285		
OT840	LINEAR END TABLE	STEEL	195	245		
OT843	SPA COCKTAIL TABLE	GL	225	285		
OT844	SPA END TABLE	GL	195	245		
OT855	SQ KLUB COCKTAIL TABLE	WH	225	285		
OT855	REC KLUB COCKTAIL TABLE	WH BK	225	285		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
OT856	KLUB END TABLE	WH BK	195	245		
OT857	KLUB SOFA TABLE	WH	235	300		
OT858	KAI COCKTAIL TABLE	BK	225	285		
OT859	KAI END TABLE	BK	195	245		
OT860	FIJI COCKTAIL TABLE	GL	225	290		
OT861	FIJI END TABLE	GL	195	245		
OT863	LOGAN COCKTAIL TABLE	WL	235	295		
OT864	LOGAN END TABLE	WL	205	255		
EXTRAS						
XT199	FOLDING CHAIR	BK	60	70		
XT900	REFRIGERATOR 4.1 CF		235	300		
XT904	TENSA BARRIER	ST	90	110		
XT905	STANCHION	CH	60	70		
XT906	VELOUR ROPE	BK RD	45	55		
XT907	SIGN HOLDER	CH	120	155		
XT908	BAG STAND	SL	95	120		
XT909	WATERFALL CLOTHES RACK	AL	105	130		
XT910	COAT TREE	ST	90	115		
XT911	WASTEBASKET	BK	50	60		
XT913	6 POCKET LIT RACK	BK	170	210		
XT914	WIRE 10 POCKET LIT RACK	SL	170	210		
XT915	CURVED 6 POCKET LIT RACK	SL	190	240		
XT916	COMPUTER PEDESTAL 24X42	BK WH	350	450		
XT919	CUBE PEDESTAL	BK WH	240	310		
XT922	LAURENCE SHELF 72" H	BK WH	195	245		
XT923	METAL SHELVING 54" H	BK CH	150	195		
XT924	METAL SHELVING 72" H	BK CH	170	210		
XT925	CUBE SHELF	WH	170	210		
XT946	BOXWOOD WALL DIVIDER	GR	530	680		
XT948	5 TIER LOCKER	BK	250	325		
XT964	CLUB LAMP	WH	130	165		
XT965	CLUB FLOOR LAMP	WH	190	240		
XT966	SOHO LAMP	WH	130	165		
XT967	SOHO FLOOR LAMP	WH	190	240		
ORDER TOTAL:						

Payment Information:

Please Circle Payment Type:

Company Check Enclosed Credit Card: American Express VISA MasterCard

Credit Card Number _____

Veri Code _____ Exp. Date _____

Billing Address _____

City _____ State _____ Zip _____

Authorized Signature _____

Card Holder Name _____

Company Name: _____ Phone #: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

Chairs



CH100 JACOBSON CHAIR
White
18"Wx17"Dx18"H



CH102 MONACO CHAIR
Black
23"Wx23"Dx18"H



CH103 CAZMA CHAIR
Black, Red
22"Wx22"Dx18"H



CH104 TOLEDO CHAIR
Natural/Chrome
17"Wx19"Dx18"H



CH106 CRISS CROSS
White/Chrome
17"Wx19"Dx18"H



CH107 PARIS CHAIR
White/Chrome, White/Natural
19"Wx22"Dx18"H



CH109 LIQUID CHAIR
Blue, Green, Grey, Orange, Red, White
20"Wx18"Dx18"H



CH111 TICINO CHAIR
White
18"Wx19"Dx18"H



CH112 RETRO CHAIR
Steel
19"Wx17"Dx18"H



CH113 LESLIE CHAIR
White
19"Wx21"Dx18"H



CH114 TENDY CHAIR
Black, Walnut, White
17"Wx18"Dx18"H



CH116 BELLA CHAIR
Black, White
18"Wx20"Dx19"H



CH118 EURO CHAIR
Black, Grey, White
22"Wx21"Dx18"H



CH120 SKYE CHAIR
Clear
18"Wx18"Dx18"H



CH121 MIA CHAIR
White
23"Wx20"Dx18"H

Bar Stools



ST202 MONACO STOOL
Black
23"Wx23"Dx30"H



ST203 EQUINO STOOL
Black, White - Adj.
14"Wx17"Dx26-30"H



ST204 TOLEDO STOOL
Natural/Chrome
19"Wx19"Dx30"H



ST206 CRISS CROSS STOOL
White/Chrome
15"Wx19"Dx29"H



ST207 PARIS STOOL
White/Chrome, White/Natural
19"Wx18"Dx30"H



ST209 LIQUID STOOL
Blue, Green, Grey, Orange, Red, White
19"Wx20"Dx30"H



ST210 OTTO STOOL
Black, White
16"Wx18"Dx24-30"H



ST211 TICINO STOOL
White
17"Wx20"Dx30"H



ST212 RETRO STOOL
Steel
17"Wx17"Dx30"H



ST214 TENDY STOOL
Black, Walnut, White
17"Wx17"Dx30"H



ST216 BELLA STOOL
Black, White
17"Wx19"Dx30"H



ST218 EURO STOOL
Black, Grey, White - Adjustable
20"Wx17"Dx24-33"H



ST218-2 EURO 2 STOOL
Black, Grey, White
20"Wx17"Dx33"H



ST219 TECH STOOL
White - Adjustable
15"Wx15"Dx22-29"H



ST220 SKYE STOOL
Clear
19"Wx21"Dx30"H



ST221 MIA STOOL
White
20"Wx18"Dx30"H

Café Tables



CT300 PEDESTAL TABLE
Black, White
24"Dia.x30"H



CT301 PEDESTAL TABLE
Black, White
30"Dia.x30"H



CT302 CAFE TABLE
Black, Grey, White
36"Dia.x30"H



CT303 CAFE TABLE
Black, Grey, White
42"Dia.x30"H



CT304 SQUARE CAFE TABLE
Black, White
30"Sq.x30"H



CT305 SQUARE CAFE TABLE
Black, White
36"Sq.x30"H



CT306 TRAVE TABLE
Chrome/Glass
36"Dia.x30"H (Other sizes available)



CT307 BISTRO TABLE
Black, Natural, Walnut, White
30"Dia.x30"H



CT309 PARIS CAFE TABLE
White/Natural
40"Dia.x30"H



CT310 CHROMA TABLE
Aluminum
28sq.x30"H



CT311 CHROMA TABLE
Aluminum
28"Dia.x30"H



CT312 RETRO TABLE
Steel
32"Wx32"Dx30"H



CT313 MARTINI TABLE
Chrome/Glass
36"Dia.x30"H



CT314 ABBY CAFE TABLE
White
36"Wx36"Dx30"H



CT353 ALTOS TABLE
Chrome/Glass
60"Wx36"Dx30"H



CT355 ABBY TABLE
White
63"Wx36"Dx30"H



CT357 EDGE CAFE TABLE
White
72"Wx29"Dx30"H



CT357-P EDGE CAFE TABLE W/POWER
White
72"Wx29"Dx30"H

Bar Tables and Bars



BT400 / BT401 BAR PEDESTAL TABLE
Black, White
24"Dia.x42"H or 30"Dia.x42"H

BT402 BAR HIGH TABLE
Black, Grey, White
36"Dia.x42"H

BT404 / BT405 SQUARE BAR TABLE
Black, White
30"Sq.x42"H or 36"Sq.x42"H

BT406 TRAVE BAR TABLE
Chrome/Glass
32"Dia.x42"H (Other sizes available)



BT407 BRAVO BAR TABLE
Black, Natural, Walnut, White
30"Dia.x42"H

BT410 CHROMA BAR TABLE
Aluminum
24"Dia.x42"H

BT412 RETRO BAR TABLE
Steel
24"Sq.x42"H

BT413 MARTINI BAR TABLE
Chrome/Glass
32"Dia.x42"H



BT450 MANHATTAN BAR
Black/Stainless
62"Wx29"Dx42"H



BT451 INFORMATION COUNTER
Black, White - Locking
48"Wx20"Dx40"H



BT454 BALI BAR
Black, White
57"Wx24"Dx40"H



BT454-P W/POWER
Black, White
57"Wx24"Dx40"H



BT457 EDGE COMMUNAL BAR TABLE
Black, White
72"Wx30"Dx42"H



BT457-P W/POWER
Black, White
72"Wx30"Dx42"H

Modular Pedestals



BT480 / BT481 / BT482 MOD CYLINDER PEDESTAL
White
21"Dia.x18"H 21"Dia.x30"H 21"Dia.x42"H



BT483 / BT484 MOD CUBE PEDESTAL
White
24"Sq.x24"H 21"Sq.x42"H



BT486 MULTI COLOR LIGHT BOX.
Order for use with BT480 Through BT485

Conference and Office Chairs



CO501 OTTO GUEST CHAIR
Black, White
23"Wx22"Dx18"H



CO502 OTTO CHAIR
Black, White
23"Wx22"Dx18-21"H



CO507 GUEST CHAIR
Black
25"Wx25"Dx18"H



CO508 MIDBACK CHAIR
Black
25"Wx24"Dx18-22"H



CO509 STACKABLE SIDE CHAIR
Black
20"Wx20"Dx18"H



CO510 STACKABLE ARM CHAIR
Black
24"Wx20"Dx18"H



CO512 TASK CHAIR
Black
19"Wx22"x18-22"H



CO513 TASK STOOL
Black, Adjustable
19"Wx22"Dx23-27"H



CO518 RECEPTION CHAIR
Black
24"Wx26"Dx36"H



CO520 ZURICH HIGHBACK CHAIR
Black, White
24"Wx24"Dx19"H

Conference Tables



CF603 CONFERENCE TABLE
Black, Cognac, Grey, Maple, White
48"Dia.x30"H



CF604 GLACIER CONFERENCE TABLE
White-Gloss
79"Wx40"Dx30"H

CF605 RECTANGULAR CONFERENCE TABLE
Black, Cognac, Maple, White
72"Wx36"Dx30"H

CF606 / CF608 CONFERENCE TABLE
Black, Grey, White
72"Wx36"Dx30"H or 96"Wx42"Dx30"H



CF609 RECTANGULAR CONFERENCE TABLE
Black, White
96"Wx42"Dx30"H



CF610 OVAL CONFERENCE TABLE
Black, White
120"Wx42"Dx30"H



CF611 RECTANGULAR CONFERENCE TABLE
Black, White
120"Wx42"Dx30"H

Additional conference table sizes, colors and power options available.
Contact your sales rep for information.

Office Furniture



OF653 STORAGE CABINET
Black, White - Locking
37"Wx21"Dx29"H



OF659 CREDENZA
White
48"Wx18"Dx29"H



OF660 GLACIER SIDEBBOARD
White-Gloss
48"Wx18"Dx30"H



OF670 PARSON DESK
Grey, White
48"Wx24"Dx29"H





LG706 SCANDIC SOFA
Black, Red, White
82"Wx34"Dx30"H



LG707 SCANDIC LOVESEAT
Black, Red, White
59"Wx34"Dx30"H



LG708 SCANDIC CHAIR
Black, Red, White
38"Wx34"Dx30"H



LG709 PRATO ARM CHAIR
Black, White
29"Wx28"Dx33"H



LG710 PRATO ARMLESS SECTIONAL
Black, White
22"Wx28"Dx33"H



LG711 PRATO CORNER SECTIONAL
Black, White
32"Wx32"Dx33"H



LG712 SOLO SOFA
Black, Red
80"Wx35"Dx32"H



LG713 SOLO LOVESEAT
Black, Red
57"Wx35"Dx32"H



LG714 SOLO CHAIR
Black, Red
34"Wx35"Dx32"H



LG715 MALIBU SOFA WITH POWER
Black, White
73"Wx31"Dx30"H



LG724 MALIBU LOVESEAT WITH POWER
White
52"Wx31"Dx30"H



LG716 MALIBU CHAIR WITH POWER
Black, White
32"Wx31"Dx29"H



LG717 IBIZA CHAIR
Black, White
30"Wx33"Dx33"H



LG718 BRENTWOOD SOFA
Grey
77"Wx35"Dx34"H



LG720 CAPRI SECTIONAL SOFA
Black, White
71"Wx35"Dx30"H



LG721 CAPRI SECTIONAL BENCH
Black, White
71"Wx35"Dx17"H



LG731 SOHO CURVED BENCH
White
58"Wx22"Dx17"H



LG732 SOHO LOVESEAT
White
48"Wx24"Dx31"H



LG733 TRIBECA LEATHER SOFA
Grey
89"Wx36"Dx33"H



LG734 TRIBECA LEATHER LOVESEAT
Grey
61"Wx36"Dx33"H



LG735 TRIBECA LEATHER CHAIR
Grey
34"Wx36"Dx33"H



LG736 ASPEN SOFA
White
82"Wx31"Dx28"H



LG737 ASPEN CHAIR
White
36"Wx31"Dx28"H



LG747 ANTON CHAIR
Pearl
26"Wx33"Dx32"H



LG758 AURORA SOFA
White
81"Wx36"Dx34"H



LG762 AURORA LOVESEAT
White
59"Wx36"Dx34"H



LG759 AURORA CHAIR
White
37"Wx36"Dx34"H

Lounge Seating



LG742 MAUI ARM CHAIR
White
35"Wx29"Dx27"H



LG743 MAUI ARMLESS
White
28"Wx29"Dx27"H



LG744-L MAUI CORNER
White
28"Wx29"Dx27"H



LG744-R MAUI CORNER
White
28"Wx29"Dx27"H



LG745 MAUI OTTOMAN
White
28"Wx28"Dx17"H



LG749 TICINO SETTEE
White
48"Wx24"Dx34"H



LG750 BENCH OTTOMAN
Black, White
60"Wx20"Dx17"H



LG753 ROUND SWIVEL OTTOMAN
Black, Orange, White
18" Dia.x17"H



LG755 BLOCK OTTOMAN
Blue Microfiber, Black, Red, White Leatherette
18"Wx18"Dx18"H



LG756 ANGLE OTTOMAN
Black, Silver, White Leatherette
48"Wx48"Dx18"H



LG757 RECTANGLE OTTOMAN
Black, Silver, White Leatherette
36"Wx18"Dx18"H



LG763 JAVA BENCH
Natural
72"Wx18"Dx15"H



LG780 STEN SWIVEL CHAIR
Black, Red, White
32"Wx32"Dx29"H



LG784 AVA CHAIR
White
22"Wx22"Dx19"H



LG785 LARGO CHAIR
White
30"Wx26"Dx28"H



LG786 SWAN CHAIR
Black, White
29"Wx28"Dx35"H



Occasional Tables



OT804 TUSCAN COCKTAIL TABLE
Teak
48"Wx21"Dx16"H



OT805 TUSCAN END TABLE
Teak
18"Wx18"Dx18"H



OT808 VAIL COCKTAIL TABLE
Glass
48"Wx28"Dx17"H



OT809 VAIL END TABLE
Glass
19.5"Wx19.5"Dx21"H



OT811 BELLO END TABLE
White
24"Wx22"H



OT810 BELLO COCKTAIL TABLE
White
47"Wx27"Dx16"H



OT817 KEMI COCKTAIL TABLE
Chrome/Glass
48"Wx24"Dx16"H



OT818 KEMI END TABLE
Chrome/Glass
22"Wx22"Dx22"H



OT821 VEGA TABLE 18" DIA.
Black, Blue, Green, Red, White, Yellow - Adjustable
18"Dia.x19-31"H



