



ANIMALS

❖ **DOMESTICATED ANIMALS**

- Service animals are always welcome. Please refer to the ADA – American Disabilities Act portion of this manual for the ADA's definition of a service animal.
- Permission for any domesticated animal (cat, dog, etc.) to appear in a show or booth must first be approved by show management, then by the Convention Services Manager.
- The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.).
- A separate certificate of insurance must be submitted in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured.
- Animals will not remain in the building overnight.
- A trainer must accompany animals at all times. It is the animal owner's responsibility to clean up after the animal while on LVCVA property.

❖ **NON-DOMESTICATED ANIMALS**

- Will be considered on an individual basis.
- Contact your Convention Services Manager for assistance.
- It is the animal owner's responsibility to clean up after the animal while on LVCVA property.
- Seeing eye/assistance animals are always welcome.



BALLOONS/STICKERS

Show management and your Convention Services Manager must approve the use of balloons.

❖ PERMITTED

- Helium balloons larger than 36 inches separate or tethered, are allowed in the exhibit halls.
- Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit.
- Balloons may be used outside but must be tethered and may require FAA approval.

❖ PROHIBITED

- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts, however smaller air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Balloons may not be released out-of-doors due to airport flight patterns in the area.

❖ ADDITIONAL PLANNING NOTES

- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved Fire Prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the service contractor, cleaning contractor or the LVCVA.
- Stickers are prohibited on property.



CHEMICALS

- All chemicals brought into the facility must be labeled and accompanied by the applicable MSDS (Material Safety Data Sheets) or SDS (Safety Data Sheets) which must be produced upon request. It is highly recommended that the MSDS be submitted at the same time floor plans are submitted.
- The Lessee is responsible for the handling and removal of chemicals used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event.
- Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility.
- The Lessee is responsible for the tracking of all chemicals brought into the facility.
- Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.



CONTRACTOR & VENDOR REQUIREMENTS

Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. Permits are issued on an annual basis.

1. ANNUAL CONTRACTOR FEE \$250.00

2. CERTIFICATE OF INSURANCE

- Workers' Compensation Coverage in the State of Nevada
If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, **naming the Las Vegas Convention and Visitors Authority as additional insured.**

3. LEGAL COMPLIANCE – SIGNATURE REQUIRED BELOW

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 3 hereof.

Name of Company: _____

Address: _____

City, State, Zip: _____

Please select which category of business your company performs (select all that apply).

- | | | |
|---|--|--|
| <input type="checkbox"/> Audio Visual/Lighting | <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Security/Private Investigator |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Floral/Plants | <input type="checkbox"/> Temporary Staffing |
| <input type="checkbox"/> Destination Management | <input type="checkbox"/> General Contractor | <input type="checkbox"/> Tents/Pavilions/Temp Structures |
| <input type="checkbox"/> Display/Design | <input type="checkbox"/> Install/Dismantle (I & D) | <input type="checkbox"/> Theatrical/Rigging |
| <input type="checkbox"/> Entertainment/Talent/Modeling | <input type="checkbox"/> Labor | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Equipment/Furniture Rental | <input type="checkbox"/> Photography/Videography | <input type="checkbox"/> Misc./Other* |
| <input type="checkbox"/> Exhibit House/Tradeshow Exhibits | <input type="checkbox"/> Production | |

*If Misc./Other selected, please list the category(s) here:

By: _____
(Signature)

(Print Name)

Title: _____ Date: _____

Web Address: _____ Phone: _____

E-Mail Address: _____ Fax: _____

- Submit the form above with an original signature by an appropriate company designee
- Include certificate of insurance and worker's compensation as described above
- Make check payable to the Las Vegas Convention and Visitors Authority
- Return this form with a check for \$250 for the annual fee to the following address:

Director of Convention Services
Las Vegas Convention and Visitors Authority
3150 Paradise Road
Las Vegas, NV 89109

Direct questions to the Convention Services Department, LVCVA
Phone (702) 892-2915 Fax (702) 892-2933

Have you provided all of the following AS ONE SUBMISSION:

- ☐ Contractor Fee
- ☐ Certificate of Insurance with Appropriate Coverage
- ☐ This Form with Appropriate Signature

**All documentation must be received BEFORE work may commence
on the property of the Las Vegas Convention Center or Cashman Center**

BE ADVISED THAT CLARK COUNTY AND THE CITY OF LAS VEGAS REQUIRE ALL CONTRACTORS TO OBTAIN A BUSINESS LICENSE WHEN WORKING AT EITHER THE LAS VEGAS CONVENTION CENTER OR CASHMAN CENTER. CONTACT THE FOLLOWING FOR FURTHER INFORMATION:

Clark County Department of Business License
Department
500 Grand Central Parkway, Third Floor
Las Vegas, NV 89155
702-455-0174
www.clarkcountynv.gov

Business Licensing Division Planning
333 North Rancho Drive
Las Vegas, NV 89106
702-229-6281
www.lasvegasnevada.gov



