



## 2016 EXHIBITOR RULES AND REGULATIONS

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# General Information

Solar Power International (SPI) has adapted the following guidelines from the International Association of Exhibitions and Events (IAEE) Guidelines for Display Rules and Regulations 2014, in order to ensure there are clear sight lines for all exhibitors and to help provide an environment conducive to networking with attendees. Please do not hesitate to contact Show Management at [exhibitorservices@sets.solar](mailto:exhibitorservices@sets.solar) with questions.

All rules and guidelines in this document will be enforced during the event. If you receive approval to exceed height restrictions or display anything that does not adhere to the rules and guidelines set forth in this document, **you must be able to present written approval from SPI Show Management onsite.**

Your display products must fit within the confines of your booth area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything that does not comply with the SPI Exhibitor Rules and Regulations will be removed. As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audiovisual presentations, and demonstration areas to ensure compliance.

**Note: Some rules and information only apply to exhibits in the Westgate - Paradise Event Center. These items will be in red text.**

**Hanging Structures:** Any booth with a high work must submit the [Hanging Sign and Tower Approval Form by Friday, July 8](#). Show management reserves the right to deny any hanging structure onsite (truss or signage) if there is a consensus between Show Management and the General Service Contractor that the item(s) may be unsafe. Show Management will attempt to have an engineer review any items in question but retains the right to make the final decision. Show Management may require Exhibitor to pay for engineer review. See pages 11 and 12 for more information.

**Booth Diagram Requirement (400+ sq. ft.):** Any booth that is 400+ sq. ft. (37.21sqm) must submit a diagram to Show Management for approval. **By Friday, July 8**, please submit the [Booth Diagram Form \(400+ sq. ft.\)](#).

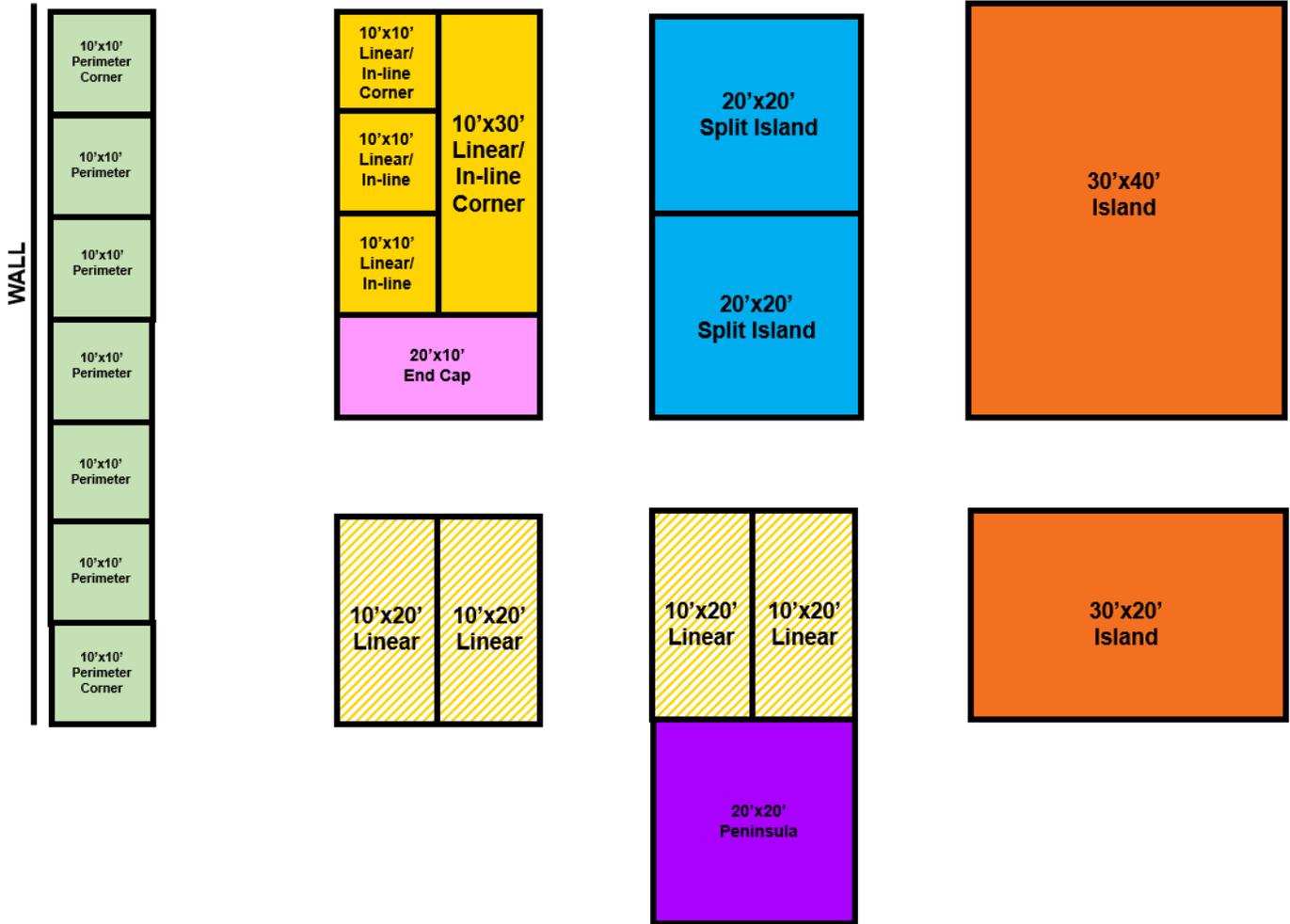
**Booth Diagram Requirement (1,000+ sq. ft.):** Any single-level booth that is 1,000+ sq. ft. (92.96sqm) or that exceeds 300 sq. ft. (27.88sqm) of contiguous covered area (see "covered area" definition on page 9) and all multiple-level booths must submit a diagram to Show Management for approval. **By Friday, July 8**, please submit the [Booth Diagram Form \(1,000+ sq. ft.\)](#).

