

## Anti-Counterfeit and Currency Expo 2018 GENERAL INFORMATION

Thank you for booking your exhibition space at the Anti-Counterfeit and Currency Expo 2018. This guide gives you all the information you should need to plan your booth at the event but if you are unsure of anything please do contact us.

We look forward to working with you in the upcoming months and to meeting you onsite.

If you would like to contact the team at any point, please do so by using our details below:

Operations: Caroline Pepper, [caroline.pepper@elite-exhibitions.com](mailto:caroline.pepper@elite-exhibitions.com). If preferred, please email and request a call back.

Move in	Time
Monday 5 November	12:00pm – 5:00pm
Tuesday 6 November	7:00am – 4:00pm

Official contractors will cease building work at 12:00 on Tuesday 6 November 2018 - it is therefore essential that exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met. Please note that between 12:00pm - 4:00pm on Tuesday 6 November, only cleaning and cosmetic finishing of booths is permitted - **aisles must be kept clear, all freight cases and unused exhibits must be removed by this time.**

Open Period	Time
Tuesday 6 November 2018	4:30pm – 7:30pm Official launch party
Wednesday 7 November 2018	10:00am – 6:00pm
Thursday 8 November 2018	10:00am – 6:00pm

During the exhibition period, exhibitors will have access to the hall one hour before the opening and 30 minutes after the closing hours to service their booths. We remind you that according to our regulations someone must remain present on your booth until the show closes on Thursday 8 November 2018. We thank you for taking this into consideration when organising your booth breakdown and travel arrangements.

Move Out	Time
Thursday 8 November 2018	5:00pm – 9:00pm
Friday 9 November 2018	8:00am – 12:00pm

No exhibits may be removed before the exhibition closes on Thursday 8 November 2018, nor will any contractors be allowed into the venue until this time - please ensure that you have briefed your contractors accordingly. Please note that there may be restrictions in place during break down and access times for your delivery vehicles may vary according to vehicle size.

**Exhibitors are reminded that security will cease once the exhibition has closed.** Items of value left on the booth, including freight are the responsibility of the exhibitor. Please speak to the Show Management if you would like to hire a guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent.

Vehicle access will not start until all visitors have left and any empties have been returned - this may take up to two hours. Any booths attempting to break down before the close of show at 5:00pm will be found in breach of contract.

All booth materials, exhibits, packaging and waste materials are to be cleared from the halls no later than 12:00pm on Friday 9 November 2018. Any materials left on the booth will be removed and the charges invoiced directly to the exhibitor.

<b>Deliveries &amp; Access</b>	
Access – goods and booth build	<p>Exhibitors (and Exhibitor Appointed Contractors) building booths are allowed access from 12:00pm on Monday 5 November. Booths are not permitted to be built until permission has been obtained from the Show Management. <b>See Booth Information Form.</b></p> <p>Freight door: Nearest freight door is number 1, 17' high and 18' wide</p> <p>Floor load capacity: Please contact the Show Management for more information or if you have any concerns regarding the weight of your equipment.</p> <p>A client/crew member must be on hand to receive all deliveries.</p>
Couriers	<p>Please see shipment information in the GES kit for further details including any associated charges.</p> <p>All deliveries must be made during tenancy hours and addressed as follows: Addressee and Contact Telephone Number Name of exhibitor Booth number Anti-Counterfeit and Currency Expo Las Vegas Convention Center 3150 Paradise Road Las Vegas, NV 89109 USA</p> <p>It is important to ensure that all deliveries are made when a nominated person is available to sign for the goods. No goods will be accepted into the venue before the event loading-in date. Note that neither the venue nor Show Management are authorised to sign for deliveries. It is advised that small parcels are sent to a hotel address to minimise the risk of misplacing the package at the venue.</p>
Venue address	<p>Exhibitors' company name, contact name and contact phone number. Booth number Anti-Counterfeit and Currency Expo Las Vegas Convention Center 3150 Paradise Road Las Vegas, NV 89109 USA</p> <p><b>Please note someone must be at the booth to accept freight or courier deliveries. Items left are at the risk of the exhibitor. Neither the venue nor the Show Management are able to sign for deliveries.</b></p>

<b>Booth Package – what's included</b>
<p>If included in your space order, a standard booth package includes a 10' x 10' space, green/gray back wall and gray sidewall drape. Additional items are available to rent from GES and are shown in the exhibitor manual.</p>

### Space only booths – what’s included?

Unless otherwise specified, a space only booth is exactly that – a space on the floor. Space only booths will not have carpet, electrics or walls provided by the Show Management. Please contact the official contractor GES for assistance with your booth design.

