

# MAGIC MARKET WEEK

## SHOW RULES & REGULATIONS

### BOOTH DISPLAYS

MAGIC is a hard wall show. Pipe and drape are not allowed.

It is the exhibitor's responsibility to provide a minimum backwall 10' across and two sidewalls 9'3" in depth. The booth height must be a minimum of 8' and is not to exceed 16' in Sourcing. Exceptions on booth height are made, but you must fill out the "Display Height Variance Request Form" for approval.

WWDMAGIC height restrictions are based on show floor position. Please speak with your MAGIC representative for specifics and permission.

Walls exceeding 8' adjacent to another exhibitor's display area must be finished. All signs, electrical displays, mannequins, display materials, advertising messages, names of companies, trademarks, logos, etc., that exceed 8' must have suitable backing so they are not visible to the adjacent booth. Any unfinished walls will be covered by GES and billed to the exhibitor.

MAGIC requires all in-line booths to provide a 9" electrical access behind each booth, for a total of 18". All Peninsula booths must provide 18" of electrical access behind each booth. Be sure to allow for power lines to go under the back wall to permit installation of service. If access is not readily available, electric power will be denied. Please submit a diagram to TSE of where you would like your electrical outlet to be placed.

All double deck and covered booths over 300 square feet blueprints must be submitted 60 days prior to each show for approval. This must be done even if the display has been used previously. Blueprints should be mailed to:

Mr. Ray Suppe  
Safety Manager  
Las Vegas Convention & Visitors Authority  
3150 Paradise Road  
Las Vegas, NV 89109  
Phone: (702) 892-7413

### FIRE REGULATIONS

The fire code in the Las Vegas Convention Center is very rigid. A Fire Marshal will be making inspections throughout the show checking that exhibitors and Show Management are in compliance with the state and local codes.

Carefully read all the Fire and Safety Regulations located under the "Rules & Regulations" tab.

### CAMERAS

Personal cameras are not allowed. Only Authorized Press and the Authorized Show Photographer are permitted to take photographs in the exhibit halls.

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## **INSURANCE**

Exhibitors participating at MAGIC must have Commercial General Liability insurance (including fire, medical expenses, products and completed operations, independent contractors, personal injury and blanket contractual liability insurance) of at least \$1,000,000 per occurrence, \$2,000,000 aggregate which names Advanstar Communications Inc., MAGIC, WWDMAGIC, FN PLATFORM, Sourcing at MAGIC, WSA@MAGIC, Las Vegas Convention Center & Visitors Authority, Mandalay Bay Corp and Mandalay Bay Resort Group as Additional Insured. The insurance must cover the duration of the show, including move-in and move-out. A Certificate of Insurance evidencing the foregoing coverage must be on file with MAGIC at least 30 days prior to shows move-in. For more information see the "Insurance" tab.

**STATE LAWS** Smoking is prohibited in the exhibit halls during move in, show days and move out. Fire Suppression Guards will cite violators.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into the aisles. Tables should be placed at least 18" back from the aisle into the booth space so that seated guests are within the space assigned.

Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building. Water base or latex paints are acceptable.

Exhibitors will be held responsible for paint damage to the convention center or to other booths.

Fire and Safety Rules forbid boxes, crates, rolling carts or other packing materials to be stored in or behind the booth during show days.

## **PROMOTIONS, SALES & SAMPLES**

Distribution of gummed promotional stickers or labels is strictly prohibited. Any actions necessary for the protection and/or repair of the premises, equipment or furnishings will be at the expense of the exhibitor.

Distribution of any company literature outside of the booth space is not permitted and will result in the loss of the Security Deposit. No promotional brochures, magazines, flyers and similar printed material considered inappropriate by Show Management can be distributed at any time. Acceptable material may be distributed from within your exhibit space only. Show Management must approve any distribution.

Promotional material may be left in the Media Center but not at the Registration or Information Counters or around the show floor.

MAGIC requires exhibitors to respect the intellectual property rights of third parties. If MAGIC receives credible information indicating that a third party's intellectual property rights are being violated by an exhibitor, MAGIC may (but is under no obligation to) require the exhibitor to provide evidence of its right to use such intellectual property. If the exhibitor refuses to do so, MAGIC reserves the right to remove the exhibitor from the premises.

For security reasons, over the counter sales during the show are prohibited.