**You must also submit a booth plan to the LVCVA Fire Prevention office** for approval prior to the exhibit coming onto the LVCVA property. **By Friday, July 8**, please send plans to the LVCVA Fire Prevention Office. Plans should be submitted in CAD or PDF format via e-mail to [boothplans@lvcva.com](mailto:boothplans@lvcva.com), fax to (702) 892-2919, or mail to 3150 Paradise Road, Las Vegas, NV89109. 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. Exhibit displays not approved in advance or displays that do not conform to guidelines will be subject to modifications onsite at the exhibitor's expense. See page 9 for more information about Multi-level Exhibits.

**Floor Covering Requirement:** Carpet, or a similar professional floor covering, is mandatory in your booth but not provided with your booth purchase. If you are not providing your own floor covering, you must rent it from the General Service Contractor, which you can do via the Exhibitor Service Kit.

**Note: If you are exhibiting in the Westgate - Paradise Event Center, carpet is not required**, because the space already has ballroom carpet. [Click here](#) to view a photo of the carpet. You are welcome to order different carpet.

# Types of Booths



**Linear / In-line (yellow):** Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Linear Booths are most commonly 10ft. (3.05m) wide and 10ft. (3.05m) deep.

**Perimeter (green):** A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. See “Linear / In-line” for guidelines.

**End-cap (pink):** An End-cap configuration is essentially an In-line (Linear) Booth placed in the position of a Peninsula or Split Island and is exposed to aisles on three sides.

**Peninsula (purple):** A Peninsula Booth is exposed to aisles on three sides, and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Linear Booths.

**Split Island (blue):** A Split Island Booth is a Peninsula Booth, which shares a common back-wall with another Peninsula Booth.

**Island (orange):** An Island Booth is any size booth exposed to aisles on all four sides.

# Booth Display Rules

## Linear / In-line (yellow)

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Linear Booths are most commonly 10 ft. (3.05m) wide and 10 ft. (3.05m) deep, with a maximum back-wall height limitation of 10 ft. (3.05m).

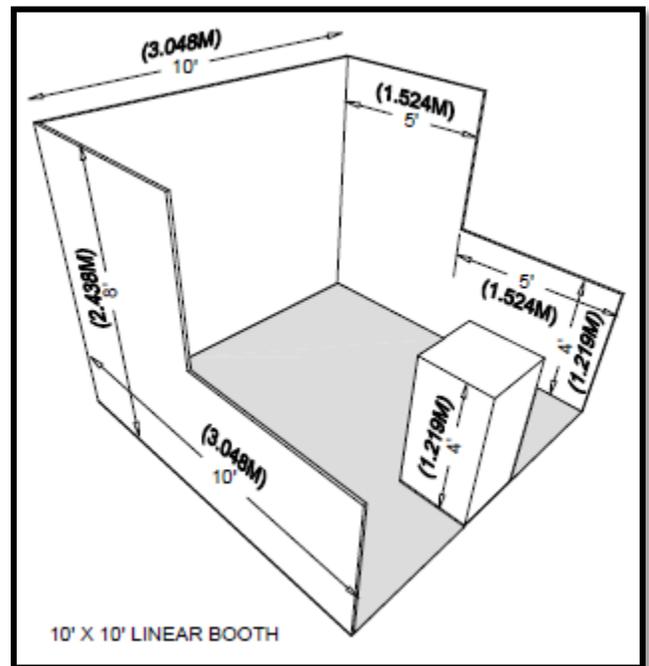
A **Corner Booth** is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

A **Perimeter Booth** is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the maximum height of the display in the rear half of the booth is 12 ft. (3.66m).