FIRE AND SAFETY EXHIBIT GUIDELINES

- All means of entrance and exit must be clear and free from obstruction at all times.
- Each hard wall booth must be a minimum of nine (9) 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 hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. 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 of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3). The upper deck, if occupied, must be rated at 100 psf live load. 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 which cannot be treated to meet the requirements may not be used.
- Construction and demolition of multi-level booths and exhibits requires compliance with OSHA fall protection regulations (1926 Subpart M).
- Halogen and quartz lamp use must be reviewed with the Convention Services Manager and the Fire Prevention office. See Halogen Lamp Restriction in this section.
- Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Fire Prevention Office.
- Vehicles in the building for loading or unloading must not be left with engine idling.
- Except for equipment that uses LPG 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 Convention Services Manager and the 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 (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Fire Prevention Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
 - When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20ft.
 - Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Fire Prevention Office and the Convention Services Manager.
 - All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS in this section) in exhibit booths shall be isolated from the public by not less than 48 inches (1220mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
 - The after-hours, overnight storage of any LPG (propane) 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.
 - Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
 - No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.

- Use of LPG (propane) outdoors must be approved by the LVCVA Fire Prevention Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.
- Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Multi-Deck 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 50ft. (2003 NFPA 101, 13.7.4.3.2)
- Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.
- Fireplaces must be listed as vent less or self-venting for indoor use in order to obtain approval for burning inside the facility.
- Vented fireplaces cannot be burned since venting directly outdoors is not possible.
- Only enclosed fireplaces will be approved for burning, 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 burning.
- 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.
- Candles may be used for decorative purposes for events with food service (1 candle per table) where the candles are supported by/on substantial non-combustible bases so located as 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 Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit. Intended use of candles for decorative purposes must be listed in the "Application for Food Preparation within Exhibits" and submitted to the Fire Prevention Office.



HALOGEN LAMP RESTRICTIONS

LVCVA has experienced several fire safety incidents arising from the use of stem and track mounted halogen light fixtures attached to exhibit booths where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains.

❖ RULES AND REGULATIONS

Unless otherwise stated in this policy, stem or track mounted halogen light fixtures installed in LVCVA facilities must:

- Utilize one of the halogen bulb styles shown in Fig. 3 (Self-Shielded Bulbs – See Addendum N). These bulbs have an additional glass shield that is integrated with the bulb design and require no other shield as part of the light fixture; and
- Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, but in no case exceeding 75 watts.

❖ ALTERNATIVE DESIGNS

- The LVCVA will periodically review this policy and take into consideration any improvements in products and practices that provide appropriate levels of operational safety.

DISAPPROVED HALOGEN BULBS



APPROVED HALOGEN BULBS – 75 watts max





MEETING ROOMS

❖ **EXHIBITS IN MEETING ROOMS: N101-N120, N201-264, C201-206, S101-118, S201-233**

- Carpeting can be placed on top of building carpet in the meeting rooms with permission from the Convention Services Manager. Visquene must be laid between the building carpet and the carpet being installed. Use only non-residue tape.
- When moving freight or equipment in these areas the existing carpet must be protected by the use of approved runners or Visquene. Fork lifts, electric carts, etc. are not permitted on the second floor. All freight and materials must be moved via pallet jack or hand cart
- Exhibitor crates and pallets must be placed on rollers or Visquene.
- No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings.
- Nothing may be affixed to meeting room walls or doors without approval of the Convention Services Manager.
- No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, exit signs or exits.
- All exhibits being set in these rooms must have an approved floor plan. These floor plans must be submitted to the LVCVA Fire Prevention Office at least 60 days in advance of set up. Plans may be faxed to (702) 892-2919 or emailed to boothplans@lvcva.com
- Anyone in the process of designing exhibits or displays for these meeting rooms are encouraged to contact the Convention Services Manager for clarification of all rules and regulations.
- Closet and utility rooms are not included with any meeting room. These are for LVCVA use only.
- Meeting room air walls will be moved only by LVCVA personnel. Air walls must be configured prior to laying carpet over building carpet. Contact your Convention Services Manager if you need assistance.
- Installation of flooring and trussing is only permitted with approval from the Convention Services Manager
- Events in second floor meeting rooms involving mass or group rhythmic activities must have advance approval. Contact your Convention Services Manager for further information.



MULTI-LEVEL AND/OR COVERED EXHIBITS

❖ RULES AND REGULATIONS

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Fire Prevention Office no later than 45 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.
- Multi-level or covered areas. Definitions:
 - Multi-level – Any occupied second story or greater area 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 is 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.
- Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed by a Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit **only** when the following conditions apply.
 - The exhibit is used in an event where the duration is 7 calendar days or longer.
 - The exhibit contains display vehicles.
 - The exhibit contains open flame.
 - The exhibit contains hot works.
- Any upper deck area to be occupied must have an approved plan with an engineering stamp.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two remote means of egress. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served.
- 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.
- Exhibits with multi-levels, covered or roofed 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 and must be installed in accordance with NFPA 72.
- Any single level exhibit over 1000 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 LVCVA Fire Prevention office for approval prior to the exhibit coming onto the LVCVA property. Please send plans to the LVCVA Fire Prevention Office at 3150 Paradise Road, Las Vegas, NV89109. Plans may be faxed to (702) 892-2919. Plans may also be submitted in CAD or PDF format via e-mail to: Boothplans@lvcva.com. Booth plans are required to be submitted for each show, regardless if the booth has been approved for any past show by the LVCVA Fire Prevention Office.

