



## 2025 Annual MRC Vegas Conference 10-13 March 2025 | Aria Las Vegas Exhibitor Rules & Regulations

Dear Exhibitor:

Welcome to MRC Vegas25!

The following information describes the Rules & Regulations for your company's participation in the MRC Exhibit Hall, from design, set-up through tear-down. Please be sure that your on-site staff are familiar with all exhibitor information and the key rules outlined, for your comfort and the safety of everyone involved.

Please note that the Aria Resort and Casino has very strict rules regarding structures within the Exhibit Hall. Make sure your set-up staff is aware that the Fire Marshall will review all booths within the hall and dismantle those that do not meet the safety standards listed in GES Exhibitor Portal and as conveyed within these Regulations and Guidelines.

We are excited that you have chosen the MRC Conference and Exhibit Hall as part of your customer engagement plan for this year and will do everything possible to make your participation highly successful. We are happy to have you as an exhibitor for Vegas25!

If you should have any questions, you may contact email me at [canaan.rice@merchantriskcouncil.org](mailto:canaan.rice@merchantriskcouncil.org).

Sincerely,  
Canaan Rice  
MRC Vegas Exhibit Hall Manager

Merchant Risk Council  
[canaan.rice@merchantriskcouncil.org](mailto:canaan.rice@merchantriskcouncil.org)



## MRC RULES & REGULATIONS

Merchant Risk Council adheres to The International Association of Exhibitors and Events (IAEE) Guidelines for Display Rules & Regulations that apply to this specific event, including endcap booth backwalls for the MRC Vegas 2025 unless special exception has been approved during the planning phase. It also implements appropriate rules and regulations that apply to this event as well as those found within the Event Sponsorship or Exhibitor Agreement. The goal of the MRC Management team is to provide a professional exhibition environment for both attendees and exhibitors. Therefore, we ask that you abide by the information provided in this document, your Event Sponsorship or Exhibitor Agreement and other Exhibitor Service Manual (ESM) documentation, for the comfort and safety of everyone involved. We also ask you to review and share these with your event team.

*Please Note: MRC Management will cease any activity by any Exhibitor that is considered objectionable for any reason, which may detract from the general character of the event or impacts other Exhibitors. MRC Exhibitors are responsible for the professional standards of any vendor, contingency staff and/or Exhibitor Approved Contractors.*

### TERMINOLOGY:

- The term **"Exhibitor"** applies to any level of partner participation including Sponsors at the event.
- The terms booth or booth space refer the benefits outlined in the Exhibitor Package or Sponsorship Package (i.e. booth, station, kiosk, table, booth space...).

### GENERAL RULES & REGULATIONS:

- **Event preparation-** The Exhibitor is responsible for reviewing all event related documentation provided pre-event and on-site for relevant information.
- **Booth set-up-** Exhibitor must have booth(s) show ready by deadline provided in the set-up schedule.
- **Booth supplies-** such as tape, stapler, literature racks, pens, scissors, box cutters, extension cords... are not provided by MRC Management and are the Exhibitor's responsibility, if required.
- **Booth staff-** Exhibitor's booth staff is required to staff their booth during MRC Exhibit Hall hours.
- **Booth activities-** all booth activities must be contained within the Exhibitor's booth space and not impede aisle traffic or encroach into neighboring Exhibitor's booth space. This includes, but is not limited to the following: demonstrations, presentations,



equipment, fixtures, signage, personnel, promotional or performance activities, or collateral.

- **Exhibitor expenses-**
  - ◆ **Travel & Expenses-** Exhibitor is responsible for the cost of employee Travel & Expenses.
  - ◆ **Event-related expenses-** Exhibitor is responsible for the cost of any items (i.e. equipment, collateral, giveaways, shipping) not included in the booth package.
- **Promotions-**
  - ◆ **Joint promotions-** Exhibitors may conduct joint promotions with other Exhibitors provided MRC has approved the promotion and it adheres to all event rules and regulations and privacy guidelines outlined in the Event Sponsorship or Exhibitor Agreement.
- **Access and Use of Conference Registrant Lists** – With regulations related to GDPR, attendee list access and use cadences are changing for MRC events. Exhibitors are responsible for reviewing and adhering to indemnification policies presented when accessing attendance lists.
- **Attendee List Usage Rules**

MRC attendee lists are updated in real-time as new registrations are received. To ensure you get the most benefit from networking at MRC events, we provide a list of requirements on using your event attendee lists. The requirements are based on extensive experience and feedback from past attendees.

