



EXHIBITOR KIT

TABLE OF CONTENTS

Aerosol cans	2
Animals	2
Balloons	2
Booth Set-up	3
Business Center	3
Chemicals	3
Contractor & Vendor Requirements	3
Emergency Procedures	
Food and Beverage	4
Food Preparation within Exhibits	4
Food Sampling Information	5
Fire Prevention Exhibit Guidelines	5
Halogen Lamp Restrictions	6
Hand Carry	7
Meeting Rooms	7
Multi-Level and/or Covered Exhibits	7
Outdoor Exhibits	8
Parking	9
Permits	9
Personal Mobility Devices	10
Roof Access	
RPAS/UAVs/Drones	10
Shipping and Receiving of Exhibitor Materials/Products	10
Vehicles on Display Indoors	10
Weapons	10
FORMS	11

AEROSOL CANS

- Aerosol cans containing flammable gases or liquids are prohibited. Only empty containers may be placed on display.
- Flammable liquids, solids or gases, are prohibited inside the building unless prior review and approval is obtained.

ANIMALS

- Service animals are always welcome. Refer to the American Disabilities Act (ADA) for the definition of a service animal.
- Permission for any animal to appear in a show or booth must first be approved by show management, then by the Convention Services Manager (CSM).
- 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.
- With the exception of Fish animals are not allowed in the building overnight.
- A trainer must accompany animals at all times.

BALLOONS

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

INDOORS

- 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.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- 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 outdoors due to airport flight patterns in the area.
- 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 facility.

OUTDOORS

Moored balloons (to include hot air balloons), and kites are permitted on facility campuses with the following conditions:

- Must have approval from show management and your Convention Services Manager (CSM)
- Balloons/kites must be moored and can only be used for displays. Must submit mooring plan to the Las Vegas Convention Center.
- Balloons/kites must not protrude higher than the building structure of the facility

HOT AIR BALLOON OPERATIONS

- Any hot air balloon that is inflated and standing must have a FAA certified pilot, with a commercial rating for lighter than air aircraft with the balloon at all times.
- Balloons cannot be flown on facility campuses due to the proximity to the local airports, this is an FAA regulation.
 - McCarran International Airport is less than 5 miles from LVCC
 - North Las Vegas Airport is less than 5 miles from Cashman Center

- Propane cylinders awaiting use must be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in a location selected by LVCVA staff outside of the building

RUNAWAY BALLONS

- If a balloon escapes its mooring and poses a threat to air navigation, the operator of the unmanned balloon must report the runaway balloon to air traffic control with the estimated position of the balloon and the time it escaped its mooring.

BOOTH SET-UP

If approved by Show management an exhibitor has the option of contracting the set-up of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full time employees of the exhibiting company and provide credentials.

BUSINESS CENTER

FedEx Office operates 3 business centers conveniently located within the Las Vegas Convention Center. The Business Centers, located near the main entrance of Central Hall, in the Central Hall Concourse and in South Hall near Starbucks, can assist with a variety of services for your event. Services range from traditional printing and copying, business cards, posters and banners (including Grand Format printing), fax services, packing and shipping, computer and internet access and an array of office supplies. The Business Center also offers Coat and Bag check, Equipment Rental and Scooter Rental. The Business Center near the main entrance of Central Hall also has a Board Room that can be rented out to help facilitate business while at the Las Vegas Convention Center.

A FedEx Office Team Member can consult with you prior to your arrival on property to coordinate all your printing needs in advance of your event. Your printed materials will be conveniently waiting for you at the Las Vegas Convention Center when you arrive for your event.

The Business Center is open 8 a.m.–5 p.m., 7 days a week, however hours are subject to change based on event need. Please contact the FedEx Office Business Center at (702) 733-2898 for additional information. Or visit [FedEx's Website](#) for information and to submit your print projects on line.

CHEMICALS

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable SDS – Safety Data Sheet. The SDS must be submitted at the time floor plans are submitted.
- A list of chemicals must be included with your booth plan submittal to boothplans@lvcva.com.
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- Arrangements must be made in advance for disposal. Disposal of hazardous materials is prohibited in the sinks, sewer lines or drains of the facility.

