



## 2019 Regulations & Requirements

### Advertising

No pamphlets, coupons, samples, signs, or promotional personnel are permitted **outside of the assigned booth perimeter** without specific, advance permission of the WVC. All commercial activity, including leafleting and sampling, must be confined to the exhibit booth. Literature that is distributed outside of booth space will be considered an infringement on Conference esthetics and on the rights of other exhibitors and will immediately be discarded without notification.

Exhibitors may not attach or post display materials to any convention center surface by any means of attachment or adhesion. Such displays will be removed without notification, and the exhibiting company will be responsible for costs of cleanup and repair.

### Animal Demonstration, Use of Animal Tissues, & Personal Pets

Product demonstration, company mascot and celebrity animals are permitted in the Exhibit Hall, *but only with specific, preapproval of the Conference*. Because the Conference must obtain hotel security permission as well as prepare a badge for each animal, the **pre-approval deadline is January 18 2019**.

- No dead animals, cadaver parts, biohazards, or live bacterial cultures are permitted.
- No demonstrations of laser or radiosurgical incisions or electrocautery are permitted on meat.
- No personal pets are permitted. (Sorry, no exceptions)

### Audio Amplification

Audio amplification or machinery noise from a booth activity is limited to a reasonable level of 70 decibels. Specifically, individual headphone service is recommended for conducting lectures or demonstrations *within* a booth space. Demos may not be directed to an audience gathered in the aisle.

No radio playing is permitted. If music is reproduced within the booth; the company assumes full responsibility for paying all fees levied by BMI and ASCAP.

### Booth Sharing

All booth space is assigned specifically to one company of record. Booth locations or configurations may not be shared, exchanged, merged, bartered, or resold.

*Booth sharing or booth splitting is defined as the presence of representatives, products, equipment, or printed material from a company other than the primary occupant and its usual product line. If booth splitting or sharing occurs without prior notification and approval of WVC, both companies will immediately be excused from the Conference*

### Booth Height Limit

24 feet for island displays, including any logo-bearing "crowns." (Crowns may be illuminated and mobile.)

10 feet for an in-line booth. If an in-line booth has display elements exceeding 10 feet in height, the exhibit will be placed in a perimeter row.



## Booth Setback

The WVC uses the policy of the International Association of Exhibitions and Events to help maintain unobstructed sight lines.

All items 4 feet or higher must be "set back" 5 feet from the front of the booth.

## Cancellation Policy

A cancellation notice must be submitted in writing on company letterhead.

### *Cancellation Notification Refund Amount*

- Before November 30, 2018.....50% refund
- After November 30, 2018.....No refund

## Carpeting

**All exhibit space must be fully carpeted.** Carpeting may be supplied by the exhibitor or rented from GLOBAL EXPERIENCE SPECIALIST (GES). Booth cleaning is **NOT** a part of the booth package. The **WVC is responsible for aisle vacuuming only** and trash removal. All cleaning will be done exclusively by the service appointed by the Mandalay Bay Convention Center. Vacuuming should be ordered from Mandalay Bay after setup in preparation for opening day and as often as needed thereafter.

## Hospitality Suites/Company Meetings

All meeting and suite space requests within the Mandalay Bay Hotel and Convention Center during the dates of the WVC will be referred to the Conference for approval. Please contact Heather Black at [h.black@wvc.org](mailto:h.black@wvc.org) or 702-739-6698. Available space is extremely limited, and requests should be submitted as early as possible.

## Contests, Sign-Ups, & Prizes

Sign-ups for drawings, prizes, and contests are permitted. Winning names may be posted by signage at the booth. No public address service is available for these announcements. Selling of raffle tickets is prohibited.

## Exhibitor-Appointed Contractor

An exhibitor may hire a third-party contractor for setup of its booth and displays. The WVC must be notified of the EAC's identity and receive proof of liability insurance by January 18, 2019. Note that the EAC insurance policy must name the WVC, The Global Experience Specialist (GES), and the Mandalay Bay Convention Center as co-insured at the following minimums:

- General Liability \$2,000,000
- Vehicle Liability \$1,000,000
- Employer's Liability \$250,000

## Food & Beverage

Only individually wrapped candy is permitted to be giving out by the exhibitors in the Exhibit Hall. Custom food and beverage services/displays may be hired from the Mandalay Bay Exhibitor Services. If you are serving a beverage as a product, you are limited to a 2oz sample serving. If



an exhibitor wishes to dispense self-supplied (bottled) beverages, prepayment of corkage fees should be arranged with the Mandalay Bay.

### **Gifts & Samples**

Gifts or product samples made available to one attendee must be available to all interested attendees.

### **Insurance**

It will be the responsibility of **all exhibiting companies** to provide short-term general liability insurance for \$1,000,000. Exhibiting companies will need to provide the certificate to the WVC thirty-(30) days prior to the show. Companies that fail to provide a certificate of insurance are not permitted to set up a booth. Alternatively, WVC can purchase the short-term general liability insurance on behalf of the exhibitor for an additional fee of \$100.

“Exhibitor” agrees to defend, indemnify, and hold harmless, hotel, group and their owners, managers, officers or directors, agents, employees, independent contractors, subsidiaries, and affiliates, from any damages or charges resulting from exhibitor’s use of the property. Exhibitor’s liability shall include losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees that arise from or out of the exhibitor’s occupancy and use of the exhibition premises, the hotel or any part thereof.

### **Personnel Staffing Booths**

A minimum of two persons per company must register.

One or more persons must staff each exhibit at all times.

No one under 18 years of age may be present during booth installation or dismantling periods.

Booth abandonment (no staff at exhibit) or premature dismantling of the booth will be perceived by WVC as disinterest in its attendees and will result in the loss of 6 Priority Points.

Guests and non-exhibitors are not permitted as “booth sitters.”

A veterinarian with an “Exhibitor” badge may attend scientific sessions and receive CE Credit. See the WVC Exhibit Guide or website for further information.

### **Product Quality Standards**

All displayed vaccines, biologics, and diagnostic test kits must be USDA licensed.

No sales of date-expired items are permitted.

### **Safety**

WVC is a nonsmoking environment.

Compressed-gas cylinders must be secured against falling or other impact. A cylinder cart, chain, or strap is required if the cylinder is stored vertically; a cradle is required if the cylinder is stored horizontally.

No aisle obstructions are permitted.



91<sup>st</sup> ANNUAL  
CONFERENCE

FEBRUARY 17-20, 2019  
LAS VEGAS, NV

### **Self-Setup**

- Those exhibitors erecting tabletop or pop-up booths are permitted to:
- Hand carry from designated parking using a carried suitcase or self-rolling cases.
- Plug in lighting to a provided electrical outlet box.

### **Not permitted:**

- Use of dollies, hand trucks, or powered conveyances to move any item.
- Installation or modification of any electrical or lighting fixtures.
- Modification of floor plans or booth arrangement.
- Compromise access to any emergency egress door or fire extinguisher cabinet.