

LAS Vegas



LAS VEGAS CONVENTION CENTER

FIRST TIME EXHIBITOR RESOURCE GUIDE



Welcome to the Las Vegas Convention Center!

First time exhibiting at the Las Vegas Convention Center? Let us help the experience feel less overwhelming. In an effort to assist any first-time exhibitors this guide was created as a tool to assist you through the pre-planning stages as well as familiarize you with our facility.

The first portion of this guide is designed specifically with the “need to know items” for exhibiting at the LVCC. The Building User Manual follows these items and contains more in-depth detail on specific topics, rules & regulations and building policies.

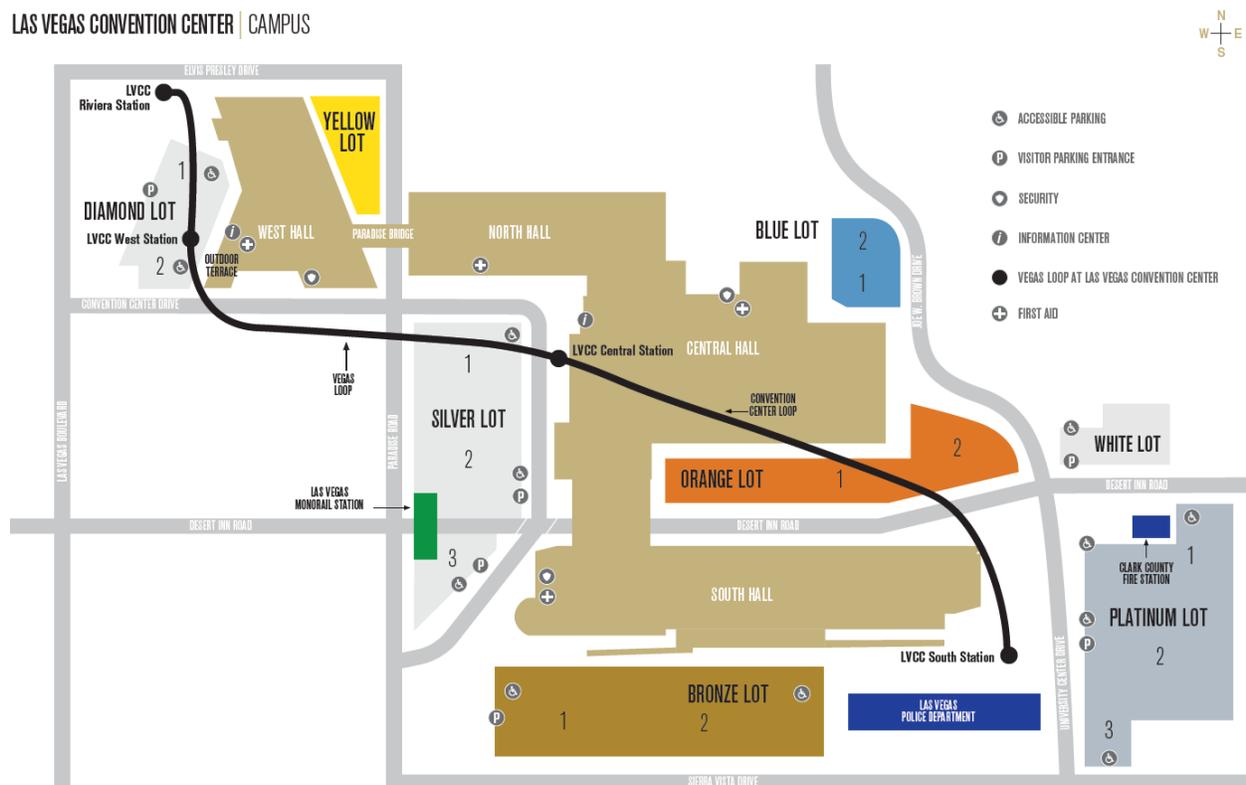
Our facility is comprised of 4.6 million square feet facility made up of 17 halls throughout our campus. Located within a short distance from 150,000 guest rooms, makes the Las Vegas Convention Center a convenient location for your event.

We are glad to welcome you to Fabulous Las Vegas!

Top Tips from Seasoned Exhibitors

- Please read your Exhibitor Manual. We promise you will find useful information.
- Wear comfortable shoes and order pad for your carpet (your feet will thank you!)
- Learn the lay of the land (food, water, bathrooms, security, medical...)
- Determine how your booth will be staffed for breaks (to eat, use the restroom...)
- Ordering internet products 30+ days prior will get you the best price.
- If you hire any labor for your booth, they will need an Exhibitor Appointed Contractor (EAC) Permit.
- The Convention Center is unable to accept any goods shipped to the building for the show. Your official service contractor (OSC) will handle the shipping and receiving of all goods.

LAS VEGAS CONVENTION CENTER | CAMPUS



Facility Contact Information

CONTACT	PHONE
Administration/Convention Services	702-892-2860
American Express Business Lounge	702-943-6990
Food & Beverage Services	702-943-6779
COX Business	702-943-6500
FedEx Office	702-733-2898
Las Vegas Convention Center (LVCC) Main Number	702-892-0711
Fire Prevention Office	702-892-7413
Customer Safety Department (Security)	702-892-7400



STEVE PATTERSON

Director of Convention Services, CEM, CVP
spatterson@lvcva.com
 Ph 702-892-7525
 Cell 702-249-3167



KEVIN AIVAZ

Sr. Manager of Convention Services, CEM, CSEP
kaivaz@lvcva.com
 Ph 702-892-2969
 Cell 702-477-9222



WILLIAM FLANGAS

Convention Services Manager, CEM, CMP
wflangas@lvcva.com
 Ph 702-892-7513
 Cell 702-285-3804



BERTHA JARDINE

Convention Services Manager, CEM, CMP
bjardine@lvcva.com
 Ph 702-892-2924
 Cell 702-239-8349



SCOTT NEWCOMB

Convention Services Manager
snewcomb@lvcva.com
 Ph 702-892-2943
 Cell 702-265-6240



MERLIN SARMIENTO

Convention Services Manager
msarmiento@lvcva.com
 Ph 702-892-2932
 Cell 702-767-6775



KIMBERLY WINKFIELD

Convention Services Manager
kwinkfield@lvcva.com
 Ph 702-892-2913
 Cell 702-428-2774

JASMINE BELANGER

Secretary
jbeleranger@lvcva.com
 Ph 702-892-2986

LISA CUMMINS

Secretary
lcummins@lvcva.com
 Ph 702-892-2915

Emergencies

To report an emergency, call 702-892-7400 or text 78247

The Customer Safety Department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.

- All emergencies should be reported to the Customer Safety Department first. Dialing 911 will delay the response by medical personnel who may not be able to find or get to the location of the emergency.

Booth Setup

If approved by show management, an exhibitor has the option of contracting the setup 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 able to provide credentials. All persons must always comply with the Occupational Safety and Health Administration (OSHA) safety standards.

Fire and Safety Exhibit Guidelines

For outdoor structure information please see [Outdoor Exhibits](#).

- All means of entrance and exit must be free from obstruction at all times.
- Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.
- A one-day supply of product is permitted within the booth but cannot be stored behind the booth or near electrical service.
- All fire extinguishers and emergency exits must be visible and accessible at all times.
- For multilevel exhibits fire and safety information please see [Multilevel and/or Covered Exhibits](#).
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- Model/modular home displays in trade shows must be reviewed with the convention services manager (CSM). In addition, a floor plan of the model/modular home must be submitted to the Safety and Fire Prevention Office.
- When requested, areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See [Multilevel and/or Covered Exhibits](#) for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances on property must have approval from the CSM thirty (30) days prior to the event.
- **Fireplace** guidelines [click here](#).
- **Candle** restrictions [click here](#).
- **Hookah** guidelines [click here](#).
- **Halogen Lamp** restrictions [click here](#).
- **Propane** guidelines [click here](#).

Multilevel and/or Covered Exhibits (Indoor)

See next section for [Multilevel and/or Covered Exhibits \(Outdoor\)](#)

It is the responsibility of the exhibitor appointed contractor (EAC) and anyone erecting a structure to ensure that all rules are followed. The EAC has the responsibility to work with the client to ensure booth plans are submitted to the Safety and Fire Prevention Office no later than thirty (30) days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.

Multilevel or covered areas – Definitions:

- **Multilevel** – Any occupied second story or greater, which is accessible by an approved means of egress.
- **Covered Area** – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor.
- **Means of Egress** – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multilevel or covered contiguous areas more than 1,000 square feet are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply: The exhibit contains display vehicles, open flame, or hot work.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.
- Any upper-deck area to be occupied must have an approved plan with an engineer stamp registered in the state of Nevada.
- Multilevel areas that are greater than 300 square feet or will occupy more than nine persons shall have at least two remote means of egress. Means of egress shall be of an approved type and constructed to the requirement of the code.
- Spiral stairs are not allowed due to egress restrictions.
- Exhibits with multilevel or covered areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.
- Plans must be submitted in CAD format via email to boothplans@lvcva.com.