CONTRACTOR & VENDOR REQUIREMENTS

- Any show-appointed and/or exhibitor-appointed contractor (EAC's) providing a service during conventions, trade shows and events at the Las Vegas Convention Center must obtain an annual permit prior conducting any work on property.
- To apply for an EAC permit have your contractor contact the Las Vegas Convention Center at EACPermit@lvcva.com.

BADGING REQUIREMENTS

- All contractors must have the ESCA Exhibition Industry Worker Identification System (WIS) Badge in order to gain access to the property.
- All trade union workers and contract security employees are exempt from obtaining the WIS badge. However, they must have trade issued photo identification displayed at all times.
- Show staff, exhibitors and attendees must have the show-issued credential.
- To obtain identification badges for full or part-time employees and to obtain Temporary Access Badges for new employees and workers, please follow the link here to start the process. <https://wis.esca.org/>

EMERGENCY PROCEDURES

The Las Vegas Convention Center security staff is trained to handle emergency situations. To report an emergency, please call our 24-hour Control Center at **(702) 892-7400**.

FOOD AND BEVERAGE

The Catering Department at the LVCC retains the exclusive right to provide, control and retain all food and beverage services within the Las Vegas Convention Center. Outside food and beverage may not be brought into the facility for consumption or to be distributed without prior approval. Fees may apply.

PREPARATION WITHIN EXHIBITS

Whenever food is prepared within an exhibit, a Food and Beverage Sampling / On-site Preparation Approval form must be completed and emailed to foodprepandsample@lvccva.com. See attached form. Upon receipt of this form, a representative from LVCC and the Catering Department at LVCC will contact you. Approval from both LVCC and the Catering Department at LVCC must be received prior to finalizing your plans.

EXHIBITION AND DISPLAY COOKING

Temporary exhibition and display cooking is only permitted within the limitations given below.

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e. grills that exceed 288 square inches (2 square feet) that produces grease laden vapors must have a fire extinguishing system installed according to NFPA17A and an exhaust duct system complying with the currently adopted Mechanical Code.
- All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2 square feet).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and Fire Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
 - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
 - The volume of cooking oil per appliance is not to exceed 3 gallons.
 - The volume of cooking oil per booth is not to exceed 6 gallons.
 - Deep-fat fryers shall be electrically powered and have a shut-off switch.
- Other appliances for exhibition cooking shall also be limited to 288 square inches (2 square feet) in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
- A minimum of (1) Class-K fire extinguisher shall be located within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
- A minimum of (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.
- Solid fuels including charcoal and woods are prohibited within exhibit halls.

FOOD SAMPLING INFORMATION (See GES Manual for Show Specific Guidelines)

The Southern Nevada Health District enforces regulations for the sampling of food during tradeshows. Exhibitors who are giving away free, open food or beverage are required to submit an Food and Beverage Sampling / On-site Preparation Approval form to foodprepandsample@lvccva.com. See attached form. Upon receipt of this form, a representative from

LVCC and the Catering Department at LVCC will contact you. Approval from both LVCC and the Catering Department at LVCC must be received prior to finalizing your plans.

All items to be given away are limited to sample sizes.

- Non-alcoholic beverages: 3 oz.
- Food items: 2 oz.
- Any food items not directly manufactured by the exhibitor must be purchased from, and supplied by Centerplate.
- If sampling of open food or beverage is conducted at a booth, both a hot water hand-washing station and a sanitizing station will be required.
- Hand washing and sanitation stations may be purchased through Centerplate or provided by the exhibitor. If provided by the exhibitor, contact the Southern Nevada Health District or refer to their website for the requirements, southernnevadahealthdistrict.org.
- Hot water for hand washing will be provided by Centerplate. Hot water refill station(s) will be available on the show floor. Check with show management for the location(s).
- If any alcoholic beverages are to be served, exhibitors must contact Centerplate and follow the NV Department of Taxation guidelines regarding liquor at tradeshow. All alcoholic beverages must be served by a Centerplate union employee and TAM certified bartender. Some exceptions may apply.