### Use of Space:

- **Maximum height of display in rear half of booth is 10 ft. (3.05m)**
- **Maximum height of display in the front half of the booth is 4 ft. (1.22m)**
  - When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft. (1.22m) height limitation is applied only to that portion of exhibit space, which is within 10 ft. (3.05m) of an adjoining booth. Materials must be arranged in the booth so they do not obstruct sight lines of neighboring exhibitors.
  - The 4 ft. height restriction does not apply to Linear Booths that are set up like a split island. See the yellow striped booth example on the previous page.
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- No company logos, branding, or signage may face into an adjoining booth.
- Hanging signs and trusses are prohibited.

**Note – pipe + drape is 8 ft. Your signage and display can go up to 10 ft.**



### Pipe and Drape:

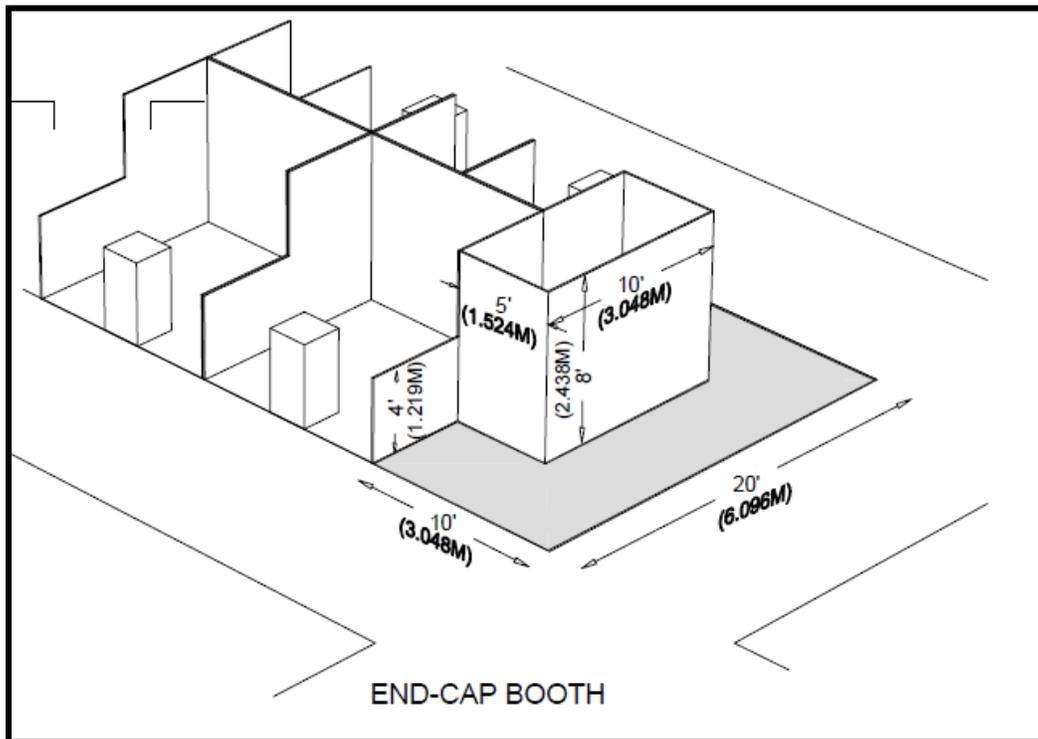
Linear Booths have 8 ft. (2.44m) high white back-drape and 3 ft. (1.22m) high white side-drape. Drape is not intended as a display fixture. Therefore, products and signs should not be attached or affixed. You may order a different color drape via the Exhibitor Service Kit.

## End-cap (pink)

An End-cap configuration is essentially a Linear Booth placed in the position of a Peninsula or Split Island. End-cap Booths are generally 10 ft. (3.05m) deep by 20 ft. (6.10m) wide and back up to Linear Booths.

### Use of Space:

- **Maximum width of back-wall is 10 ft. (3.05m) and maximum height of back-wall is 8 ft. (2.44m)**
- **Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m)**, permitting adequate line-of-sight for the adjoining Linear Booths
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Hanging signs and trusses are prohibited.
- No company logos, branding, or signage may face into an adjoining booth.