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## **IN-BOOTH MUSIC/FASHION SHOWS**

Show Management requires that all exhibitors playing music within their booth and all exhibitors offering a fashion show with music within their booth abide by the Music/Fashion Show Rules, which includes maintaining the sound level of 75 decibels or less. No Music will be allowed in the environment areas of the show.

## **GOOD TASTE & THE RIGHTS OF OTHERS**

Show Management may require an exhibitor to make changes in his exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste. Any displays using the outside of an exhibitor's booth, must be done in a tasteful manner. Any inappropriately displayed items will be removed. Changes will also be required if the exhibit interferes with the rights of others.

## **MERCHANDISE REMOVAL**

During the first three show days, merchandise may be removed from the exhibit areas prior to 8:00 a.m. or after 6:00 p.m. each day with a Merchandise Release Form. These forms will be available at the Show Security desk locations. On the last day of the show, merchandise may not be removed until the close of the show at 6:00 p.m.

## **SIGNAGE, BANNERS & PROMOTIONAL MATERIALS**

In the Convention Centers, signs or banners may not be taped, stapled, nailed, tacked or otherwise affixed to any doors, walls, columns, or other parts of the building or furnishings. Show Management must give prior approval to suspend signs or banners from the ceiling. All signage brought in must be professionally made and meet the requirements of Show Management.

Distribution of gummed promotional stickers or labels is strictly prohibited. Any actions necessary for the protection and/or repair of the premises, equipment or furnishings will be at the expense of the exhibitor.

**EXHIBITS** Exhibitors shall not assign, transfer, sublet or apportion the whole or any part of the booth space allotted.

## **EXHIBITOR APPOINTED CONTRACTOR (EAC)**

Exhibitor Appointed Contractors and/or Trimmers are not permitted to set up service booths at any of the Convention Centers. When using an independent contractor to install or dismantle a booth, several requirements must be met. Please see the "Labor" tab for specific requirements and forms.

## **CEILINGS AND WALLS**

No item is to be placed against any wall in any of the Convention Centers; items are restricted to your exhibit area.

Helium inflated balloons are not permitted in any exhibit area.

## **BOOTH STAFFING**

Exhibits must be manned during the official show hours. Early breakdown will be considered a violation and a fine will be assessed.

# MAGIC MARKET WEEK

## **EXHIBIT PERSONNEL**

Modeling outside of your exhibit space is strictly prohibited. Licensed characters employed by exhibitors may not circulate in public spaces, aisles or the registration areas.

Buyers may not be solicited in any area outside of your exhibit space. No exhibitor may stand in front of or enter another exhibitor's booth space without permission.

Complaints about trademark infringements or duplicated items must be taken up with your own attorneys.

## **VIOLATIONS**

If violations of Show Rules and Regulations are not rectified within the specified period of time, the offending firm may be imposed a fine and MAGIC may exercise its right to cancel the exhibit space without a refund.

# MAGIC MARKET WEEK

## EXHIBITOR CONDUCT

Exhibitor shall not permit non-exhibiting companies' representatives to conduct business in their Exhibit Space. Exhibit Space must solely be used for the purpose of promoting Exhibitor's products or services and shall not be used for other business purposes. No exhibits or advertising will be allowed to extend beyond the Exhibit Space allotted to Exhibitor, or above the back and side rails of such Exhibit Space. Exhibitor agrees not to schedule tours, meetings, activities or other events that might reasonably be expected to draw attendance away from the Show during any part of official Show hours. Exhibitor will not be allowed into the Exhibit Area after Show hours.

Exhibitors are allowed to display or distribute only within their Exhibit Space. Show Management reserves the right to require the immediate removal or dismantling of an Exhibit or the products or services exhibited if the products or services materially vary from the description, photographs, samples or drawings submitted by Exhibitor or are not consistent with the Show or the purposes set forth in the Agreement. The distribution of any articles that interferes with the activities of, or obstructs access to, neighboring booths, or that obstructs aisles, is prohibited. In no event shall Exhibitor use its Exhibit Space to promote any other exhibition or conference.

All exhibits must remain fully assembled, installed and operational until the Show has officially ended. Disturbing or tearing down an exhibit prior to the official closing hour of the Show may result in a refusal by Show Management to accept or process exhibit space applications submitted by Exhibitor for subsequent exhibitions. In the event damage or loss occurs to an Exhibitor's display/exhibit and such damage is caused by another exhibitor, the involved parties shall be responsible for resolving the dispute.