If you have any questions, contact Centerplate at (702) 943-6779 or email exhibitorcateringlvcc@centerplate.com

FIRE PREVENTION EXHIBIT GUIDELINES

- Exhibit booth construction shall meet all building requirements.
- All means of entrance and exit must be clear and free from obstruction at all times.
- 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.
- 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, - etc.) will be necessary, along with accessibility being maintained at all times.
- 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.
- Outdoor use of LPG (Propane) must be preapproved by the Las Vegas Convention Center Fire Prevention Department and the Convention Services Manager.
- Only the Official Service Contractor has authorization for use of motorized equipment (forklifts, man lifts, boom lifts, etc.) in support of the show.
- All booths greater than 1000 square feet must submit a booth plan to Boothplans@lvcca.com.
- The travel distance within a booth, to an exit access aisle shall not exceed 50 feet.
- 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.
- Enclosed fireplaces must be approved for burning by the Las Vegas Convention Center Fire Prevention Department.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation.

HALOGEN LAMP RESTRICTIONS

Use of stem or track mounted halogen light fixtures are not allowed unless they meet the following requirements:

- Must utilize a self-shielded bulb
- Bulb wattage must not exceed the listed wattage permitted by the fixture manufacturer

APPROVED HALOGEN BULBS - 75 WATTS MAX



DISAPPROVED HALOGEN BULBS



HAND CARRY

- Exhibitors may hand carry their merchandise from a privately owned vehicle. Acceptable vehicles include passenger automobile, minivan, sport utility vehicle, pick-up truck and full-size van.
- Trailers of any kind, box trucks or vehicles larger than a full-size van or pick-up truck will be permitted in areas predetermined by the Las Vegas Convention Center.
- Parking on a red curb or in traffic lanes is prohibited.
- The use of hand carts & dollies is not permitted.

Four wheel dollies



Two wheel dollies



Four wheel push carts



MEETING ROOMS

- Floor coverings can be laid over building carpet in the meeting rooms with permission from the Convention Services Manager. Visqueen must be laid between the building carpet and the covering being installed, using only non-residue tape.
- Air walls must be configured prior to laying covering over building carpet.
- Movement of meeting room air walls must be handled by Las Vegas Convention Center personnel.
- Exhibitor crates and pallets must be placed on rollers or Visqueen.
- 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, air walls or doors.
- No structures erected in these rooms may have any type of ceiling. All structures must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, facility system controls must remain accessible.
- Closet and utility rooms are for the Las Vegas Convention Center use only.
- Electrical service is limited to the existing power within the room.

MULTI-LEVEL AND/OR COVERED EXHIBITS

BOOTH PLAN SUBMITTALS

- All multiple-level exhibits and any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area must submit a booth plan to the Las Vegas Convention Center Fire Prevention office for approval 45 days prior to the show.
- Plans must be submitted in .dwf, .dwg or .pdf format via e-mail to: Boothplans@lvcva.com.
- Previously approved plans must be resubmitted each year.
- 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 a State of Nevada engineered stamp.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two means of egress.
- Spiral stairways are not an approved means of egress.
- Multi-level, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.
- Any covered area that is also enclosed, regardless of the size of the area, will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.

FIRE WATCH

Under certain circumstances the Fire Prevention Office may require a fire watch for an exhibit.