OT823 VORTEX TABLE
White, Black
16"Wx16"Dx17"H



OT824 VENTURA COFFEE TABLE
Steel/Walnut
48"Wx24"Dx16"H



OT825 VENTURA END TABLE
Steel/Walnut
24"Wx24"Dx18"H



OT828 ABBY COCKTAIL TABLE
Grey, White
48"Wx24"Dx14"H



OT829 ABBY END TABLE
Grey, White
24"Wx24"Dx20"H



OT839 LINEAR COCKTAIL TABLE
Steel
46"Wx15"Dx16"H



OT840 LINEAR END TABLE
Steel
15"Wx15"Dx16"H



OT843 SPA COCKTAIL TABLE
Silver/Glass
36"Dia.x18"H



OT844 SPA END TABLE
Silver/Glass
24"Dia.x24"H



OT855 SQ KLUB COCKTAIL TBL.
White
36"Wx36"Dx15"H



OT855 REC KLUB COCKTAIL TBL.
White, Black
48"Wx24"Dx16"H



OT856 KLUB END TBL.
White, Black
24"Wx24"Dx18"H



OT857 KLUB SOFA TABLE
White
36"Wx10"Dx30"H



OT858 KAI COCKTAIL TABLE
Black/Glass
40"Wx36"Dx15"H



OT859 KAI END TABLE
Black/Glass
26"Dia.x22"H



OT860 FIJI COCKTAIL TABLE
Chrome/Glass
36"Dia.x17"H



OT861 FIJI END TABLE
Chrome/Glass
20"Dia.x23"H



OT863 LOGAN COCKTAIL TABLE
Walnut
47"Wx24"Dx16"H



OT864 LOGAN END TABLE
Walnut
22"Wx22"Dx22"H

Extras



XT199 FOLDING CHAIR
Black
19"Wx20"Dx18"H



XT900 REFRIGERATOR 4.1 CF
17"Wx20"Dx32"H



XT904 TENZA BARRIER
Chrome/Black
72"Wx38"H



XT905 CHROME STANCHION/ XT906 ROPE
Black, Red
12"Wx39"H rope 6'



XT907 SIGN HOLDER
Chrome
22"Wx28"H



XT908 BAG STAND
Silver
40"H



XT909 WATERFALL STAND
Chrome - Adjustable
48"-72"H



XT910 COAT TREE
Steel
13"Wx69"H



XT911 WASTEBASKET
Black
10"Wx24"H



XT913 6-POCKET LIT. RACK
Black
60"H



XT914 WIRE 10-POCKET LIT. RACK
Silver
11"Wx14"Dx54"H



XT915 CURVED 6-POCKET LIT. RACK
Silver
15"Wx15"Dx50"H



XT916 COMPUTER PEDESTAL
Black, White - Locking
24"Wx24"Dx42"H



XT919 CUBE PEDESTAL
Black, White
24"Wx24"Dx42"H



XT922 LAURENCE SHELF
Black, White
35"Wx15"Dx68"H



XT923/XT924 METAL SHELVEING
Black, Chrome
36"Wx14"Dx54"H or 36"Wx18"Dx72"H



XT925 CUBE SHELF
White
31"Wx15"Dx58"H



XT946 BOXWOOD WALL DIVIDER
Green
48"Wx16"Dx48"H



XT948 5 TIER LOCKER
Black
15"Wx18"Dx66"H



XT964 CLUB LAMP
White/Chrome
17"Wx28"H



XT965 CLUB FLOOR LAMP
White/Chrome
19"Wx61"H



XT967 SOHO LAMP
White
12"x23"H

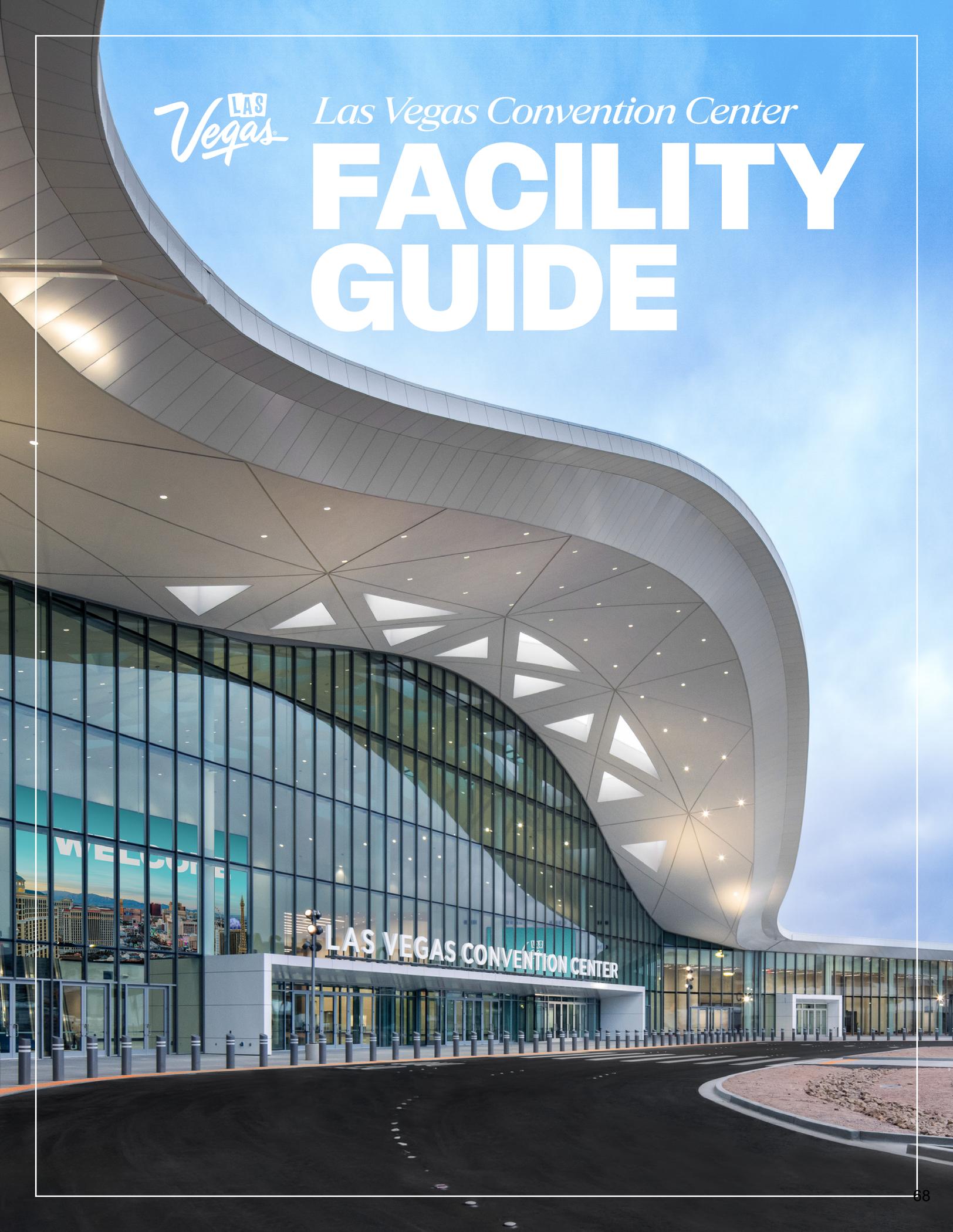


XT966 SOHO FLOOR LAMP
White
18"x60"H



Las Vegas Convention Center

FACILITY GUIDE



This manual contains the guidelines for the North, Central, South and West halls. They have been put in place to ensure the safety of your exhibitors and attendees, to provide the most efficient experience for you, and to preserve the facility for your future events. Since policies have a way of changing, your convention services manager (CSM) will ask you for your contact information so we can keep you abreast of any revisions. He or she will also handle any special requests and answer any questions you have about the Las Vegas Convention Center (LVCC) or Las Vegas in general.

MEET THE TEAM – CONVENTION SERVICES



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CONDUCT

- 1. SAFETY FIRST** – Follow all safety guidelines and instructions. Report any hazards or unsafe behaviors to LVCC staff immediately.
- 2. RESPECT AND COURTESY** – Treat all building occupants with respect, regardless of their role, background or beliefs. Avoid language that is offensive, discriminatory or harmful.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. APPROPRIATE ATTIRE** – Wear appropriate attire while on LVCVA property. This includes, but is not limited to pants/shorts, shoes and shirts, and must always be worn.
- 7. ALCOHOL AND DRUGS** – The consumption of alcohol is permitted only in designated areas. The use or possession of illegal drugs is strictly prohibited.
- 8. CLEANLINESS** – Keep the venue clean. Use the provided trash receptacles and recycling bins. Workers should ensure that their respective areas are clean and organized.
- 9. 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.
- 10. 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.
- 11. 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.
- 12. NO UNAUTHORIZED ACCESS** – Entry into restricted areas without proper clearance will result in immediate removal and potential legal action.
- 13. 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.
- 14. RESPECT FOR PROPERTY** – Any form of vandalism, theft or misuse of property will result in immediate removal and potential legal action.
- 15. 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.
- 16. SMOKING** – Smoking indoors is prohibited. Smoking outdoors, including vaping, is not allowed on LVCC property except in designated smoking areas.
- 17. 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.
- 18. AMENDMENTS** – This Code of Conduct is not intended to be all inclusive, and may be updated as needed to address new challenges and to ensure the well-being of the facility and its occupants.

FACILITY CONTACT INFORMATION

CONTACT

PHONE

Administration/Convention Services	702-892-2860
Food & Beverage Services	702-943-6779
COX Business	702-943-6500
FedEx Office	702-733-2898
Las Vegas Convention Center Main Number	702-892-0711
Safety and Fire Prevention Office	702-892-7413
Customer Safety Department	702-892-7400
Facility Phone Number	702-892-0711

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ADVERTISING/SPONSORSHIPS

- Advertising of any type is not allowed in the public areas of the facility, including parking lots, without payment of additional compensation to Las Vegas Convention and Visitors Authority (LVCVA).
- The current rate for all public areas is 15% of lessee's gross revenue. This does not apply to digital signage purchased package(s) or transportation system advertising assets described separately below. See [Transportation Systems](#) section for advertising and sponsorship opportunities.
- Lessee will be required to furnish the LVCVA with a list of all advertising sold in designated public areas 30 days prior to the first day of move in.
- Banners and signage may be attached to the facility only in approved locations. Contact your CSM with questions.
- When there are multiple events in the building, your CSM will approve the appropriate locations for all banners/signage in public areas.
- Show floor plans shall indicate proposed location of all freestanding signs, both within any exhibit hall, lobby or plaza. Placement of freestanding signs requires approval.
- Nails, tacks, screws and tape cannot be used to hang signs and banners. Stickers are not allowed on property.
- Any approved signs placed on windows (e.g., static cling, foam core, etc.) must not leave residue on the window surface.
- Permanent facility digital signage screens and commercial signage may not be visibly blocked in any manner. This includes directional signage, emergency exits, restrooms, concessions, exhibit hall signs, commercial advertising, etc.
- The beams in the Grand, Central concourses and South halls are not approved as weight-bearing structures.
- Hanging or placing signs/banners from the Paradise Road pedestrian bridge, from any of the Desert Inn bridges or from the South meeting rooms is prohibited.
- Signs and banners are not permitted on the light poles on property.

- Advertising is NOT permitted on escalator treads, handrails or side panels.
- No screens and/or advertising materials should block the meeting room screens.

LVCVA Digital Screen Advertising Terms

- LVCVA will have up to five minutes' worth of content that could include the following messages:
 - Building-related information
 - Destination highlights and information
 - Advertising from national advertisers
 - Show management will be able to preapprove a list of national advertisers to ensure that there are no conflicts at least 10 business days prior to show date.
 - If a digital advertising package is not purchased, LVCVA content, including its advertisers, will run on all screens during show dates.
 - Show management's content will display two hours before the show start time and one hour after the show's end time.
 - Testing video content will take place the day before the scheduled run date. If you would like to run your content on an educational day (prior to exhibit date/start date), it is recommended to purchase a full day.

The LVCVA reserves the right to review supplied content and decline if content is false, fraudulent, misleading, deceptive or libelous; relates to an illegal activity; contains explicit sexual material, obscene or harmful to minors; or uses language that is obscene, vulgar or profane.

File Requirements

- The recommended video file length for all screens is :08.
- All static images should be in JPEG format, saved as a .jpg, with final resolution to the specific pixels.
- All videos should be in mp4 format, saved as a .mp4 (not .mov), with a final resolution to the specific pixels.
- Videos should be encoded with H.264 encoding and saved at medium quality.

- Screens do not support audio playback. Special arrangements for audio on the West Hall Lobby Spectacular may be available and authorized by the LVCC and show producer.
- The West Hall Lobby Spectacular screen is currently not programmable for live content; however, this feature might be available in the future.
- For content tracking and scheduling purposes, artwork files should be labeled as follows:

Show/Event Name_Company Name_Content Descriptor_Content Resolution_Version #
Example: Retail Association_ABCShoes_VisitBooth777_5700x2700_1

Advertising Content Timeline and Fees

- Advertising content for screens (except for meeting room agenda screens) should be delivered 15 business days prior to the show's start date. This is to leave adequate time for content testing and scheduling. Content received after the cutoff date will incur a \$500 rush fee per file.

Meeting Room Agenda Content, Timeline and Fees

- Meeting-room agenda information will be posted at no charge to shows. Shows may also provide one show logo that will appear at the bottom of the screen below the agenda at no charge.
- If displaying meeting room agenda information is not desired, the LVCVA will insert a show-provided logo at no charge that will run in rotation with LVCVA's promotional content. The show's logo graphic may not contain any other advertising, sponsorship or exhibitor logos.
- If the show provides alternate graphics beyond the free logo, this will be considered advertising and a cost for meeting-room screens will be provided.
- Agenda information must be received by the LVCVA at least 10 business days prior to the event start date and must be formatted as per the example spreadsheet. Agenda information not submitted during this time period or in the proper format will be rejected.

- Final agenda changes must be submitted three business days prior to meeting start time to avoid a \$500 rush fee per screen.
- At this time, custom fonts, text and background colors are currently not available.
- Shows may not turn off meeting-room agenda screens.
- Advertising content will not run on meeting-room/hallway screens when session information is displayed.

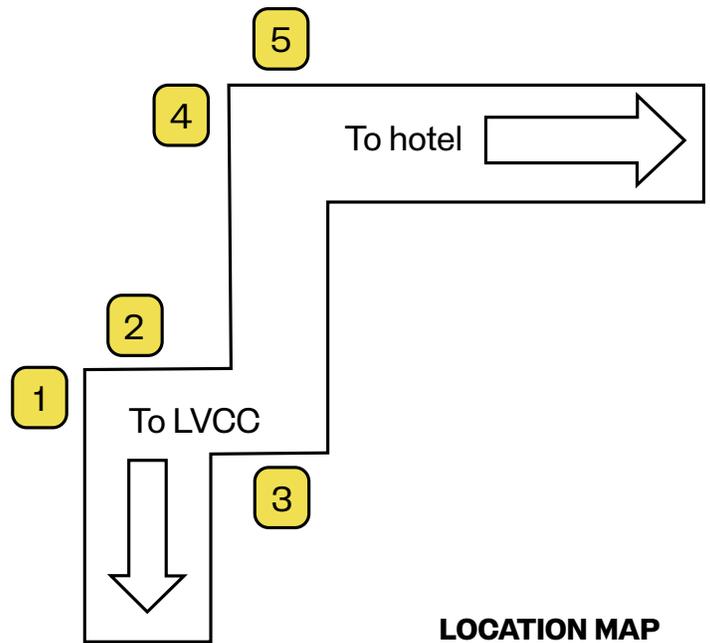
Digital Screen Scheduling and Contact Information

- Ventech Solutions (VTS) is the on-site management company for content scheduling and questions regarding digital screens' specifications and file formats. Once you have secured advertising space for your event, please reach out to VTS as they will provide you with a link to upload creative files.