Multilevel and/or Covered Exhibits (Outdoor)

All outdoor exhibits are subject to Clark County Building and Fire Codes. It is the responsibility of the exhibitor EAC to ensure all codes are met pursuant to Clark County Code sections 22.02, 22.04, and Clark County fire code section 13.04.

Clark County **Fire permit** is required when:

- Temporary structure is greater than 2,500 square feet and less than 7,500 square feet that is constructed outdoors. Drawings prepared by a registered design professional with 3rd party inspections will be required for the permit

Clark County **Building Permit** is required when any one or more of the following conditions are present:

- Single story structures greater than 7,500 square feet
- Multi-Level with occupancy on an elevated level or has an occupied level 45 feet or more above finish grade
- Has an occupancy over 1,000 persons
- Is connected to and receives structure support from an existing building

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Outdoor Exhibits

Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers, or sprung structures must be on a 10-foot-wide aisle.

- Temporary restroom facilities may be required for outdoor exhibits.
- Open trash containers/boxes are required when parking lots are used for exhibits. If containers are ordered through the facility, lessee will incur trash removal charges.
- **Banners Outside** [click here](#).
- **Crane** guidelines [click here](#).
- **Concrete Pouring** [click here](#).
- **Fuel Storage** [click here](#).
- **Tents and Canopies** [click here](#).
- **Staking Guidelines** [click here](#).
- **Truss Structures** [click here](#).

Permits

Some exhibits will require additional permitting from the Clark County Building and Fire Prevention. Contact the Safety and Fire Prevention Office at 702-892-7413, boothplans@lvccva.com, or online [Permits from Clark County Building and Fire Prevention](#)

A list of items that require a permit can be [found here](#).

Our Exclusive Building Partners:

Food and Beverage

The Las Vegas Convention Center's Food and Beverage Division is operated by Sodexo Live! (Formerly known as Centerplate). Our exclusive agreement prohibits outside food and beverage unless approved for exhibiting (sampling size/permits required). The style is collaborative, and the team is delighted to work with you to ensure your experience at the LVCC is smooth, successful, and enjoyable. Committed to delivering the finest food, amenities, and service to impress your guests. Our goal is to provide world-class hospitality for every one of our guests.

- **Food Preparation** [click here](#).
- **Exhibition and Display Cooking** [click here](#).
- **Food Sampling** [click here](#).

For information contact 702-943-6779, visit our [Food and Beverage website](#), or email exhibitorcateringlvcc@centerplate.com.

Cox Business

Cox Business is the exclusive full-service telecommunications provider of Internet, Voice, and Cable TV service for the LVCVA. Our onsite team members are available for consultation and support leading up to and throughout your event. Please contact our team to discuss solutions to provide reliable and convenient access for your demonstrations, attendees, and staff. Our services include wired and wireless networks that can be customized based on your needs and budget for a successful event.

Contact our Sales team online at visit [Cox Business](#) or call for more information at 702-943-6500.

FedEx Office

FedEx Office operates four business centers conveniently located within the building. The business centers are near the main entrance of Central Hall, in the Central Hall concourse, West Hall ground floor lobby, and in the

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South Hall lobby. Services include consultation on signs and graphics, high-speed/high-volume printing, traditional printing and copying, business cards, posters and banners (including grand format printing), packing and shipping, and an array of office supplies. The business center also offers secure storage, coat and bag check, equipment rental and scooter rental.

Contact the FedEx Office Business Center at 702-733-2898 or visit the [FedEx website](#) for information and to submit your print projects online.

Vehicles on Display

- Fuel tanks cannot contain more than one-quarter their capacity or five gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle's engine, and the disconnected battery cable shall then be taped.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
- Vehicles shall not be moved during the show and will remain off while freight doors are closed.
- Visqueen must be used under vehicles on display in lobbies and meeting rooms.
- For **all the guidelines** regarding vehicles on display [see here](#).

Shipping & Receiving of Exhibitor Materials/Product

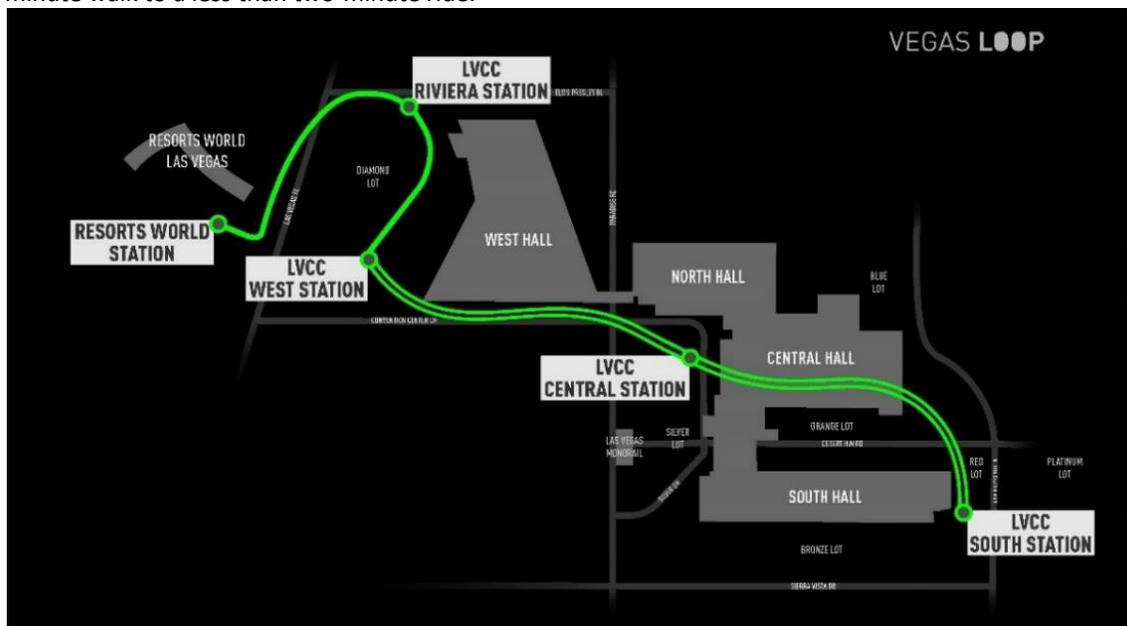
The facility is unable to accept any goods shipped to the building for show management or any exhibiting company. Your official service contractor (OSC) will handle the shipping and receiving of all goods.

Hand Carry

Exhibitors may hand carry their merchandise from their vehicle. All vehicles must be parked in a parking lot; curbside parking is not allowed. The use of hand carts and dollies is not allowed.

Vegas Loop at Las Vegas Convention Center

Vegas Loop at the Las Vegas Convention Center is an underground transportation system designed by Elon Musk's The Boring Company designed to quickly transport passengers throughout the 200-acre Las Vegas Convention Center campus in a fun and convenient way, free of charge. The system consists of two one-way, .8-mile-long tunnels built to accommodate all-electric Tesla vehicles driving at speeds of up to 35 mph. The LVCC Loop reduces a 25-minute walk to a less than two-minute ride.



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Comprehensive
Building User's Manual

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Advertising/Sponsorships

- Advertising of any type is not allowed in the public areas of the facility, including parking lots, without payment of additional compensation to Las Vegas Convention and Visitors Authority (LVCVA).
- The current rate for all public areas is 15 percent (15%) of Lessee's gross revenue. This does not apply to transportation system advertising assets described separately below. See [Transportation Systems](#) section for advertising and sponsorship opportunities.
- Lessee will be required to furnish the LVCVA with a list of all advertising sold in designated public areas thirty (30) days prior to the first day of move-in, including a rate card and copy of invoice.
- Banners and signage may be attached to the facility only in approved locations. Contact your convention services manager (CSM) with questions.
- When there are multiple events in the building, your CSM will approve the appropriate locations for all banners/signage in public areas.
- Show floor plans shall indicate proposed location of all freestanding signs, both within any exhibit hall, lobby or plaza. Placement of freestanding signs requires approval.
- Nails, tacks, screws and tape cannot be used to hang signs and banners. Stickers are not allowed on property.
- Any approved signs placed on windows (e.g., static cling, foam core, etc.) must not leave residue on the window surface.
- Permanent facility digital signage screens and commercial signage may not be visibly blocked in any manner. This includes directional signage, emergency exits, restrooms, concessions, exhibit hall signs, commercial advertising, etc.
- The beams in the Grand, Central concourse and South halls are not approved as weight-bearing structures.
- Hanging or placing signs/banners from the Paradise Road pedestrian bridge, from any of the Desert Inn bridges or from the South meeting rooms is prohibited.
- Signs and banners are not permitted on the light poles on property.
- Advertising is NOT permitted on escalator treads, handrails or side panels
- No screens and/or advertising materials should block the meeting room screens in the West Hall.

LVCVA Digital Screen Advertising

LVCVA Digital Screen Advertising Terms:

- LVCVA will have up to (5) minutes' worth of content which could include the following messages:
 - Building related information
 - Destination highlights and information
 - Advertising from national advertisers
 - Show management will be able to pre-approve a list of national advertisers to ensure there are no conflicts at least (10) business days prior to show date.
- If a digital advertising package is not purchased, LVCVA content, including its advertisers, will run on all screens during show dates.
- Show management's content will display two hours before the show start time and one hour after the show's end time.
- Testing video content will take place the day before the scheduled run date. If you would like to run your content on an educational day (prior to exhibit date/start date), it is recommended to purchase a full day.