OUTDOOR EXHIBITS

- Parking lots used for exhibits that have tents, pavilions, trailers or sprung structures must have 24-foot clearance around it, for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must have a 10-foot wide aisle.
- Temporary Assembly Structures are structures that have either membrane or solid (hard shell or glass) sides that exceed 4,500 square feet. These structures have additional requirements set by Clark County. Refer to Clark County Building and Fire Prevention requirements for temporary structures outdoors.
- All banner material used outside must be made of mesh material (a minimum of 30% pass through) or have wind pockets to allow for air to flow through.
- The use of pipe and drape or modular wall systems must have advanced approval from the CSM. Pipe and drape or modular wall systems can be used inside fully enclosed structures.
- If pouring a sub-floor made of concrete onto the asphalt, visqueen must be used under the pour and in the surrounding area. Bonding agents are prohibited.
- See Food Preparation within Exhibits for information on exhibition and display cooking.
- See Fire and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 10 gallons of gasoline or 60 gallons of diesel on property will require a Clark County Building and Fire Prevention Permit
- LVCVA management reserves the right to make changes on site that is deemed necessary without advanced notification, for safety concerns.
- Power for any exhibit/structure must be provided by the official electrical contractor.

GENERATORS

- Temporary use of portable generators must be installed/operated by the official electrical contractor. A Clark County permit is required where applicable.
- Vehicle mounted generators, i.e. car haulers, RV etc. as part of an exhibit or utilized during move-in/out are not permitted.
- Generators being displayed or part of a product line may be operated with approval from the Convention Services Manager. Refueling and fuel storage rules must be followed and the generator may not power the booth.

TENTS AND CANOPIES

- Exhibitors must have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag.
- Outdoor tents and/or temporary structures must be installed by a facility approved Exhibitor Appointed Contractor (EAC)
- EAC's must submit and receive an approved staking plan before staking can occur. Staking plans must be submitted 30 days prior to show open. Submit staking plans to conventionservices@lvcva.com See additional staking rules below.
- All Tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County Building and Fire Prevention permit.
- All Canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County Building and Fire Prevention permit.
- Self-installed pop-up canopies require either weights or stakes and must be lowered every evening at close of show. Weather conditions may require pop-up canopies to be taken down. This will be determined by the facility on site.

STAKING

- All staking must to be drilled. Hand staking is prohibited.
- Anchoring or staking into concrete is prohibited property wide.
- Trenching or digging is not allowed into the asphalt without prior approval from your Convention Services Manager.
- The asphalt must be returned back to its original condition. LVCVA standards are:
 - Back fill existing hole(s) with clean, fine type sand. Tamp to within 4" minimum of grade surface.
 - Fill rest of hole(s) within ½" of surface with fine aggregate type patching asphalt, tamp until solid.
 - Cover areas approximately 2" around the patched hole with a good grade of plastic type asphalt sealer with a maximum drying time of 2 hours.

TRUSS STRUCTURES

- All truss structures require plans to be submitted to Fire Prevention at boothplans@lvcva.com, 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21.
- Depending on the size, attachments and weight, the facility may require a 3rd party engineer stamp of approval. The engineer stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense.
- If an exhibitor has their own ballast (weight) but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's general contractor at their own expense.

PARKING

- The current parking fee is \$10.00 (cash or credit cards accepted) 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.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at (702) 892-7400.

PERMITS

For assistance with Clark County Building and Fire Prevention permitting contact the Las Vegas Convention Center Fire Prevention Department at (702) 892-7413 or boothplans@lvcva.com

Permits from Clark County Building and Fire Prevention are required for:

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies over 700 square feet
- Outdoor temporary structures over 4,500 square feet
- Hot work
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles
- Open flames and candles not used for food warming
- Open flame torches
- Flame effects and pyrotechnics
- Carnivals

Clark County Building and Fire Prevention also provides blanket permits for multiple exhibitors applying for the same permit at the same show for: hot works, spray and dipping booths, cryogenic fluids and compressed gases. Blanket permits must be submitted to Clark County Building and Fire Prevention office by show management.

PERSONAL MOBILITY DEVICES

The use of Segway's, skateboards, hover boards, in-line skates, roller skates, scooters (either motorized or foot-powered) are not permitted on the Las Vegas Convention Center property. This includes all non-ADA approved mobility devices.

REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)/UNMANNED AERIAL VEHICLES (UAVs)/DRONES GUIDELINES

RPAS/UAVs/Drones are permitted. The following guidelines must be strictly adhered to:

- Exhibitors have approval from show management and your Convention Services Manager (CSM) before flying any RPAS.
- A form must be completed and submitted.
- All Federal Aviation Administration (FAA) and Department of Homeland Security guidelines must be observed.
- RPAS carrying weapons are prohibited.
- RPAS may not be flown in lobbies, restaurants or other common areas.
- RPAS must weigh less than 55 pounds.

EXHIBIT HALLS/MEETING ROOMS/OUTDOORS

- RPAS are restricted to within your defined booth space only.
- RPAS must be flown in a fully enclosed area (including ceiling) using netting, plastic, or other safety measure. Tethering is not an approved safety measure. Netting must be made of material that is sturdy enough to prevent the RPAS from breaking or escaping the enclosure.
- RPAS are prohibited from flying over populated areas.
- RPAS are prohibited from flying within 18" of any building structure including sprinklers.

OUTDOORS

- FAA regulation restrict RPAS from being flown within five (5) nautical miles in class Bravo airspace (McCarran International Airport) and class Delta airspace (North Las Vegas Airport). Due to the proximity to these airports, RPAS's are prohibited from flying outside on any LVCVA campus. Waivers obtained through the FAA must be provided to the Convention Services Manager.

ROOF ACCESS

- Roof access is by appointment only.
- All persons requiring roof access must obtain approval in advance. To do so, submit roof access form to conventionservices@lvccva.com.
- Once written approval has been given, go to the Engineering Department on the specified installation date and time to complete the process. Anyone requiring a roof pass on the weekend must go to 1Call (located inside freight door 13).
- Roof access times are 7:30 am – 4:30 pm, (winter hours may vary due to weather conditions and day light savings time).
- Engineering staff will escort persons desiring roof access and monitor roof activity.
- Items placed on the roof must have the contractor's name, booth number and show name.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is prohibited. Exceptions are made on a case by case basis and in designated areas only.
- Fall protection must be used when required by OSHA.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- All items, such as wiring, satellite dishes etc., placed on the roof for a show, must be placed on designated platforms unless Engineering management gives approval in advance for another location.
- Individuals blocking or taping open any roof access doors will be trespassed from property.
- Equipment must be removed during move-out of show

EQUIPMENT INSTALLATION

- Satellite pads are available on the roof of Halls C1-C5, N1-N4, and S3-S4 (LVCC). Any contractor or exhibitor requiring access to roof must first obtain permission from show management and the Convention Services Manager as well as obtain a roof access pass.
- Roof access passes expire at the end of each day. No work is permitted on the roof during inclement weather. No work is permitted on the roof after 5:00 p.m. All roof hatches will be secured at this time.
- Cox Business has exclusive rights for all cable runs.
- All satellite dishes must be placed on a ¾" carpeted piece of plywood.
- Equipment can only be mounted on roof platforms, not on any other roof surface.
- The mounting of equipment on antenna masts is permissible where available. Contact your Convention Services Manager for further information.
- Roof walkways must be used when available.
- Satellite dish size is restricted to one meter (39 inches) with no exceptions.
- Installer is responsible for removal of all equipment and any debris prior to the conclusion of the event's final day of move-out.
- The use of sandbags or cinder blocks is prohibited.
- Cable may not be laid through roof hatches.
- Aluminum clad Flooded Jacked Cable is not permitted.

SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS

The Las Vegas Convention Center does not accept exhibitor freight. Please contact your service contractor for your freight needs.

VEHICLES ON DISPLAY INDOORS

- Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
- Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- Batteries must be disconnected.
- Auxiliary batteries not connected to engine starting system may be left connected.
- External power is recommended for demonstration purposes.
- Battery charging is not 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 the show and will remain off while freight doors are closed.
- 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.
- Vehicles placed in lobbies and meeting rooms must have approval of the CSM and leak protection.

WEAPONS

- Personal weapons of any type are not permitted on property.