Email: LVCC.DigitalSignage@Ventech.Solutions
Phone: 702-892-2929

Clings

- Use of wall clings must be approved in advance by your CSM.
- Only approved materials can be used. Ask your CSM or official service contractor (OSC) for substrate specifications.
- All clings must be installed/removed by the OSC or an approved vendor.
- The OSC, or approved vendor, is responsible for any chargeback for repairs of damages incurred during installation or removal of wall cling.
- Clings on glass doors must be see-through or have a four-inch clear border and must not cover any installed stickers (i.e. Automatic Door). Clings are not allowed on escalator glass.
- Cosmetic wraps/clings or advertising of any type are not permitted on any escalators or elevators.



Production requirements for lightbox graphics include a professionally produced material used for backlit display boxes. Event producers may use any production vendor of their choice, as long as appropriate materials are used in the production of the graphics. It is the responsibility of the lessee to work directly with a qualified printer for artwork submission, deadlines and payment of graphics. The event producer is responsible for the payment of the standard 15% commission to the LVCC for public-area advertising as specified in their lease.

Produced graphic dimensions must be created as a 60 inch wide by 60 inch high print to fit lightbox appropriately. However, the visible opening of the print that will be displayed will only reflect 58 inches wide by 58.75 inches high of the 60 inch wide by 60 inch high image.

LVCVA Sign Shop staff will coordinate insertion and removal of the graphics into the lightboxes pre and post-show. Standard practice is to remove and recycle all materials after completion of show, unless otherwise instructed.

Graphic Sign Delivery Information

*LVCVA | Attn: Sign Shop
3150 Paradise Road | Las Vegas, NV 89109*

Include your show name AND show dates on delivery information. Lessee must allow the LVCVA Sign Shop at least five business days for installation of their graphic signs.

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.

AIR CONDITIONING

- The facility provides cooling or heating in the exhibit halls during show hours. Fees are charged per hall, per day, for cooling during non-show days. Contact your CSM for a price quote.

AMERICANS WITH DISABILITIES ACT – ADA

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

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 CSM must approve the use of balloons.

Indoors

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

Outdoors

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

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

BICYCLE/CART POLICY

All bikes and carts operated on property must be registered annually with the Customer Safety Department. Included in the registration process is an annual safety inspection that will be completed at time of registration.

Annual Registration and Inspection

- Bicycle/carts can be registered at any time and permits are valid from January 1 through December 31 each year. The annual fee is \$10.
- Registered carts will be issued a permit that will be conspicuously mounted near the ignition of the cart or the main frame of the bicycle.
- All Bicycle/carts will be safety inspected at time of registration. The following are the requirements all vehicles must adhere to while operating on property:
 - Carts – Name of company operating cart must be prominently displayed on cart.
 - Carts – Must have functional headlight, tail light, horn, brakes, and locking on/off switch.
 - Bicycle permits are registered to companies only, not individuals.
 - Bicycles – Must have a mounted red flag at least 8 inches by 8 inches and visible at least four feet above the seat, reflectors visible from the front, and rear and a working headlight if used after dark.
- Companies that are approved to operate on property and are listed on the exhibitor appointed contractor (EAC) listing may register/operate up to three electric carts per company.

Bicycle/Cart Operations

- Cart and bicycle traffic during events in the building may be restricted to certain areas and times. Areas of high pedestrian traffic should be avoided.
- At no time are carts permitted to enter parking lots that are designated for vehicle parking. Parking lots can be accessed only when designated as exhibit space.
- No carts/bicycles are allowed on second floor areas.
- Use of carts/bicycles on carpet is permitted only when carpet is protected by reinforced Visqueen®.
- Reporting of Accidents/Incidents – Accidents involving any carts/bicycles must be reported immediately to the Customer Safety Department at 702-892-7400.

- While operating a cart or bicycle, cellular phone usage is prohibited.
- Bicycles and carts are to be operated in a safe manner at all times.

Cart Charging

- Cart charging location will be designated by LVCVA management.
- Use of extension cords from inside the building to vehicles/carts is prohibited.
- All cart charging stations shall have a functional ground fault circuit interrupter (GFCI) to prevent electric shock to personnel.
- Cart charging is not allowed at any time on carpet.
- Exemption: ADA Mobility Scooters (Scootaround scooters) that have a gel-sealed battery are allowed to be charged on carpet.

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

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 comply with the Occupational Safety and Health Administration (OSHA) safety standards at all times.

BROADCAST AND PUBLICATIONS

- The LVCVA does not regulate, control, approve or disapprove any broadcast, performance or publication of music, or any other audio or visual presentation.
- The facility retains the right to regulate the volume of any sound, whether it be music, voice, or special effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms or the rules and regulations of the lease agreement.
- If the lessee or an exhibitor wishes to use copyrighted material, it will be necessary to make arrangements with the ASCAP, BMI or SESAC for license to perform such copyrighted music or material, or otherwise qualify for an exemption.

- Contact the following agencies for more information:

[American Society of Composers, Authors and Publishers \(ASCAP\)](#)

Licensing: 800-652-7227

General Information: 800-505-4052

[Broadcast Music, Inc. \(BMI\)](#)

General Information: 800-925-8451

[The Society of European Stage Authors and Composers \(SESAC\)](#)

General Information: 800-826-9996

BUILDING CHECKLIST

The following items are required 30 days prior to the first day of move-in:

- Approved floor plans
- Approved hanging signs and banners
- Submit written plan for pyrotechnics
- Submit traffic plan
- Submit [helicopter landing form](#)
- Provide insurance certificates
- Submit list of exhibitor appointed contractors
- Submit show security schedules, locator form and weapons request form
- Submit list of all advertising/sponsorships in non-leased/public spaces, including all restrooms in leased spaces.
- Submit written emergency action plan
- Submit staking plans

CATWALK ACCESS

Individuals or companies requesting catwalk passes need prior approval from show management and the CSM.

- All catwalk and roof access locations must remain secure. Taping or blocking open access will be grounds for trespass from property.
- Catwalk passes can be obtained from the Customer Safety Department in the Central concourse across from Hall C3 or at the West Hall security office outside of exhibit hall W1.
- You must be 18 years or older to obtain or use a catwalk pass.

- A current driver's license or valid state ID, ESCA/WIS ID, or trade union badge will need to be surrendered before any pass is issued.
- Catwalk passes are issued and returned on a daily basis.
- Catwalk passes are not transferrable and cannot be loaned to another person.
- All lost passes must be reported. There will be a charge of \$100 for a first-time lost pass. A second lost pass by the same individual or company will be charged \$500. The retained identification will be returned upon total accountability of the passes.

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

CBD (CANNABIDIOL/ CANNABINOID)

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

No edible CBD products may be sold or distributed at the LVCC, including as free samples, regardless of the THC concentration of the products. Nonedible CBD products, such as oils and topicals, may not be sold at the LVCC but may be distributed or provided as free samples on the condition that the product is not adulterated or misbranded in any way. The LVCVA encourages you, on behalf of your exhibitors, to consult with your legal counsel before allowing the distribution of nonedible CBD products. Smoking CBD products at the LVCC is strictly prohibited and violators will be trespassed from the LVCC property.

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

No synthetic CBD may be produced, distributed, sold, or offered for sale at the LVCC. Synthetic CBD means any cannabinoid that is produced artificially, whether from

chemicals or recombinant biological agents (such as yeast or algae), and which is not derived from a plant of the genus cannabis.

Kratom

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

THC (Tetrahydrocannabinol)

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

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

For Information on marijuana, [click here](#)

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.

CHILD CARE

Child care facilities shall not be permitted at the facility unless lessee obtains appropriate licensing, permits and inspections from the following Clark County entities:

- Clark County Child Care Licensing

- Southern Nevada Health Department
- Clark County Department of Building & Fire Prevention
- Company must provide insurance in the amount of \$10 million naming the LVCVA as additional insured. Subject to final approval by your CSM and legal counsel.

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 nonowned.
- Workers' Compensation Coverage in the state of Nevada comes a 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 www.employers.com
- Apply for [EAC permit](#).

Business License

ALL CONTRACTORS MUST OBTAIN A BUSINESS LICENSE WHEN WORKING AT THE LVCC.

Clark County Department of Business License

500 Grand Central Parkway, Third Floor

Las Vegas, NV 89155

702-455-0174

clarkcountynv.gov

Contractor Photo Identification

The LVCVA is a participant in the Exhibition Services & Contractors Association (ESCA) Worker Identification & Security Program. This ESCA badge program allows the LVCVA to improve the overall security of our facilities, its licensees and guests.

Everyone in the hospitality industry should be aware of who has access to their facility at all times. Therefore, EACs (e.g., contractors, suppliers and vendors) who work on site at the LVCC must be identified with the ESCA badge on their person. Please note the following exception: All trade union workers are temporarily exempt from obtaining a ESCA badge. Permanent exceptions include all contract security employees and LVCVA building partners: Food & Beverage, COX Business and FedEx Office.

The ESCA has been retained by the LVCVA to administer the ESCA Badge Program and to maintain an online database of all registered contractors and workers in the local exhibition industry. We recommend companies to go online to badge.esca.org for a complete overview of the process involved in registering for badges. The ESCA badge is a web-based program designed for contractors to order employee badges.

ESCA Badge Pricing

*ESCA Member (Full-time Employees): \$22**

*All Others \$30**

**Badge life is three calendar years.*

*Temporary Access Badges (ESCA Member): \$15***

*Temporary Access Badges (All Others) \$20***

***Badge life is one calendar year.*

If you have any questions about registering your company, or using the ESCA badge program, please send an email to badge@esca.org, or feel free to call 972-777-9282.

ESCA Identification Badge



The ESCA badge does not grant the bearer access to any events in any venues. The badge merely verifies that the individual is approved to enter the venue if they are being employed by a contractor working on the specific event. Security for specific events is still in force, and all workers must be cleared to enter the events via the normal security protocol in effect for the specific events and venues.

Training Requirements

The Nevada Department of Business & Industry, Division of Industrial Relations announced updates on January 26, 2021, to Section 618 of the Nevada Administrative Code (NAC) related to occupational safety and health training requirements for workers in the convention services industry. The updated regulations provide guidance and details on the statutory requirements found in Nevada Revised Statute sections 618.9920 – 618.9931. This statute established requirements for certain workers and supervisors in the convention services industries to obtain training on relevant safety and health issues within 15 days of starting work in the industry. Workers who perform construction, installation, maintenance, operation, repair or removal of trade show or exhibition displays must be trained. All construction and general industry 10- and 30-hour training programs approved by the Nevada Occupational Safety and Health Administration will satisfy the training requirements for the convention services industry.

The newly adopted sections of the NAC became effective January 21, 2021. [Click here](#) to review any updates.

DRONES/UNMANNED AERIAL SYSTEMS (UAS) 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.
- Regardless of purpose, (including but not limited to marketing materials and/or show content) any use of UASs/drones requires Aviation Liability Insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. Enclosed exhibits on the show floor are exempt from aviation insurance requirement.

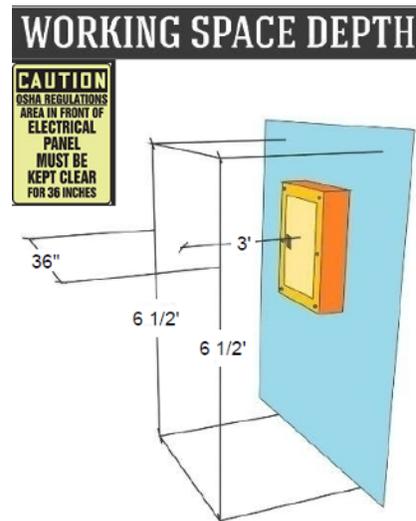
Outdoor Use Without Being Fully Enclosed

- 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.

ELECTRICAL ROOMS

- Electrical rooms are restricted access areas. Any person requiring access must contact Security. The Facility Maintenance Department will meet with the requesting person to determine the need, scope of work and duration. If access is approved, the contractor is responsible for removing all materials, equipment, debris and trash.
- No items, equipment or materials may be stored in electrical rooms.
- No modifications, alterations, reconfiguration or other means of change is allowed to any LVCVA electrical equipment.



ELECTRICAL PANELS

- Access to all electrical panels must be maintained per NEC and any applicable local fire, building and safety codes.

ELEVATORS AND ESCALATORS

- Freight is not permitted on passenger elevators.
- All temporary elevators are required to have a permit through the State of Nevada Department of Business and Industry Division of Industrial Relations Mechanical Compliance Section.
- **The transportation of dollies, oversized luggage, boxes, freight, and/or tool boxes on escalators is prohibited.**

- Freight elevators for contractors' use are located near freight door 10 in the North Lobby, on the West Hall loading dock and in the service corridor of the West Hall. Freight for the second floor in the South Hall must be transported via the South Hall 3-4 ramp.
- Cosmetic wraps/clings or advertising of any type are not permitted on any escalators or elevators.
- No carts are permitted on passenger elevators or where signs are posted.
- Elevators and man-lifts for demonstration within booths may require a permit from the state of Nevada.
- If elevator/lift only moves up and down without exiting onto a level that is separate from the entry level, a permit from the state of Nevada is not required. A detailed booth plan needs to be submitted to boothplans@lvcva.com.
- Due to the permitting requirements issued from the State of Nevada Mechanical Compliance Section, LVCVA ADA lifts for temporary stage builds and bleachers have been decommissioned. Contact your convention services manager for alternative options or [click here](#) for more information.
- EAPs should contain, at a minimum, the following information:
 - Listing of emergency contacts, including key personnel and response team members.
 - Response protocols for events including, but not limited to:
 - Active Shooter/Hostile Event Response (ASHER)
 - Bomb Threat
 - Cyber Attack
 - Severe Weather
 - Earthquake
 - Labor Disputes
 - Power Outage
 - Building Evacuation
 - Shelter in Place
 - Details of any mass notification systems that will be used during the show.
 - Primary and secondary reunification/assistance locations.
- If necessary, the Customer Safety Department and/or your CSM will assist you in developing your plan.

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.
- To report an emergency via text message, please send to 702-505-4555.

EMERGENCY ACTION PLAN (EAP)

- It is recommended that an EAP be submitted to your CSM 30 days prior to the first day of move-in.

EMPLOYEE ACCESS

- The LVCVA reserves for its representatives, agents and concessionaires, free access and the right to enter any portion of the leased premises.

EXCLUSIVE SERVICES

The LVCVA has four exclusive building partners:

Cox Business

Cox Business is the exclusive full-service telecommunications provider of internet, voice and cable TV service for the LVCVA. Our on-site team members are available for consultation and support leading up to and throughout your event. Contact our team to discuss solutions to provide reliable and convenient access for your demonstrations, attendees and staff. Our services include wired and wireless networks that can be customized based on your needs and budget for a successful event.

Please contact our sales team online at [Cox Business](#) or call for more information at 702-943-6500.

FedEx Office

FedEx Office operates 4 business centers conveniently located within the building. The business centers are near the main entrance of Central Hall, in the Central Hall Concourse, the South Hall Lobby and in West Hall across from W2. We can assist with a variety of services for your event. Services include consultation on signs and graphics, high-speed/high-volume printing, traditional printing and copying, business cards, posters and banners (including grand format printing) fax services, packing and shipping, computer and internet access as well as an array of office supplies. The business center also offers secure storage coat and bag check, equipment rental, conference room rental and scooter rental.