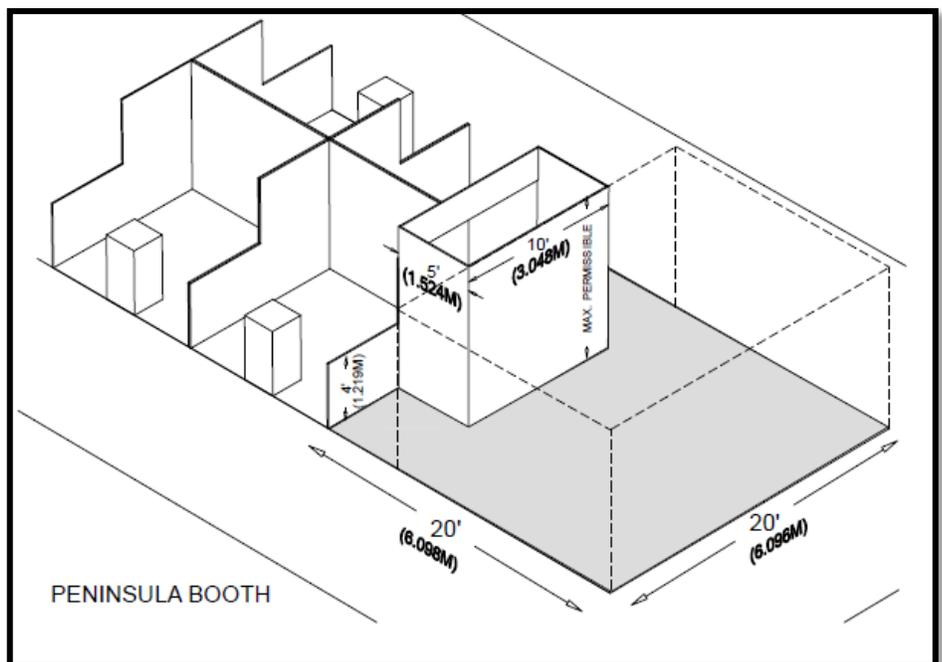


## Peninsula (purple)

A Peninsula Booth is exposed to aisles on three sides, and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Linear Booths.

### Use of Space:

- **Maximum width of back-wall is 10 ft. (3.05m)**
- **Maximum height of back-wall is 16 ft. (4.88m)**
- **Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m), where ceiling height permits.** Please refer to page 11, for more information about hanging signs.
  - 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
  - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
  - Maximum height dimension of hanging sign is 6 ft. (1.83m)
- **The maximum height allowance in the Westgate – Paradise Ballroom is 20 ft. (6.1m) and hanging signs must be raised higher than 14 ft. (4.27m). For example, if you would like to utilize the maximum height dimension for a hanging sign of 6 ft. (1.83m), then your booth structure can only be 12 ft. (3.66m).**
- **Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m),** permitting adequate line-of-sight for the adjoining Linear Booths.
- **Hanging signs are allowed, only in the front half of the booth.** All hanging signs must be submitted to Show Management for approval **by Friday, July 8, 2016.** Please submit the [Hanging Sign and Tower Approval Form](#) that is located under the Additional Show Services & Forms tab in the Exhibitor Service Kit. Hanging trusses are prohibited.
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.
- **Don't forget to submit your booth diagram. See page 2 of this document for more information.**



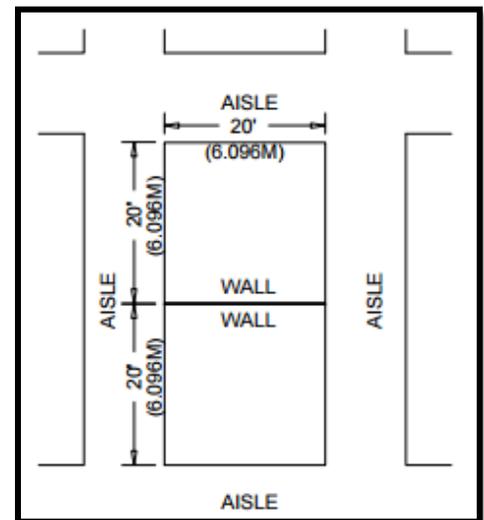
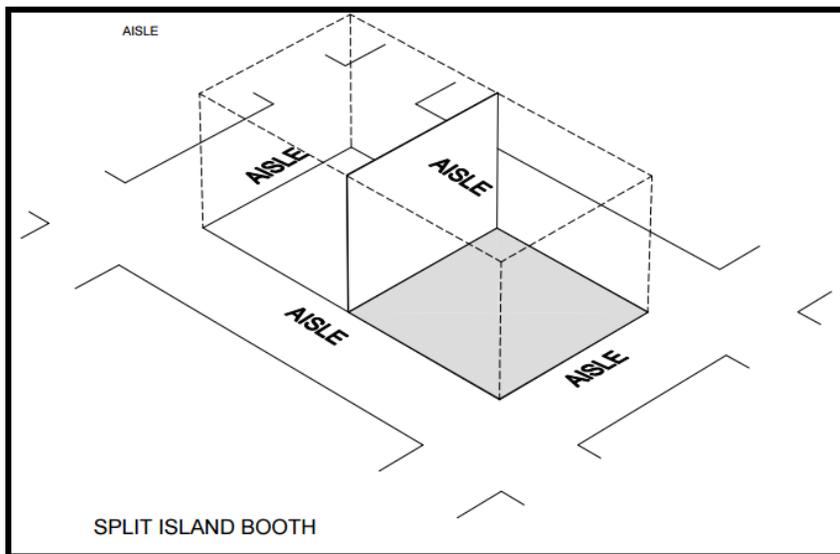
## Split Island (blue)