MRC events provide opportunities to build valuable relationships and partnerships with merchants, issuers, and other solution providers as part of the overall MRC Community. To ensure you help us create an environment where attendees want to engage with your company, we provide you with requirements on the Do's and Don'ts of engagement.

We ask that you help us cultivate a positive event experience for everyone by adhering to the following requirements:

- **The attendee list may be used to send a communication (email) once prior to the related conference or event and once after the event.**
- Engage your Marketing and Sales teams to understand their outreach strategy and to ensure they are adhering to the requirements here.
- Verify MRC event attendees are NOT receiving emails or being contacted from multiple people in your organization. This has proven to be counterproductive.



- Tailor your engagement. Refrain from sending out bulk messages to a large list of individuals without first checking if the recipients are your target audience. This can give attendees the wrong impression of your company.
- Use the related event App when engaging in outreach. The App is designed to facilitate quality networking opportunities and should be used for initial contact.

This Attendee list is available to event sponsors and exhibitors. Do not share the list outside of your company.

### **MRC Exhibitor Rules and Regulations related to design:**

Booth restrictions are imposed to provide all Exhibitors with an equal opportunity to showcase their solutions and products in a safe environment that will provide them with the best visibility possible.

***Please note: Booths that do not follow the regulations may be altered on-site to meet standards, at the Exhibitor's expense.***

### **Items requiring special permission:**

- **Canopies and ceilings-** installation of tents, awnings, ceilings, umbrellas, or canopies (for decoration or functional). Additional restrictions and diagrams are available upon approval of requests.
- **Towers-** freestanding components separate from the main fixture are not permitted without prior approval from MRC Management. Additional restrictions and diagrams are available upon approval of requests.
- **Multi-story booths-** structures, fixtures or display materials that exceed 8' (inline booths) in height and may include more than one level are not permitted.
- **Booth Height-** Inline Booths may be no taller than 8 feet tall. Island booths may be 12 feet tall if you plan to hang signs from the ceiling. Your Island booth may be no taller than 16 feet if you do not have signage from the ceiling.
- **Hanging Signs & Graphics-** hanging banners above your booth space is permitted for Island Booths\*, provided they do not exceed contracted booth space, encroach above another exhibitor in any way, or impair line of site in the Hall.
  - ◆ Please contact Canaan Rice, [canaan.rice@merchantriskcouncil.org](mailto:canaan.rice@merchantriskcouncil.org), with signage specifications and diagrams prior to finalizing a design and rigging points to verify approval to proceed.
  - ◆ **\*Hanging Signs are not allowed above inline booths.**
- **Booth materials-** Booth equipment, structures or display materials that exceed 250 lbs. per square foot require prior authorization from MRC Management.



- **Lighting-** specialized lighting that flashes, rotates, changes color, pulses, uses lasers or ultraviolet are not permitted.
- **Vehicles-** may not be displayed on the show floor without the prior written approval of the MRC Management. Exhibitor-owned or Exhibitor-leased vehicles are NOT allowed to drive on to the MRC exhibit floor to unload or load. Access to the MRC exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through the official decorator (GES). Additional restrictions for vehicles are available upon approval of requests.

#### **Other booth display requirements:**

- **NEW: Booth Plans** All booths 10x20 or larger, using an Exhibitor Appointed Contractor (EAC) are required to submit their booth plans for approval to Canaan Rice, [canaan.rice@merchantriskcouncil.org](mailto:canaan.rice@merchantriskcouncil.org). If your booth plans are not submitted and approved prior to move-in your EAC will not be allowed to set up your booth.
- **NEW: Booth Walls** No full solid walls are allowed at the external boundaries of the booth. 50% of each side of the booth can be a solid wall, but the remaining 50% has to be open or in clear material such as glass or acrylic.
- **NEW: Pop-up Booths** Pop-up booths are allowed. Please keep in mind your booth walls are set at 10 feet by 10 feet with hard walls. Your pop-up must be smaller than this to fit within the hard walls of your booth.
- **Americans with Disabilities Act (ADA)** All Exhibitors are required to comply with ADA and are encouraged to be sensitive and reasonably accommodating to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and web site [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).
- **Structural integrity-** all booth displays should be designed and erected in a manner to withstand normal contact, vibration from neighboring booths, installation/dismantle equipment such as forklifts and wind from air conditioning, fans, or open freight doors. All structures, equipment and display materials must be stable without bolting or anchoring to floors or walls. In addition, display fixtures such as racks, shelves, tables, counters, etc. should be installed properly to ensure they are able to support marketing materials or equipment displayed upon them.
- **Storage-** Fire regulations prohibit storing products, literature, or empty packing materials behind back drapes or under draped tables. However, Exhibitors may store a limited supply of literature and product within the booth space provided it does not impede access to utilities or traffic flow, create a safety issue or look unsightly.
- **Flammable and toxic materials-** all materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame



retardant. Exhibitors should dispose of any waste products generated during installation/dismantle or the event in accordance with guidelines established by the Environmental Protection Agency and the facility.

- **Electrical-** all electrical should be installed/dismantled by the electrical vendor listed in the Exhibitor Services Manual. Power strips should be UL approved, with built-in overload protectors. All power cords should be managed in a way to prevent exposed cords in traffic areas. Enclosed spaces, such as a demo station, counter, or closet, with equipment should be properly ventilated to prevent overheating.
- **Appearance-** all exposed parts, including the back of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining booths.
- **Lighting fixtures-** no lighting, fixtures, lighting truss or overhead lighting are permitted outside of the boundaries of the MRC space. All lighting should be directed to the inner confines of the booth and not impact other Exhibitor booths or aisles.
- **Sound equipment-** should be positioned to direct sound into the booth, rather than the aisle, to minimize disruption to neighboring Exhibitor booths. Exhibitors will be required to stop any sound-related activities that exceed 85 decibels, disrupt neighboring booths, or are considered offensive.
- **License for music-** music within the booth, played live or recorded, may be subject to laws governing the use of copyrighted material. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.
- **Computer Equipment-** computers, keyboards, mice, monitors, USB connectors and hubs, etc. are not provided as part of the MRC package and are the Exhibitor's responsibility, if required.
- **Installation/dismantle activities-** the venue, decorator and MRC Management will not be responsible for any injuries that may result from the improper use of chairs, tables, display structures, equipment... to stand on prior to, during or after the event.

#### **Items/ activities that are *not* permitted:**

- **Line of sight obstruction-** booth structures, fixtures, signage, etc. that heavily obstruct or completely block the sightlines into neighboring booths are not permitted. The exhibitor must adhere to the applicable guidelines for the type of booth space it has on the MRC exhibit floor, based upon IAEE standards. We encourage exhibitors to contact Canaan Rice, [canaan.rice@merchantriskcouncil.org](mailto:canaan.rice@merchantriskcouncil.org), with designs being considered to ensure all points meet policies prior to confirming final build plan.
- **Decorations-** such as **balloons, helium balloons**, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain,





streamers, straw, hay, vines, stickers, decals, tape, etc. are not permitted on the MRC exhibit floor.

- **Booth promotions outside booth space-** No booth staff (including hired services), signs, literature, equipment, furniture, or promotional items may be placed, distributed or posted outside the parameters of your booth space.
- **Hazardous materials-** gasoline, kerosene, combustible gases, or other flammable liquids are not permitted on the MRC exhibit floor.
- **Fire & pyrotechnics-** open flames and pyrotechnics are not permitted on the MRC exhibit floor.
- **Fog & smoke machines-** are not permitted on the MRC exhibit floor.
- **Animals-** are not permitted on the MRC exhibit floor.
- **Giveaways & promotional items-** Exhibitor ***may not*** distribute any giveaways that would be considered potentially dangerous or destructive from the MRC exhibit floor or in the conference facility. Examples of potentially dangerous/destructive giveaways include pocketknives, box knives, stickers, adhesive decals, helium balloons, glitter, laser pointers, dart guns, etc. Any raffles or contests may not use actual currency but must use play currency.
- **Food & beverage**
  - ◆ The Aria Resort is solely licensed to sell and/or dispense alcoholic beverages.
  - ◆ Exhibitors may not dispense food and/ or beverages of any kind, including bottled water without prior approval of Show Management and the Aria Las Vegas. The Aria offers onsite catering services exhibitors may contract, at their expense, if desired.
- **Photography-** Exhibitor may take photographs and video of its booth only with personal cameras or phone cameras. Professional photographers are not allowed on the exhibit floor unless contracted/arranged by the MRC. Photographing and/ or videotaping are not permitted unless sourced through the MRC.
- **Sale of products and services on the MRC exhibit floor-** no selling (exchange of goods or money) can take place on the MRC exhibit floor. Exhibitors may take orders but may not accept any form of payment or deliver products to their customers.
- **Liability and insurance-** the MRC assumes no liability for loss or damage to the Exhibitor's property. While the MRC will provide security for the hall during move-in, move-out, receptions, and overnight, it cannot assume responsibility for loss, damage, or theft of Exhibitors' materials. Exhibitors are required to carry proper insurance coverage per the terms of the Event Sponsorship or Exhibitor Agreement. Exhibitors are required to upload insurance information to the General Contractor's (GES) website prior to move-in.
- **Smoking-** will not be permitted within the venue prior to, during or after the event.