A FedEx Office team member can consult with you prior to your arrival on property to coordinate all your printing needs in advance of your event. Your printed materials will be conveniently waiting for you at the FedEx office when you arrive for your event. The business center is open 8 a.m. to 5 p.m. seven days a week. Hours are subject to change based on event need. You may also visit the [FedEx website](#) for information and/or submit your print projects online at www.fedex.com

Food & Beverage

The Las Vegas Convention Center's Food & Beverage Division is operated by Sodexo Live! and is the exclusive food and beverage provider. Las Vegas Food & Beverage is a leading global event hospitality company and thrilled to be your exclusive hospitality partner. The Las Vegas team is delighted to work with you to ensure your experience here is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests. Our goal is to provide world-class hospitality for every one of our guests. For more information or to place an order, please contact us at 702-943-6779 or exhibitorcateringlvcc@sodexo.com.

EXIT SIGNS

- Building exit signs must be visible at all times.
- Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so that the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.

FIRE AND SAFETY EXHIBIT GUIDELINES

- For outdoor structure Information please see [Outdoor Exhibits](#).
- All means of entrance and exit must be free from obstruction at all times.
- 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 maintained at all times.
- Exhibit booth construction shall meet the requirements. The upper deck of multilevel exhibits that is greater than 300 square feet (28 square meter) 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.
- For safety and operational efficiency, the Las Vegas Convention and Visitors Authority Fire Prevention personnel reserve the right to access and inspect all electrical components within exhibitor booths, including those integrated into prefabricated structures. This access is crucial to ensure compliance with safety regulations, identify potential hazards, and facilitate necessary maintenance or emergency procedures. Exhibitors are expected to maintain clear and unobstructed access to all electrical installations throughout the duration of the show.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.

- If the booth contains a display with moving machinery:
 - A designated safety zone that is clearly marked where attendees should not enter or stand shall be present.
 - If needed, physical barriers/guards are required to separate attendees from moving, spinning, pinching or crushing parts.
 - Manufacture-installed guards must remain in place and cannot be altered or removed.
 - Highly visible signage indicating hazards and restricted areas.
 - Must ensure that trained staff members are present to monitor attendees and prevent unsafe behavior.
 - Machinery must be equipped with easily accessible emergency stop buttons.
 - Operational controls must be locked or out of reach of attendees to prevent unauthorized use.
 - Staff should also be trained in emergency response in case of accidents.
 - At no time should the moving parts of the machinery extend/intrude into designated aisles outside of the booth footprint.

([OSHA 1910.212 and 1910.219](#))

- Any single-level exhibit over 1,000 sq ft must submit a booth plan to the Safety and Fire Prevention Office for approval. Submit plans to boothplans@lvcva.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. See [Electric Vehicles \(EV\)](#) for more information.
- 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 inside the building. Outdoor defueling requires a permit and must follow CCFD guidelines. Contact your CSM for more information.
- 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.
- 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.
- 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 coming into contact with 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.

FIREARMS ON DISPLAY – TRADE SHOWS

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

FLOOR MARKING

- All floor marking inside of the building or on concrete outside of the building, needs to be done with chalk only. Spray chalk can be used outside on the concrete areas but must be cleaned completely by the end of move-out. Any paint used on the asphalt areas must be removed and any marks covered with either black paint or seal coat material.
- The "NO FREIGHT AISLE" tape is no longer allowed in the LVCC. "NO FREIGHT AISLE" stickers are currently still allowed, but their use should be as minimal as possible.

FLOOR PLANS

- Floor plans are required for all areas including exhibit halls, lobbies, meeting rooms, outdoor plazas, parking lots and must be submitted in .dwg and .dxf format together at the same time.
- Floor plans must be drawn to scale and include all structures, obstructions, exits, aisles and booths.
- Booth and aisle dimensions must be indicated on all floor plans.
 - General information to be included on all plans:
 - Name and address of the property
 - Name of the room or location

- Point of contact with phone number and email address
- Move-in and move-out dates
- Type of event (show name)
- Floor plans must be approved by Safety and Fire Prevention and the CSM.
- Submit all floor plans to the Safety and Fire Prevention Office for approval via email at boothplans@lvcva.com. A copy of the approved floor plan will be returned. If denied, reasons will be noted on the returned plan.

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 remain in the booth/event location at all times.
- The facility reserves the right to limit the amount of haze produced by a show. A haze schedule, including days for testing and show hours, must be provided 30 days prior to first day of use. After hours haze activity requires coordination with a third party vendor. Fees will apply.

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.
 - Fry oil must be collected and disposed of by a third party vendor hired by the lessee.
- 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 foodprepandsample@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.

FREIGHT

- All freight, interior and exterior, must remain three feet away from all brick, block and masonry walls.
- All freight/rigging/labor shacks inside of the exhibit halls will be metal only, and wooden shacks if used outdoors must remain at least 20' off of the building.

GBAC STAR ACCREDITATION

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

This third-party accreditation focuses on:

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

GAMING/RAFFLES

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

GUN SHOW – PUBLIC EVENTS

- Lessee is responsible for informing the LVCVA that firearms will be displayed and/or for sale during the show, and for hiring an LVCVA Security Officer to be present at each guest entrance one hour before show opening each day and during show hours. Concealed firearms are prohibited on property as provided in N.R.S. 202.3673.
- Show will coordinate the zip-tying of all firearms that are cleared and taken into the show. The show manager is responsible for supplying the zip ties.
- Vendors/attendees must remove magazines or ammo clips from the weapon prior to entering the building. This applies to move-in/move-out activities as well as on show days.
- Vendors/attendees will not have loaded weapons inside the building or on the show floor unless authorized by the vice president of customer safety or his/her designee.
- Lessee must make arrangements to have a local licensed firearms dealer on property to handle transfers and conduct background checks. All firearm sales will go through this dealer.
- All sales of firearms or ammunitions must be conducted on the show floor.
- Show contract security is responsible for checking that all firearms leaving the building have a receipt and that the serial number on the receipt matches the firearm.
- Black powder is strictly prohibited on the premises.
- Contact the Safety and Fire Prevention office for approval to display or sell combustible or explosive products. Email: boothplans@lvcva.com or call 702-892-7413.

HAND CARRY POLICY

As a customer of the Las Vegas Convention Center, (LVCC), we want to make you aware of our 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 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 loading/unloading must be performed from parking lots only. Curbside loading/unloading is prohibited. Parking on LVCC roadways is prohibited, and any unattended vehicles will be towed at the owner's expense. Only pickups or passenger vans will be allowed to park in LVCC parking lots for hand carry purposes. Any vehicles parked in the lots for hand carry are required to be personally owned vehicles; rentals are not allowed in the lots. Vehicles larger than pickups, vans or vehicles with trailers, must use the show's contractor for freight unloading. See the following examples of vehicles allowed/not allowed:



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. Garment racks loaded with boxes are not allowed.
- 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.



It is show management's responsibility to ensure that the hand carry policy is enforced. This includes but is not limited to managing oversized vehicles in the parking lots and equipment compliance for hand carry use.

HEALTH AND SAFETY PROTOCOLS

At the LVCC, the health and safety of our employees and guests are paramount. Our plan outlines our initiatives for cleaning and sanitization, employee training, partner and vendor protocols, food and beverage service, convention center guidelines, and our recommendations for a safe and successful meeting.

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

SANITARY SEWER/STORM DRAIN DISCHARGE

Sanitary Sewer System

No person or entity may use the sanitary sewer manholes to directly or indirectly discharge water or any substance solid or otherwise on or at the Las Vegas Convention Center premises without first complying with the [Clark County Water Reclamation District Service Rules](#) and obtaining prior written approval from the Clark County Water Reclamation District and Las Vegas Convention and Visitors Authority.

Storm Drains

No person or entity may use the storm drains to directly or indirectly discharge water or any substance solid or otherwise on or at the Las Vegas Convention Center

premises without first complying with Title 24 of the Clark County Code and obtaining prior written approval from the Las Vegas Convention and Visitors Authority.

This policy is intended to provide guidance to all lessees, subleases, shows, exhibitors, exhibitor appointed contractors, temporary food establishments, persons, and entities on or at the Las Vegas Convention Center. If a conflict or ambiguity exists between this policy and the Southern Nevada Health District Food Regulations, Clark County Water Reclamation District Service Rules, or any other applicable law, the law shall control and govern over this policy.

Failure to comply with this policy may result in penalties, including but not limited to fines, removal from property, or limitations imposed at future shows or events.

Participation in the inquiry and/or investigation by any outside agency alleging noncompliance is required. Any fines or penalties imposed by any outside agency are the obligation of the violating person and/ or entity.

- Temporary food service-related activities, including, but not limited to, dishwashing stations and generating wastewater outside of permanent food service areas, may require the use of a grease interceptor prior to discharge.
- The Southern Nevada Health District (SNHD) will determine if a grease interceptor is required for any temporary food service-related activities; if required, all requirements must be met prior to any wastewater discharge.
- “Wastewater” shall mean used water and water-carried solids that flow to the publicly owned treatment works. See Clark County Water Reclamation District (District) Service Rule 86.
- Publicly owned treatment works (POTW) shall mean all District-owned devices, systems, and appurtenances for the collection, transportation, storage, treatment, and reclamation of domestic strength wastewater or liquid industrial wastes. Laterals, including those portions in the public right-of-way, and other appurtenances located on private property, are not part of the publicly owned treatment works. See District Service Rule 72.
- Disposal of contents in the grease interceptor must meet all applicable laws, rules, and regulations.
- Fat, Oil, Grease, and Grit (FOGG) Interceptors, “means a device for separating and retaining sediments, sand, grease, animal or vegetable fats and oils, including petroleum derivatives and grit by gravity-differential separation, prior to being discharged.” See District Service Rule 35.
- The Uniform Plumbing Code (UPC) requires a FOGG interceptor for a food establishment, a marijuana establishment, or any other commercial or industrial establishment that has the potential to discharge non-domestic strength fat, oil, grease, and grit to the POTW.
- Temporary food establishments shall submit the required plans to the District describing the operation, expected volumes of fat, oil, grease, and grit, location, and proposed interceptor size and design. See District Service Rule 2.5.3.
- Temporary food establishments may not install the interceptor until the District approves it. Any existing interceptor found not to be code compliant will be replaced at the temporary food establishment's expense.
- Temporary food establishments must submit a compliance schedule and the required plans to the District for review and approval. See District Service Rule 2.5.4.
- Alternative devices and hydromechanical FOGG interceptors are not allowed. See District Service Rule 2.5.5.
- Any non-domestic strength wastewater, or wastewater discharged from fixtures and equipment that may contain FOGG, shall be drained through an interceptor or interceptors that comply with the District Service Rules. See District Service Rules 2.5.6 (a)-(b)
- Fixtures include, but are not limited to, the following: three-compartment sinks; scullery sinks; pot and pan sinks; trash compactors; dishwashing machines; soup kettles; and similar cooking equipment. See District Service Rule 2.5.6 (b).
- Floor drains in FOGG generating areas, trash can wash areas, floor sinks, special processing equipment, trench drains, and area drains shall drain through an interceptor. See District Service Rule 2.5.6 (b).
- High-Heat Discharge: If the temperature of any discharge is more than one hundred forty (140) degrees Fahrenheit/sixty (60) degrees Celsius, the interceptor shall be twice the size normally required. See District Service Rule 2.5.8.
- Temporary food establishments shall not be allowed to add cold water to the influent of the interceptor to avoid installing a larger interceptor as required for that purpose. See District Service Rule 2.5.8.

- Per District Service Rule 2.5.9, FOGG Interceptors shall comply with the following:
 - a. Located outside of buildings unless the District specifically allows otherwise.
 - b. Placed as close as possible to the fixtures or the area served.
 - c. Installed and connected to allow for inspection, cleaning, and removal of the intercepted waste.
 - d. Located so that they can be serviced without the use of ladders or bulky equipment.

Sizing and Design Requirements:

- All interceptors must be designed and installed in compliance with the current Clark County Building Department criteria and the UPC. An interceptor for each temporary food establishment shall serve only that temporary food establishment. See District Service Rule 2.5.10 (a).

HEAVY EQUIPMENT PROCEDURES

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

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

The floor weight load limits are as follows:

- **West Halls 1-4, North Halls 1-4, Central Halls 1-5 (Exceptions Listed Below), South Halls 1-2**
 - 450 lbs. per square foot **West Hall**
 - Flex Meeting Rooms/Meeting Rooms: 150 lbs. per square foot
 - Loading Dock: 250 lbs. per square foot
 - South West Lobby: 100 lbs. per square foot
 - Outdoor Terrace: 125 lbs. per square foot
- **South Halls 3 & 4**
 - 300 lbs. per square foot or AASHTO HS-20 truck (16,000 lbs. per wheel load)
- **Central Halls 3 & 4 (South Air Wall Pocket)**
 - 250 lbs. per square foot or AASHTO HS-20 truck (16,000 lbs. per wheel load)

- **Central Hall 3 Concourse**
 - 175 lbs. per square foot or maximum 1,500 lbs. per wheel load (light weight vehicle)
- South Halls 3/4 Lobbies and Meeting Rooms S201 – S233
 - 100 lbs. per square foot or maximum 1,500 lbs. per wheel load (light weight vehicle)
- **All Other Elevated Floor Areas Not Specifically Mentioned**
 - 50 lbs. per square foot of maximum of 1,500 lbs. per wheel load (light weight vehicle)

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

Movement of Equipment

- Equipment with any type of non-steel tracks over 250,000 pounds must be moved in and out of the building on one-inch plywood.
- Equipment with any type of steel tracks (cleated and noncleated) over 250,000 pounds must be moved on one-inch steel plates outside and inside of building. Equipment under 250,000 pounds may use one-inch plywood.
- Prior to movement of heavy equipment, the facility and the OSC must coordinate routes and method of movement.

Forklift Safety

The following requirements are to ensure safe operations of forklifts at any LVCVA facilities:

- Seat belts must be worn any time the forklift is in operation.
- Obey all traffic rules (speed limit, stop signs, road directions, etc.)
- Upon entering and exiting building – slow down (stop if necessary) and SOUND HORN.
- Keep headlights on always during low visibility.
- The following are always prohibited while operating a forklift:
 - Cellphone use
 - Smoking
 - Eating or drinking

- Ear buds use
- Boom box or any Bluetooth wireless speaker devices use

HELICOPTERS

- Lessees or exhibitors operating helicopters on property shall provide insurance coverage of \$10 million aircraft liability including passenger liability. Complete a [Helicopter Landing Request form](#).
- Shows do not require additional permits to land in one of the designated areas noted below. Safety and Fire Prevention will notify Clark County Department of Building & Fire Prevention of your intent to land a helicopter on our property, pursuant to our temporary heliport permit.
 - Blue lot 1
 - Silver lots 1 and 2
 - Bronze lots 1 and 3 and Entrance/Door 11
- Air traffic control communication must be established with the local airports for both takeoffs and landings.
- Appropriate fire extinguishing and grounding equipment must be supplied and maintained while the aircraft is on property.
- A windsock will be provided by the Safety and Fire Prevention Office in designated lots as needed.

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

HOT WORKS

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

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

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

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

- Persons assigned to fire watch duty shall understand emergency reporting procedures and have means to contact the control center.
- At the end of the shift or completion of the work, the area shall be inspected by worker(s) and/or fire watch and found to be free from sparks, fire, smoke, etc.
- When the work has been completed (including the required fire watch period), the released hot works permit shall be signed off by the person responsible and delivered to the Safety and Fire Prevention Office.