A Split Island Booth is a Peninsula Booth, which shares a common back wall with another Peninsula Booth.

**\*Split Island booths must adhere to all rules for Island booths (see next page) AND the rules listed below.**

### Use of Space:

- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- Hanging signs are allowed. All hanging signs must be submitted to Show Management for approval **by Friday, July 8, 2016**. Please submit the [Hanging Sign and Tower Approval Form](#) that is located under the Additional Show Services & Forms tab in the Exhibitor Service Kit.
- Hanging trusses are prohibited unless you have written approval from SPI Show Management.
- **Don't forget to submit your booth diagram. See page 2 of this document for more information.**

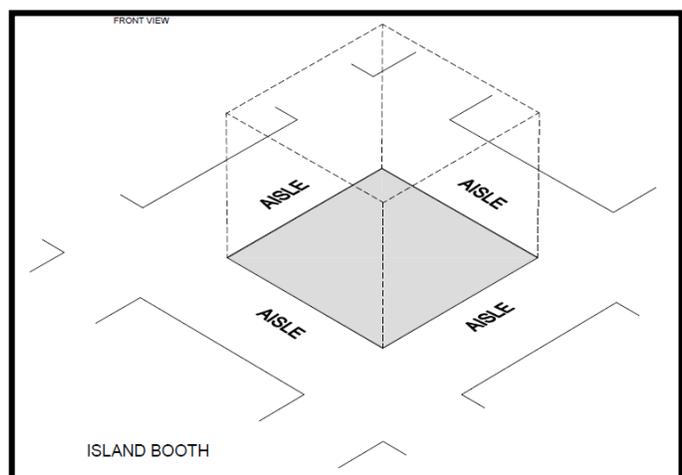


## Island (orange)

An Island Booth is any size booth exposed to aisles on all four sides, and is a minimum of 400 sq. ft. (37.21sqm).

### Use of Space:

- **Maximum height of structure is 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 20 ft. (6.10m).** You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) tall.
- **Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m), where ceiling height permits.** Please refer to page 11, for more information about hanging signs.
  - 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
  - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
  - Maximum height dimension of hanging sign is 6 ft. (1.83m)
- **The maximum height allowance in the Westgate – Paradise Ballroom is 20 ft. (6.1m) and hanging signs must be raised higher than 14 ft. (4.27m). For example, if you would like to utilize the maximum height dimension for a hanging sign of 6 ft. (1.83m), then your booth structure can only be 12 ft. (3.66m).**
- Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.
- All multi-level booths require approval from SPI Show Management and the fire marshal. See page 9 for more information about multi-story booths.
- All hanging signs must be submitted to Show Management for approval **by Friday, July 8, 2016.** Please submit the [Hanging Sign and Tower Approval Form](#) that is located under the Additional Show Services & Forms tab in the Exhibitor Service Kit.
- Hanging trusses are allowed. Drawings must be submitted to the General Service Contractor for approval **by Friday, July 8, 2016.** Please find more information under the **Labor and Equipment tab – Electric Chain Hoist and Truss / Truss Lighting Packages** in the Exhibitor Service Kit.
- To maintain a professional appearance in the exhibit hall, booths must have backsides of displays covered when visible from an aisle.
- **Don't forget to submit your booth diagram. See page 2 of this document for more information.**



# Special Booth Structures & Regulations

## **Multi-level Exhibit**

**Booth Diagram Requirement (1,000+ sq. ft.):** Any single-level booth that is 1,000+ sq. ft. (92.96sqm) or that exceeds 300 sq. ft. (27.88sqm) of contiguous covered area (see “covered area” definition on page 9) and all multiple-level booths must submit a diagram to Show Management for approval. **By Friday, July 8**, please submit the [Booth Diagram Form \(1,000+ sq. ft.\)](#).

