

FN PLATFORM

SHOW RULES & REGULATIONS

BOOTH DISPLAYS

In the spirit of maintaining a clean upscale aesthetic look for FN PLATFORM, we ask that no exhibitor hang signs or banners on the exterior of their booth. Please refer to the lighted Branding Wall and Interior Graphics options provided within the Exhibitor Service Manual.

The walls provided with your booth are 8' tall. Please note that **NO** booth display items can exceed this height.

It is mandatory that any modifications to your booth are set inside of your walls. A diagram of all modifications must first be sent to Show Management for approval prior to the show. **Modifications should not be made until approval is received IN WRITING from Show Management.**

NOTE: NO RAISED FLOORING OF ANY KIND IS ALLOWED FOR FN PLATFORM.

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.

CAMERAS

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

INSURANCE

Exhibitors participating at in FN PLATFORM 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 UBM, MAGIC, WWDMAGIC, FN PLATFORM, Sourcing at MAGIC, WSA at 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 FN PLATFORM 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.

FN PLATFORM

IN-BOOTH MUSIC/FASHION SHOWS

FN PLATFORM provides music for the show via a professional DJ. Should you have special needs, please contact your salesperson and they can advise you.

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.

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

FN PLATFORM requires exhibitors to respect the intellectual property rights of third parties. If FN PLATFORM receives credible information indicating that a third party's intellectual property rights are being violated by an exhibitor, FN PLATFORM 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, FN PLATFORM reserves the right to remove the exhibitor from the premises.

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

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 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 9:00 a.m. or after 6:00 p.m. each day with a Merchandise Release Form. These forms will be available at the Show Office, S219. ***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. All signage brought in must be professionally made and meet the requirements of Show Management. If you have questions regarding this matter, please contact 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 "Notice of Intent to Use Exhibitor Appointed Contractor (EAC)" form L-4 for specific requirements.

CEILINGS AND WALLS

No item is to be placed against any wall in any of the Convention Centers; items are restricted to the interior of 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. The show closes at 6:00 pm Wednesday, February 14, 2018.

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, and your location at future shows may be jeopardized.

ANIMALS

Permission for any domesticated animal (cats, dogs, etc.) to appear in a show or booth must first be approved by show management then by the Convention Services Manager.

The following criteria must be met before the animal is allowed on property:

- 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 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.

Non-domesticated animals will be considered on an individual basis. Call Jessica Gould with FN PLATFORM Show Management at 310-857-7656 for further details.

Seeing eye/assistance animals are always welcome.

FN PLATFORM

UNION/LABOR WORK RULES

UNION INFORMATION

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

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.

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 (GES) 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 FN PLATFORM.

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 and lighting without dimmers. This includes rotating signs 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.

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.

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.

UNION/LABOR WORK RULES – cont.

SERVICE CONTRACTORS

FN PLATFORM, 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 FN PLATFORM. 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 FN PLATFORM 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. FN PLATFORM may receive some economic benefit when Exhibitors use services provided by Authorized Contractors, which may help FN PLATFORM 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.

FIRE AND SAFETY EXHIBIT GUIDELINES

It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure the criteria in bold below are met during installation of the exhibit.

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.

Halogen and quartz lamp use must be reviewed with the Convention Services Manager and the Safety Office. See Halogen Lamp Restriction in this section.

Vehicles on display (per 2003 NFPA 101, 13.7.4.4):

- 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. (NFPA 101, 13.7.4.4.1)
- 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. (NFPA 101, 13.7.4.4.2) 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.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
- Vehicles shall not be moved during exhibit hours.

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 Safety 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.

HALOGEN LAMP RESTRICTION

In a move to ensure the safety of building customers at the Las Vegas Convention Center, the LVCVA has placed a ban on certain halogen lamps. Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. The ban became effective January 1, 2003.

The following statement was issued jointly by the LVCVA and the Exhibit Designers and Producers Association in order to clarify all prior communications concerning the use of halogen lighting at LVCVA facilities. This revision replaces the halogen lighting policy statement issued by the LVCVA on August 1, 2002.

Why is LVCVA restricting the use of halogen lighting?

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.

Misuse encountered by the LVCVA has included failure to correctly install the fixtures in a secure fashion and failure to ensure that fixtures are not in close proximity to drapes, displayed items, or similar flammable material.

Poor maintenance includes replacing bulbs with higher wattages than the permitted maximum marked on the fixture, failure to replace lenses or shields after re-lamping, failure to follow the lamp manufacturer's instructions concerning direct contact with the bulb, and replacement of broken lenses and other components with sub-standard, non-approved, parts. These practices are not within the ability of LVCVA or the equipment manufacturer/distributor to supervise and may result in safety risks.

What halogen lighting IS covered by this policy?

This policy covers only certain restrictions on stem- and track-mounted halogen lighting installed by display contractors and exhibitors for the temporary lighting of exhibit booths. Stem-mounted fixtures employ an arm that extends outward from the mounting mechanism which is typically terminated in a light head that pivots, swivels, or is otherwise movable. The use of stem- and track-mounted halogen or other fixtures employing either a linear halogen bulb (Addendum M, Fig. 1) or a non-shielded halogen bulb (Addendum M, Fig. 2) is not allowed.