### Space only – submitting plans

All exhibitors who will not be hiring a booth package from GES or using a pop up booth must send detailed scale plans, risk assessments and method statements in order that build approval can be given.

#### **Booth Declaration Form – to be submitted by all exhibitors.**

If not renting from GES and prior to constructing a booth, aerial and frontal views of the proposed design, together with dimensions and proximity to neighbours must be shown. Walls, pillars, displays, columns etc must be clearly indicated. The maximum height of booth walls is 12 feet and build is only permitted following Show Management approval.

**Please see the booth declaration form which must be submitted by all exhibitors no later than Friday 12 October 2018.**

More detailed plans if needed, should be to a recognised scale of no less than 1:50 and they should include an elevation showing all graphic details and construction heights.

Contact: Caroline Pepper, [caroline.pepper@elite-exhibitions.com](mailto:caroline.pepper@elite-exhibitions.com)

**PLEASE NOTE IF YOU INTEND TO BUILD YOUR OWN BOOTH AND DO NOT SUBMIT PLANS YOU WILL NOT BE ABLE TO COMMENCE BUILD UP ONSITE.**

### Space only guidance

Banners	Overhead banners must be ordered via GES. No advertising or logos for your booth should directly overlook any neighbouring booth, including branding on any banners.
Boundaries	All booth structures, signs, exhibits etc must be contained and be the same size within the area allotted and may not project into or over the aisle
Branding	All advertising and logos must be within the specified height limits and must not be sited on the back of dividing walls, especially where they overlook an adjoining booth.
Bridging	Bridging of aisles is not permitted.
Construction and Dismantling	Drawings must clearly identify the sequence of construction, e.g. construction of frame; insertion of legs; fixing of bracing.  A clear plan for dismantling of the booths must be taken into consideration  A safe system of work must be identified within the methods for construction and dismantling i.e. work equipment; temporary handrails; fall-arrest system
Design	It is the responsibility of the exhibitor and their appointed contractor to examine the site allotted pre-show in order to avoid costly adjustments to booth structures caused by any building obstructions. The Show Management cannot accept any responsibility for this.  All booth structures must be completely self-supporting and stable. Direct suspension may not be made from the roof of the exhibition halls, nor may any fixing be made to the structure of the building. Nothing may be drilled, attached or bolted to the hall floor.  The entire back of any walls adjoining a neighbouring booth must be finished to a high standard and with a neutral colour.

	<p>No advertising or logos for your booth should directly overlook any neighbouring booth, including branding on any banners.</p> <p>Exhibitors and booth designers are reminded of their obligations under the American Disabilities Act and must design their booths with accessibility in mind.</p> <p>The Show Management may, at the expense of the exhibitor, remove or alter anything in, on or forming part of any booth if, in their opinion, it is desirable to do so in the interest of the exhibition.</p>
Doors	Doors must be recessed where they open on to public circulation areas, i.e. they must not open directly on to the aisle.
Floors	Raised floors should not exceed 1.5 inches in height and according to the American Disabilities Act must be fully wheelchair accessible.
Lighting	Exhibitors may use flood or spotlights or a combination to light their products although we would request that this is not excessive as we need to ensure that there is no light pollution onto other booths.
Stability	<p>Stability at all stages of construction and dismantling:</p> <ul style="list-style-type: none"> <li>• Identifying the point at which the structure can support itself;</li> <li>• Identifying the permanent elements that ensure stability;</li> <li>• The sequence of construction and for the removal of any temporary parts;</li> <li>• Calculations indicating the relevant forces and load capability of the structure;</li> <li>• The floor loading capacity of the venue.</li> </ul>