**You must also submit a booth plan to the LVCVA Fire Prevention office** for approval prior to the exhibit coming onto the LVCVA property. **By Friday, July 8**, please send plans to the LVCVA Fire Prevention Office. Plans should be submitted in CAD or PDF format via e-mail to [boothplans@lvcva.com](mailto:boothplans@lvcva.com), fax to (702) 892-2919, or mail to 3150 Paradise Road, Las Vegas, NV89109. 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. Exhibit displays not approved in advance or displays that do not conform to guidelines will be subject to modifications onsite at the exhibitor’s expense.

It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all show rules 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 Friday, July 8. 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, and/or
- The exhibit contains hot works.

Any upper deck area to be occupied must have an approved plan with an engineering stamp, at the expense of the exhibitor.

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.

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.

## **Outdoor Displays**

- GES will contact all exhibitors with outdoor displays to go over the convention center's rules.
- Structures and flooring must be water resistant and stabilized for high wind situations.
- Unlike indoor booths, there is no requirement for carpeting, or a similar floor covering, in an outdoor booth space.

## **Hanging Signs & Graphics**

- All hanging signs must be submitted to Show Management for approval **by Friday, July 8, 2016**. Please submit the [Hanging Sign and Tower Approval Form](#) that is located under the Additional Show Services & Forms tab in the Exhibitor Service Kit.
- Hanging signs are only permitted in peninsula and island booths greater than 400 sq. ft. (37.2sqm).
- Hanging Signs and Graphics should be set back 10 ft. (3.05m) from adjacent booths and be directly over contracted space only.
- Signs and truss are limited only by ceiling height and fire regulations but must not exceed any portion of the booth perimeter.
- Variances may be issued onsite at the exhibitions or events management's discretion.
- Drawings and written approval should be available onsite for inspection.
- The maximum size for a hanging sign is 6 ft. (1.83m) from top to bottom, and must remain within the footprint of the contracted booth space.
- The bottom of a hanging sign must be a minimum of 18 ft. (5.49m) **(or 14 ft. at the Westgate – Paradise Event Center)** from the ground and a minimum of 2 ft. (0.61m) vertical distance must separate the hanging sign from the structure below.
- **If you are exhibiting in the Westgate Paradise Event Center, you must order rigging through the Westgate. You can do so via the [Encore Rigging Order Form](#) under the Westgate Additional Show Services & Forms tab in the Exhibitor Service Kit.**

## Tower Signs

- A Tower is a free-standing exhibit component separate from the main exhibit fixture.
- The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers in excess of 8 ft. (2.44m) should have drawings available for inspection.
- Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.
- All towers must be submitted to Show Management for approval **by Friday, July 8, 2016**. Please submit the [Hanging Sign and Tower Approval Form](#) that is located under the Additional Show Services & Forms tab in the Exhibitor Service Kit.
- In lieu of a hanging sign, Island Booths that are 400 sq. ft. (37.2sqm) and larger may opt for one tower structure per 1,000 sq. ft. (92.96sqm) of booth space, each to have a footprint no larger than 10 ft. (3.05m) x 10 ft. (3.05m). The maximum height of a tower may not exceed 20 ft. (6.10m).
- Variances may be issued onsite at the exhibitions or events management's discretion. Drawings and written approval should be available onsite for inspection.

## Carpet/Floor Covering

- Carpet, or a similar floor covering, is mandatory in all booths in the Las Vegas Convention Center – North Hall. Booths without floor covering will automatically have carpet installed by the General Service Contractor at the Exhibitor's expense.
- **If you are exhibiting in the Westgate Paradise Event Center, carpet is not required, because the space already has carpet. [Click here](#) to view a photo of the carpet. You are welcome to order different carpet.**
- Utility connections (electrical or internet wires, air/water/gas hoses, etc.) must be hidden from view, to maintain a high level of safety and professional appearance.
- Unless explicitly contracted with Show Management, booth spaces are unfurnished. Please refer to the Exhibitor Service Kit to rent booth furniture.

## Sound/Music

- Hanging trusses are permitted in island booths greater than 400 sq. ft. (37.2sqm).
- Drawings must be submitted to the General Service Contractor for approval **by Friday, July 8, 2016**. Please find more information under the **Labor and Equipment tab** – Electric Chain Hoist and Truss / Truss Lighting Packages in the Exhibitor Service Kit.
- Truss may be used to hang or secure audiovisual equipment, speakers, lights, monitors, and/or projectors. Equipment hanging from truss that is to be utilized as part of the demonstration of the products or services of the exhibitor must meet all restrictions in regards to height, placement within the booth, and all exhibit construction guidelines of the booth.
- Sound must be contained within, and directed into, the footprint of the contracted booth space.