Exhibitor or its agent(s) agree not to allow any musical work protected by copyright to be staged, produced, or otherwise performed, via either "live" or mechanical means, by or on behalf of Exhibitor at the Show or any Show-related activity, unless Exhibitor or agent(s) has previously obtained written permission from the copyright owner, or the copyright owner's designee (e.g., ASCAP, BMI, or SESAC) for this use. Exhibitor accepts full and complete responsibility for the performance of all obligations under any agreement permitting the use of the music, including but not limited to, all obligations to report data and to pay royalty fees.

Exhibitor shall not permit non-exhibiting companies' representatives to conduct business in their Exhibit Space. Exhibit Space must solely be used for the purpose of promoting Exhibitor's products or services and shall not be used for other business purposes. No exhibits or advertising will be allowed to extend beyond the Exhibit Space allotted to Exhibitor, or above the back and side rails of such Exhibit Space. Exhibitor agrees not to schedule tours, meetings, activities or other events that might reasonably be expected to draw attendance away from the Show during any part of official Show hours. The distribution of any articles that interferes with the activities of, or obstructs access to, neighboring booths, or that obstructs aisles, is prohibited. In no event shall Exhibitor use its Exhibit Space to promote any other exhibition or conference. Exhibitor is liable for any damage or loss it causes to the Exhibition Facilities or Exhibit Space equipment, its own property or to the property of others. In the event damage or loss occurs to an Exhibitor's display/exhibit and such damage is caused by another exhibitor, the involved parties shall be responsible for resolving the dispute.

Show Management reserves the right to require Exhibitor to submit a comprehensive description of the nature of its business and/or photographs, samples or drawings of the product(s) or services Exhibitor intends to exhibit, display, advertise or promote at the Show. Show Management reserves the right of final approval as to which publications. Show Management reserves the right to require the immediate removal or dismantling of an Exhibit or the products or services exhibited if the products or services materially vary from the description, photographs, samples or drawings submitted by Exhibitor or are not consistent with the Show or the purposes set forth in this Agreement.

# MAGIC MARKET WEEK

## **OUTSIDE EXHIBITS/ FUNCTIONS/ HOSPITALITY SUITES**

Exhibitor is prohibited from conducting any meetings, hospitality suites or hospitality functions or other activities outside of the Exhibition Facilities during the Show's official Show hours without Show Management's express written approval.

## **EXHIBITOR LISTINGS**

Exhibitor is entitled to a listing in official Show material. That listing will be either Exhibitor of record or a legal D.B.A. (Doing Business As) submitted by the exhibitor at the time of contracting for exhibit space. No entity other than Exhibitor or a legal D.B.A. will be granted a listing in official Show material. The Exhibitor of record may not feature names or advertisements of non-exhibiting manufacturers, distributors or agents. Show Management will not be liable for any errors or omissions in the Show Directory, attendee lists, website, or in any promotional materials for the Show.

## **RETAIL SALES PROHIBITED**

Retail sales are absolutely prohibited during the Show. Exhibitors must not complete sales by receiving payment or delivering their products in the Exhibition Facilities during the Show. Violation of this rule may result in Exhibitor's Exhibit Space being repossessed by Show Management. Subject to the foregoing, the distribution of samples, souvenirs, publications, etc., or other sales or sales promotion activities must be conducted by Exhibitor only from within its Exhibit Space. Consumer (public) shows will not be subject to the foregoing restriction on retail sales. Selling, as opposed to order taking, may require the payment of state and/or local sales tax and may subject Exhibitor to civil or criminal liability for failure to register with state and/or local authorities and/or failure to pay sales tax.

## **SERVICE CONTRACTORS**

Show Management, through a bidding process, selects and appoints certain show and exhibitor service contractors who are permitted to identify themselves as "Authorized Contractors" to the Show. The use of Authorized Contractors at the Show is highly recommended by Show Management. If Exhibitor desires to appoint a contractor other than an Authorized Contractor (an "EAC") to perform I & D Services (as defined below) at the Show, Exhibitor shall be required to certify to Show Management that (i) such EAC is, and as of the Show will be, a party to a collective bargaining agreement with a union labor organization qualified to perform I & D Services at the Show; and (ii) all I & D Services performed at the Show for Exhibitor by such EAC shall be performed exclusively by employees who are members of the local of that union ("Local Union") and the Local Union has jurisdiction in the City and Exhibition Facilities where the Show is being held. Show Management may receive some economic benefit when Exhibitors use services provided by Authorized Contractors, which may help Show Management defray the overall Show and booth costs. For purposes of this Section "I & D Services" means all services associated with the erection, touch-up painting, dismantling and repair of exhibits, including, without limitation, the installation, dismantling and/or removal of wall coverings, floor coverings, pipe and drape, hanging of signs and decorative materials, placement of exhibit-related signs and the erection of platforms for exhibit-related purposes.