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

When hot works is performed during a show or event, a hot works permit must be obtained from the Clark County Department of Building & Fire Prevention. [Clark County Permit](#)

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

INDOOR AIR QUALITY

- All forklift trucks, platform lifts, boom lifts and other motorized equipment used for the move-in and move-out of events shall utilize a cleaner burning alternative fuel than gasoline. The alternative fuel shall be electric, natural gas and/or propane fuel. Propane cylinders awaiting use shall be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in the designated location. Any vehicles that are used to deliver freight directly into the facility for move-in or move-out shall turn the vehicle off upon arriving at the final location. No vehicle shall be allowed to sit and idle in the facility.
- The use of any special equipment (such as cranes, large lift trucks, etc.) in the facility for move-in and move-out shall be coordinated with the CSM 30 days in advance so provisions can be made to ensure proper ventilation is maintained.
- Any special filtration request will be made 50 days prior to the event for consideration.
- For painting, use zero-VOC (volatile organic compound) or low-VOC paints, sealants, coatings, adhesives and finishes.

INSURANCE AND INDEMNITY

- As the lessee, you must provide the LVCVA with a copy of the show's insurance certificate for liability and workers' compensation insurance 30 days prior to the first move-in date or as otherwise set forth in the lease agreement.
- The certificate must list the total days leased in the facility and include all indicated coverage set forth in the lease agreement, including commercial general liability and automobile liability.
- All issuing insurance companies must have authorization to do business in the state of Nevada. This certificate of insurance must state that LVCVA is an additional insured. [See certificate of insurance and sample.](#)
- Contact your CSM for assistance.

JANITORIAL AND CLEANING SERVICES

- Lessee will receive the leased area in a clean state and is required to return the leased area in the same condition (e.g., trash and floor tape removed). The facility will clean public areas, meeting rooms and restrooms during the leased period. Areas used for exhibits, general sessions (exhibit halls), including parking lots, show offices, registration areas, or meeting rooms used for storage or work rooms, are the responsibility of the lessee.
- All other janitorial and cleaning service through move-in, show and move-out is the responsibility of the lessee. All cleaning materials/equipment must be stored in an approved area.
- Primary cleaning chemical must be an EPA-approved disinfectant, proven to prevent and/or significantly reduce the spread of infectious disease.
- Post-show checklist must be presented on the final day of move-out. This checklist will identify all leased areas, to include compactors and responsible grounds, as being returned cleaned and clear. The submittal of this checklist does not forgive oversights identified after the fact.
- Excessive cleaning and trash removal will result in an additional cost to be invoiced to lessee.
- If additional time is needed to complete the post show cleaning beyond the lease date/time, the OSC must submit a late move-out request form. Late move-out is subject to availability.

KEYS/KEY CARDS

- Submit meeting room key request to your CSM at least five days prior to your event dates.
- Each unreturned metal key/proximity fob will be charged back to you at \$20 per lost key/fob.
- Please note that the LVCVA assumes no responsibility for any items left in the meeting rooms regardless of whether locks have been changed or keys have been issued to show management. You may consider contracting with your security company to ensure the security of these rooms.

LIGHTING

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

LOBBIES

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

- All structures must be at least 18 inches below fire sprinkler heads.
- Structures erected in the lobbies must be approved by the LVCVA's fire prevention office.
- Covered structures in the South Hall lobbies may be approved on a case-by-case basis.
- If carpet is used to cover the existing carpet, Visqueen sheeting must be laid between the building carpet and the carpet being installed. Use only nonresidue tape.
- Electric carts and bicycles may be used when carpeted areas are protected by Visqueen.
- Carts/forklifts are not allowed on the second or third floors of the facility.
- Neon signs may not be covered or turned off without the permission of the CSM.
- LVCVA management reserves the right to determine areas to be used by each show and to resolve any conflicts in the event the lobbies/plazas are to be shared by two or more shows.
- Adequate materials must be in place to protect the polished concrete.
- Walk-thru doors may not be used to bring freight, rolling cases, etc.

- In order to preserve the quality of the polished concrete flooring, the only tape that is permissible in the West Hall Atrium and North lobby is blue painter's tape (3M, Scotch Blue, Frog tape). Double-sided tape can be placed on top of the blue tape to hold carpet in place.

MARIJUANA/THC

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

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

For information on cannabidiol (CBD), [click here](#).

MEETING ROOMS

- Carpeting/flooring can be placed on top of building carpet in the meeting rooms with permission from the 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. [Click here to view list for show power in meeting rooms.](#)
- Cables and wires must be routed above doorways – not across the threshold.

Meeting Room Equipment & Guidelines

- **Amenities:** The LVCC does not provide notepads, 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, to the extent of our inventory, 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 is molded plastic in gray, 20 inch by 20 inch stackable-style hand 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.

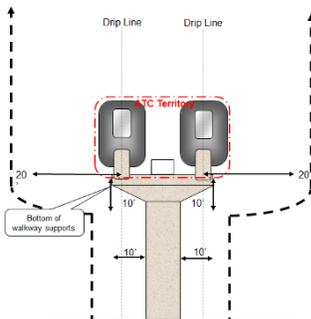
- **Food and beverage setup:** The convention center team places tables for any food and beverage functions served by Las Vegas Food & Beverage in meeting rooms and lobbies.
 - *Note: Unless for a show management event on the show floor, all tables for exhibitor events on the convention show floor must 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 and key fobs are chargeable at \$20 per unreturned key/fob.
- **Meeting room refresh:** Midday 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. Safety railing is required over 32 inches high.
- **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 40-gallon waste containers in the meeting rooms. 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.

MONORAIL

If a client is leasing space in the parking lots or using other outdoor space, the CSM must be apprised of plans for these areas. There are established "Limits of Approach" with respect to the area surrounding the monorail system. To ensure a safe working environment, work within this area is not permitted without prior approval.



The Limits of Approach Are Defined as Follows:

- Within 10 feet horizontally of a monorail column, from ground level up to 10 feet vertically down from the bottom of the walkway supports that run the length of the guide way;

OR

- Within 20 feet horizontally of a Las Vegas Monorail Station or the drip line on the monorail guide beam from a height of 10 feet below the bottom of the walkway supports upward. The drip line is the line that extends through the center of the monorail guide beam into the dynamic envelope of the automatic train control (ATC) territory. The area of concern extends from the ground up to and beyond the guide way due to the danger of objects falling into ATC territory from above.

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. **Exception:** Areas less than 250 square feet shall have a 6 3/4 inch minimum clear tread depth at 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.

MULTILEVEL AND/OR COVERED EXHIBITS (OUTDOOR)

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

- Clark County Fire permit is required when any temporary structure footprint is greater than 2,500 square feet and is constructed outdoors. Drawings prepared by a Nevada registered design professional and third-party inspections by a licensed AB contractor from the state of Nevada will be required for the permit.
- Any multi-level structure that is constructed outdoors, including structures less than 2,500 sq ft, will require drawings prepared by a Nevada registered design professional and a third-party inspection done by a licensed AB contractor from the state of Nevada.

NEVADA DEPARTMENT OF TAXATION

- The Nevada Administrative Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to follow all applicable laws regarding collection and/or remittance of taxes.
- Please contact the [Nevada Department of Taxation](#) at 702-486-2300 for further details.

NONSMOKING POLICY

There is no smoking within the building or within 25 feet of any entrance, and there will be signage outside of every entrance with the no-smoking policy.

Electronic cigarettes, electronic vaping devices, personal vaporizers, etc., are not permitted within the facility.

OFFICIAL SERVICE CONTRACTOR

Building Damage

- OSCs or events acting as their own OSC, are billed per the LVCVA building damage policy. This .002 per square foot of leased space fee is used to cover minor building damage that occurs during a trade show or convention.
- Prior to the event, show management and the OSC will be afforded the opportunity to inspect the leased space to identify any existing damage. During or immediately following an event, damage reports will be made for each occurrence of damage sustained. Damage of incidental nature will be covered under the above assessment with no further charges due. Damage exceeding a cost of \$1,000 will be deemed substantial. Any damage incurred of a substantial nature will be invoiced to the OSC at the current time and materials rate.
- The OSC’s account executive, Convention Services Manager (CSM) and Facility Maintenance will review any reports of substantial damage prior to invoicing. Substantial damage that can be associated with an EAC will be invoiced to that company.
- In the event of a dispute, show management and the OSC will meet with Convention Services & Facility Maintenance. A mutual agreement will be reached to the satisfaction of all parties.
- This policy applies to all internal and external areas,

inclusive of loading dock, parking lots and cat walks.

- Must keep a three-foot distance from all exhibit hall perimeter walls and storage of crates and equipment.

Cleaning

- The LVCVA mandates the use of environmentally friendly chemicals, waste requirements and equipment.
- A clean building is provided at move-in unless arrangements are made between the OSC and building staff for an early move-in. If this is done, it is the responsibility of the OSC making the request to make sure that the building is returned clean. This includes all stairwells, parking lots, roads and catwalks used by the OSC and show. A preapproved inspection sheet should be submitted to the Facility Services Department once move-out is complete.
- Building cleaning should include a disinfecting plan that focuses on frequent touch areas, exits, entrances and rooms/areas used by exhibitors and contractors that are the responsibility of the cleaning contractor. Your cleaning personnel must be on site on the first day of move-in through the last day of move-out. This includes any extended move-outs.
- The LVCVA provides compactors placed around the perimeter of the building at freight doors: 4, 7, 15, 24, 26 and 35, and on the east and west loading docks of the West Hall. Cleaning companies are expected to collect trash in exhibit halls, lobby areas occupied by booths, meeting rooms used for offices, exhibits, sub-leased by 3rd party and/or used for transport.
- Trash collection should be sorted for recyclable material, with trash going to compactors and recyclable materials being placed in preidentified containers provided by the LVCVA. When full, Facility Services will call the compactor or recycle container in to be emptied by Republic Services. The bays of all compactors used during any phase of show activity must be cleaned and clear of debris nightly and/or as each one is changed out and finally on the last day of move-out. Failure to do so will result in an additional fee.
- Facility Services will place dual stream receptacles on the show floor for trash and recyclables. Cleaning contractors are to provide their own bags: clear for trash and blue for recyclables. Blue bags with recyclables are to be placed in a container provided by the Las Vegas Convention Center.
- All cardboard boxes must be broken down when placed into the appropriate container. There are two compactors at the West Hall designated for recycling; one at freight door 405 labeled “Cardboard Only” and one at freight door 414 labeled “Recyclables.” Cleaning companies should order additional open trash dumpsters for shows that produce heavy cardboard trash or other materials (e.g., a furniture show, coverings).
- All wood (pallets, display materials, etc.) and large trash items, (carpet rolls, Visqueen, bulk packing material, broken chairs, ladders, etc.) are to be placed in designated bulk trash open-top dumpsters provided by the cleaning contractor. At a minimum, bulk trash must be removed daily and on the final day of move-out. Bulk trash will not be allowed to remain on property throughout the duration of the lease. It is the responsibility of the cleaning contractor to remove bulk trash daily to ensure the surrounding area remains presentable and clear of debris. All bulk trash materials should be disposed of in the most environmentally safe manner, and data such as weights, types of materials, recycle rates, etc., is to be submitted to Facility Services.
- Cleaning contractors are to adhere to all current and future LVCVA sustainability Initiatives.
- When cleaning during move-in and move-out, no piles of trash may be left in or around the building overnight.
- Parking lots and plazas or other external areas used for exhibits are to be cleaned and maintained by cleaning contractor.
- The tracks of the freight doors, C-3 area, C3/4 and C4/5 open airwall storage areas and all airwall pockets are to be cleared and cleaned nightly.
- Gas-powered vacuums are not allowed inside the building without permission from the Safety and Fire Prevention Office. Facility Services is responsible for common-use areas (e.g., restrooms, meeting room hallways and meeting rooms) when used for meetings. Facility Services does not clean meeting rooms or the hallways when area is used for exhibits/sub-leased, or when the rooms are used as offices, storerooms or by the OSC.
- All third-party rental equipment such as office furniture, barricades and benches must be removed from building prior to end of leased move out time. If unclaimed, these items can be placed in bulk trash area for disposal.
- Forty-gallon waste and recycling containers are provided throughout the exhibit hall on the first show day. It is the cleaning contractor’s responsibility to

empty and replace the liners. If additional containers are needed, they can be requested, and Facility Services will drop off at a predesignated location so cleaning contractor can place where needed.

- All items must be removed from the building, including discarded booth furniture that clients have left behind. Discarded or abandoned OSC equipment such as ladders, chairs and pallets must also be removed. All leftover publications must be removed. All air hoses, water lines, power sources and data lines must be removed from pillars and boxes prior to end of move-out.
- All floor marking residue must be cleaned up completely by the end of move-out. Clear tape is not to be used on exhibit hall floors.
- Trash must be removed from behind draped areas and gaps at columns and small recessed areas throughout the facility.
- All residues must be removed from glass/windows, both internal and external, after the use of window clings and/or poor-quality coverings/advertisements.
- Paint spills, hydraulic leaks, medical waste, or anything of this nature, should be handled immediately by the OSC/cleaning contractor. LVCC trash containers are not to be used for these purposes.
- Contact your CSM for any biohazard cleanups.
- It is the responsibility of the OSCs to clean the catwalks at the completion of each show. The OSC must also maintain the catwalks in a clean and safe

manner during move-in and move-out. No items may be thrown off the catwalks (e.g., equipment, trash, etc.).

- Any paint used on the asphalt areas must be removed and any marks covered with either black paint or seal coat material.

Floor Plans

- Final floor plans for the exhibit halls, lobbies, general sessions and meeting-room exhibits must be submitted 30 days before the start of move-in. Submit to boothplans@lvcva.com.
- Floor plans for exhibit halls and lobbies must be submitted as separate documents.
- When it becomes necessary to revise an approved floor plan, please highlight all changes on the plan and re-submit.

Safety and Fire Prevention Rules and Regulations

- All operators on property must have completed an approved course of instruction regarding the safe operation of forklifts, scissor lifts and/or boom lifts, and meet all certification requirements. The certification of successful completion of this course must be in the driver's possession while operating a forklift on property.
- The Nevada Department of Business & Industry, Division of Industrial Relations announced on Jan. 26, 2021, updates to Section 618 of the NAC related to OSHA requirements for workers in the convention services industry. The updated regulations provide guidance and details on the statutory requirements found in Nevada Revised Statute sections 618.9920 – 618.9931. This statute established requirements for certain workers and supervisors in the convention services industries to obtain training on relevant safety and health issues within 15 days of starting work in the industry. Workers who perform construction, installation, maintenance, operation, repair or removal of trade show or exhibition displays must be trained. All construction and general industry 10- and 30-hour training programs approved by the Nevada Occupational Safety and Health Administration will satisfy the training requirements for the convention services industry.
- The newly adopted sections of the NAC became effective on Jan. 21, 2021. The current regulations are available for review at the [State of Nevada Department of Business & Industry website](#).

Trailer and Empty Storage

- OSC trailer storage is permitted in designated parking lots (Orange 2 & Platinum 2) and must have prior approval from the Convention Services Department. A parking lot agreement must be executed prior to requesting trailer storage.
- No parking, storage or staging, of any type of vehicle or equipment, is authorized under the meeting room overpass next to Desert Inn Road.
- The designated area in Orange 1 Lot, north of Desert Inn Road, must remain clear of equipment, crates, forklifts, etc.
- All empty crates must be kept a minimum of 40 feet from the building in their designated areas except for the North halls, which must be 20 feet from the

building on the north roadside only. No crate storage allowed against the Westgate building on North Road.

- Empty crates may be staged in designated areas and stacked no higher than 16 feet.
- Crates may be stored on the upper-level ramp outside halls S3 and S4 in their designated areas.
- Yellow lot loading dock: The upper area of the dock pad must be kept clear of all equipment, crates, usage etc. Items can be in this area when actively loading/unloading only; not for storage.