A – Z General Information	
Accommodation	Please contact <a href="mailto:reservations@anticounterfeit-expohotels.com">reservations@anticounterfeit-expohotels.com</a> for help with your accommodation. Please see show website for more details.
Audio Visual/ IT equipment	For all sound, lighting, video, screens and other AV equipment, please contact <a href="mailto:caroline.pepper@elite-exhibitions.com">caroline.pepper@elite-exhibitions.com</a>
Canvassing	We ask all exhibitors to conduct their business and distribute literature from within the confines of their own booth. Please do not use the aisles.
Catering	If you would like to order catering for your booth please use the order form in the manual. It is not permitted to bring outdoor catering into the venue.
Children and Animals	Children under the age of 18 are not permitted in the halls at any time during the move in or move out. Children are welcome during public opening hours. Animals (except special assistance dogs) are not permitted at any time.
Customs and Excise	If you are importing any exhibits or displays for your booth from overseas you will need to ensure you have customs and excise clearance. Contact the Show Management if you need additional assistance with customs formalities or information regarding the importing of goods.
Damage & Loss	<p>Neither the Show Management, the venue nor the sponsors accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong. The strongest possible precautions against pilferage should be taken at all times.</p> <p>All exhibitors should have adequate insurance against all risks, please see the insurance section of this manual for further information.</p>
Deliveries	Please see the Delivery & Access section for full details
Dilapidations	Drilling, fixing and screwing into venue walling is not permitted. Vinyl and low tack tape on walls is permitted but the cost to make good any damage to the

	<p>paint will be charged back to the relevant exhibitor. Charges will also apply for paint spillage, abandoned carpet tape, etc.</p> <p>Exhibitors ordering packages from suppliers are also reminded they are responsible for rental items and will be charged for any damages through inappropriate fixings, painted panels etc.</p>
Disabled access	We would ask you to bear in mind disabilities when planning your booth at the event to ensure accessibility is as widely available as possible. Raised floors should not exceed 1.5 inches in height and according to the American Disabilities Act must be fully wheelchair accessible.
Electrics	Electrics are not included within the cost of exhibiting. GES the official electrical contractor will provide sockets via the Order Form. Deadlines for submitting orders apply.
Emergency gangways	Please note that ALL gangways must be kept clear at all times throughout build up and breakdown. All exhibitors and contractors on site are responsible for keeping these gangways clear. Please ensure your contractors are aware of the emergency gangways.
Emergency procedures	Please pay careful attention to the Emergency Procedures outlined in the Show Management documentation.
Employment of labour and contractors	<p>There are some services which the Show Management are bound within the terms of the tenancy to use. There are additional services where in the best interests of the show the Show Management have appointed Official Contractors. Grouped together these are: Electrical Mains, Catering, Rigging, Water &amp; Waste, Lifting, Security. Where no sole appointment has been made it is recommended that as far as possible, exhibitors should make use of the contractors named in the manual who will be available onsite.</p> <p>It is the responsibility of the exhibitor to ensure the competency of the contractor and their suitability for the work being specified for the exhibition.</p> <p>All contractors and employers of labour operating within the exhibition site at any time shall comply with all statutory requirements applicable directly or indirectly to their activities.</p> <p>NOTE: The Show Management reserve the right to stop work being carried out by any person where the work is, in the reasonable opinion of the Show Management, being carried out in breach of these regulations. The Show Management may require such person to stop work immediately and may direct such person to leave the exhibition.</p>
Fire precautions	<p>In accordance with the regulations and standard procedures, fire extinguishers will be distributed at the Fire Officer's discretion. Under no circumstances may these be moved.</p> <p>In the event of a fire you will be directed to one of the nearest fire exits by the health and safety staff on site.</p>
First Aid	If you have a medical emergency, please contact the Show Management Office or a patrolling first aider.
Flooring	The aisles will be covered with gray carpet.
Floor loading	Please contact the Show Management for more information or if you have any concerns regarding the weight of your equipment.

