

DISPLAY GUIDELINES

In addition to the [Exhibitor Rules & Regulations](#), all exhibitors must also abide by the below display guidelines.

Age Restriction:

Unless prior written permission is received from Money20/20, all exhibitor personnel must be 21 years of age or older. No one under the age of 21 years old will be allowed in the exhibit hall at anytime including move-in, show days and move-out.

Balloons:

Balloons are **prohibited** throughout the facility.

Booth Approval:

If your exhibit space is 20'x20' and larger or you have a 20x10 **island** exhibit space, you are required to submit the below information for approval to Select Events at rosanna@selectiel.com by **Friday, September 6th**. Please contact Select Events if you require templates for any of the below.

- Technical Plans to include elevations (indicating the maximum height of build) and all materials used (+ flame retardant certificates).
- Risk Assessment.
- Method Statement.
- Construction Phase plan.
- Copy of your (or your contractors) Public Liability Insurance.

Booth Height:

10'x10' and 10'x20' inline booths have a maximum back wall height limitation of 8 feet high. Side walls between neighboring booths cannot exceed more than 4 feet in height.

Booths that are 400 square feet (20'x20') or larger have a maximum height restriction of 18 feet high, measuring from the floor to the top of the booth structure or hanging sign.

All booth displays should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

If your booth does not meet these height restrictions, you must submit a rendering or picture of your booth, with dimensions to Select Events at rosanna@selectiel.com for approval by **Friday, September 6th**.

Dress Code:

Exhibitor personnel must be dressed appropriately and confine their activities on behalf of exhibitor to the exhibit space of exhibitor. The dress code is business casual. **During move-in and move-out, closed toe shoes must be worn inside the exhibit hall. Anyone who is not wearing closed toe shoes will not be granted access to the exhibit hall during move-in and move-out.**

Exhibitor Appointed Contractor (EAC):

If your company plans to utilize the services of any independent contractors other than GES or SES, you must complete and submit the EAC form along with the EAC's Certificate of Insurance to assistus@money2020.com by **Friday, September 27th**. Click [here](#) to view EAC requirements and download the EAC form. Additional EAC rules and regulations can be found in the [exhibitor kit](#).

Fire Regulations:

All exhibitors must comply with the Las Vegas Fire Regulations as posted in the [exhibitor kit](#).

Food & Beverage:

NO OUTSIDE FOOD AND BEVERAGE IS ALLOWED. Catering must be ordered through The Venetian. Any special requests beyond these menus have to be placed through The Venetian and will be subject to corkage and handling fees.

Insurance Requirements:

All exhibitors at Money20/20 are required to have adequate insurance coverage. Click [here](#) to view our insurance requirements.

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Lighting:

All lighting within the exhibit space must be arranged and operated so as not to be distracting to adjacent exhibitors. Lighting, fixtures, lighting trusses and overhead lighting must be within the boundaries of the exhibit space and may not shine outside of the contracted space. For example, exhibitors may not shine logos onto the ceiling, aisles, facility wall or adjacent booths, and spotlights may not be mounted to the ceiling outside the boundaries of the exhibit space. Money20/20 reserves the right to remove/turn off any lighting that does not comply and exhibitor will be responsible for any charges related to this action.

Line of Sight:

Displays in exhibit spaces must be designed and operated in a manner that respects the rights of other exhibitors and attendees. Displays shall not block or obstruct the view of a neighboring exhibitor. Side walls between neighboring booths cannot exceed more than 4 feet in height.

Move-in/Move-Out*:

Exhibitor Move-In

Sunday, October 27 th	7:00 a.m. - 6:00 p.m.	Booths 400 sq ft (20'x20') or larger
Sunday, October 27 th	1:00 p.m. - 6:00 p.m.	Booths 399 sq ft (20'x10' & 10'x10') or less
Monday, October 28 th	6:00 a.m. - 8:00 a.m.	Startup City, meeting cubes, meeting pods & kiosks / Product Day Only

- **Exhibitor booths must be completed by Sunday, October 27th at 6:00 p.m.**
- **All freight must be removed from the show floor by Sunday, October 27th at 6:00 p.m. for aisle carpet installation.**
- **Startup City, meeting cubes, meeting pods and kiosks will not be accessible until Monday, October 28th at 6:00 a.m.**
- **The set up hours on Monday, October 28th from 6:00 a.m. to 8:00 a.m. should only be used for putting the finishing touches on your booth such as last minute cleaning, setting up collateral, etc.**
- **During move-in and move-out, closed toe shoes must be worn inside the exhibit hall. Anyone who is not wearing closed toe shoes will not be granted access to the exhibit hall during move-in and move-out.**

Exhibit Hall Open Hours

Monday, October 28 th	9:00 a.m. - 7:00 p.m.
Tuesday, October 29 th	9:00 a.m. - 7:00 p.m.
Wednesday, October 30 th	9:00 a.m. - 12:00 p.m.