Utilities

- Use of facility fire hydrants must have prior approval from the Convention Services Department.
- Use of the landscape irrigation system is not permitted.
- All exhibit power shall be shut off no later than one hour after trade shows, conventions or event closing, and will be turned on prior to three hours before opening. Electrical power usage and timing for registration and service desk areas will be determined by show management and the OSC's electrical contractor.
- In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor for 24-hour power.
- A list of exhibitors requiring 24-hour power, with outlets listed, must be provided to the CSM prior to the first day. In the event it is determined by Facility Maintenance that there is an excessive amount of 24-hour power in use, an electrician may be required during overnight hours.
- To preserve the condition of the flooring and not cause damage to the utility boxes throughout the West Hall, please ensure crates are not dragged or pushed along the floor.
- Any changes or adjustments to lobbies and/or common space lighting requires prior approval from the CSM.
- Facility light bulbs should not be removed or partially unscrewed. Lighting controls must be used to turn lights on/off.
- Use a [Lighting Request form](#) to advise the Facility Maintenance Department before turning out any lights over booths in the exhibit hall.
- Do not use the airwall tracks in meeting rooms to hang track lights.
- Flat cables run underneath carpet in the halls must be identified with yellow caution tape.
- Do not hang show lights (e.g., for exhibit booths, general session) from the catwalks without permission from Facility Maintenance and the CSM.
- All electrical panels shall be re-secured after use. All dead front covers, panel-board covers, KO seals, and hardware-securing covers to the enclosures shall be reinstalled to maintain the integrity of electrical equipment. All show power cables coming from electrical panel interiors shall be removed after each show, and panels shall be re-secured accordingly.
- All light fixtures throughout the exhibit halls that were unplugged before or during a show shall be plugged back into their designated receptacles after the show has ended. Any calls received in Facility Maintenance for a "light out" due to a fixture left unplugged from the previous show shall be forwarded back to the OSC for immediate service at their own expense. Please note that fluorescent bulbs should never be unplugged or removed.
- Whenever electrical circuits are intentionally turned off for a show by show electricians, either by turning off circuit breakers or by turning off light switches, they should be identified and marked by the show electricians, so our in-house electricians are aware of the situation, this prevents us from accidentally turning on circuits during a show. Placing red tape with a company name and the date when lights were turned off on the circuit breaker or switch is all that is needed.
- OSCs will replace all drain covers immediately after the show has ended.
- Work on energized panels of greater than 50 volts AC is only to be performed by a qualified electrician with arc-flash clothing (as per NFPA 70E), insulated tools, rubber gloves, and any other electrical protective equipment as required by OSHA.
- When working on electrical circuits, they shall be deenergized and lockout/tag-out applied. Lockout/tag out must be coordinated with the Facility Maintenance Department. Locks and tags shall be supplied by the contractor and shall be removed immediately upon completion of work.

- Do not attempt to walk on the beams in the lobbies and Central Concourse. These beams are hollow and will not support the weight of a person.
- Freight door 1 will be limited when there is other show activity in the building. Contact the CSM to coordinate use of freight door 1.
- The OSC may submit an early move-in/late move-out request to the Convention Services Department 14 days before the lease period begins. Submissions will be reviewed and approved depending on availability and if the requirements on the Early Move-In/Late Move-Out form have been met.
- Exhibitor freight is prohibited to enter leased space prior to the start of the lease period and all exhibitor freight must be out of leased space by the end of the lease period.
- No exhibitors or exhibitor appointed contractors (EAC) are allowed in the building during early move-in/late move-out; only the OSC.
- Early move in and late move out approved activity includes:
 - Floor marking
 - Electrical catwalk and floor work
 - Carpet
 - Drape
 - Hanging signs
 - AV in meeting rooms
 - Truss/lighting
 - Post show cleaning

[Click here](#) to review requirements and to request early move-in/late move-out.

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 [Multi level 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.
- Smoke alarms are required in all tents, membrane

structures, and fully enclosed areas. Smoke alarms may be battery-operated and must be installed in accordance with NFPA 72 guidelines. It is the responsibility of the individual or organization setting up the tent, membrane structure, or fully enclosed area to ensure that the required smoke alarms are installed and properly maintained.

- Smoking shall not be permitted in any tents, canopies, or temporary membrane structures.
- Approved “NO SMOKING” signs must be conspicuously posted within these structures.
- 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 n 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.

PARKING LOTS

- When lots are used for a special event or exhibits, see [Outdoor Exhibits](#) guidelines.
- When parking lots are leased for exhibits and special events, a floor plan must be submitted for approval.
- Show management is responsible for providing contract security.
- Staking plans must be submitted to your CSM and approved prior to any staking/drilling in the parking lots. Send staking plans to staking@lvcva.com for review.
- Any exterior water use during shows will be metered. Please contact the CSM for coordination.
- Staking in Yellow lot is prohibited.
- Contract cleaners, selected by show management, are responsible for cleaning the lots.
- When lots are used for driving demonstrations, racing events or vehicle performance demonstrations, contact your CSM.
- The south and west perimeter of the Platinum lot must remain clear 28 feet from fence line. Only private vehicles will be permitted in that area.
- Any paint used on the asphalt areas must be removed. Any marks must be covered with either black paint or seal coat material.

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, multilevel 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. [Clark County Permit](#), a blanket permit, must be submitted to Clark County Building and Fire Prevention office by show management.

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:



PYROTECHNICS AND SPECIAL EFFECTS

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

Clark County Department of Building & Fire Prevention

*Fire Prevention Bureau
4701 W. Russell Road
Las Vegas, NV 89118
Telephone: 702-455-7100 Fax: 702-735-0775*

- Forward a copy of the plan and permit to your CSM within 30 days of the scheduled event. After a permit

has been granted, the permittee shall keep the plan available at the site for safety and fire prevention inspectors or other designated agents of the authority having jurisdiction.

- Fire detection and life safety systems shall not be permitted to be interrupted during the operation of pyrotechnic effects.
- Exception: Portions of fire detection and life safety systems shall be permitted to be interrupted during the operation of temporarily installed pyrotechnic effects when the following conditions are met: (a) Approval of the authority having jurisdiction is received; (b) Approval of the owner or owner's agent is received; and (c) An approved fire watch capable of directing the operation of all fire detection and life safety systems installed in the building is present.
- Pyrotechnic devices and materials used indoors shall be specifically manufactured and marked for indoor use by the manufacturer.

RIGGING

The lessee/show manager will be responsible for adhering to the following rules and regulations as they pertain to rigging:

- The LVCVA's Facility Maintenance Department must be notified in advance of any weight loads that will reach the maximum capacity of rig points. Final rigging plans must be submitted to [LVCC Rigging Submittals](#) 14 days prior to the first move-in day.
- Ensure that the overall rigging plan is done in accordance with the suspended load limits procedure as prepared by LVCVA's structural engineering consultant. The weight load limits provided are not to be exceeded.
- Only qualified riggers may be used.
- When removing any rigging and electrical from the ceiling/catwalk, ensure all tie-back line is removed and no loose pieces are left hanging.
- Only electric hoist winches are allowed. Manual, nonelectrical hand-chain falls and hand-lever hoists are prohibited.
- All hoist motors and rigging apparatuses must be inspected before they are installed. At a minimum, all hoist motors must be visibly inspected annually and weight tested every two years by a certified inspector. Certification papers for hoist motors must be provided upon request.

- Carpet and/or burlap material used to protect beams against steel cables and chains for rigging points must be removed after the show.
- All rigging structures hung more than three feet above the floor must have safety devices as a backup. The backup device must be capable of sustaining the load for which it is providing backup.
- The catwalks have a weight restriction of 25 pounds per square foot; calculations must be made for transformers, dimmer apparatus, electrical cables and storage boxes to ensure that this weight is not exceeded.
- Rigging apparatus, supports or devices used for hanging truss made of nonmetal material such as span set straps or nylon rope shall not be used near house light fixtures. The minimum distance shall be three (3) feet. This also applies to safety or backup supports, cables or straps. Only chain or aircraft cable may be used.
- Ground/floor-based rigging/truss/drape that exceeds 16 feet in height must have an overhead support system that connects into the facility rig points unless there is an engineer stamped drawing indicating that this is not necessary.
- The following items are specific to rigging in the South Hall:
 - Using cable trays as support devices for rigging, signs and electrical cables is not permitted.
 - The first-floor steel beams cannot be used for any rigging or hanging purposes. This includes signs and/or cable guides.
 - Cable trays cannot be used for temporary staging or storage of any material other than which it was designed (telephone cable, fiber cable and television cable).

Rigging Submittal Procedure

- Final rigging drawings shall be submitted electronically in either pdf or dwg format no fewer than 14 days prior to the first day of installation.
- All weight loads requiring professional evaluation shall be sent to [LVCC Rigging Submittals](#) with weight loads clearly marked on the plan. A copy of the evaluation will be sent back to the submitter and the CSM prior to rigging install.
- The booth layout, and associated rigging loads, shall be overlain onto the full rigging plans, and submitted

as one complete file.

- Any changes made once submitted must be clouded, clearly stated and resubmitted for review.
- The point loads shall be shown on the booth layout plan at the point of hoist. The distributed loads shall also be shown on each purlin/beam/truss that will be used as a point of attachment. Use leaders/arrows to indicate method of distribution to purlin/beam/truss.

ROOF ACCESS

- Anyone requiring roof access must obtain approval in advance. To do so, submit [roof access form](#) to conventionservices@lvccva.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. The access is via a fixed, 90-degree ladder. 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 designated 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.

SECURITY

- The Customer Safety Department is responsible for the overall safety and security of the buildings and grounds. The department is available 24/7 at 702-892-7400.
- Show clients must furnish a staffing security plan

to the LVCC. Customer Safety Department at securityplans@lvcva.com thirty (30) days before the first move-in day of the event to ensure ample time is allotted for review and revision.

- As part of the staffing plan provided, a Health and Safety plan must also be submitted prior to the event and should include the following Information:
 - Health and Safety protocols for attendees, exhibitors, official show contractors specifically listing occupancy control measures, social distancing strategies, PPE requirements and symptomatic checking.
 - Specific cleaning and sanitizing strategies from cleaning contractor
- Contracted security services working at the LVCC must be current on all EAC permit requirements. Contract security companies must be licensed by the state of Nevada Private Investigators licensing board to conduct business as a private patrolman per Chapter 648 of the Nevada Revised Statutes.

Contract Security Standards of Performance

These standards of performance are distributed to all approved contract security companies that work at the LVCC to ensure the safety and security of all events. Violations of these standards may be documented by the Customer Safety Department and made available to the client.

- No person employed by or otherwise associated with any contracted company, vendor or other entity working on property, shall remove any product, material, or other items from the buildings, freight yards or service roads, without the written permission of the vice president of customer safety or his/her designee. This is to include material that is discarded, abandoned or given away. Any person in possession of such described material shall be presumed to be in possession of stolen property, regardless of the material's condition or usefulness, and will be subject to permanent removal from the LVCC and subject to arrest. Possession includes the movement of property into any parking lot or vehicle. Exceptions include a person's verifiable personal property, such as items necessary to perform one's job, lunch containers or clothing.
- Carts shall not be allowed within any parking lot except for such times as the lot is leased as exhibit space. Exceptions require the approval of the vice president of customer safety or his/her designee.

- Guards will ALWAYS display their Nevada PILB card on the front of their uniform.
- Guards will be properly groomed, neatly dressed in an approved uniform, and be readily identifiable to others.
- Guards must be briefed as to their duties at any post.
- Guards must be positioned on post in the most effective location to achieve the mission of that post.
- Guards must ALWAYS be alert and proactive in their duties.
- Guards must check for identification and deny access to those individuals without appropriate identification.
- Guards are expected to interact with the public from a standing position. One high chair, provided by the OSC, may be placed at each post for occasional relief periods. Low chairs are not permitted at any post.
- Guards are limited to one small bag for personal items at their post. All bags subject to search at any time.
- Guards shall not have their personal vehicles on post.
- Civilian coats, jackets or hats must not be worn over the uniform.
- Use of portable electronic devices must never distract a guard from his/her duties. Use must be limited to brief periods. Playing of games, videos or audible sounds is prohibited on post.
- Reading of books, newspapers or magazines is prohibited on post.
- No sleeping, smoking, eating or drinking (except water) on post. **SLEEPING GUARDS WILL BE REMOVED FROM THE PROPERTY INDEFINITELY.**
- Guards must remain on post until relieved or until “walk-off” time.
- Contract security will remain posted in accordance with the submitted and approved security staffing plan until move-out is completed.

The following information is provided to assist the client/contract security company in preparing a successful security placement plan to be reviewed by the vice president of customer safety.

- **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.

Lobby Doors

- The glass doors at the lobby entrances do not usually require the posting of contract security guards.

Concourse Doors (hinged and roll-up doors accessing exhibit halls from the lobby and concourse areas):

- A minimum of one guard should be placed at each ingress/egress door.
- It is highly recommended that a rover guard be assigned to monitor all concourse doors to watch for propped doors or unauthorized entries.

Meeting Rooms and Meeting Room Corridors:

- Requirement of a security presence will be based on use and activity.

Perimeter Doors

- During event activity hours when the exhibit hall is occupied, a minimum of one guard will be posted at designated event ingress and egress points.
- During off-hours, guards are required to be posted at perimeter and concourse doors that are designated as entry points after show hours and overnight.
- During move-in/move-out, guards must be posted for any/all perimeter opened doors.

Freight Doors

- Security must be posted for any/all opened freight doors, including one guard per each opened freight door. This applies to move-in, show, move-out.
- Freight doors will not be opened unless contract security is posted.
- Freight doors will be closed if found to be without posted contract security.

Parking Booths:

- If permission is granted to use LVCVA parking booths, the contract security company is required to maintain housekeeping standards. Failure to maintain housekeeping standards may result in denying future requests to use the booth.

Designated Trash Doors

Each exhibit hall has a designated trash door. The doors are clearly marked with signage and a flashing blue strobe light above the door. Contract cleaners are restricted to using these designated doors when removing trash.

Designated trash door locations

- Central Hall: Walk-through doors at freight doors 4 and 7
- North Hall: Walk-through doors at freight doors 18 and 24
- South Hall: Walk-through doors at 26, 34, 43 and 52
- West Hall: Walk-through doors at 403 and 406. Note: No blue strobe light in these areas.
- Customer Safety will not unlock a trash door unless a contract security guard is posted. For a greater level of security, two guards are recommended with one positioned inside, the other outside to verify the direct transport of containers to the nearest compactor/dumpster.
- Customer Safety will immediately lock any trash door that is found with no guard posted.
- All trash containers are subject to search.
- Contract security guards posted at trash doors should be directed to conduct visual checks of carts (whales) to look for possible stolen property.

Breaker Ratio

- A minimum of one supervisor or person designated as the group leader is required for every six guards on duty.

Photo IDs

- All official trade associates and/or member affiliates, including but not limited to building employees, union workers or contractors needing access to exhibit halls, will be required at all times to display photo identification.
- This badging requirement does not apply to show staff, attendees or exhibitors who will continue to receive badges directly from the show/lessee.
- Contract security guards are expected to screen persons entering controlled areas for the required photo IDs. Customer Safety will support contract security guards in this enforcement as needed.

Booth Guards:

- Booth guards must be hired from a state-licensed, EAC-approved/permitted company. Exhibitor staff or other unlicensed persons cannot perform security functions.
- Approved booth guards must carry written authorization from their employer confirming assignment to the booth to include dates and times of assignment.
- Exhibitors utilizing booth guards must complete and submit the [Armed Security Guard form](#).

SHIPPING AND 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 artificial effects to the extent that the same interferes with other lessees within the facilities.

SUSTAINABILITY

Greener Meetings and Events

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

- Offer plant-based food and biodegradable serveware options, resulting in a reduction of carbon emissions and waste byproducts.
- Utilize eco-friendly cleaning products.
- Maximize recycling of excess materials, including carpet, cables and more.
- Connect building clients with local community organizations, charities and nonprofits that can benefit from corporate social responsibility initiatives.