Remotely Piloted Aircraft Systems (RPAS) / UAV / DRONES

Name of Event: _____ Date of Event: _____

Booth #: _____ Meeting Room #: _____

Name of Exhibiting Company _____

Contact Person/Title: _____

Phone: _____ Email: _____

Power Source: Battery or Other: _____

- Weighs less than 55 lbs.
- Will be flown in a fully enclosed area (including ceiling) using netting, plastic, or other safety measure. Tethering is not an approved safety measure. Netting must be made of material that is sturdy enough to prevent the RPAS from breaking or escaping the enclosure.
- The demonstration will stay restricted to the booth space.
- Will maintain a distance of 18 inches away from any building structure including sprinklers.

RPAS/UAV/Drone Guidelines

- Exhibitors must have approval from show management and your Convention Services Manager (CSM) before flying any RPAS.
- This form must be completed and submitted.
- RPAS carrying weapons are prohibited.
- RPAS may not be flown in lobbies, restaurants or other common areas.
- RPAS are prohibited from flying over populated areas.

Outdoors

- FAA regulations restrict RPAS from being flown outdoors within five (5) nautical miles in class Bravo airspace (McCarran International Airport) and class Delta airspace (North Las Vegas Airport). Due to the proximity to these airports, RPAS are prohibited from flying outside on any LVCVA campus. Waivers can be obtained through the FAA but must be provided to the Convention Services Manager in advance of the event.

I have read the RPAS/UAV/Drone guidelines

Email to conventionservices@lvcva.com for approval

For info phone: (702) 892-2860

LVCVA reserves the right to update or change this policy without written notice



APPLICATION FOR FOOD PREPARATION OR SAMPLING
SELLING OF FOOD ITEMS IS NOT ALLOWED

Name of Event: _____

Dates of Event: _____ Booth Number: _____

Name of Exhibiting Company: _____

Contact Person/Title: _____

Phone: _____ Email: _____

1. Please indicate the food/beverage item(s) you wish to prepare and/or sample:

2. Will you be heating or cooking food? Yes No

3. Is your company a manufacturer of the food items you wish to distribute? Yes No
If you are not the direct manufacturer of the food item(s), all products must be purchased from and supplied by Centerplate, our exclusive food and beverage partner.

4. Please indicate the process/equipment that would be used:

No open flames will be permitted.

A 5ABC portable fire extinguisher will be required for each approved device.

A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

Centerplate staff will be in contact to discuss Southern Nevada Health Department procedures, additional forms and fee information.

Please email this form to:

Convention Services Manager, LVCC
conventionservices@lvca.com

DO NOT finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.

Approved	Denied
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Roof Access for Equipment Installation

Name of Show: _____ Exhibiting Company: _____

Contact: _____ Booth #: _____ Exhibit hall: _____

Service Contractor Exhibitor EAC EAC company: _____

Mobile phone: _____ Email: _____

Install Date: _____ Install Time: _____

Removal Date: _____ Removal Time: _____

Description of equipment to be installed:

All equipment placed on the roof must be labeled with the contractor's name, booth number, and show name.

Will you require cabling? Yes No

Cox Business is the exclusive provider of transport services for the LV Convention Center. They can extend or provide cabling from the roof pad to your booth or exhibit area. Please contact them directly for pricing: Lvcc.orders@cox.com or (855) 519-2624

Cox order #: _____

Please complete this form and email it to conventionservices@lvcvva.com for approval.

RULES AND REGULATIONS

- All persons desiring roof access must first obtain authorization and a special roof access pass.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is restricted to designated areas and must have prior approval from Engineering.
- Fall protection is required for all persons accessing the roof:
 - When on a sloped roof;
 - When within 10 feet of the edge of a flat roof;
 - When within 10 feet of an unprotected skylight; or
 - When otherwise required by OSHA 1926 Subpart M.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for a show, must be placed on designated platforms.
- Individuals blocking or taping open any roof access doors will be trespassed from property.
- **Equipment must be removed during move-out of show.**

Roof access is by appointment only. Roof access times are 7:30 am – 4:30 pm, unless special arrangements are made in advance. Hours may vary due to weather conditions and day light savings time. Once written approval has been given, you will go to the Engineering Department on the specified installation date to complete the process.