## **LOTTERIES/CONTESTS**

The operation of games of chance, or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only to the extent permitted by applicable law and upon prior written approval from Show Management. Exhibitor will be solely responsible for such legal compliance.

# MAGIC MARKET WEEK

## **BADGES**

Exhibitors must, at all times including but not limited to set-up and break-down, wear a Show Management issued exhibitor badge to enter the Exhibition Facilities. Due to security regulations, Exhibitors may be asked to present photo ID to receive badges. All Exhibitors must identify all personnel who will be working in Exhibitor's Exhibit Space. All Exhibit Space must be staffed by Exhibitor personnel during all hours the Show is open.

## **TAXES, PERMITS AND LICENSES**

Exhibitor will be solely responsible for obtaining any licenses, permits, tax identification numbers or approvals required under applicable federal, state or local laws related to any of Exhibitor's activities at the Show. Exhibitor will be responsible for paying all taxes, license fees, use fees, royalties or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the Show. Exhibitor will not permit the delivery of merchandise at the Exhibition Facilities without the express permission of Show Management.

## **AMERICANS WITH DISABILITIES ACT**

Exhibitor shall have the sole responsibility for ensuring that its Exhibit Space is in full compliance with the Americans with Disabilities Act (ADA) and any regulations under that Act. Exhibitor acknowledges and agrees that, in connection with the Show, it will be a public accommodation as defined under Title III of the Americans with Disabilities Act ("ADA"). As a public accommodation, Exhibitor agrees that in connection with the Show, Exhibitor will: (i) provide, at its expense, any auxiliary aids and services as may be necessary to ensure effective communication with Exhibitor by attendees of the Show; (ii) assure, at its expense, that displays posted at or on Exhibitor's booth(s) are accessible to individuals with disabilities; and (iii) not discriminate or retaliate against any individual in violation of the ADA.

## **UTILITIES**

All utilities including but not limited to electrical, water, heating, ventilation, and air conditioning are provided by the Exhibition Facilities and not by Show Management, and as such, Show Management assumes no responsibility for any late installation, interruption or disruption of any services that may occur. Show management shall use reasonable care to have all power services installed in time for the opening of the Show.

## **GENERAL SHOW SECURITY**

Show Management will provide the services of a reputable protective agency during the period of installation, during the Show including non-Show hours, and dismantling for general safety and security purposes only. The security services provided by Show Management are not intended or offered, nor are they to be interpreted by Exhibitor, in any form whatsoever, as a guarantee by Show Management or the Exhibition Facilities against any loss, theft or damage to Exhibitor or any of Exhibitor's property. Exhibitor agrees that the provision of such services constitutes adequate discharge of all obligations of Show Management to supervise and protect Exhibitor's property within the Show. All items, goods and materials brought into Exhibition Facilities are done so at Exhibitor's own risk. The Exhibitor is solely responsible for the security and safeguarding of its Exhibit Space and its contents at all times. Exhibitors may furnish additional guards at their own cost and expense subject to Show Management's prior written approval. Exhibitor agrees that Show Management is not liable for anything its guard service, or facility security does or fails to do. Exhibitor will not be allowed into the Exhibit Area after Show hours.



# MAGIC MARKET WEEK

## **HARDWALL DESCRIPTION**

MAGIC requires exhibitors in all areas to have hardwall booths.

For your convenience MAGIC and GES has developed a hardwall booth package, which includes a table, 3 chairs, carpeting, lights, header sign, drayage and a choice of clothing rods or shelves. Ask your Customer Service Representative for details. Other alternatives can be found under the "GES" tab.

The information outlined below gives a better understanding of hardwalls.