Greener Operation Strategies, 365 Days a Year

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

We Save Energy

- Reducing lighting intensity by 50% during event move-in/move-out periods.
- Powering off escalators on low-traffic days.
- LED lighting conversions to reduce consumption by more than 1 million kWh per year.
- Building Management System (BMS) to control and monitor building energy efficiencies.
- Harnessing the Las Vegas sun energy by utilizing solar chargers on utility carts.

We Conserve Water

- Using water-efficient products certified by [EPA WaterSense](#).
- Installing and maintaining native desert landscaping throughout our grounds saving more than 1 million gallons of water annually.

We Reduce Waste

- Using a dual-stream process to capture mixed recyclables (paper, plastics, metals), diverting items from trash receptacles.
- Single stream compactors, such as metal and cardboard are used to produce cleaner recyclable commodities.
- Practicing Green Procurement processes to evaluate the environmental impact of the product and service prior to purchasing.
- Managing materials and repurposing used equipment no longer viable to the operations to benefit the community.
- Water bottle filling stations are placed throughout the property to reduce single use plastics.
- Solar-charged powered hand-sanitizer dispensers to reduce single-use batteries.
- Cigarette waste recycling converting cigarette butts into energy at 576 watts per pound.

On the Horizon

LVCVA is committed to building on current successes and maintaining a proactive approach toward future sustainable activities.

As we continue to experience growth within our industry, we anticipate an even greater need to explore sustainable

options and remain committed to our stakeholders, customers and community.

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

TOBACCO

No cigarettes, smokeless products made or derived from tobacco, or any alternative nicotine product may be sold or distributed, including as free samples, at the LVCC. [Click here](#) to view the NRS tobacco products definitions.

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

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

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

Application For Event Specific Tobacco Licensing & Required Tax Forms

Applications must be submitted at least thirty days prior to first day of show. Applications submitted later than this will not be accepted.

Exhibitors selling or distributing cigarettes or Other Tobacco Products (OTP) must apply to the Department of Taxation and acquire an Event Specific Tobacco Licensing.

Exhibitors without an approval letter from the Department of Taxation cannot sell or distribute OTP, including roll-your-own (RYO) cigarette, or sell cigarettes. Any products without approval are subject to seizure.

Click here to complete the [Application for Event Specific Tobacco Licensing](#) and submit completed application to: taxation-adminMSA@tax.state.nv.us

Exhibitors are required to remit tax if making OTP sales at the trade show event. Tax must be remitted to the Department of Taxation using a [One-Time Other Tobacco Products \(OTP\) Excise Tax Return](#).

Exhibitors are required to remit tax if making unstamped cigarette sales at the trade show event. Tax must be remitted to the Department of Taxation using a [One-Time Cigarette Excise Tax Return](#).

TRAFFIC PLANS

- Forward the following traffic plan information to your CSM for approval at least 30 days prior to your first move-in day:
- Name of transportation company
- Number of routes
- Number and destination of buses
- On-site contact name and telephone number
- Location of bus staging
- Schedule of shuttle service with staffing plan
- Any special requirements
- Any ADA transportation information
- Any potential challenges
- Las Vegas Metropolitan Police traffic control schedule/plan

TRANSPORTATION SYSTEMS

The Las Vegas Convention Center offers convenient transportation solutions to enhance the visitor experience both on campus and off campus.

Vegas Loop at Las Vegas Convention Center (LVCC)

The Vegas Loop at LVCC offers a unique experience using Tesla vehicles in underground tunnels for fast and free on-campus transportation.

The Vegas Loop at the Las Vegas Convention Center includes five convenient passenger stations:

- South Station
- Central Underground Station

- Central Plaza Station (connects to Encore Las Vegas)
- West Station
- Riviera Station

These are part of the growing Vegas Loop system, which is planned to expand to over 100 stations and 68+ miles of tunnel across Las Vegas.

Current Public Vegas Loop Stations:

- Encore Las Vegas
- Resorts World Las Vegas
- Westgate Las Vegas Resort & Casino
- Fontainebleau Las Vegas

Key Information:

Free On-Campus Rides:

- Travel between all LVCC stations is quick, convenient—and completely free.

Ticketed Rides to Encore, Resorts World, Westgate and Fontainebleau:

- A valid ticket is required for travel to/from public stations.
- View ticket pricing and purchase online at: lvmloop.com/tickets

Please note: The Boring Company operates the public stations and sets all pricing. The LVCVA does not control ticketing outside the LVCC campus.

For group or bulk ticket inquiries, contact: Ticket-support@lvmloop.com"

Operating Hours:

Hours vary by event. View the most up-to-date schedule at: lvmloop.com/operating-hours

[Vegas Loop Map](#)

Vegas Loop at LVCC hours of operation



Las Vegas Monorail

The Las Vegas Monorail provides a quick and convenient connection along the Las Vegas Strip, linking riders to

world-class restaurants, shows, shops, day/nightclubs, spas, hotels and casinos. Directly connected to the Las Vegas Convention Center as well as several resort hotels, the monorail is the most convenient way to get around the Strip in just minutes – without the hassles of traffic or wasted time. Trains arrive every four to eight minutes at each of the seven stations:

MGM Grand
Horseshoe/Paris
Flamingo/Caesars Palace
Harrah's/The LINQ
Boingo Station at Las Vegas Convention Center
Westgate Resort & Casino
SAHARA Las Vegas

[Las Vegas Monorail Map](#)

Hours of operation are Mondays, 7 a.m. to midnight; Tuesday through Thursday, 7 a.m. to 2 a.m.; Friday through Sunday, 7 a.m. to 3 a.m.

Las Vegas' "green" public transportation choice, the monorail's electric trains are zero-emissions vehicles and provide significant reductions in vehicle miles and emissions for our Southern Nevada community. The monorail offers exclusive discounts to conventions and groups within the resort corridor to augment your transportation plan. Opportunities range from discount shopping carts for attendees and exhibitors, integrating monorail tickets into show registration and show badges, and numerous sponsorship and advertising options.

[Learn more](#) about monorail opportunities available to your event.

[Request](#) Monorail Discounts and Transportation Information

Transportation System Advertising

The Las Vegas Monorail includes nine trains, seven stations and four miles of advertising, sponsorship and branding opportunities and is available through Intersection. Additional information can be found [here](#).

The LVCC Loop screen (Central Station) is also available for purchase through Intersection.

*For Loop or Monorail assets, availability and pricing, please contact Jon Roche : Jon Roche, VP/GM
Jon.Roche@intersection.com | 215.281.1980*

SHOW YOUR BADGE & SAVE

Vegas Unlocked

The Las Vegas Convention and Visitors Authority is pleased to introduce its new Show Your Badge & Save Program, VEGAS UNLOCKED!

The LVCVA has negotiated some fantastic discounts around Las Vegas exclusive to our conventions and meetings visitors, making it convenient for show organizers to deliver added value directly to attendees.

Delegates will enjoy easy access to exclusive discounts on dining, entertainment, attractions, tours and more, ensuring both a productive and unforgettable stay in the world's No. 1 tradeshow destination! [View Current Offers](#)

Interested show organizers, meeting planners or group orders should scan QR code to take advantage.



For questions or more information, contact Jennifer Wilson: jwilson@lvcva.com.

UNION AND NONUNION LABOR DISPUTES

- It is the responsibility of the trade show OSC to resolve all jurisdictional disputes. Union contracts contain dispute resolution procedures, and all involved parties must follow them. Work now, grieve later.
- Threats to or illegal confrontations with exhibitors or show management will not be tolerated. Individuals involved in threats or illegal confrontations with exhibitors, show management, other workers or LVCVA personnel may be issued a trespass notice and escorted from the property. If any information is received or incidents observed, notify the Customer Safety Department at 702-892-7400.

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. Outdoor defueling requires a permit and must follow CCFD guidelines. Contact your CSM for more information.
- 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.
- 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)

The following are requirements that each exhibitor must follow to ensure the protection of life and property. If you have any questions or request exemptions, please contact your Convention Service Manager.

Electric Vehicles Batteries

- All electric vehicle batteries must be charged in the range of no less than 20% and no higher than 50% while indoors.
- The main battery (high voltage battery pack) must be disconnected while the vehicle is indoors when possible.
- All aftermarket or DIY electric vehicles must disconnect their high voltage battery and 12 Volt battery.

Charging

- Indoor electric vehicle charging is NOT allowed.
- All electric vehicle high voltage batteries must be charged outside in a designated area.
- No unattended battery charging.
- Charging location requirements:
 - Outdoors at least 30 feet from the building.
 - Area must be at least 10 feet from combustible materials, such as freight.
 - There must be a clear path to the charging area in case of emergency.

Exhibition Booth

- All electric vehicles must have at least 10 feet of distance between other electric vehicles.
- Electric vehicles are not allowed inside meeting rooms.
- Electric vehicles are not allowed on the second or third floor of any building.
- Electric vehicles are allowed to be exhibited in first-floor lobbies and atriums.

Note: All non-commercially produced electric vehicles will be approved to be exhibited in lobbies and atriums on a case-by-case basis.

The [Electric Vehicle Display form](#) must be completed and submitted to boothplans@lvcca.com for each electric vehicle exhibited.

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(ies).

SUMMARY OF CHANGES

Added new section LVCC Sanitary Sewer and Storm Drain Discharge Policy

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	\$2,100	<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:	_____	_____

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.

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.

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.

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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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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 # _____

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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: Champs Las Vegas	EVENT DATES: May, 6th - 9th 2026	FACILITY: Las Vegas Convention Center South Hall
EXHIBITING COMPANY:	Booth/Room Number:	
BILLING STREET ADDRESS:		
CITY:	STATE:	ZIP:
ORDERED BY:	TEL:	FAX:
EMAIL:		

ORDERS PLACED AFTER THE START OF SHOW LOAD IN MAY BE SUBJECT TO A \$125.00 SERVICE FEE.

We are always available to help you with your project, for a custom quote or personal assistance please call (702) 897-8508 or Email: rcornish@totalshowtech.com

Requested Delivery Date/Time:	Requested Pickup Date/Time:
Show Site Contact:	Cell Phone:

QTY	MONITOR or TV PACKAGES <i>With Stand or Wall Mount! (call or email for other sizes or configurations)</i>	SHOW RATE	TOTAL	QTY	LED WALLS <i>(call or email for other sizes or configurations)</i>	SHOW RATE	TOTAL
	32" HD LED Monitor Circle One: Wall Mount, Floor or Tabletop Stand	\$325.00			Video Wall Package Includes: Wall Mounts or Floor Stands, MacBook Pro with Playback Pro, Image Pro 2 for sizing & Supervisor. (Supervisor Labor included : Set up labor will be quoted or you must order from the Show's General Contractor - IN ACCORDANCE WITH SHOW GUIDELINES) Audio & Additional image Processing are extra		Request a Quote
	40" 4k LED Monitor Circle One: Wall Mount, Floor or Tabletop Stand	\$475.00					
	43" 4k LCD Monitor Circle One: Wall Mount, Floor or Tabletop Stand	\$550.00					
	50" 4k LED Monitor Circle One: Wall Mount, Floor or Tabletop Stand	\$650.00			LED Wall beMatrix LEDskin: (2.5mm pixel pitch)		Request a Quote
	55" 4k LED Monitor (1920*1080, 4k) Circle One: Wall Mount, Floor or Tabletop Stand	\$750.00			LED Wall beMatrix LEDskin: (1.5mm pixel pitch)		
	60" 4k LED/Plasma Monitor Circle One: Wall Mount, Floor or Tabletop Stand	\$850.00			TOUCH SCREENS		
	65" or 70" 4K LED Monitor (3840*2160, 480 Hz, HDMI; NO VGA) 65" Circle One: Wall Mount, Floor or Tabletop Stand 70"	\$950.00 \$1050.00			55" 3M Multi-Touch Display (Windows PC included)	\$3,000.00	
	75" 4k LED Monitor Circle One: Wall Mount or Floor	\$1800.00			43" ELO Multi-Touch Display	\$2000.00	
	85" 4k LED Monitor Circle One: Wall Mount or Floor	\$2500.00			AUDIO EQUIPMENT <i>(call or email for other configurations)</i>		
	VIDEO EQUIPMENT				Sound System (Speaker(s), Stand(s), Analog Mixer and CD Player or Wireless Mic) Circle One: Wireless Handheld or Lavalier Mic. 2 Speaker 10"/12"	\$365.00 / 400.00 \$550.00 / 550.00	
	4K Media Player (Play 4K 3840*2160 @ 60 fps)	\$250.00			Compact Mixer: 4 channel 8 channel Digital (QSC TouchMix/Yamaha TF1)	\$100.00 \$150.00 \$500.00	
	72" Dual Post Monitor Floor Stand w/Bracket & Shelf: (Monitor Not Included - for use with Your/Exhibitor's monitor)	\$250.00			1000w 12" Subwoofer: Turbosound iNSPIRE	\$275.00	
	Wall Mount: (Monitor Not Included/for Your Monitor; Vesa compliant)	\$125.00			Wireless Sound Bar: Samsung (tv audio)	\$200.00	
	Mac adaptor kit: (Adapt laptop, tablet, phone video output to work on current monitors)	\$90.00			Wireless Microphone Circle one: Handheld or Lavalier	\$200.00	
	COMPUTERS				Headset For Wireless Kit Countryman E6i	\$75.00	
	Dell Latitude Core i7; Windows 7, Office 2010; Discrete graphics)	\$365.00			PCDI Laptop or MP3 Player Audio Interface	\$80.00	
	For Other Configurations:	Request a Quote	Quote		80 Watt 5.5" Speaker, wall mount Behringer CE500A	\$300.00	
	MacBook Pro: (Includes: Core i7, 15" Retina Display; Office 365)	\$500.00			Technical Assistance available at hourly rates		
	Playback Pro: (Activation Dongle; With MacBook Rental)	\$200.00			Request a Quote		
	Other: Printers, Fax machines, Projectors, Screens, Lighting, Truss, Staging or other equipment or services				TOTALS		
	Request a Quote				Projected Equipment Total		
	Request a Quote				Delivery & Pick-Up (Additional Delivery labor may be added on large orders)	\$150.00	\$150.00
	Request a Quote				Labor (Per Hr.) (Will added to your quote based on your needs)	\$95.00 (OT \$142.50)	TBD
	Request a Quote				ESTIMATED TOTAL (You will be sent a formal quote with all our charges for approval before we process any payment)		

LABOR: Days, Monday through Friday (except holidays), will be at the straight time rate between the hours of 8:00 AM and 5:00 PM, all other hours will be at the overtime rate.

IN ACCORDANCE WITH SHOW GUIDELINES: ANY LABOR CHARGES BY THE SHOW'S GENERAL CONTRACTOR (DRAYAGE, ELECTRICIANS OR STAGEHANDS, ETC.), ARE NOT INCLUDED HEREIN AND WILL BE BILLED DIRECTLY BY THE SHOW'S GENERAL CONTRACTOR TO THE EXHIBITOR.

Pickup & Delivery Labor	Straight Time: \$95.00	Overtime: \$142.50	Installation & Removal Labor	Straight Time: \$95.00	Overtime: \$142.50
Supervisor (may be required for large or complex installations)	Straight Time: \$105.00		Overtime: \$157.50		

BY SIGNING AND DELIVERING THIS FORM TO TST, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS, AND TO ABIDE BY THE TERMS OF PURCHASE CONTRACT. ORDERS CANCELLED UPON OR AFTER DELIVERY ARE SUBJECT TO A CANCELLATION FEE. NO CREDIT WILL BE ISSUED ON SERVICES INSTALLED AND NOT USED OR AFTER SHOW CLOSING.

SEE REVERSE SIDE OF THIS FORM FOR ALL TERMS AND CONDITIONS (20.0 MASTER)

Total Show Technology will require payment in full and a signed copy of this rental agreement prior to the delivery date to insure delivery by the requested date and time.

Client must be available to sign for and accept equipment.

CONTRACT:

TRADE SHOW TECHNICAL, INC. dba Total Show Technology ("TST") agrees to rent their equipment ("Equipment"), subject to the conditions of the Contract, and in consideration thereof, the undersigned Customer ("Renter") agrees to the following:

1. Renter understands and agrees that the Equipment described in the Contract remains the property of TST, and that the failure by the Renter to return said Equipment to TST may constitute a crime and subject Renter to criminal prosecution.
2. Renter acknowledges that he has examined the Equipment and knows the condition thereof, and that the same is in good condition and repair, and Renter agrees he will return the Equipment in the same good condition as when received, ordinary wear and tear excepted.
3. Renter assumes all risks, security interests and encumbrances of loss, theft, destruction, or damage to such Equipment for any reason, and will hold TST harmless from any and all damages, claim, lien, storage costs, labor and materials. Renter further agrees to pay TST on demand all costs of repairs or replacement at the current repair or replacement cost of said Equipment and shall insure each item of Equipment against loss or damage for not less than the replacement value, with no deductibles for depreciation of each item and if requested by TST shall provide evidence of such insurance.
4. TST shall have a lien on all Renters' property for all charges and expenses incurred by TST under the terms of the Contract including those caused by damage to or destruction of said Equipment.
5. All equipment is subject to testing and check-out by TST personal upon return or pick-up to verify said equipment is in the same condition it was delivered in and not damaged in any way.
6. Renter agrees that TST has the right to terminate this agreement at any time, and retake possession of said Equipment, and Renter shall guarantee free access to TST of said Equipment and may enter upon the premises of the Renter, without becoming liable for trespass.
7. RENTER EXPRESSLY AGREES to use Equipment in strict accordance with the following instructions. Failure to do so automatically terminates this Contract, with all sums due hereunder immediately payable to TST. RENTER FURTHER AGREES to immediately return said Equipment.
8. TST SHALL NOT BE LIABLE TO RENTER FOR ANY LIABILITY, CLAIM, LOSS, DAMAGE (DIRECT OR CONSEQUENTIAL), OR EXPENSE OF ANY KIND OR NATURE CAUSED, DIRECTLY OR INDIRECTLY, BY EQUIPMENT OR ANY INADEQUACY THEREOF FOR ANY PURPOSE, OR ANY DEFICIENCY OR ANY DEFECT (LATENT OR PATENT) THEREIN, DELAY IN PROVIDING OR FAILURE TO PROVIDE ANY THEREOF, OR ANY INTERRUPTION OR LOSS OF SERVICE OR USE THEREOF OR ANY LOSS OF BUSINESS, OR ANY DAMAGE WHATSOEVER AND HOWEVER CAUSED BY TST SHALL NOT, BY VIRTUE OF HAVING RENTED THE EQUIPMENT UNDER THIS CONTRACT, BE DEEMED TO HAVE MADE ANY REPRESENTATION OR WARRANTY, WHETHER WRITTEN OR ORAL OR EXPRESSED OR IMPLIED, AS TO THE MERCHANTABILITY, FITNESS (FOR USE OR FOR ANY PARTICULAR), DESIGN OR CONDITION OF, OR AS TO THE QUALITY OF THE MATERIAL OR WORKMANSHIP IN THE EQUIPMENT.
9. SOFTWARE: Equipment includes any software provided therewith. Software shall remain the property of its licensor. The terms and conditions of any software license agreement covering the software are incorporated herein by reference and supersede anything to the contrary herein, and Renter agrees to be bound by such terms and conditions, particularly those limiting the use and transfer of the software. Software is warranted only to the extent provided for directly by the licensor. TST makes no warranty as to the performance of any software. The Renter hereby acknowledges that the applicable Microsoft End User License Agreement governs the use of any Microsoft software accompanying the computer equipment rented.
10. Rental charges shall be based on all or any part of each twenty-four (24) hour period to the following 5:59 a.m. Renter agrees to pay rental fee stipulated for the period stated. If Equipment is kept for a longer period, the rental fee will be charged at the stated rate until the Equipment is returned to the possession of TST.
11. If TST incurs any expenses, including reasonable attorney's fees, in the enforcement of any of its rights hereunder, those costs and expenses shall be the sole obligation of Renter.
12. All orders cancelled during or after delivery are subject to a cancellation fee of (1) days rental at the TST standard daily rates or the quoted show rate whichever is less.
13. Equipment delivery and installation times are prioritized when the completed form is processed through TST. TST is not responsible if equipment installation does not meet your timeline due to any unforeseen circumstances that may occur. The Delivery/Pick Up charge covers delivery to and pick up from the Facility only. Any installation/set up/dismantle work and any moves, additions and changes will be charged at current TST labor rates.
14. Any drayage or forced labor charges will be billed directly to the exhibitor by the show general contractor.
15. TST reserves the right to upgrade equipment at no additional charge.
16. All charges are subject to change without prior notice.
17. Competitor price matching is contingent upon receipt of a written quote and/or an official order form which pertains specifically to the show for which the equipment is being ordered. TST reserves the right to refuse any price match.
18. TST's liability for any professional error, mistake, malpractice or omission shall be limited to our daily rate for this project.
19. No term or condition of this Contract may be waived or modified as to TST except in writing signed by TST's authorized representative or by an officer of TST who has been expressly authorized to do so by TST.
20. Rental of equipment and/or labor constitutes acceptance of all terms and conditions.
21. All labor calls outside of standard business hours of 8AM to 5PM, Monday through Friday, are subject to a 4- hour minimum labor charge at overtime and applicable holiday rates. If there is a return call that is outside the initial 4-hour window, the call is subject to an additional 4-hour minimum labor call.

This Contract constitutes the entire agreement between TST and Renter.



6455 S. Dean Martin Drive, Suite C.
 Las Vegas, Nevada 89118
 Phone: (702) 309-8326 * Fax: (702) 309-8328
 Email: orders@exposervicedesk.com
 Order Online: www.exposervicedesk.com

**ALL ISLANDS
 WILL REQUIRE
 A MINIMUM OF
 20 AMPS**

EVENT NAME: CHAMPS – MAY 2026		EVENT DATES: MAY 6-9, 2025		LOCATION: LVCC / SOUTH HALL	
EXHIBITING COMPANY NAME:				BOOTH NUMBER:	
BILLING NAME (if different from above):				Deadline for Advance Rate: APRIL 22, 2026	
BILLING ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE:			FAX:		
CARDHOLDER SIGNATURE:			CARDHOLDER PRINT:		
			ORDERED BY:		
EMAIL (REQUIRED FOR RECEIPT):					
WE ACCEPT: VISA / MASTERCARD / AMERICAN EXPRESS		CVV:		EXPIRATION DATE:	
(CC # HERE)					

CHARGES WILL APPEAR ON STATEMENT AS "TEAM CO"

QTY	Description	Advance Rate	Late	On-Site	Total			
120V LIGHTING & UTILITY OUTLETS						Convention Technical Services (CTS) is not responsible for voltage fluctuation or power failure due to temporary conditions including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a CTS technician. CTS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by persons other than a CTS technician.		
	500 Watt or 5 Amps	109.00	163.50	245.00				
	1000 Watt or 10 Amps	193.00	289.50	434.00				
	2000 Watt or 20 Amps	257.50	386.00	579.00				
	30 Amp (Cannot be split. Powers one item only.)	CALL FOR QUOTE						
208V 1 PHASE MOTOR & EQUIPMENT OUELTETS						CTS does not determine the move-in and move-out schedule for any event. Hourly rates apply to actual dates and times of install & dismantle. ST – Labor after 8:00am and before 4:30pm, weekdays. OT – Labor before 8:00am and after 4:30pm weekdays. Weekends & Holidays are also OT.		
	20 Amp	485.50	728.00	1092.00				
	30 Amp	581.00	871.50	1307.00				
	60 Amp	761.00	1141.50	1712.00				
	100 Amp	1000.50	1501.00	2251.50				
208V 3 PHASE MOTOR & EQUIPMENT OUTLETS						Important: To receive advance show prices, we must receive your order, along with payment in full, within fourteen (14) days prior to show opening. All others will be charged at regular rate. NO EXCEPTION. Any connection required beyond the finished outlet will be charged for time and materials. If you have special needs, please contact us in advance of move-in. Power sharing is NOT permitted between exhibitors. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to on-site rates.		
	20 Amp	647.50	971.00	1456.50				
	30 Amp	774.00	1161.00	1741.50				
	60 Amp	1014.50	1522.00	2283.00				
	100 Amp	1333.50	2000.00	3000.00				
	200 Amp	1909.00	2863.50	4295.00				
LIGHTING						Lift & Crew (per hour w/ 1 hour minimum): ST - \$475.00 / OT – \$615.00		
	150-Watt Flood Light	109.00	163.50	245.00				
	Double 150-Watt Flood	181.00	271.50	407.00				
	Overhead – Leko/Par*	302.00	453.00	679.50				
*Overhead light may require labor and lift to install. Call for a quote. Lighting layout required for overhead lights.						Labor Rates (per hour / per person)		
Total for Electrical & Lighting					ST:	\$130.00	OT:	\$200.00

Terms Cont'd

<p>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.</p> <p>Dedicated circuits and 24-hour services will be double the listed price and require a 20-amp outlet. Please indicate 24 hours on form.</p> <p>Refunds will not be authorized if outlet is already installed.</p> <p>Electrical labor required on all 208V & higher outlets.</p>	<p>Island Booths: will require labor and materials. Distribution and connections of all outlets are chargeable. Please fill in a layout w/ main drop, orientation & dimensions, and return w/ order.</p> <p>All other booth types: All power is delivered to the back line of the booth at no extra cost. Labor only applies to additional distribution on a time and materials basis. Please fill in a layout and return with order.</p> <p>No layout. No installation.</p>	<p style="text-align: center;">ATTENTION:</p> <p>**All Island booths will require a minimum of 20 Amps. ** All ON-SITE orders that require labor, lift & crew will be billed at OVERTIME rates.</p> <p style="text-align: center;">Jurisdiction:</p> <p>-All under carpet distribution. -All motor & equipment hook-ups requiring wiring connections. -Labor is required to inspect equipment pre-wired to plug into our system. -Installation and/or repair of electrical fixtures. -Installation of electrical motors and electrical apparatus to be energized.</p>
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6455 S. Dean Martin Dr., Suite C * Las Vegas, Nevada 89118
 Telephone: (702) 309-8326

Sample Layouts

Island Booth: Electrical layouts are required for all island booths.

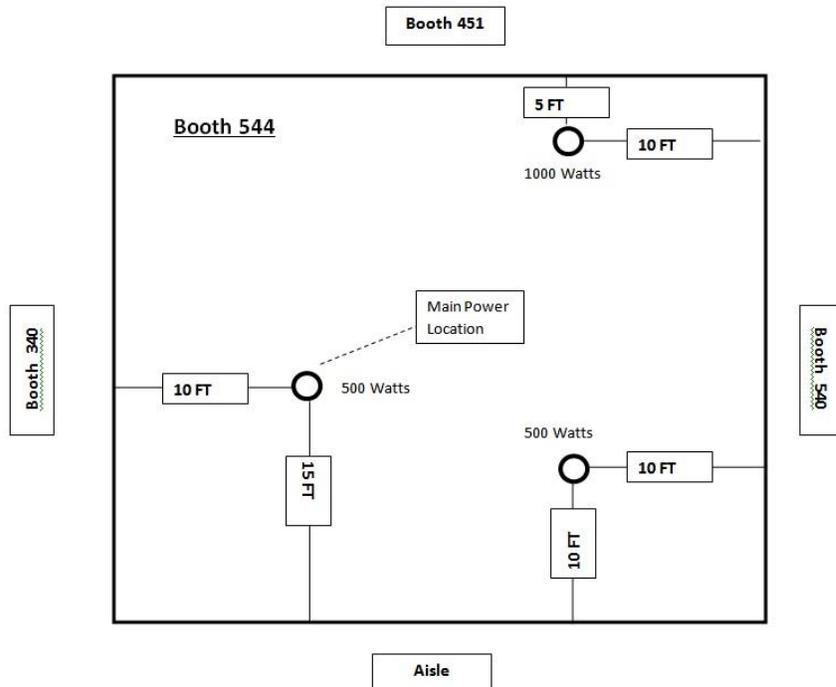
Standard Location:

There is no such thing as a standard location in an island booth. There will be labor and material required to install the outlet ordered. If a layout is not provided, we will place power at our discretion.

What should be on a completed floor plan:

1. Main drop or outlet location. Island booths do not have a back wall so the main location operates as the point which all other power will be distributed from. There can often be many cords or cables in this location so it is often best to be in a closet, under a table or a location out of site.
2. Location of all other outlets. This includes the dimensions where the outlets will be placed. Without dimensions, outlets are likely to end up in the wrong locations in the booth.
3. Power requirements in each location. This can be 500 Watts / 1000 Watts / 2000 Watts or even 10 Amp 208 volt 3 Phase
4. Booth Orientation. This is especially useful for island booths. It helps us understand which side is which in the booth.

Completed Layout:

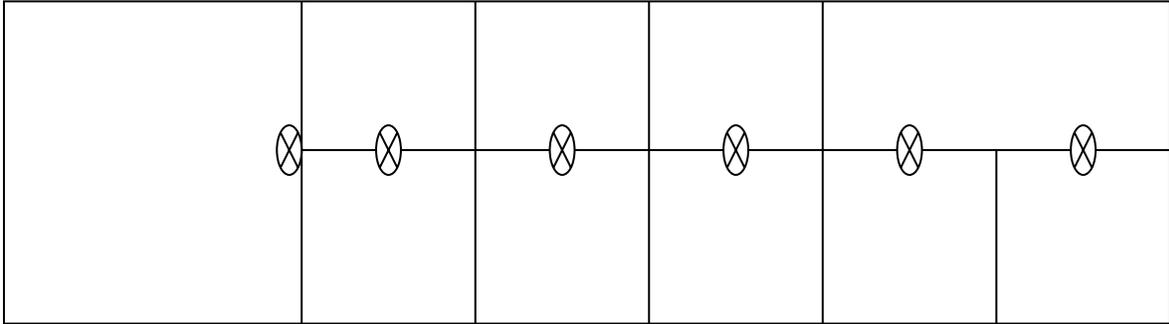


Inline or Peninsula Booths:

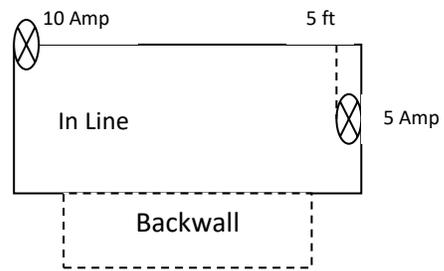
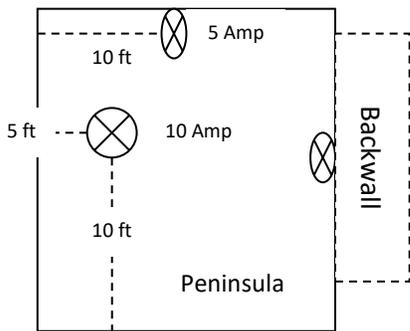
Layouts are only required when outlets are needed at any other location than the back of the booth.

Standard Location:

In Line



Completed Layout:



Thank you for your business!