### **Show Hours/Set Up and Tear Down\***

The Exhibit Hall will be in the Bristlecone Ballroom at the Aria Resort and Casino.

**The Exhibitor Entry has changed this year. Exhibitor Entry will be in the Pinyon/Bristlecone Foyer, also the main entrance.**

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| <b>Exhibitor Set Up:</b> | Sunday | 9 March 2025  | 8:00am – 6:00pm |
|                          | Monday | 10 March 2025 | 8:00am-2:00pm** |

### **Exhibit Hall Open/Show Hours:**

|   |               |                  |
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| Monday  | 10 March 2025 | 5:00pm – 6:30pm  |
| (Exhibitors may enter at 4:30pm with an exhibitor badge/ribbon)           |               |                  |
| Tuesday   | 11 March 2025 | 11:00am-7:00pm   |
| (Exhibitors may enter beginning at 9:00am with an exhibitor badge/ribbon) |               |                  |
| Wednesday   | 12 March 2025 | 11:00am-7:00pm   |
| (Exhibitors may enter beginning at 9:00am with an exhibitor badge/ribbon) |               |                  |
| Thursday  | 13 March 2025 | 8:30am – 12:00pm |
| (Exhibitors may enter beginning at 8:00am with an exhibitor badge/ribbon) |               |                  |

### **Exhibit Hall Tear Down:**

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| Thursday | 13 March 2025 | 12:00pm – 4:00pm |
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*\*All times subject to change – final agenda and hours to be confirmed in January 2025.*

*\*\*On Monday, 10 March the hall must close with all exhibitors, including set-up crews from 2:00pm to 4:30pm to allow for Welcome Reception preparations.*

**Booths must be finished by 2pm on Monday, no exceptions. Crates must be moved no later than 3pm to allow for carpet cleaning.**

Exhibitors may re-enter Exhibit Hall at 4:30pm via the main entrance with appropriate badge/ribbon to prepare the booth and be ready for full opening at 5:00pm.





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| <b>Badges/Access</b>  | <p>Each 10x10 booth space* will receive two (2) Complimentary Full Conference Passes.<br/>Each 10x20 booth space* will receive four (4) Complimentary Full Conference passes.</p> <p><i>*Elite members do not receive a complimentary full Conference pass for a 10x10 booth as this is included in membership benefits. Elite members will receive two (2) full Conference passes for a 10x20 booth space.</i></p> <p><b>Crystal members</b> receive one (1) full Conference pass with the 10x10 booth included with their membership.</p> <p>Exhibit Hall Only delegates have access to set-up/tear down and receptions held inside the exhibit hall.</p> <p>Additional delegates/attendees who wish to attend the breakout sessions will be required to go through the normal registration process and adhere to all registration deadlines. No exceptions.</p> <p>Badges will be available onsite at Registration. We do not mail badges in advance. Upon arrival to the Aria Las Vegas, please proceed to registration to check in and pick up your badge. You will need these badges to gain entrance to the Exhibitor area via a dedicated Exhibitor Entry. Prior to registration opening, anyone setting up your booth will be required to check in at the MRC Exhibitor desk and obtain a set up badge or wristband. Without this credential, they will be asked to leave the hall.</p> <p>Exhibitors with the proper badge/ribbon will have access to Hall at the posted times at least 30 minutes prior to show opening each day, via the main entrance. View information in your portal for exhibitor entrance times each day.</p> |
| <b>NEW EAC Badges</b> | <p>New this year, we are offering EAC badges for the exhibit hall during show hours. These badges will allow the EAC on the exhibit floor during the same time as exhibitor, during the show days. These badges are only for companies that prefer to have their EAC at their booth during show days. There is a limit of two (2) EAC badges per company at a fee of \$500 USD each. These will only allow access to the exhibit hall only and no other sessions. These EAC badges are not required if your EAC is just setting up your booth and is off the floor by show open. We will continue to use wristbands for those EACs.</p>  |



