



MAGIC
AUGUST 13-15, 2018
SOURCING AT MAGIC OPENS AUGUST 12
LAS VEGAS & MANDALAY BAY
CONVENTION CENTERS

CONTRACTOR RULES AND POLICIES

BADGES/CONTRACTOR PHOTO IDENTIFICATION

The Las Vegas Convention and Visitors Authority (LVCVA) is a participant in the ESCA Exhibition Industry Worker Identification System (WIS) Badge. This identification badge system allows the LVCVA to improve the overall security of our facilities, their licensees and guests.

Everyone in the hospitality industry should be aware of who has access to their facility and space at all times. This is why all Exhibitor Appointed Contractors (e.g. contractors, suppliers and vendors) who work on-site at the Las Vegas Convention Center must be identified with the WIS badge on their person. **Please note the following exception: At this time, all trade union workers are temporarily exempt from obtaining the WIS Badge. Permanent exceptions include all contract security employees and LVCVA building partners - Centerplate, COX Business and FedEx.**

Show staff, exhibitors and attendees will continue to use the show-issued credential.

The Exhibition Services & Contractors Association (ESCA) has been retained by the LVCVA to administer this program and to maintain an online database of all registered contractors and workers in the local exhibition industry. We recommend companies go online to www.ESCA.org for a complete overview of the process involved in registering for the badges. The WIS Badge is completely web-based program designed for contractors to order employee badges.

WIS Badge Pricing:

ESCA Member (Full-Time Employees) \$18.00 Temporary Access Badges (ESCA Member) \$10.00

All Others \$25.00 Temporary Access Badges (All Others) \$13.00

Should any difficulties be encountered with obtaining an Administrator USER ID and PASSWORD, Mitt Arnaudet, WIS National Administrator, ESCA Member Services Director may be contacted to provide additional assistance regarding the process at (972) 447-8210 or by email: mitt@esca.org.

ESCA-WIS

Identification Badge



PLEASE NOTE: The WIS 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 LVCC BUILDING USERS MANUAL 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.

For GES please review the **Exhibitor Contractors (EAC's) and Third Parties** Tab and fill out the following forms: **Notice of Intent to hire an EAC, Agreement and Rules and Regulations between GES and EAC, and Certificate of Insurance for EAC's**



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NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTORS (TO BE FILLED OUT BY EXHIBITOR)

DEADLINE: August 1, 2018

If not received by August 1st, you'll need to register at show site.

Please check all that apply:

- WWDMAGIC FNPLATFORM Children's Club MAGIC
 Sourcing at MAGIC Footwear Sourcing at MAGIC

When using an EAC or trimmer, this form must be completed by the exhibitor and returned to the MAGIC office. It is the responsibility of the exhibitor to advise their EAC or trimmer of the MAGIC show rules.

Please forward the EAC or Trimmer badge request form to the company that you have hired. They are responsible for completing the badge request form and submitting payment to MAGIC.

There are certain requirements that must be satisfied before providing services on the property of the Las Vegas Convention Center or the Mandalay Bay Convention Center. This form must be sent to the address below and the "Work Authorization Form" found under the "Labor" tab must also be filled out and submitted to GES.

Exhibiting Company: _____
Booth Number(s): _____
Contractor/Trimmer Name: _____
Contact Person: _____
Address: _____

Phone: (_____) _____
Fax: (_____) _____
E-mail: _____
On Site Address or Hotel: _____
On Site Phone: (_____) _____
Authorized Signature: _____

MAIL OR FAX TO:
MAGIC
2901 28th St. Suite 100
SANTA MONICA, CA 90405
ATTN: Liz Callahan
FAX: 310.943.2341



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EXHIBITOR APPOINTED CONTRACTOR BADGE REQUEST
(To be filled out by EAC)

DEADLINE: August 1, 2018

If not received by August 1, you'll need to register at show site.

BADGES DO NOT MAIL IN ADVANCE

Company Name: _____
Badge Contact Name: _____
Address: _____

Phone: (_____) _____
Fax: (_____) _____
E-mail: _____
Hotel staff is staying: _____
Events Working: _____

MAGIC requires a \$200.00 fee along with a valid certificate of insurance from all EAC's providing services at the MAGIC show. (Payment by check only-no credit cards) Once your payment is processed you will be sent a link to register your staff. Badges do not mail in advance. They must be picked up on site at the Contractor Registration Counter with a valid photo ID. All EAC personnel will be required to wear their badges and carry photo ID during move-in and move-out. These badges are not valid during show hours. No one under 18 is permitted on the show floor during move-in and move-out.

Checks should be made payable to MAGIC and submitted along with the application and Certificate of Insurance to:

MAGIC
2901 28th Street, Suite 100
Santa Monica, CA 90405
ATTN: Liz Callahan

Badges are non-transferable. This form is to be used for EAC personnel. Your company will be responsible for the actions of all employees listed. MAGIC staff will inspect for properly coded badges and violators will be escorted by security from the exhibit area. **DO NOT FAX THIS FORM**



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**TRIMMER BADGE REQUEST FORM
 (TO BE FILLED OUT BY TRIMMING COMPANY)**

DEADLINE: August 1, 2018

If not received by August 1, you'll need to register at show site.

BADGES DO NOT MAIL IN ADVANCE

Company Name: _____

Badge Contact Name: _____

Address: _____

Phone: (_____) _____

Fax: (_____) _____

E-mail: _____

Hotel staff is staying: _____

MAGIC requires a \$25.00 fee along with a valid certificate of insurance from all trimmers providing services at the MAGIC show. (payment by check only-no credit cards) Badges do not mail in advance. They must be picked up on site at the Contractor Registration Counter with a valid photo ID. All trimmer personnel will be required to wear their badges and carry photo ID during move-in and move-out. These badges are not valid during show hours. No one under 18 is permitted on the show floor during move-in and move-out.

Checks should be made payable to MAGIC and submitted along with the application to:

MAGIC
 2901 28th Street #100
 Santa Monica, CA 90405
 ATTN: Liz Callahan

Name –First & Last (no nicknames please)	Title (Photocopy for larger lists)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Badges are non-transferable. This form is to be used for trimmer personnel. Your company will be responsible for the actions of all employees listed. MAGIC staff will inspect for properly coded badges and violators will be escorted by security from the exhibit area.