LVCVA reserves the right to review supplied content and decline if content is false, fraudulent, misleading, deceptive or libelous, relates to an illegal activity, contains explicit sexual material, obscene or harmful to minors, and uses language that is obscene, vulgar or profane.

File Requirements:

- The recommended video file length for all screens is :08.
- All static images should be in JPEG format, saved as a .jpg, with final resolution to the specific pixels
- All videos should be in mp4 format, saved as a .mp4 (not .mov) with a final resolution to the specific pixels
- Videos should be encoded with H.264 encoding and saved at medium quality
- Screens do not support audio playback. Special arrangements for audio on the West Hall Lobby Spectacular may be available and authorized by the LVCC and show producer.
- The West Hall Lobby Spectacular screen is currently not programmable for live content however this feature might be available in the future
- For content tracking and scheduling purposes, artwork files should be labeled as follows:

Show/Event Name_Company Name_Content Descriptor_Content Resolution_Version #
Example: Retail Association_ABCShoes_VisitBooth777_5700x2700_1

Advertising Content Timeline and Fees:

- Advertising content for screens (except for meeting room agenda screens) should be delivered (15) business days prior to the show's start date. This is to ensure adequate time for content testing and scheduling. Content received after the cutoff date will incur a \$500 rush fee per file.

Meeting Room Agenda Content, Timeline and Fees:

- Meeting room agenda information will be posted at no charge to shows. Shows may also provide (1) show logo that will appear at the bottom of the screen below the agenda at no charge.
- If displaying meeting room agenda information is not desired, the LVCVA will insert a show provided logo at no charge that will run in rotation with LVCVA's promotional content. The show's logo graphic may not contain any other advertising, sponsorship, or exhibitor logos.
 - If the show provides alternate graphics beyond the free logo, this will be considered advertising and a cost for meeting room screens will be provided.
- Agenda information must be received by the LVCVA at least (10) business days prior to the event start date and must be formatted as per the example spreadsheet. Agenda information not submitted during this time period or in the proper format will be rejected.
- Final agenda changes must be submitted (3) business days prior to meeting start time to avoid a \$500 rush fee per screen.
- At this time, custom fonts, text and background colors are currently not available
- Shows may not turn off meeting room agenda screens
- Advertising content will not run on meeting room/hallway screens when session information is displayed

Digital Screen Scheduling and Contact Information:

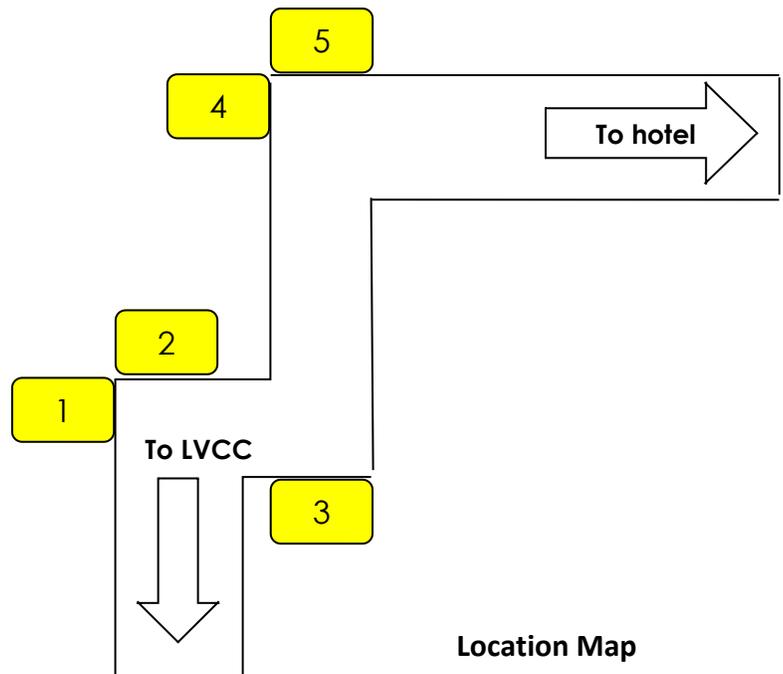
- Ventech Solutions (VTS) is the on-site management company for content scheduling and questions regarding digital screens specifications and file formats. Once you have secured advertising space for your event, please reach out to VTS as they will provide you with a link to upload creative files.
 - Email: LVCC.DigitalSignage@Ventech.Solutions
 - Phone #: 702.892.2929

Clings

- Use of wall clings must be approved in advance by your CSM.

- Only approved materials can be used. Ask your CSM or official service contractor (OSC) for substrate specifications.
- All clings must be installed/removed by the OSC or an approved vendor.
- The OSC is responsible for any chargeback for repairs of damages incurred during installation or removal of wall cling.
- Clings on glass doors must be see through or have a four-inch (4") clear border.
- For temporary/cosmetic wraps on elevators a permit is required from the State of Nevada. Contact your CSM for more details.

Las Vegas Convention Center (LVCC) SKYBRIDGE LIGHTBOX ADVERTISING



Location Map

Production requirements for lightbox graphics include a professionally produced material used for backlit display boxes. Event producers may use any production vendor of their choice, as long as appropriate materials are used in the production of the graphics. It is the responsibility of the lessee to work directly with a qualified printer for artwork submission, deadlines and payment of graphics. The event producer is responsible for the payment of the standard 15 percent commission to the LVCC for public area advertising as specified in their lease.

Lightbox Specifications

Produced graphic dimensions must be created as a 60”w x 60”h print to fit lightbox appropriately. However, the visible opening of the print that will be displayed will only reflect 58”w x 57 ¾”h of the 60”w x 60”h image.

LVCVA Sign Shop staff will coordinate insertion and removal of the graphics into the lightboxes pre-show and post-show. Standard practice is to remove and recycle all materials after completion of show, unless otherwise instructed.

Graphic Sign Delivery Information

LVCVA

Attn: Sign Shop

3150 Paradise Road

Las Vegas, NV 89109

702-892-0711

Include your show name AND show dates on delivery information. Lessee must allow the LVCVA Sign Shop at least 5 business days for installation of their graphic signs.

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.

Air Conditioning

- The facility provides cooling or heating in the exhibit halls during show hours. Fees are charged per hall, per day, for cooling during non-show days. Contact your convention services manager (CSM) for a price quote.

American Express Lounge

- The American Express Lounge provides American Express Platinum, Business, and Corporate Card Members with a productive retreat while attending events at the Las Vegas Convention Center. Whether you need somewhere quiet to meet, a break from the trade show floor, Wi-Fi, or coffee and snacks, American Express is there to support you. American Express Lounge is committed to Sustainability. Please ask them how. You can find the American Express Lounge located on the left after entering through the Central Hall main entrance.

Americans with Disabilities Act – ADA

- The lessee, its sub lessees and contractors must comply with the ADA as indicated in the lease agreement. All permanent aspects of the facility are the responsibility of the Las Vegas Convention and Visitors Authority (LVCVA). Access to any given show and the services they are providing are the responsibility of the Lessee.
- [Access Las Vegas brochures](#) and [ADA Accessibility Maps](#) are available. Contact your convention services manager (CSM) for copies.
- Under ADA's regulations, the definition of "service animal" is limited to a dog or a miniature horse that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.
- Under the ADA, "comfort," "therapy" or "emotional support" animals do not qualify as service animals.

Animals

- Service animals are always welcome. Refer to the Americans with Disabilities Act 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).
- It is the animal owner's responsibility to clean up after the animal while on facility property.
- Animals, with the exception of fish, are not allowed in the building overnight.
- A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad-form property damage coverage, including broad-form contractual liability, naming Las Vegas Convention and Visitors Authority (LVCVA) as additional insured must be provided.

Balloons

Show management and your convention services manager (CSM) must approve the use of balloons.

Indoors

- Helium balloons, including columns and arches, must be tethered.
- Helium gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Blimps may not be flown around the exhibit hall.

Outdoors

Moored balloons, including hot air balloons and kites, are permitted on property with the following conditions:

- Must have approval from show management and your CSM.
- Balloons/kites must be moored and can only be used for displays.
- Balloons/kites must not exceed the height of the building.
- Hot-air balloons that are inflated and standing must have an FAA-certified pilot with a commercial rating for lighter-than-air aircraft with the balloon at all times.
- Mylar balloons are prohibited.

Bike/Cart Policy

All bikes and carts operated on property must be registered annually with the Customer Safety Department. Included in the registration process is an annual safety inspection that will be completed at time of registration.

Annual Registration and Inspection

- Bike/carts can be registered at any time and permits are valid from January 1 through December 31 each year. The annual fee is \$10.
- Registered carts will be issued a permit that will be conspicuously mounted near the ignition of the cart or the main frame of the bicycle.
- All bike/carts will be safety inspected at time of registration. The following are the requirements all vehicles must adhere to while operating on property:
 - Carts – Name of company operating cart must be prominently displayed on cart.
 - Carts – Must have functional headlight, taillight, horn, brakes, and locking on/off switch.

- Bicycle permits are registered to companies only, not individuals.
- Bicycles – Must have a mounted red flag at least 8”x8” visible at least four (4) feet above the seat, reflectors visible from the front, and rear and a working headlight if used after dark.
- Companies that are approved to operate on property and are listed on the exhibitor appointed contractor (EAC) listing may register/operate up to three (3) electric carts per company.

Bike/Cart Operations

- Cart and bicycle traffic during events in the building may be restricted to certain areas and times. Areas of high pedestrian traffic should be avoided.
- At no time are carts permitted to enter parking lots that are designated for vehicle parking. Parking lots can be accessed only when designated as exhibit space.
- No carts/bicycles are allowed on second floor areas.
- Use of carts/bicycles on carpet is permitted only when carpet is protected by reinforced visqueen.
- Reporting of Accidents/Incidents – Accidents involving any carts/bicycles must be reported immediately to the Customer Safety Department at 702-892-7400.
- While operating a cart or bicycle, cellular phone usage is prohibited.
- Bicycles and carts are to be operated in a safe manner at all times.

Cart Charging

- Cart charging location will be designated by Las Vegas Convention and Visitors Authority (LVCVA) management.
- Use of extension cords from inside building to vehicles is prohibited.
- All cart charging stations shall have a functional ground fault circuit interrupter (GFCI) to prevent electric shock to personnel.

Booth Setup

If approved by show management, an exhibitor has the option of contracting the setup 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 able to provide credentials. All persons must comply with the Occupational Safety and Health Administration (OSHA) safety standards at all times.

Broadcast and Publications

- The Las Vegas Convention and Visitors Authority (LVCVA) does not regulate, control, approve or disapprove any broadcast, performance or publication of music, or any other audio or visual presentation.
- The facility retains the right to regulate the volume of any sound, whether it be music, voice, or special or artificial effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms or the rules and regulations of the lease agreement.
- If the lessee or an exhibitor wishes to use copyrighted material, it will be necessary to make arrangements with the ASCAP, BMI or SESAC for license to perform such copyrighted music or material, or otherwise qualify for an exemption.

- Contact the following agencies for more information:

[American Society of Composers
Authors and Publishers \(ASCAP\)](#)
Licensing: 800-652-7227
General Information: 800-505-4052

[Broadcast Music, Inc. \(BMI\)](#)
General Information: 800-925-8451

[The Society of European Stage Authors and
Composers \(SESAC\)](#)
General Information: 800-826-9996

Building Checklist

The following items are required thirty (30) days prior to the first day of move-in:

- Approved floor plans
- Approve hanging signs and banners
- Submit written plan for pyrotechnics
- Submit traffic plan
- Submit helicopter landing form
- Provide insurance certificates
- Submit list of exhibitor appointed contractors (EACs)
- Submit show security schedules, locator form and weapons request form
- Submit list of advertising sold in public spaces
- Submit written Health and Safety plan

Catwalk Access

Individuals or companies requesting catwalk passes need prior approval from show management and the convention services manager (CSM).

- All catwalk and roof access locations must remain secure. Taping or blocking open access will be grounds for trespass from property.
- Catwalk passes can be obtained from the Customer Safety Department in the Grand concourse across from Hall C3 or at the West Hall security office outside of exhibit hall W1.
- You must be 18 years or older to obtain or use a catwalk pass.
- A current driver's license or valid state ID, ESCA/WIS ID, or trade union badge will need to be surrendered before any pass is issued.
- Catwalk passes are issued and returned on a daily basis.
- Catwalk passes are not transferrable and cannot be loaned to another person.
- All lost passes must be reported. There will be a charge of \$100 for a first-time lost pass. A second lost pass by the same individual or company will be charged \$500. The retained identification will be returned upon total accountability of the passes.

Individuals found in a catwalk area without a current approved pass or in possession of an unauthorized pass will be trespassed from property and may be prosecuted according to Nevada Revised Statutes.

CBD (Cannabidiol/Cannabinoid)

With the evolution of federal, state, and local laws regarding the display, distribution, sampling, and other consumption of CBD, marijuana, and/or tobacco products, the LVCVA provides the following policies and procedures for guidance and direction.

No edible CBD products may be sold or distributed at the LVCC, including as free samples, regardless of the THC concentration of the products. Non-edible CBD products, such as oils and topicals, may not be sold at the LVCC but may be distributed or provided as free samples on the condition that the product is not adulterated or misbranded in any way. The LVCVA encourages you, on behalf of your exhibitors, to consult with your legal counsel before allowing the distribution of non-edible CBD products. Smoking CBD products at the LVCC is strictly prohibited and violators will be trespassed from the LVCC property.

Event management must actively monitor and prohibit the sale of CBD products, as well as the distribution of edible CBD products, at the LVCC by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

No Synthetic CBD may be produced, distributed, sold, or offered for sale at the LVCC. Synthetic CBD means any cannabinoid that is produced artificially, whether from chemicals or from recombinant biological agents (such as yeast or algae) and which is not derived from a plant of the genus Cannabis.

THC (Tetrahydrocannabinol)

THC, including Delta-7, Delta-8, Delta-10 and any other structural, optical, or geometric isomers of Delta-9, is a Schedule I Controlled Substance under Nevada law. The distribution, sale, promotion or offer to sell, transport, import, or other related acts related to THC is a Category-C Felony.

Event management must actively monitor and prohibit the sale, promotion for sale, distribution, or related acts of THC products, including Delta-7, Delta-8, Delta-9, and Delta-10 products. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

For Information on marijuana, [click here](#)

Chemicals

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable safety data sheet (SDS).
- A list of chemicals, including all SDS, 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.
- The exhibitor is responsible for the disposal of all hazardous materials. Disposal of hazardous materials is prohibited in the sinks, sewer lines and drains of the facility.
- All chemicals shall be removed from the facility at the conclusion of the show.

Childcare

Childcare facilities shall not be permitted at the facility unless lessee obtains appropriate licensing, permits and inspections from the following Clark County entities:

- Clark County Child Care Licensing
- Southern Nevada Health Department
- Clark County Department of Building & Fire Prevention

- Company must provide insurance in the amount of \$10 million naming Las Vegas Convention and Visitors Authority (LVCVA) as additional insured. Subject to final approval by your convention services manager (CSM) and legal Counsel.

Contractor and Vendor Requirements

Any show appointed and/or exhibitor appointed company providing a service and/or supervision during conventions, trade shows and events at the facility must obtain an annually issued Exhibitor Appointed Contractor (EAC) permit and comply with the following:

Annual Contractor Fee: \$250

Certificates of Insurance (COI) - Requirements and Sample COI

- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability.
- Automobile Liability in the amount of one million dollars (\$1,000,000) for any auto and/or hired and non-owned.
- Workers' Compensation Coverage in the State of Nevada with minimum of one million dollars (\$1,000,000) limit. If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com
- Apply for EAC Permit

Business License

ALL CONTRACTORS MUST OBTAIN A BUSINESS LICENSE WHEN WORKING AT THE LVCC.

Clark County Department of Business License
500 Grand Central Parkway, Third Floor
Las Vegas, NV 89155
702-455-0174
clarkcountynv.gov

Contractor Photo Identification

The Las Vegas Convention and Visitors Authority (LVCVA) is a participant in the Exhibition Services & Contractors Association (ESCA) Exhibition Industry Worker Identification System (WIS). This WIS badge system allows the LVCVA to improve the overall security of our facilities, its licensees and guests.

Everyone in the hospitality industry should be aware of who has access to their facility and space at all times. Therefore, all exhibitor appointed contractors (EACs) (e.g., contractors, suppliers and vendors) who work on site at the LVCC must be identified with the WIS badge on their person. Please note the following exception: All trade union workers are temporarily exempt from obtaining a WIS badge. Permanent exceptions include all contract security employees and LVCVA building partners: Centerplate, COX Business and FedEx Office.

The ESCA has been retained by the LVCVA to administer this program and to maintain an online database of all registered contractors and workers in the local exhibition industry. We recommend companies to go online to www.ESCA.org for a complete overview of the process involved in registering for badges. The WIS badge is a web-based program designed for contractors to order employee badges.

WIS Badge Pricing

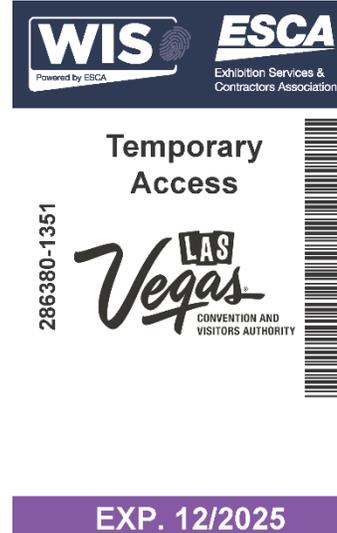
ESCA Member (Full-time Employees)	\$20*	Temporary Access Badges (ESCA Member)	\$12**
All Others	\$27*	Temporary Access Badges (All Others)	\$17**

*Badge life is three (3) calendar years.

**Badge life is one (1) calendar year.

If you have any questions about registering your company, assigning your WIS administrator, or using the WIS program, please send an email to wis@esca.org, or feel free to contact Mitt Arnaudet directly, at 972-971-1140 or by email: mitt@esca.org.

ESCA-WIS Identification Badge



The WIS badge does not grant the bearer access to any events in any venues. The badge merely verifies that the individual is approved to enter the venue if they are being employed by a contractor working on the specific event. Security for specific events is still in force, and all workers must be cleared to enter the events via the normal security protocol in effect for the specific events and venues.

Training Requirements

The Nevada Department of Business & Industry, Division of Industrial Relations announced on January 26, 2021 updates to Section 618 of the Nevada Administrative Code (NAC) related to occupational safety and health training requirements for workers in the convention services industry. The updated regulations provide guidance and details on the statutory requirements found in Nevada Revised Statute Sections 618.9920 – 618.9931. This statute established requirements for certain workers and supervisors in the convention services industries to obtain training on relevant safety and health issues within fifteen (15) days of starting work in the industry. Workers who perform construction, installation, maintenance, operation, repair or removal of trade show or exhibition displays must be trained. All construction and general industry ten (10) and thirty (30) hour training programs approved by the Nevada Occupational Safety and Health Administration will satisfy the training requirements for the convention services industry.

The newly adopted sections of the NAC became effective on January 21, 2021. The updated regulations are available for review at <http://dir.nv.gov/OSHA>.

Drones/Unmanned Aerial Systems (UASs) Guidelines

UASs – Unmanned aerial systems includes all of the following:

- All drone/UAS operators must comply with all FAA requirements.
- UAV – Unmanned Aerial Vehicle
- RPAS – Remotely Piloted Aircraft System
- RC Model Aircraft
- Drone

UASs are allowed to be used indoors or outdoors with the following requirements:

- Exhibitors must have approval from show management.
- A Drone form must be completed and submitted.
- Drones/UASs carrying weapons are prohibited.
- Drones/UASs must weigh less than 55 lbs.
- Drones/UASs are restricted to within your defined booth space only.
- Drones/UASs are prohibited from flying over-populated areas.
- Drones/UASs 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 should be of a flame-retardant material and must be sturdy enough to prevent the UAS from breaking or escaping the enclosure.
- Drones/UASs are prohibited from flying within 18" of any building structure including sprinklers.

Outdoor Use Without Being Fully Enclosed

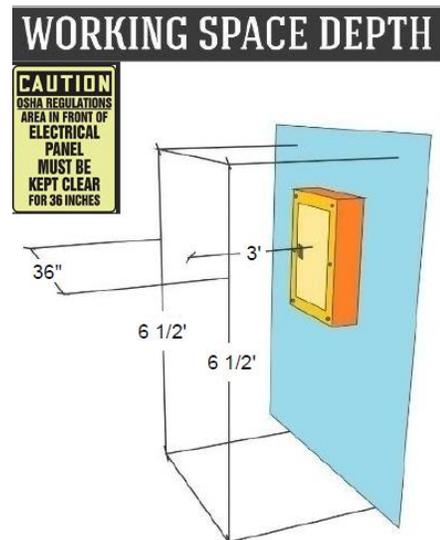
- For outdoor use of a drone/UAS that is not operated within a fully enclosed area, please refer to the FAA website for more information. <https://www.faa.gov/uas/>.

Electrical Rooms

- Electrical rooms are restricted access areas. Any person requiring access must contact Security. The Facility Maintenance department will meet with the requesting person to determine the need, scope of work and duration. If access is approved, the contractor is responsible for removing all materials, equipment, debris & trash.
- No items, equipment or materials are permitted to be stored in electrical rooms.
- No modifications, alterations, reconfiguration or other means of change is allowed to any LVCVA electrical equipment.

Electrical Panels

- Access to all electrical panels must be maintained per NEC and any applicable local fire, building and safety codes.



Elevators and Escalators

- Freight is not permitted on passenger elevators.
- **The transportation of dollies, oversized luggage, boxes, or freight and tool boxes on escalators is prohibited.**
- Freight elevators for contractor use are located near freight door 10, the North Lobby and in the service corridor of the West hall.
- Freight for the 2nd floor in the South halls must be transported via the South hall ramps.
- Cosmetic wraps/clings or advertising of any type are not permitted on escalators.

For temporary/cosmetic wraps on elevators a permit is required from the State of Nevada. Contact your CSM for more details and see the [Notification of Intent to Install Temporary Cosmetic Wraps form](#).

Emergencies

To report an emergency, call 702-892-7400.

- Customer Safety staff is trained to handle emergency situations. The Customer Safety Department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.
- The convention services manager (CSM) is responsible for keeping show management and official service contractors (OSC's) informed of decisions relating to emergency events in progress.
- All emergencies should be reported to the Customer Safety Department first.
- Dialing 911 will delay the response by medical personnel who may not be able to find or get to the location of the emergency.
- Report via text message: Text LVCC and your message to 78247.

Emergency Action Plan (EAP)

- It is recommended that an EAP be submitted to your CSM ten (10) days prior to the first day of move-in.
- EAP's should contain, at a minimum, the following information:
 - Listing of emergency contacts, including key personnel and response team members.
 - Response protocols for events including, but not limited to:
 - Active Shooter/Hostile Event Response (ASHER)
 - Bomb Threat
 - Cyber Attack
 - Severe Weather
 - Earthquake
 - Labor Disputes
 - Power Outage
 - Building Evacuation
 - Shelter-In-Place
 - Details of any mass notification systems that will be utilized during the show.
 - Primary and secondary reunification/assistance locations.
- If necessary, the Customer Safety Department and/or your CSM will assist you in developing your plan.

Employee Access

- Las Vegas Convention and Visitors Authority (LVCVA) reserves for its representatives, agents and concessionaires, free access and the right to enter any portion of the leased premises.

Exclusive Services

Las Vegas Convention and Visitors Authority (LVCVA) has four exclusive building partners:

Centerplate

Centerplate is the exclusive food and beverage provider for the LVCVA. It is a leading global event hospitality company and it's thrilled to be your exclusive hospitality partner at the Las Vegas Convention Center (LVCC). Centerplate's style is collaborative and the Las Vegas team is delighted to work with you to ensure your experience at the LVCC is smooth, successful and enjoyable. It's committed to delivering the finest food, amenities and service to impress your guests. Its goal is to provide world-class hospitality for every one of its guests. Please contact Centerplate for more information at 702-943-6779.

Cox Business

Cox Business is the exclusive full-service provider for all Internet, voice and cable TV services at the LVCC.

- Cox Business has exclusive labor rights for all non-electrical cabling under flooring associated with the extension of telecommunications and networking services, which includes, but not limited to, coax, fiber and/or any cabling that transmits voice, data or video. Any violations are subject to a non-compliance fee.

FedEx Office

FedEx Office operates three business centers conveniently located within the building. The business centers are near the main entrance of Central hall, in the Central hall concourse and in the South hall lobby and can assist with a variety of services for your event. Services include consultation on signs and graphics; high-speed/high-volume printing; 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 secure storage, coat and bag check, equipment rental and scooter rental.

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 sustainability printed materials will be conveniently waiting for you at the FedEx office when you arrive for your event. The business center is open 8 a.m. to 5 p.m., seven 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 the [FedEx website](#) for information and to submit your print projects online.

OnMed

The OnMed® station is the only self-contained medical unit in the world currently using advanced technology, including thermal imaging to provide patients with a safe, private, and secure consultation with a licensed clinician. An ultra-high definition camera ensures the patient and clinician experience a real-time eye to eye connection. These same high-definition cameras also make it possible for the clinician to look down a patient's throat or even examine a tiny skin lesion in detail. A Double OnMed® station is located in North Hall Level 1 outside of Hall N3 entrance. For more Information, [click here](#) or call 727-601-4513.

Exit Signs

- Building exit signs must be visible at all times.
- Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so that the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.

Fire and Safety Exhibit Guidelines

- For outdoor structure Information please see [Outdoor Exhibits](#).
- All means of entrance and exit must be free from obstruction at all times.
- Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.
- 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.
- All 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, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
- Exhibit booth construction shall meet the requirements. The upper deck of multilevel exhibits that is greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 lbs. per square foot. All materials used in exhibit construction, decoration or as a temporary cover must be certified as flame retardant, or a sample must be available for testing. Materials that cannot be treated to meet the requirements may not be used.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- Use of halogen fixtures must comply with our halogen lamp restrictions.
- Vehicles on display:
 - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel is limited to one-quarter its tank or five gallons of fuel, whichever is less.
 - At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries required to demonstrate auxiliary equipment shall be permitted to be kept in service.

- Auxiliary batteries not connected to engine starting system may be left connected.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
- External chargers or batteries are recommended for demonstration purposes.
- No battery charging is 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 show hours.
- 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.
- There shall be no leaks underneath vehicles.
- Model/modular home displays in trade shows must be reviewed with the convention services manager (CSM). In addition, a floor plan of the model/modular home must be submitted to the Safety and Fire Prevention Office.
- Vehicles in the building for loading or unloading must not be left with engine idling.
- Except for equipment that uses LPG (propane) or natural gas as fuel, compressed gas cylinders, including LPG (propane), and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the CSM and the Safety and Fire Prevention Office. Overnight storage of LPG (propane), natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG inside and outside the facility. Any use of LPG (propane) on property must be approved prior to arrival by the Safety and Fire Prevention Office.
- When approved, LPG (propane) containers having a maximum water capacity of 12 lb. [nominal 5 lb. LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is in an area, the containers shall be separated by at least 20 feet.
- Any exception to the first two requirements above must be submitted for review and approval by the Safety and Fire Prevention Office and the CSM.
- All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices within exhibit booths shall be isolated from the public by not less than 48 inches (1220mm) or by a barrier between the devices and the public.
- The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
- Propane cylinders awaiting use should be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in designated locations outside of the building.
- No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
- Use of LPG (propane) outdoors must be approved by the Safety and Fire Prevention Office and the CSM prior to arrival on property. No outside LPG (propane) will be permitted in any areas where building exits discharge or fire department access is required.
- When requested, areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See [Multilevel and/or Covered Exhibits](#) for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet.
- A one-day supply of giveaway disposable lighters may be kept in the booth.
- Exhibitors who plan to demonstrate fuel-burning appliances on property must have approval from the CSM thirty (30) days prior to the event.

- Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for use inside the facility.
- Only enclosed fireplaces will be approved for use, meaning the fireplace must be enclosed with a glass front, or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
- Screen-front fireplaces will not be approved for use.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.
- Candles may be used for decorative purposes for events with food service (one candle per table) where the candles are supported by/on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Safety and Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit.
- If your booth is demonstrating, sampling or using a hookah, the following items are required:
 - Keep a 5lb ABC (2A:30BC) fire extinguisher at the booth. The fire extinguisher must have a current inspection tag. Extinguishers may be obtained from the show or a local company.
 - A metal (non-combustible) bucket for hot coals.
 - The hookah must be placed on a stable, non-combustible surface (table, stand, stool, etc.). The hookah cannot be placed directly on a carpeted surface.
 - Keep all combustible materials (boxes, plastics, etc.) a minimum of three (3) feet away from the hookah.

Firearms on Display – Trade Shows

- Exhibitors displaying firearms, at a trade show, must notify the convention services manager (CSM).
- All firearms must be disabled to prevent the firing of the weapon.
- Live ammunition is prohibited. Inert or dummy ammunition may be used.
- The exhibitor must contract with a certified firearms expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.
- During nonexhibit hours, firearms must be secured. Options include: cable lock, locked display cabinet, or security guard assigned to the booth.
- Vendors/attendees will not have loaded weapons inside the building or on the show floor unless authorized by the vice president of customer safety or his/her designee.

Floor Plans

Floor plans are required for all areas including exhibit halls, lobbies, meeting rooms, outdoor plazas, parking lots and must be approved.

- Floor plans must be drawn to scale and include all structures, obstructions, exits, aisles and booths.
- Booth and aisle dimensions must be indicated on all floor plans.
- General information to be included on all plans:
 - Name and address of the property
 - Name of the room or location
 - Point of contact with phone number & email address
 - Move-in and move-out dates
 - Type of event (show name)

- Floor plans must be approved by Safety and Fire Prevention and the convention services manager (CSM).
- Submit all floor plans to the Safety and Fire Prevention Office for approval via email at boothplans@lvcva.com. A copy of the approved floor plan will be returned. If denied, reasons will be noted on the returned plan.

Fog Machines

- Use of all fog machines must be preapproved by the Safety and Fire Prevention Office. A demonstration of the fog machine and its intended use must be given to the office at least 48 hours in advance.
- The fog machine must be UL listed or equivalent (for its intended use).
- Fog-generating fluids must be nonhazardous and stored in the original containers that were provided by the manufacturer. The safety data sheet for fog fluid must be sent to the Safety and Fire Prevention Office for approval in advance of the event move-in.
- The SDS must remain in the booth/event location at all times.
- The facility reserves the right to limit the amount of haze produced by a show.

Food and Beverage

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

Preparation Within Exhibits

Whenever food or beverage is prepared within an exhibit, a [Food and Beverage Sampling/Onsite Preparation Approval form](#) must be completed and emailed to foodprepandsample@lvcva.com. Approval from both Las Vegas Convention and Visitors Authority (LVCVA) and Centerplate must be received prior to finalizing your plans.

Exhibition and Display Cooking

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

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, e.g., Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturer's operating instructions. Equipment listed or designed 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' x 1' max.) that produces grease-laden vapors, must have a fire extinguishing system installed 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 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' x 1' max.).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and fire retardant 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 twenty-four (24) inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than ten (10) feet.
 - The volume of cooking oil per appliance is not to exceed three (3) gallons.

- The volume of cooking oil per booth is not to exceed six (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 cooktops, ranges, electric warmer, single burner ranges, or multiple burner ranges.
- A minimum of one (1) Class-K fire extinguisher shall be located within thirty (30) feet of each deep-fat fryer and each grill or other appliance producing grease-laden vapors.
- A minimum of one (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sautéing, 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

The Southern Nevada Health District enforces regulations for the sampling of food during trade shows.

[A Food and Beverage Sampling /Onsite Preparation Approval form](#) must be completed by exhibitors who are giving away free food or beverage and emailed to foodprepandsample@lvcva.com. Approval from both Las Vegas Convention and Visitors Authority (LVCVA) and Centerplate must be received prior to finalizing your plans.

Once the form has been submitted, a member of the Centerplate management team will contact you.

- All items to be given away are limited to sample sizes.
 - Nonalcoholic beverages: 3 oz.
 - Food items: 2 oz.
- Any food or beverage 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](#).
- 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 Nevada Department of Taxation guidelines regarding liquor at trade shows. All alcoholic beverages must be served by a Centerplate bartender, TAM certified. Some exceptions may apply.

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

Freight

- All freight, interior and exterior, must remain 3 feet away from all brick, block and masonry wall.

GBAC Star Accreditation

The LVCC is also among the first convention centers in the nation to receive the prestigious GBAC Star Accreditation Program, an accreditation that establishes gold standard cleaning, disinfection and infectious disease prevention protocols that meet or exceed the industry's highest standards of cleanliness for pathogens like the novel coronavirus.

This third-party accreditation focuses on:

- Having the best procedures in place that will uphold strict cleaning protocols for infectious disease
- Making handwashing facilities and/or sanitizing systems easily accessible to everyone
- Masks and social distancing mandates and recommendations that help prevent the spread of infectious diseases
- The proper training of employees to carryout preventative measures and reporting functions
- The effective use of approved disinfectant chemicals and delivery systems to ensure everyone’s safety
- Response protocols for skilled professionals to address potentially infected people and/or places within the facility
- Responsible contact person overseeing the execution of the cleaning plan and communication protocols

Gaming/Raffles

- For raffle/gaming inquiries, please contact the Nevada State Gaming Control Board at 702-486-2020. <https://gaming.nv.gov/>

Gun Show – Public Events

- Lessee is responsible for hiring Las Vegas Metropolitan Police Department (LVMPD) staff for specific weapon check-in detail. Contact LVMPD’s events planning section at 702-828-3442.
- Concealed firearms are prohibited on property as provided in N.R.S.202.3673.
- The LVMPD will zip tie all firearms that are cleared and taken into the show. The show manager is responsible for supplying the zip ties.
- Vendors/attendees must remove magazines or ammo clips from the weapon prior to entering the building. This applies to move-in/move-out activities as well as show days.
- Vendors/attendees will not have loaded weapons inside the building or on the show floor unless authorized by the vice president of customer safety or his/her designee.
- Lessee must make arrangements to have a local licensed firearms dealer on property to handle transfers and conduct background checks. All firearm sales will go through this dealer.
- All sales of firearms or ammunitions must be conducted on the show floor.
- Show contract security is responsible for checking that all firearms leaving the building have a receipt and the serial number on the receipt matches the firearm. The show security desk should be near the LVMPD desk; if a discrepancy is discovered, LVMPD can handle the situation.
- Black powder is strictly prohibited on the premises.
- Contact the Safety and Fire Prevention office for approval to display or sell combustible or explosive products. Email: boothplans@lvcca.com or call 702-892-7413.

Hand Carry

- Exhibitors may hand carry their merchandise from their vehicle.
- All vehicles must be parked in a parking lot; curbside parking is not allowed.
- The use of hand carts and dollies is not allowed.

Health & Safety Protocols

At the Las Vegas Convention Center (LVCC), the health and safety of our employees and guests is paramount. Our plan outlines our initiatives for cleaning and sanitation, employee training, partner and vendor protocols, food and beverage service, convention center guidelines and our recommendations for a safe and successful meeting.

We are closely monitoring government mandates and policy changes, Centers for Disease Control (CDC) guidelines and public health advancements and will continue to make changes to these protocols as necessary. All LVCC areas will be compliant with local or state mandated occupancy limits. Please see our current posted Health & Safety Protocols at Vegasmeansbusiness.com

Heavy Equipment Procedures

Show management must provide the facility a list and obtain approval for all equipment weighing over 250,000 lbs. A site plan is required showing locations of each piece of heavy equipment.

Heavy equipment being brought into halls S3, S4, C3, C3 concourse and C4, may require advance review and approval by a structural engineering firm at the expense of show management and/or the exhibitor. This is due to varying weight limits in these areas.