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| <b>EAC<br/>(Exhibitor<br/>Appointed<br/>Contractor)<br/>Insurance</b> | <p>If you are using a contractor to help install your booth, please make sure you have completed the EAC form on the resources site and that your contractor has submitted a Certificate of Insurance in the amount of \$2,000,000.00 liability coverage, including property damage, to GES and show management. Forms available in the Exhibitor Services Manual on the GES event site.</p> <p>EACs that have not been submitted to GES prior to the event will <b><u>not</u></b> be granted access to the Aria Exhibit Hall. There are no exceptions to this requirement.</p> <p>We also ask our Exhibitors to please advise MRC via the MRC Vegas 2025 GES Exhibitor Resources site an Intent to Hire EAC form, by the listed due date in February 2025.</p> <p>Additional EAC information is available at the end of this document for reference.</p> |
| <b>Booth Attire</b>   | <p>Booth attire is business casual. You are welcome to wear a business suit if you wish, or khaki or black pants with your company logoed shirt. No sandals, T-shirts (non-company branded) or shorts.</p> <p>You will want to wear closed-toe shoes during set-up and dismantle of your booth or when entering the exhibit hall during set-up/dismantle.</p> <p>Please listen to the weather forecast and dress accordingly for outdoors but note the Aria (like most Vegas establishments) is air-conditioned. While the Hall may be warm or cold depending upon the weather during set-up (when freight doors are open), the Hall and meeting spaces are often quite cool.</p> <p>Please keep this in mind throughout, and we encourage staff to bring/wear layers for their comfort in varying temperatures.</p>                                      |
| <b>Booth<br/>Etiquette<br/>Smoking<br/>Food &amp;<br/>Beverage</b>    | <p>While in the booth, always be ready for booth visitors, ready to network. No Smoking – the Aria Las Vegas Bristlecone Ballroom is a Non-Smoking Location.</p> <p>Limit or be discreet with eating and/or drinking (other than water) in your booth during regular booth hours.</p>   |



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|                                  | <p>All Exhibitors must adhere to specifics relating to their presence in the MRC Hall as outlined in the Exhibitor Services Manual. Show Management will cease any activity by Exhibitors that is considered objectionable for any reason which may detract from the general character of the event or interferes with other Exhibitors.</p>  |
| <b>10x10 Booth Space Package</b> | <ul style="list-style-type: none"> <li>• 10 x 10 Exhibit hall booth with 8' back wall and 3' side return</li> <li>• Two (2) Full conference passes*</li> <li>• Additional passes may be purchased separately.</li> <li>• ID sign with company name and booth number, 6' x 30' draped table, 2 chairs, 1 wastebasket and carpet.</li> <li>• Presence in the conference program (digital, including mobile app)</li> <li>• Complimentary Participation in the MRC Exhibit Hall Game</li> </ul> <p><i>*Please note exclusions and clarifications above, conveyed with badges/access.</i></p> |
| <b>10x20 Booth Space Package</b> | <ul style="list-style-type: none"> <li>• 10 x 20 Exhibit hall booth with 8' back wall and 3' side return</li> <li>• Four (4) Full conference passes*</li> <li>• Additional passes may be purchased separately.</li> <li>• ID sign with company name and booth number, 6' x 30' draped table, 2 chairs, 1 wastebasket and carpet</li> <li>• Presence in the conference program (digital, including mobile app)</li> <li>• Complimentary Participation in the MRC Exhibit Hall Game</li> </ul> <p><i>*Please note exclusions and clarifications above, conveyed with badges/access.</i></p> |
| <b>Booth Staffing</b>            | <p>All exhibitors must have a minimum of one staff member at the booth at least 15 minutes prior to the show opening and for the duration of the official show hours. You will need to coordinate relief staff for lunch and breaks, so it is recommended that you bring at least two people to staff your station.</p> <p>Under no circumstances should your station be left unattended during show hours.</p> <p><b>Under no circumstances should Exhibitors begin dismantling prior to 12pm on Thursday, 13 March.</b></p>   |
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| <p><b>Display Materials &amp; Presentations</b></p> | <p>All display materials must fit within the space allocated for your booth. This includes all presentations and demonstrations. No booth staff, signs, literature, equipment, furniture, or promotional items may be placed, distributed or posted outside the parameters of your booth space. If presentations to a group are planned, there must be adequate space provided within the booth to accommodate the audience, keeping aisle space free. The audio volume of presentations must be kept to a level that will not interfere with or encroach on surrounding booths. Show management reserves the right to control the volume coming from each booth.</p> <p>Due to tight security regulations, any giveaways that would be considered a potentially dangerous item will not be allowed on the Exhibit Hall floor. Please plan your giveaways accordingly. Example: pocketknives, box knives, dart guns, laser pointers, drones, etc.</p> <p>Vehicles may not be displayed on the show floor without prior written approval from the Aria Las Vegas and Show Management. Please contact Canaan Rice, <a href="mailto:canaan.rice@merchantriskcouncil.org">canaan.rice@merchantriskcouncil.org</a>, for further information on vehicle displays.</p> <p>Games and raffles are allowed with prizes awarded to winners. However, due to city, county and state restrictions, no cash may be used as a prize or used as part of the raffle (i.e., money booth).</p> |
| <p><b>Set-up and Dismantle</b></p>                  | <p><b>Set-up Dates &amp; Times</b></p> <ul style="list-style-type: none"> <li>• Sunday, 9 March 8:00am-6:00pm*</li> <li>• Monday, 10 March 8:00am – 2:00pm</li> <li>• Empty crates and containers must be ready for removal from the MRC hall and the aisles cleared no later than 3:00pm, Monday, 10 March. No exceptions.</li> </ul> <p><i>*20x20 Booths and larger may speak to GES directly regarding moving in on Saturday afternoon.</i></p> <p><i>Please wear closed-toe shoes during set-up and dismantle days for safety reasons.</i></p>  |