	Power supplies, internet lines and plumbing will all, where possible, be run into your booth from below.
Floor plan layout	In the interests of the exhibition as a whole, it may be necessary to remove or alter anything in or forming part of any booth. If we feel this action must be taken this would have to be at the expense of the Exhibitor concerned.
Furniture	A wide variety of furniture is available for your booth from GES. Please see the Service Manual for more information.
Gangways and emergency exits	The gangways used in this venue are the recommended dimensions according to the rules and regulations. Under no circumstances will exhibits, booth dressings, tables & chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your booth at all times.
Health and Safety	Please note that you have an obligation to comply with health and safety legislation and guidance while exhibiting at the event. Please read the health and safety section in this manual.
Height restrictions	<p>The standard height of any individual exhibition booth is considered to be 8 feet. However, subject to submitting a booth declaration form and receiving Show Management approval, all exhibiting companies may, if they wish build their booth to the maximum height of 12 feet.</p> <p>If an exhibiting company fails to submit a booth declaration form by the deadline given and the resulting design or build affects the neighbour, venue or Show Management, all associated costs will be passed along to the late submitting exhibitor. No exhibition booth may be built until written approval is received from the Show Management.</p>
Insurance	<p>Every reasonable precaution will be taken by the Show Management to ensure the security and safety of the exhibition hall and adjacent areas and the contents thereof. However, the Show Management cannot be held responsible for any loss or damage that may befall the person or property of the Exhibitors from any cause whatsoever. While the Show Management are insured for Public Liability, it is the responsibility of the Exhibitors to take up cover in respect of:</p> <p>Exhibits and contents of booth against loss or damage by theft, fire and any other natural calamities, or any cause whatsoever;</p> <p>Expenses incurred due to abandonment or postponement of the exhibition;</p> <p>Bodily injury or illness to their representative or agent, or visitors in their booth area;</p> <p>Any other liability due to the negligence, inadvertence or misbehaviour of the Exhibitor and/or their contractors, staff, representatives or agents.</p> <p>Please make sure you arrange your own insurance which includes a minimum of \$2 million public liability coverage.</p>
Late working	Late working will not be permitted at the show as there is no facility for this.
Lifting, Handling and Storage	Please contact GES for assistance with lifting, handling & storage.

	<p>Please note that due to safety and insurance purposes an official contractor will be appointed to operate lifting and handling equipment on-site. Exhibitors are not permitted to use their own equipment in the exhibition hall.</p> <p>There will not be the facility to leave empty crates or boxes within the hall and they must all be removed by 4:00pm on Tuesday 6 November. Please contact GES if you require storage during the opening of the show.</p> <p>Important: If you are planning to send small packages via courier and are not using GES services, we would advise that you send them to your hotel to minimise the risk of misplacing the package at the venue. Neither the venue nor the Show Management are able to sign for deliveries.</p> <p>The mis-declaration of cargo entering or leaving a country - either in error or intentionally - is a serious offence.</p> <p>The import (and re-export) of merchandise (including for exhibition purposes) is strictly controlled and should be strictly adhered to. Non-compliance with either National or International Customs Regulations - such as mis-declaration of cargo (smuggling) - is a criminal offence, and may result in significant fines, additional costs, confiscation, and possible arrest / custodial sentence(s).</p>
Lost property	Lost property should be handed into the Show Management Office. It will be held there until the end of the event and then given to the venue who will store it for a limited time only.
Maintenance and repair of exhibits	Under no circumstances will maintenance work be permitted on booths during the exhibition open hours. If at any time during the exhibition open days, you need to carry out maintenance work on your booth after the exhibition has closed please apply to the Show Management by 2:00pm on the same day.
Manning of booths	The booths must be staffed and all exhibits must remain displayed during the hours the exhibition is open to visitors. Publicity notices and materials may only be displayed on and distributed from the exhibitor's own booth.
Materials and booth dressing	Exhibitors and Contractors must have test certificates for any materials that they intend to use in the construction of a booth. For details on materials permitted, please refer to the Space Only Section in this manual. As a guide, artificial plants/flowers (except fire retardant silk flowers), flammable paints and fabric backdrops (unless treated) tend NOT to be permitted.
Music	Permission must be sought from the Show Management if music is going to be played on a booth. Please contact <a href="mailto:caroline.pepper@elite-exhibitions.com">caroline.pepper@elite-exhibitions.com</a> for further information.
Parking	There is chargeable parking at the venue.
Passes	During build up everyone will be required to have a contractor wristband. These will be distributed by security on entry to the venue and cannot be pre-ordered. Exhibitor passes for the show should be registered for in advance through the show website and will be available for collection at registration throughout build up.
Photocopying and printing	Photocopying and printing facilities are available at the venue for a nominal charge.