The floor weight load limits are as follows:

- **West Halls 1-4, North Halls 1-4, Central Halls 1-5 (Exceptions Listed Below), South Halls 1-2**
 - 450 lbs. per square foot.
- **West Hall**
 - **Flex Meeting Rooms/Meeting Rooms:** 150 lbs. per square foot
 - **Loading Dock:** 250 lbs. per square foot
 - **South West Lobby:** 100 lbs. per square foot
 - **Outdoor Terrace:** 100 lbs. per square foot
- **South Halls 3 & 4**
 - 300 lbs. per square foot or AASHTO HS-20 truck (16,000 lbs. per wheel load.)
- **Central Halls 3 & 4 (South Air Wall Pocket)**
 - 250 lbs. per square foot or AASHTO HS-20 truck (16,000 lbs. per wheel load.)
- **Central Hall 3 Concourse**
 - 175 lbs. per square foot or maximum 1,500 lbs. per wheel load (light weight vehicle.)
- **South Hall 3/4 Lobbies and Meeting Rooms S201 - S233**
 - 100 lbs. per square foot or maximum 1,500 lbs. per wheel load (light weight vehicle.)
- **All Other Elevated Floor Areas Not Specifically Mentioned**
 - 50 lbs. per square foot of maximum of 1,500 lbs. per wheel load (light weight vehicle.)

Any exhibit exceeding these limits will require special handling to distribute the load, and LVCVA approval. This will require advanced review and approval by a structural engineering firm at the expense of the show management and/or the exhibitor.

- **Movement of Equipment**

Equipment with **any type of non-steel** tracks over 250,000 lbs. must be moved on one-inch plywood outside and inside of building.

Equipment with **any type of steel** tracks (cleated & non-cleated) over 250,000 lbs. must be moved on one-inch steel plates outside and inside of building. Equipment under 250,000 lbs. may use one-inch plywood.

Prior to movement of heavy equipment, the facility and the official service contractor (OSC) must coordinate routes and method of movement.

Helicopters

- Lessee or exhibitors operating helicopters on property shall provide insurance coverage of \$10 million Aircraft Liability including passenger liability. Complete a [Helicopter Landing Request Form](#).
- Shows do not require additional permits to land in one of the designated areas noted below. Safety and Fire Prevention will notify Clark County Department of Building & Fire Prevention of your intent to land a helicopter on our property, pursuant to our temporary heliport permit.
 - Blue lot 1
 - Silver lots 1 and 2
 - Bronze lots 1 and 3 and Administrative Entrance/Door 11
- Air traffic control communication must be established with the local airports for both takeoffs and landings.
- Appropriate fire extinguishing and grounding equipment must be supplied and maintained while the aircraft is on property.
- A windsock will be provided by the Safety and Fire Prevention Office in designated lots as needed.

Hot Works

Hot works is any activity that creates sparks or uses open flame, including, but not limited to, brazing, soldering, cutting, arc welding, oxy-fuel gas welding, hot taps and torch applied roofing or flooring, or any activity that creates sparks.

Any hot works activity used for the installation/dismantling of a show, MUST be preapproved by the Safety and Fire Prevention Office. The office will issue a hot works permit to the person/persons performing the hot works. The permit will be valid for one shift or until the completion of the project, whichever is first. The permit is job specific and may not be transferred to another task or carried over to the next shift.

The following will be required of the person/persons performing the work:

- Before beginning work, the work area shall be visually observed by the person performing the hot works and the person issuing the hot works permit. The permit tag checklist shall be completed jointly, then signed by the worker and person issuing the hot works permit. The hot works site will be inspected for:
 - Removal of flammable materials from the area;
 - Clear of combustible materials and/or ensure combustible materials are protected;
 - Ensure floor and wall openings are protected;
 - Ensure floors and surfaces are swept clean of dust and debris;
 - Walls and partitions are non-combustible or protected;
 - Determine the number and locations of fire watch and fire extinguishers
- The hot works permit tag shall be posted in the area of the work activity in a plainly visible location for the duration of the work.
- No hot works activities will be allowed when the fire protection system covering that area is out of service.
- No welding, cutting, grinding or heating activities shall be performed where the applications of flammable paints or other compounds, or heavy dust concentrations create a hazard.
- All hot works shall require at least two persons: one conducting the hot works activity, and one to function as a fire watch. The entity conducting the hot works activity shall provide the fire watch.
- The fire watch shall continue for a minimum of 30 minutes (up to a maximum of three hours) after the conclusion of hot works activities. The duration of fire watch shall be determined by the Safety and Fire Prevention Office based on the hazards associated with the hot works activity.

- Hot works conducted in areas not observable by a single person (i.e., multiple levels where sparks and slag can fall to a lower unobserved level) shall have additional personnel assigned to fire watch to ensure that all exposed areas are monitored.
- Individuals designated to fire watch duty shall have fire extinguishers of at least 10 lbs. ABC dry chemical readily available. The entity conducting the hot works activity shall provide the extinguisher.
- Fire watch persons will have recent training in fire safety, fire extinguisher use and emergency reporting.
- Persons assigned to fire watch duty shall understand emergency reporting procedures and have means to contact the control center.
- At the end of the shift or completion of the work, the area shall be inspected by worker(s) and/or fire watch and found to be free from sparks, fire, smoke, etc.
- When the work has been completed (including the required fire watch period), the released hot works permit shall be signed off by the person responsible and delivered to the Safety and Fire Prevention Office.

Unless special conditions exist, no permit is required when performing hot works in a welding shop or other area specifically designed for these functions.

When hot works is performed during a show or event, a hot work permit must be obtained from the Clark County Department of Building & Fire Prevention. [Clark County Permit](#)

Please contact the Safety and Fire Prevention Office for additional information at 702-892-7413.

Indoor Air Quality

- All forklift trucks, platform lifts, boom lifts and other motorized equipment used for the move-in and move-out of events shall utilize a cleaner burning alternative fuel than gasoline. The alternative fuel shall be electric, natural gas and/or propane fuel. Propane cylinders awaiting use shall be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in the designated location.
- Any vehicles that are used to deliver freight directly into the facility for move-in or move-out shall turn the vehicle off upon arriving at the final location. No vehicle shall be allowed to sit and idle in the facility.
- The use of any special equipment (such as cranes, large lift trucks, etc.) in the facility for move-in and move-out shall be coordinated with the convention services manager (CSM) thirty (30) days in advance so provisions can be made to ensure proper ventilation is maintained.
- Any special filtration request will be made 50 days prior to the event for consideration.
- For painting, use zero-VOC (Volatile Organic Compound) or low-VOC paints, sealants, coatings, adhesives and finishes.

Insurance and Indemnity

- As the lessee, you must provide Las Vegas Convention and Visitors Authority (LVCVA) with a copy of the show's insurance certificate for liability and workers compensation insurance thirty (30) days prior to the first move-in date or as otherwise set forth in the lease agreement.
- The certificate must list the total days leased in the facility and include all indicated coverage set forth in the lease agreement, including commercial general liability and automobile liability.
- All issuing insurance companies must have authorization to do business in the state of Nevada. This certificate of insurance must state that LVCVA is an additional insured.
- [See certificate of insurance & sample.](#)
- Contact your convention services manager (CSM) for assistance.

Janitorial and Cleaning Service

- Lessee will receive the leased area in a clean state and is required to return the leased area in the same condition (e.g., trash and floor tape removed). The facility will clean public areas, meeting rooms and rest rooms during the leased period. Areas used for exhibits, general sessions (exhibit halls), including parking lots, show offices, registration areas, or meeting rooms used for storage or work rooms, are the responsibility of the lessee.
- All other janitorial and cleaning service through move-in, show and move-out is the responsibility of the lessee. All cleaning materials/equipment must be stored in an approved area.
- Primary cleaning chemical must be EPA approved disinfectant proven to prevent and/or significantly reduce the spread of infectious disease.
- Post show checklist must be presented on the final day of move out. This checklist will identify all leased areas, to include compactors and responsible grounds, as being returned cleaned and clear. The submittal of this checklist does not forgive oversites identified after the fact.
- Excessive cleaning and trash removal will result in an additional cost to be invoiced to lessee.

Keys/Key Cards

- Submit meeting room key request to your convention services manager (CSM) at least five days prior to your event dates.
- Each unreturned metal key/proximity fob will be charged back to you at \$20 per lost key/fob.
- Please note that Las Vegas Convention and Visitors Authority (LVCVA) assumes no responsibility for any items left in the meeting rooms regardless if locks have been changed or if keys have been issued to show management. You may consider contracting with your security company to ensure the security of these rooms.

Lighting

Full lighting of exhibit halls, meeting rooms and public spaces will be provided on event days and one day prior. During move in/out and non-event hours, lighting levels will be adjusted per LVCVA energy/sustainability policies.