- Sound must not be at a level does not disrupt the activities of neighboring exhibitors. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. Show Management reserves the right to request you to change the volume of the sound in your booth.
- Music played in your booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

## **Lighting**

- Hanging trusses are permitted in island booths greater than 400 sq. ft. (37.2sqm).
- Drawing must be submitted to the General Service Contractor for approval **by Friday, July 8, 2016**. Please find more information under the **Labor and Equipment tab** – Electric Chain Hoist and Truss / Truss Lighting Packages in the Exhibitor Service Kit.
- Truss may be used to hang or secure audiovisual equipment, speakers, lights, monitors, and/or projectors. Equipment hanging from truss that is to be utilized as part of the demonstration of the products or services of the exhibitor must meet all restrictions in regards to height, placement within the booth, and all exhibit construction guidelines of the booth.
- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights, flashing, or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- We recommend LED lights. They can be very bright yet generally generate less heat and require less electricity.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management.
- Reduced lighting for theater areas should be approved by Show Management, the utility provider, and the exhibit facility.
- If an exhibitor that is eligible to hang signage wishes to have lighting directed onto the signage from outside of the contracted booth space, the lighting must be hung within 5 ft. (1.5m) of the booth space unless the physical structure of the convention center requires otherwise, in which case the lights must be placed as close as possible.
- When this approach is used, lighting must be focused onto the signage and may not bleed into neighboring booth spaces. Show Management reserves the right to request that such lighting be removed in the event it is determined to have a negative impact on other exhibitors ability to do business.

## **Machinery**

- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
- Machinery is subject to line-of-sight rules and should be placed accordingly in the booth.
- Under no circumstance may machinery, or any part of your display, extend outside the boundary of your contracted booth space regardless of the height clearance from the floor of the item.
- Please contact SPI Show Management if you plan to display machinery that weighs over 4 tons.

## **Vehicles for Indoor Displays**

- All vehicles must be submitted to the General Service Contractor for approval **by Friday, July 8, 2016**. Please submit the **Vehicle Placement Form** that is located under the Shipping, Drayage, and Material Handling tab – Material Handling/Drayage Services in the Exhibitor Service Kit.
- Vehicles on display from automobile dealers must have a Nevada DMV off Premise Display License. Proof of license must be provided upon request.
- 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.
- 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.

## **Balloons (Static and Controlled)**

- Balloons filled with helium or hydrogen are not permitted (tethered or untethered, controlled or stationary).
- Balloons filled with air may be suspended from the ceiling in booths with a minimum size of 400 sq. ft. (36sqm). In this instance, these will be treated as hanging signs. Please refer to hanging sign rules in this document for additional information. This should be designed so that the balloon is stationary and will not sway in the airflow of open doors or air conditioning.

## **Storage**

- Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables.
- Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## **Human Safety**

- Ropes or other items are prohibited from being hung from the facility's ceiling trusses for the purpose of any form of demonstration.
- If a booth has a raised floor, yellow and black-striped hazard tape, or an edging of a different color, must be used to increase visibility and minimize a tripping hazard.
- Exhibitors should be aware of local regulations regarding fire/safety and environment, to which they must adhere. Special caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 ft. (.91m) and/or install hazard barriers as necessary to prevent accidental injury to attendees. Additionally, demonstrations should only be conducted by qualified personnel.
- Hoverboards, Segways, and other electric vehicles are prohibited at all times. For handicap purposes, electric vehicles with a handicap-approved label are allowed; however, handicap plaques or hanging signs that you would use in a car are not acceptable.

## **Structural Integrity**

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts.
- Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, chairs, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## **Flammable and Toxic Materials**

- Exhibitors should be aware of local regulations regarding fire/safety and environment, to which they must adhere.
- All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## **Food Preparation and Sampling**

Per the convention center guidelines, any food items not directly manufactured by the exhibitor must be purchased from, and supplied by Aramark (LVCC) or Westgate Catering (Westgate). All alcoholic beverages must be served by an Aramark (LVCC) or Westgate Catering (Westgate) union employee and TAM certified bartender.

## **Americans with Disabilities Act (ADA)**

- All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.
- Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov).
- Examples:
  - Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length).
  - Provide the same attendee experience on both levels of a two-story exhibit.
  - Run an audio presentation for people with sight problems.
  - Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

## **Use of Space and Secondary Exhibitor Restrictions**

Per the terms and conditions of the booth reservation contract signed at the time of reservation, booth shares, sublets, and/or re-sells are not permitted at Solar Power International. See below for language in contract.