## **DEFINITION OF HARDWALL BOOTH**

- a) Back wall, 10' across, and 8' high
- b) Side wall, 9'3" or 14'3" deep, 8' high
- c) Must be completely self-supporting
- d) Must be flame retardant
- e) Sections that are in view must be completely finished and attractive.
- f) Peninsula booths- must provide an 18" electrical access behind booth.

## **ACCEPTABLE MATERIALS**

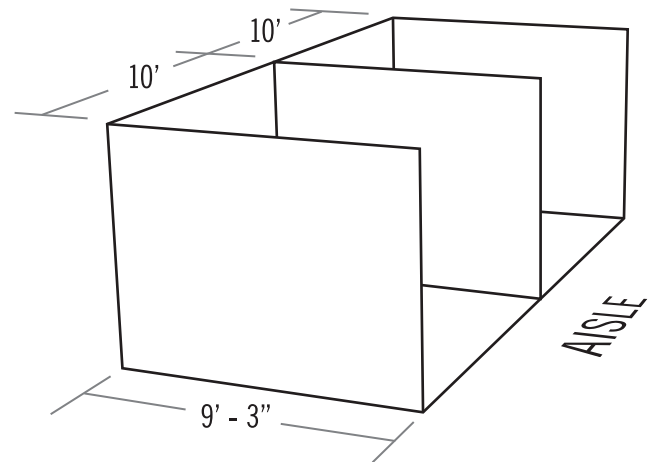
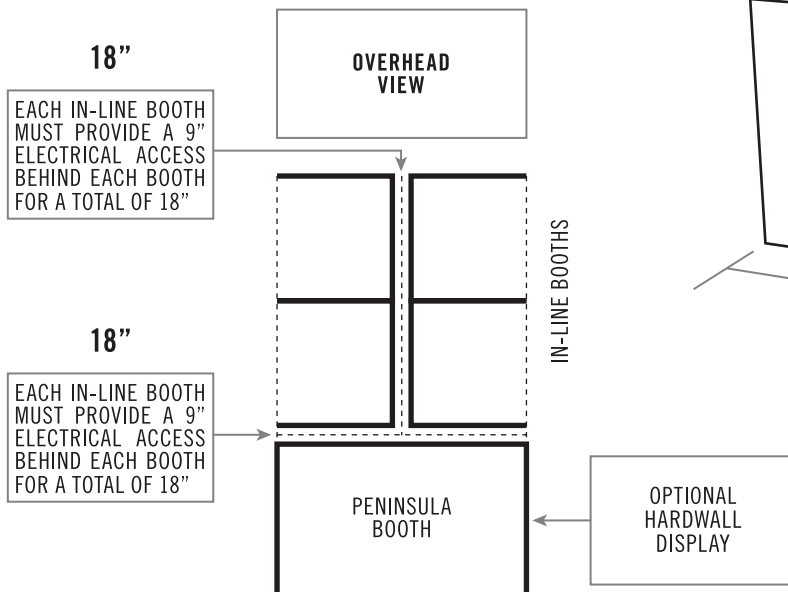
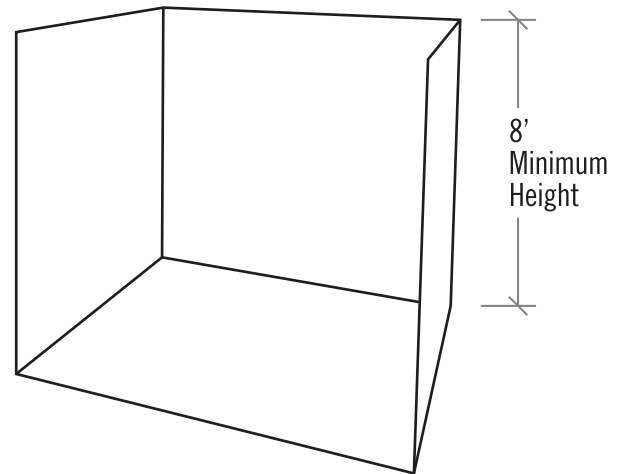
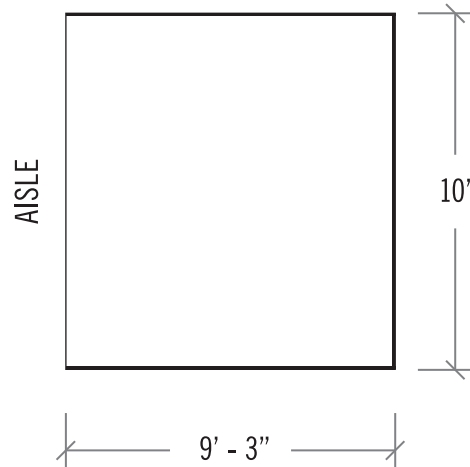
Formica, tackboard, pegboard, luon (lightweight plywood), masonite and flame retardant foam core are all acceptable hardwall panels.