❖ **FIRE WATCH**

- Under certain circumstances, it may be deemed necessary by the Fire Prevention Office to require a fire watch for an exhibit.
- The requirement to have a fire watch will be handled on a case by case basis.



PARKING

❖ GENERAL INFORMATION

- The current parking fee is \$10.00 (we accept cash or credit cards) per space with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can show their paid parking receipt for reentry.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect.
- Overnight parking is prohibited on Las Vegas Convention Center property. Vehicles left on the property overnight will be towed at the owner's expense.
- When not used as part of an outdoor exhibit, the only parking lot where privately owned, enclosed vehicles (i.e., box vans, RVs, enclosed trailers, etc.) are permitted to park is the Gold and Green Lots.
- Parking lot capacities are available upon request.
- 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 Convention Services Manager for paid parking dates.
- LVCVA Management will determine the number of parking spaces and location within the controlled parking area for Show Management. A reasonable number of parking passes that allow access or egress for paid parking spaces will be given to Show Management. The LVCVA will provide adequate signage to reserve the spaces.

❖ RULES AND REGULATIONS

- All parking attendants and traffic control personnel will be provided by LVCVA for standard traffic patterns.
- Parking is prohibited at all loading docks, dumpsters, compactors, entrances to buildings, along drives, crosswalks, hashed-out areas, fire hydrants, building perimeter red-lined areas, spaces posted with signs, red curbs, yellow curbs, or anywhere the vehicle constitutes a safety or other hazard. All drives are fire lanes unless marked for parking. A vehicle parked on a sidewalk is subject to removal. Vehicles must be parked in a marked parking space at all times.
- No shuttle bus/truck staging with long term engine idling is permitted along the South Drive or North Road at any point.
- Service contractor trailer storage in any parking lot is prohibited without the prior approval of the Director of Convention Services and the Convention Services Manager.
- When lot usage is for parking, a minimum number of ADA accessible parking spaces will remain and be determined by LVCVA management with traffic control personnel provided by the LVCVA.
- Individuals with special parking situations or concerns should inquire at the Traffic Operations Office for assistance at (702) 892-7415.



**SUPERVISORY PERSONNEL REQUIREMENTS
LAS VEGAS CONVENTION & VISITORS AUTHORITY**

Companies sending supervisory personnel to oversee installation of designed exhibits at shows at the Las Vegas Convention Center and/or Cashman Center may do so by providing LVCVA with the following certificates of insurance, a completed and signed Legal Compliance form, and answers to the questions listed below. FAX INSURANCE FORMS AND THIS COMPLETED REQUEST TO THE LVCVA CONVENTION SERVICES DEPARTMENT AT 702-892-2933 PRIOR TO ARRIVAL ON PROPERTY.

1. Certificates of Insurance:

- Workers' Compensation Coverage in the State of Nevada: If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com.
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.

2. Legal Compliance – Signature Required Below

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis. The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 2 hereof.

Name of Company: _____

Type of Business: _____

By: _____
(Signature)

(Print Name)

Title: _____ Date _____

Web Address: _____ Telephone _____

E-Mail Address: _____ Fax _____

3. Convention to be attended: _____

4. Dates staff will attend show: _____

5. Attending employees' names: _____

6. Company providing installation labor: _____

City: _____ Contact Name: _____ Contact Phone: _____

(Note: Your labor company must have a current Exhibitor Appointed Contractor permit from LVCVA. If they do not, we will contact them for the necessary fee, licenses, and insurance BEFORE work may begin on your installation.)

7. Photo ID is required to access exhibit halls/meeting rooms. Contact Convention Services for further information if your staff does not carry company photo ID. If a show requires badges for daily access (in addition to your photo ID), contact your labor company to request that they include your staff for daily badges.

THANK YOU FOR YOUR PROMPT RESPONSE. ANY QUESTIONS, CALL 702.892.2915



VEHICLES

- Vehicles on display from automobile dealers must have a Nevada DMV off Premise Display License. Proof of license must be provided upon request.
- Vehicles on display
 - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) 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 used to power auxiliary equipment shall be permitted to be kept in service.
 - Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - External chargers or batteries are recommended for demonstration purposes.
 - No battery charging is permitted inside the building. (Including pallet jacks)
 - Combustible/flammable materials must not be stored beneath display vehicles.
 - Fueling or de-fueling of vehicles is prohibited
 - Vehicles shall not be moved during exhibit hours.
 - 36" 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.
 - No leaks underneath vehicles.