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|                         | <p><b>Dismantle Date &amp; Time</b></p> <ul style="list-style-type: none"><li>Thursday, 13 March, 12:00pm – 4:00pm</li></ul> <p>1) Your representative must stay until the show officially closes, and is responsible for packing all equipment, literature, etc. in your booth, in addition to preparing the shipping documents to have your boxes picked up by your designated carrier. <b>DO NOT</b> start dismantling early – even if you have no customers at your station. It is extremely unprofessional looking and detracts from the overall presence in the booth.</p> <p>2) Every effort will be made to have your empty containers returned as promptly as possible. However, this is not always adequate for those seeking early flights – PLEASE, make your departure arrangements accordingly.</p> <p>3) All Exhibitor freight/materials must be cleared from the MRC exhibit floor by 4:00pm, Thursday 13 March 2025.</p> |
| <b>Signage</b>          | All Exhibitors will receive a company identification sign. You may bring additional signage if it does not extend beyond the FIT wall area above or to the sides of your assigned booth.  |
| <b>Special Requests</b> | Please advise by 24 February 2025 if you have any special service needs while at Aria Las Vegas. Please send all requests to Canaan Rice, <a href="mailto:canaan.rice@merchantriskcouncil.org">canaan.rice@merchantriskcouncil.org</a> .  |

## **ADDITIONAL INFORMATION REGARDING EXHIBITOR APPOINTED CONTRACTORS (EAC)**

Exhibitors may employ the service of independent contractors to install and dismantle their display, install audio visual material or any other services needed within your booth, provided the Exhibitor and the installation contractor comply with the following requirements:

- The Exhibitor must file an **Intent to Hire EAC form** within the GES portal by the listed due date, and submit the full **Exhibitor Appointed Contractor form** within the GES exhibitor portal.



- The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper **CERTIFICATE OF INSURANCE** with a minimum of \$2,000,000.00 liability coverage, including property damage, to GES by the assigned deadline.
- The Exhibitor agrees that he/she is ultimately responsible for all services in connection with his/her booth, including freight, drayage, rentals, labor, and professional conduct.
- The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the state of Nevada, city of Las Vegas and the Aria Convention Center prior to commencing work, and shall provide Show Management with evidence of compliance.
- The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization form from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the MRC exhibit floor.
- The Exhibitor Appointed Contractor shall provide, if requested, evidence to GES and Show Management that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
- The Exhibit Hall floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES. The Exhibitor Appointed Contractor must coordinate all its activities with GES.
- For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractors will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor.