



EXHIBITOR SERVICE MANUAL

November 18-21 | Las Vegas, NV
Las Vegas Convention Center

BOOTH PACKAGE OPTIONS:

Many international exhibitors may not be familiar with the standard “pipe and drape” for booth construction, which is used at U.S. tradeshow. In shows held outside the U.S., a “shell scheme” is offered, which includes “hard walls” as opposed to “pipe and drape”.

To simplify your booth options, please note the following information:

1. **Standard Booth Equipment** – includes background and side draperies, plus an identification sign). This is included in the cost of your exhibit space fees (Refer to Form A-5, Option 1).
2. **Package Option (400017)** – includes the Standard booth Equipment plus furnishings such as furniture and carpeting. (Refer to Form A-5)
3. **Package Option (401400)** – includes a Shell Scheme (choice of fabric or hard wall, fascia header), carpeting, daily vacuuming, and furniture. (Refer to Form A-5)

If you need additional furnishings, electrical service (power), or other services that are not included above, you will need to complete additional forms, which can be found in other sections of this manual (See table of contents).

If you have contracted with Amsterdam RAI for the INTERNATIONAL PAVILION, please contact them directly concerning your booth options.

Note: Customs/Shipping Information – ISSA will receive the official “Trade Fair Designation” and the appointed custom broker/freight forwarder will handle the international freight and customs arrangements for your shipment to Las Vegas, NV. Personnel will be on-site to arrange for the re-export at the conclusion of the show and assist the international exhibitor with any related on-site services. Further shipping and customs information can be found in this section.