- **Exhibitors will be able to access the exhibit hall at 8:30 a.m. for set up. Breakfast will be available for exhibitors at 8:30 a.m. on Monday and Tuesday, and brunch will be available at 9:00 a.m. on Wednesday.**

Exhibitor Move-Out

Wednesday, October 30 th	12:00 p.m. - 8:00 p.m.
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- **Startup City, meeting cubes, meeting pods and kiosks must be cleared promptly at 12:00 pm for dismantle.**
- **All carriers MUST be checked in by 12:00 p.m.**
- **All exhibitor materials MUST be removed by 8:00 p.m.**
- **During move-in and move-out, closed toe shoes must be worn inside the exhibit hall. Anyone who is not wearing closed toe shoes will not be granted access to the exhibit hall during move-in and move-out.**

*Dates/times are subject to change

Please note during move-in/move-out lighting in the exhibit hall will be at 50% and there will be no air conditioning.

Power:

Power is not included with exhibit spaces. Power must be ordered separately from SES. All power cords must be confined to the Exhibitor's space. Exhibitors are not permitted at any time to run power cords across or underneath the exhibit hall aisle carpet or any area outside of their allocated space.

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Promotional Materials/Activities:

All promotional materials/activities must be confined to your booth and/or meeting space. Exhibitors are not permitted to distribute promotional materials in any areas outside of their allocated space without prior approval from Money20/20.

Registration:

Every attendee must be registered and is required to wear a Money20/20 badge in order to access any part of the Money20/20 event including sessions, meal functions, networking receptions, meeting rooms, hospitality suites, and the exhibit hall. Anyone who requires access to your booth during show hours must be registered for Money20/20.

Click [here](#) to register and purchase any additional passes that you need.

Click [here](#) to view registration procedures for exhibit hall move-in/move-out and EACs.

Safety Guidelines for Exhibit Hall:

At all times, please remember that the exhibit hall is an active work zone.

- Only authorized personnel and employees allowed, all others are prohibited.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

Exhibitors and EACs are prohibited from operating or using motorized or mechanical material handling equipment or motorized lifting equipment at show site. This includes the use of mechanical carts and scooters for material handling and installation of booth structures and signs. ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER. GES equipment is for use by GES employees only. DO NOT TAKE IT FOR YOUR OWN USE.

If you notice anything you feel is unsafe, please contact a GES or Money20/20 employee immediately.

Selling Products:

If you will be selling products from your booth and the product will actually be given to the buyer at your booth at the time of the sale, you will need to contact the Department of Taxation for the State of Nevada, <http://tax.nv.gov> and adhere to sales tax regulations. However, if you will only be taking orders and shipping the product after the event, you will not need to contact the Department of Taxation for the State of Nevada. Money20/20 reserves the right to prohibit the sale of any product for any reason.

Signage:

Hanging signs are only allowed above booths that are 400 square feet (20'x20') or larger. Hanging signs may not exceed the length of any side of your booth space or hang over the common aisle space. The top of any hanging sign may not exceed the maximum height restriction of 18 feet.

If your hanging sign will exceed the maximum height restriction of 18 feet or your booth is smaller than 400 square feet and you would like to hang a sign or other decoration above your booth, you must submit a rendering or picture of your booth and hanging sign, with all dimensions, Select Events at rosanna@selectiel.com for approval by **Friday, September 6th**.

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Exhibitors are not permitted to display signage in any areas outside of their allocated booth/meeting space without prior approval from Money20/20.

In order to facilitate exhibitor move-in, hanging signs **MUST** be shipped in advance to GES warehouse using the hanging sign labels found in the [exhibitor kit](#). The hanging sign must arrive at the warehouse by October 4th to receive the GES discount price and to ensure that the sign is hung prior to show opening. There is no guarantee that your sign will be hung if it is not received by October 4th. **NO EXCEPTIONS!**

For non-electrical hanging signs under 200 lbs, please contact [GES](#) for installation. For all other hanging signs, please contact [Sands Expo SES](#).

Sound:

Sound must be maintained at a level that is not disruptive to neighboring exhibitors.

Vehicles:

Any vehicles that are brought into the facility to display within your exhibit space must be approved in advance by [show management](#). Exhibitor is responsible for completing and submitting all necessary paperwork and must abide by all display vehicle rules and regulations found in the [exhibitor kit](#). All vehicles must have only 1/8 tank of gas and the battery must be disconnected when displayed. Exhibitor must obtain a vehicle display permit from the [Clark County Fire Marshal](#) and submit a copy of the permit to assistus@money2020.com by **Friday, September 27th**. Additional vehicle display guidelines can be found in the [exhibitor kit](#).

Click [here](#) to download the permit application form.

If you have any questions, please email assistus@money2020.com.