Photographer	The Show Management reserve the right to use any or all photos taken during the exhibition by the official photographer for the purpose of marketing or other promotional activity. Exhibitors that would prefer booth photos to not be used, should write to the Show Management stating this request.
Press & PR	Exhibitor Public Relations (PR) activity is an important element of gaining the best from your presence at the show. For more help including useful hints and information on planning your PR campaign, dealing with the press, as well as a guide on how to write press releases, contact <a href="mailto:chloe.griffin@elite-exhibitions.com">chloe.griffin@elite-exhibitions.com</a>
Privacy policy	By signing the Contract to exhibit the Exhibitor is consenting, under all relevant data protection legislation, to the Show Management communicating with Exhibitors by telephone, email and post and using personal information for the following purposes: the Show Managements' internal purposes, which will include accounts processing, internal analysis of Exhibitors, inviting Exhibitors to other events, organised by the Show Management or its group, disclosure of information to contractors who provide services in respect of the Exhibition (including but not limited to furniture suppliers, security, registration, cleaning, freight contractors, caterers and electricians), disclosure to direct mailing contractors and disclosure or transfer of Exhibitor's personal data to members of the Show Management group worldwide to allow the group to further develop its business and its services to Exhibitors. The Show Management may also pass Exhibitor details to Official Contractors who provide goods and services likely to be of interest to Exhibitors. Please contact the Show Management in writing if you do not wish your personal information to be used in any of the ways mentioned above.
Rigging	Please use the order form if you wish to enquire about rigging from existing venue points.
Security	<p>Although every reasonable precaution is taken and the Show Management have arranged for security guards to patrol the exhibition during the day and for the halls to be locked each night, exhibition halls are vulnerable places. Exhibitors are advised to take precautions against theft and to be vigilant at all times. This is especially important during build-up and breakdown when there are a lot of people entering and exiting the halls.</p> <p>The Show Management can take no responsibility for missing items and exhibitors should insure against loss. Any items believed to have been stolen must be reported immediately to the Show Management Office, as it will be necessary to complete an official report.</p> <p>Exhibitors wishing to hire an individual security guard for their booth, please email <a href="mailto:caroline.pepper@elite-exhibitions.com">caroline.pepper@elite-exhibitions.com</a> at least two weeks before the event.</p> <p>In addition to being cautious, exhibitors should take care to protect their possessions in their absence - particularly at night when their booth is not staffed. During these hours, there may be people in the building - cleaning crews, maintenance personnel, catering staff etc.</p> <p>Security Tips</p>