## **UNACCEPTABLE MATERIALS**

- a) Grid separations without hardwall backing
- b) Pipe and drapes behind grids.

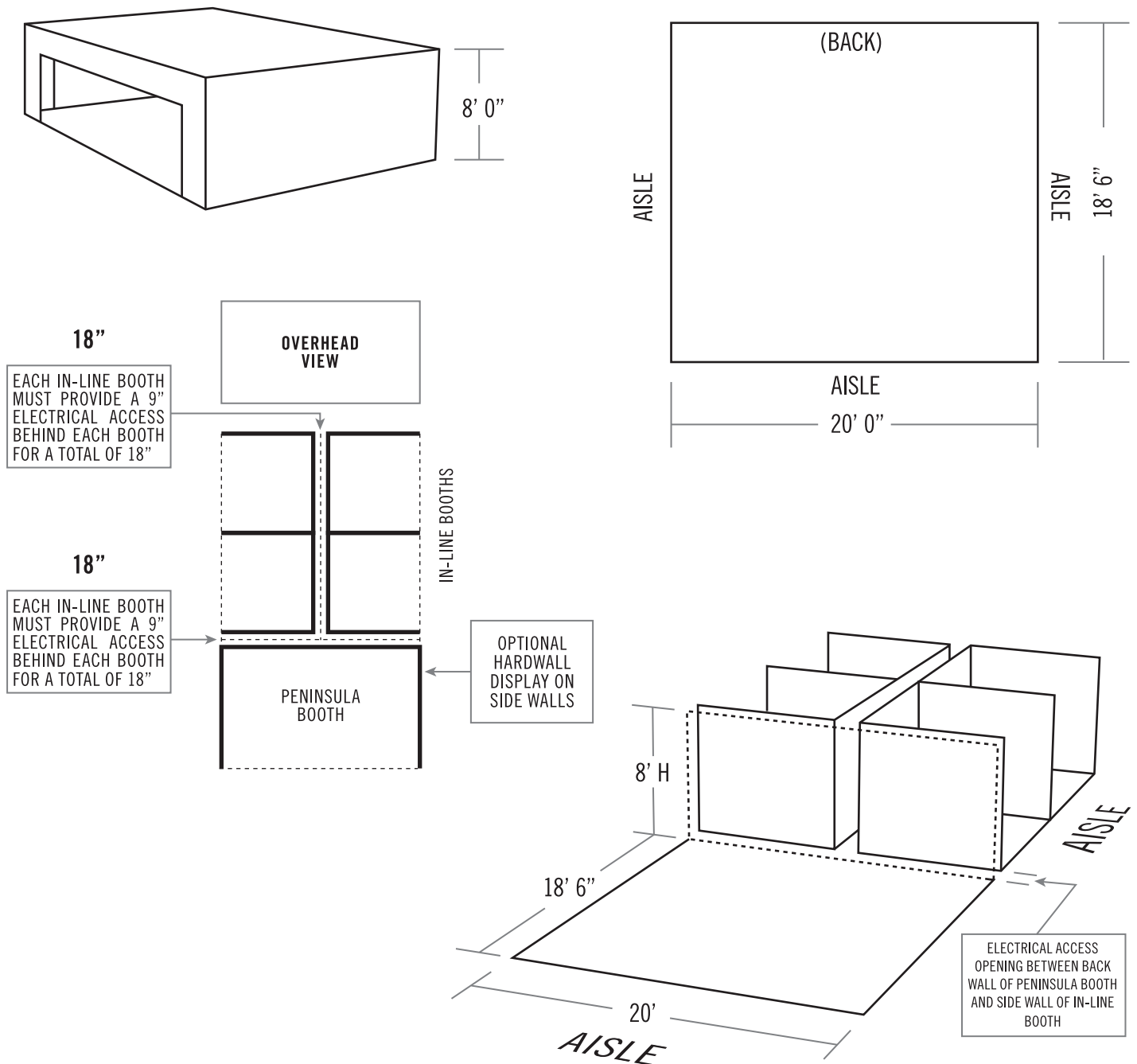


# TYPICAL IN-LINE BOOTH



**Minimum height of a typical in-line booth is 8'. This includes left, right and backwalls. All back and side walls, visible from any aisle, must be finished.**