*Exhibiting company may not assign, sublet or re-sell, in whole or in part, contracted exhibit space. Exhibiting companies are allowed one exhibit space on the show floor. No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to this exhibitor of record, nor shall the exhibiting company display articles not manufactured or normally sold directly to them.*

## **Booth Personnel, Marketing Materials and Competing Events**

- Booth personnel must maintain a professional appearance. All staff hired for the event (defined as any booth personnel who are not full-time employees of the exhibiting company) must wear business professional attire. This includes, and is not limited to, ANY gender used by exhibitors to promote their products at SPI by using overtly sexual or suggestive methods. Partial nudity, the aggressive display of cleavage and the navel, and shorts/skirts higher than 4” above the knee are not allowed. If for any reason an exhibit and/or its contents are deemed objectionable to SPI show management, the exhibitor will be asked to alter the attire of its staff.
- SPI further recommends that you encourage your booth personnel to:
  - abstain from overt statements or offensive humor, which would disparage the dignity of any individual or group;
  - substitute asexual words (e.g. sales representative or sales person instead of salesman);
  - refrain from using labels (e.g., referring to women as “girls”); and
  - eliminate from all marketing collateral sexist language (i.e., replace masculine pronouns with he or she, or reword sentences or phrases) and discriminatory jokes or visual aids that show people in stereotypical roles by presenting individuals without bias regardless of sex, race, age, groups, etc.
- All Booth Personnel must wear a conference badge at all times.
- Booth Personnel are not permitted to promote the exhibiting company outside the contracted exhibit space.
- All marketing must remain within the contracted exhibit space. Marketing materials may not be placed on conference tables or other areas that are not within the boundaries of the booth, both inside and outside of the exhibit hall. Show Management reserves the right to remove individuals or discard display materials that do not comply with these guidelines.
- **SPI restricts exhibitors from hosting or participating in competing or conflicting events or activities that occur during official SPI show hours. Exhibitors violating this policy will be subject to cancellation of their booth without refund and may not be invited to participate in future SPI exhibitions.**

### **Greening Tips**

Solar Power International is committed to environmental stewardship in all facets of our event planning. Our commitment to waste reduction, recycling, and the use of environmentally friendly products and renewable resources is at the forefront of thought when planning and executing projects related to our event.

Exhibitors are encouraged to proactively participate and support our commitment by following these best practices suggestions.

## **Exhibitor Display/On-site**

- Develop reusable rather than disposable booth displays, or rent a modular display from the General Service Contractor.
- Design booths with environmentally responsible materials and incorporate indoor air quality principles.
- Use energy efficient lighting.
- Turn off lights and electronic equipment when not in use.
- Make use of recycling facilities provided by at the convention center.

## **Promotional Materials**

- Minimize paper handouts and use double-sided printing.
- Choose certified chlorine-free paper (PCF coded) which meets the EPA standards for post-consumer waste recycled content and comes from Forest Stewardship Council (FSC) certified forests.
- Use vegetable or soy-based inks.
- Avoid printing dates on materials so reuse them.
- Bring only what you need. Either ship or recycle leftover collateral, or print copies only “as needed” on-site.
- Give attendees the option of receiving exhibitor information electronically by offering USB flash drives or provide online downloads.
- Use electronic card scans for capturing attendees’ profiles.

## **Giveaways**

- Consider reusable items or items made from recycled or biodegradable materials.
- Try and use recycled products that are not a threat to endangered species.
- Avoid over-packaging. Bring only what you need.
- Order items in bulk to reduce packaging and shipping. Either ship or recycle leftovers.
- Packing and Freight
- Use reusable packaging materials (wood or recycled plastic crates) for transporting your booth structure and supplies.
- Use recyclable, biodegradable shipping and packing materials.
- Participate in recycling cardboard, freight boxes, and plastic wrappings during set-up and teardown.
- Minimize packaging materials.
- Reduce the environmental impact of transportation costs by having collateral printed locally in the event area, or have your printer contact carbonfund.org to offset carbon emissions from shipping.

**EPA’s Greening Your Meeting Guidelines:** <http://www.epa.gov/epp/pubs/meet/greenmeetings.htm>

## **Contact Information**

**GES:** (800) 801-7648

International: (702) 515-5970

Monday - Friday 6:00 am - 5:00 pm pacific

**Show Management:** [exhibitorservices@sets.solar](mailto:exhibitorservices@sets.solar)