	<ul style="list-style-type: none"> <li>• DO NOT leave unpacked display material unattended during build up and break down hours. Make sure shipping containers are EMPTY prior to being sent to storage during the event. During break down, pack, seal and address all containers and consign them to the on-site handling agent for return shipment BEFORE leaving your booth.</li> <li>• DO securely fasten lightweight high-risk items such as laptop computers, cameras, tablets, stereos, DVD's etc using tethers or lock them in showcases. Personal items of value should never be left in an unattended booth. Small items should not be left out where people can easily take them.</li> <li>• NEVER leave laptop computers, phones or tablets unattended, even for a few minutes.</li> <li>• DO NOT store items of value behind the booth or under a counter or table. Keep all brochures and sales material at the front of the booth to avoid having to turn away from customers. The booth can get very busy; it is at times like this that losses may occur.</li> <li>• DO lock-up high-theft-risk items overnight or remove them at the end of each day.</li> </ul> <p>Ensure insurance arrangements provide sufficient cover for exhibitions.</p> <p>NB: When the show officially closes on Thursday 8 November 2018, security will cease. Please therefore ensure that suitable security arrangements have been made for equipment left in the booth area during the dismantling period.</p> <p><b>Exhibitors that are victims of theft should report the matter immediately to the Show Management and show security company.</b></p>
Smoking	It is illegal to smoke within the venue. Smoking points are situated outside the building.
Storage	There is no storage available at the venue, all empty boxes must be removed prior to the show opening. Please speak to the official freight agent.
Booth cleaning	The exhibition aisles and communal areas will be cleaned, but booth cleaning is not provided. If Exhibitors would like to organise cleaning for their booth please use the order form in the exhibitor manual.
Terms and conditions	The Exhibitor Manual forms part of the Show Management's Terms and Conditions that exhibitors agree to on signing their exhibition space contract.
Venue safety guidelines	Please see venue safety guidelines and rules and regulations.
Waste	<p>All booth build trash must be cleared by no later than 4:00pm on Tuesday 6 November 2018 prior to the show opening.</p> <p>Any waste exhibits or booth building materials should be removed no later than 12:00pm on Friday 9 November 2018 after the exhibition has closed.</p> <p>All exhibitors are required to remove booth waste and packing materials. Any materials left on the booth will be removed and the charges invoiced directly to the exhibitor.</p>
Water/waste	Please see the GES exhibitor manual regarding a water/waste connection.

Wifi/internet	Limited free Wi-Fi will be available for email checking and web browsing. If internet is required for presentations, downloads or more advanced needs, please order a hard wired connection.
Wrist bands	During the build up period yellow contractor wrist bands will be issued by security at all entrance points to all staff working at the show. Exhibitors and their contractors should sign in at the door in order to receive their wrist bands.

### **Health and Safety information**

YOU have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your booth during the build-up, open period of the show and during the breakdown. Where you contract out the building and finishing of your booth, you are still vicariously responsible for the activities of your contractors. It is your responsibility to ensure you have completed the relevant Health & Safety checks.

#### **Do's & Don'ts**

##### **Accidents**

- Report accidents or 'near misses' to the Show Management immediately.

##### **Alcohol & drugs**

- Any person found to be under the influence of alcohol or drugs will be asked to leave the site immediately.

##### **Electrics**

- Don't mess with your electrics! All electrical installation work must be undertaken by the official electrical contractor unless it has been pre-fabricated off site.

##### **Fire Extinguishers**

- The venue provides extinguishers based on the number required by the fire officer, please don't move them but do let us know if you require a specific type of fire extinguisher.

##### **Ladders**

- Use the right ladder for the job, fix at a 1:4 angle. Please note these will not be available from the Show Management, make your own provision.

##### **Manual handling**

- Think before lifting / Stand as near to the object as possible / Bend your knees / Keep back straight / Grasp the load firmly / Lift with your legs / Hold the load closely to the centre of your body.

##### **Personal Protective Equipment (PPE)**

- Wear the right clothes & shoes for what you are doing and the environment you are in.

##### **Rubbish**

- Don't keep it stored on your booth – it's a fire hazard. Contact the Show Management for disposal.

##### **Staff**

- Make sure your staff are briefed properly about the risks to be aware of.

##### **Vehicle movement**

- Be careful when you arrive and are unloading – there are traffic marshals to assist you.

##### **Weird & wonderful features**

- Contact the Show Management if you are having a water feature, massage, any special

effects, or anything that causes excessive heat or light.

**Young persons**

- Under 16's are NOT permitted during build up and breakdown.

Elite Exhibitions is committed to providing, maintaining and promoting the highest standards of Health, Safety and Welfare at our events. All exhibitors and contractors at the show are expected to ensure that they provide a safe place and system of work, as is their legal and moral duty. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.