# TYPICAL PENINSULA BOOTH



**Minimum height of a typical peninsula booth is 8' on backwall.  
All back and side walls, visible from any aisle, must be finished.  
Each peninsula booth must provide an 18" electrical access behind booth.**

## Request to Build a Booth Over 16' (Sourcing at MAGIC)

**DEADLINE: January 17, 2014**

Complete and return this form to:      MAGIC  
Attn: Danny Martin  
Fax: (310)943-3363  
E-Mail: dmartin@advanstar.com

All exhibitors planning to install a display that extends over 16' in height at Sourcing at MAGIC are required by Show Management to complete this form and return it with a blueprint or architectural drawing of that display.

Walls exceeding 8' in height must be finished on all sides. All signs, electrical displays, mannequins, display materials, advertising messages, names of companies, trademarks, logos, etc., that exceed 8' must have suitable backing such that they are not visible to the adjacent booth. Any unfinished walls will be covered by GES and billed to the exhibitor.

**ALL HEIGHT VARIANCES WILL BE CONSIDERED ON AN INDIVIDUAL BASIS AND ALL EXHIBITORS WILL BE NOTIFIED VIA FAX OR EMAIL BY SHOW MANAGEMENT UPON APPROVAL.**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Display Height: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

# MAGIC MARKET WEEK

## Request to Hang Sign or Banner Over Your Booth Form

**DEADLINE:** ALL HANGING BANNERS MUST BE APPROVED BY SHOW MANAGEMENT. **NOTE:** No hanging banners in the **WWDMAGIC Young Contemporary Category, or WWDMAGIC exhibits in the North Hall.**

Please fax or e-mail this form and a sketch or photo of the banner to:

MAGIC  
Attn: Danny Martin  
Fax: (310)943-3363  
E-Mail: [dmartin@advanstar.com](mailto:dmartin@advanstar.com)

The following criteria must be met for approval:

- Banner may not exceed the width of booth space assigned. **NOTE:** No hanging banners in the **WWDMAGIC Young Contemporary Category, or WWDMAGIC exhibits in the North Hall.**
- Banners must be one-sided (the backside must be blank and not see through).
- Banners must face the aisle on inline booths.
- Only peninsula and island configurations may have multiple sided banners.
- Banners will not be allowed in any marketplace environment areas.

Labor to hang banner is at the expense of the Exhibitor. Please refer to the "GES EXPOSITION SERVICES" tab in this manual. Complete the "Hanging Sign/Truss Order Form" and submit both forms to GES.

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Length: \_\_\_\_\_ ft. Width: \_\_\_\_\_ ft. Height of booth: \_\_\_\_\_ ft.

Show Management Use Only:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

# MAGIC MARKET WEEK

## SOFTWALL DESCRIPTION & APPROVAL FORM (WWDMAGIC ONLY)

**DEADLINE: January 17, 2014**

An attractive booth presentation will enhance your product, create a unique environment and communicate your vision to retailers. Acceptable materials for soft wall booths are canvas, fabric, PVC tubing & custom metalwork; **standard pipe and drape are not acceptable.**

All soft wall displays must be approved by Show Management. Send this form along with a drawing or photo of your proposed soft wall booth to:

WWDMAGIC

Attn: Danny Martin

Fax: (310)943-3363

E-Mail: [dmartin@advanstar.com](mailto:dmartin@advanstar.com)

### SOFTWALL REGULATIONS:

- Back wall, 10' across, 8' high
- Side wall, 9'3" deep, 8' high
- Must be completely self-supporting
- Must be flame-retardant material
- Material must be attached tautly at the top and the bottom of the display
- Sections that are in view (including the backside of the booth) must be completely finished and attractive

Please Note: Your display will also be reviewed during the show to determine if it meets with show standards.

