

TENT AND CANOPY INFORMATION

Outdoor Canopies & Tent Structures

All exhibitors placing buildings, canopies, or tents that will be anchored into the surface of the pavement must submit a detailed drawing with the exact placement of the structure to GES, Show Management, and the Las Vegas Convention Center.

- Staking plans should be submitted via upload to GES via the [Graphic Files](#) page and to Show Management via the [Booth Diagram Form](#). Staking plans should be submitted via email to the Las Vegas Convention Center at conventionservices@lvcva.com.
- 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 an approved 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 with a soft top and soft sides) greater than 400 square feet require a Clark County Building and Fire Prevention permit. 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.
- All canopies (covered with a soft top, but no sides) greater than 700 square feet require a Clark County Building and Fire Prevention permit. 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.
- Self-installed pop-up canopies require either weights or stakes, must be lowered every evening at the close of the show, and depending on weather conditions, may need to be taken down – to be determined by facility on site.

Staking

- All staking must be drilled. Hand staking is prohibited.
- Anchoring or staking into concrete is prohibited property wide.
- The asphalt must be returned 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.