**ALL SOFTWALL REQUESTS WILL BE CONSIDERED ON AN INDIVIDUAL BASIS AND ALL EXHIBITORS WILL BE NOTIFIED VIA FAX OR EMAIL BY SHOW MANAGEMENT UPON APPROVAL.**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Was this booth used and approved last show? YES \_\_\_\_\_ NO \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

# MAGIC MARKET WEEK

## **BOOTH DEMONSTRATIONS AND CELEBRITY APPEARANCE GUIDELINES**

Demonstrations must be located so that crowds will be comfortably contained within the exhibitor's space, and not blocking the aisles. In the interest of safety and aesthetics, and prevent congestion in common areas, exhibitors, exhibit personnel and/or live models in the employ of an exhibitor, must remain in the space assigned to the exhibitor and may not circulate or distribute materials in hallways, aisles, the registration area, public areas or hotels. Additionally, product, literature, display and promotional materials must remain in the exhibitor's contracted space and may not be placed, displayed or distributed outside of said space.

Exhibitors planning to have celebrities in their booths that will draw crowds must hire security to control said crowds and keep aisles clear. If an exhibitor fails to control autograph seekers/crowds, Show management will retain additional security in an attempt to manage the crowd at the exhibitor's expense.

If you are planning a booth demonstration or celebrity appearance, please make arrangements for security with our official security provider, Pro-Tect Security:

Pro-Tect Security  
3511 S. Eastern Ave.  
Las Vegas, NV 89169  
Phone: (702) 735-0110  
Fax: (702) 735-7793

# MAGIC MARKET WEEK

## UNION/LABOR WORK RULES

### UNION INFORMATION

To assist you in planning your participation at MAGIC we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

### TEAMSTERS

Teamsters handle the loading and unloading of freight from all trucks, trailers, and common or contract carriers as well as the handling of empty crates and the operation of material handling equipment. They also have jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Global Experience Specialists has been appointed as the exclusive drayage contractor, and is therefore responsible for receiving and handling all material and empty crates, as well as to manage the docks and schedule vehicles for the smooth and efficient move-in / move-out of the MAGIC Show. GES Exposition Services will not be responsible for any material it does not handle.

An exhibitor may hand carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand carry material they will not be permitted access to the loading dock / freight door areas.

### ELECTRICIANS

Electricians do electrical work, hang electrified signs hanging, and lighting without dimmers. This includes rotating signs hung from the ceiling or mounted from the floor and powered by a motor; and header signs that are separate from the booth's main structure and require power. Video monitors and plasma screens are installed by electricians unless a live feed is required.

In the case of live feed requirements, Stagehands must perform the work.

Electricians distribute power from the source to the booth floor. Electricians must be called for any increase in electrical service or for distribution of power and hook-up in excess of 20A / 120 VAC total booth space and concealed under or over carpet wiring.

Exhibitors may plug-in their equipment into the 1 (one) 20A / 120 VAC receptacle. Exhibitors may hang up to 4 (four) small clip-on lights per total booth space.

Electricians hoist teamster assembled signs weighing 300 lbs. or greater.

**Trusses:** Ground supported, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians.

Suspended trusses, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.



# MAGIC MARKET WEEK

## **STAGEHANDS**

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by stagehands. If the above list of equipment is not present on the truss, then either a Teamster or electricians can install or dismantle. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

## **GRATUITIES**

Work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

## **WORK ZONE**

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

## **SERVICE CONTRACTORS**

MAGIC, through a bidding process, selects and appoints certain show and exhibitor service contractors who are permitted to identify themselves as "Authorized Contractors" to the Show. The use of Authorized Contractors at the Show is highly recommended by MAGIC. If Exhibitor desires to appoint a contractor other than an Authorized Contractor (an "EAC") to perform I & D Services (as defined below) at the Show, Exhibitor shall be required to certify to MAGIC that (i) such EAC is, and as of the Show will be, a party to a collective bargaining agreement with a union labor organization qualified to perform I & D Services at the Show; and (ii) all I & D Services performed at the Show for Exhibitor by such EAC shall be performed exclusively by employees who are represented by a Las Vegas-based local of that union. MAGIC may receive some economic benefit when Exhibitors use services provided by Authorized Contractors, which may help MAGIC defray the overall Show and booth costs. "I & D Services" means all services associated with the erection, touch-up painting, dismantling and repair of exhibits, including, without limitation, the installation, dismantling and/or removal of wall coverings, floor coverings, pipe and drape, hanging of signs and decorative materials, placement of exhibit-related signs and the erection of platforms for exhibit-related purposes.