Lobbies

Exhibit hall lobbies are not leased space and must always be kept open for public access and used within the below guidelines:

- All structures must be at least 18 inches below fire sprinkler heads.
- Structures erected in the lobbies for Central, North and West halls must be approved by LVCVA fire prevention office.
- Covered structures in the South hall lobbies may be approved on a case by case basis.
- If carpet is used to cover the existing carpet, visqueen must be laid between the building carpet and the carpet being installed. Use only nonresidue tape.
- Electric carts and bicycles may be used when carpeted areas are protected by visqueen.
- Carts/forklifts are not allowed on the second or third floors of the facility.
- Neon signs may not be covered or turned off without the permission of the convention services manager (CSM).
- Las Vegas Convention and Visitors Authority (LVCVA) management reserves the right to determine areas to be used by each show and to resolve any conflicts in the event the lobbies/plazas are to be shared by two or more shows.
- Adequate materials must be in place to protect the polished concrete.
- Walk-thru doors may not be used to bring freight, rolling cases etc.
- In order to preserve the quality of the polished concrete flooring, the only tape that is permissible in the West hall Atrium & North lobby is blue painter's tape (3M, Scotch Blue, Frog tape). Double-sided tape can be placed on the on top of the Blue tape to hold carpet in place.

Marijuana/THC

No marijuana products, including flowers, seeds, concentrates, topicals, or edibles, may be sold, displayed, or distributed, including as free samples, at the LVCC. Smoking or consuming marijuana products at the LVCC is strictly prohibited and violators will be trespassed from the LVCC property.

Event management must actively monitor and prohibit the use, sale, display, or distribution of marijuana products at the LVCC by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

For information on Cannabidiol (CBD) [click here](#)

Meeting Rooms

- Carpeting/flooring can be placed on top of building carpet in the meeting rooms with permission from the convention services manager (CSM). Visqueen must be used between the building carpet and the carpet being installed. Use only nonresidue tape.
- When moving freight or equipment in these areas, carpet must be protected by the use of visqueen. Forklifts and electric carts are not permitted on the second or third floor. All freight and materials must be moved via pallet jack or hand cart by the official service contractor (OSC).

- Exhibitor crates and pallets must be placed on visqueen.
- Nothing may be affixed to meeting room ceilings, walls, or doors.
Structures erected in meeting rooms may not have any type of ceiling. Exceptions to this are West Hall flex rooms as follows: W102-W110, W203-W212, W228-W233, W303-W310 and W322-W327.
- All structures must be at least 18 inches below fire sprinkler heads.
- Fire extinguishers, exit signs or exits may not be blocked or obstructed.
- Meeting rooms used for exhibits must have approved floor plans. Submit all plans to boothplans@lvcva.com.
- Closets in meeting rooms are for Las Vegas Convention and Visitors Authority (LVCVA) use only.
- Meeting-room air walls will be moved only by LVCVA staff. Air walls must be configured prior to laying carpet over building carpet.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles and floor boxes in each room. (See below for listing of available show power.)
- Cables and wires must be routed above doorways – not across the threshold.

Meeting Room Equipment & Guidelines

- **AMENITIES:** The LVCC does not provide note pads, pens, or water/water bubblers. Note: There are water dispenser stations available throughout the facility.
- **AUDIO/VISUAL EQUIPMENT:** All projectors, screens, computers, tablets, phone audio adapters etc., are to be ordered through the Audio/Visual Contractor.
- **AUDIO/SOUND OPERATOR:** Six (6) channel audio mixers patched to overhead speakers in North, Central and South Halls are provided unless other arrangements are made. West Hall meeting rooms have virtual mixers via Crestron wall control panel, up to four (4) audio lines. Note: If microphone/audio input count exceeds four in a single room, the AV contractor is to provide an operator.
- **BLEACHERS/TIERED SEATING:** Please contact your CSM for details.
- **BOTTLED WATER:** The LVCC will provide complimentary bottled water at head table or lectern for session/meeting rooms only or upon request based on the quantity/location requested.
- **CHAIRS:** The LVCC has one style of chair, which are molded plastic in gray, 20"x20" stackable style chair and available for meeting room sets to the extent of our inventory.
- **DRAPED/SKIRTED TABLES:** If a draped head table or skirted table is required, it must be ordered from the Service Contractor. Note: Linen rental can be arranged with Centerplate directly.
- **EASELS:** The LVCC can provide easels to the extent of our inventory.
 - Note: Easels are tripod style, not flip chart style.
- **ELECTRICAL:** If there are electrical requirements (other than a 110 outlet) you must order through the Electrical Contractor. This includes any extension cords.
- **EXHIBITOR ROOMS:** Exhibitors utilizing meeting rooms for suites/custom builds are to make all arrangements including cleaning services through the Official Service Contractor. Note: Rooms that are sub leased for meetings are subject to additional costs.
- **FOOD AND BEVERAGE SET-UP:** The LVCC places tables for any food & beverage functions served by Centerplate in meeting rooms and lobbies.
 - Note: F&B tables for any exhibitor events that are taking place on the convention show floor, must be ordered through the Official Service Contractor. The one (1) exception is when it is a show management event on the show floor, then the LVCC will provide the Centerplate required tables.

- **FLIP CHARTS/MARKERS/POINTERS:** Flip charts, markers and pointers are to be provided by the Audio/Visual Contractor.
- **LECTERNS/MICROPHONES:** A standing lectern and wired microphones are provided on a complimentary basis. Equipment provided to the extent of our inventory. Wireless microphones must be ordered from the Audio/Visual Contractor.
- **MEETING ROOM KEYS:** Up to five (5) meeting room key cards/metal keys/fobs can be issued per room. Multiple rooms can be programmed to one specific key (excluding metal keys). Note: Metal keys will be issued for all Central meeting rooms and N101 thru N251. Key cards will be issued for all South meeting rooms, and N253 thru N264. Key fobs will be issued for all West meeting rooms. Note: Metal keys and key fobs are chargeable at \$20.00 per unreturned key/fob.
- **MEETING ROOM REFRESH:** Mid-day room refresh(s) will be conducted for education sessions/meeting rooms only. Room refresh consists of emptying trash cans, remove any trash from tables, replenish bottled waters at head table/lectern, straighten chairs/tables, disinfect high touch surfaces, and sweep the carpeted area as needed. Upon conclusion of the day/evening activity, all eligible rooms will receive a room refresh.
 - Note: Rooms that are food functions, Centerplate is responsible for emptying the food trash, dishware, and sweep floors.
- **STAGING:** The LVCC offers risers for a stage/dais if required. Risers are 4' x 8', stage heights are 16", 24" and 32". For larger stages, heights begin at 36" to 54". The platform is two sided. One side is carpet in a multi-pattern of black, gray, and white. The other side is a black vinyl. Steps and black skirting is included.
- **TABLES:** The LVCC table options are as follows: 8' x 18", 8' x 30" and 6' rounds. The tops are gray, plastic molded and set uncovered.
- **TRASH CONTAINERS:** The LVCC places 33-gallon waste containers in the meeting rooms. It is the only size option available. If you require smaller trash cans, you may order these from the Official Service Contractor, and they are responsible for the emptying. Note: Excessive trash i.e., swag bags/registration/giveaways etc. to be cleaned by contract cleaners.
- **SERVICE CONTRACTOR/I&D COMPANY ROOMS:** Rooms that will have a custom/special set provided by a Service Contractor, or I&D Company are responsible for all their equipment and cleaning.
- **WALLS:** The LVCC prohibits adhesive backing materials to be placed on any painted surface or walls, clings preferred. If items are attached on walls, doors, glass, it is the Official Service Contractor/Show Organizers responsibility to remove at the conclusion of the show or there may be a charge-back to the lessee invoice for cleaning.

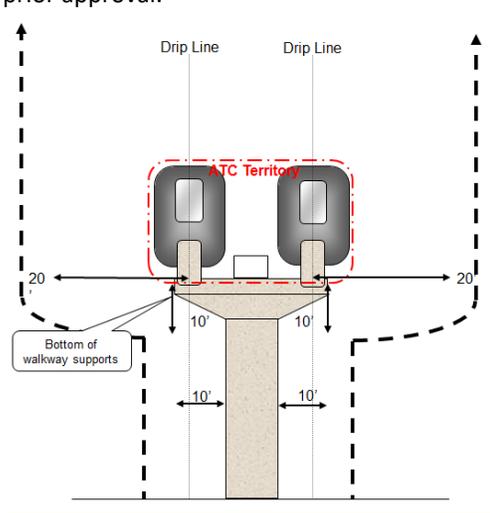
Show Power in Meeting Rooms

Room #	Show Power Plugs, 208V/3Ph	Other Show Power Connection, 208V/3Ph
C102-C107	NONE	
C201-C206	NONE	
N101-N103	60 Amp	
N104/105/106	NONE	
N107-N110	60 Amp	
N111	60 Amp	125 Amp
N112	60 Amp	100 Amp
N113-N117	60 Amp	
N118	NONE	
N119-N120	60 Amp	
N201	60 Amp	100 Amp
N202-N210	60 Amp	
N211	60 Amp	100 Amp
N212-N218	60 Amp	
N219	60 Amp	100 Amp
N220-N228	60 Amp	
N229	60 Amp	100 Amp
N230-N231	60 Amp	
N232	60 Amp	60 Amp
N233-N245	60 Amp	
N246	60 Amp	200 Amp
N247-N249	60 Amp	
N250	60 Amp	60 Amp
N251	60 Amp	
N252	4 – twistlock 20 Amp	
N253	4 – twistlock 20 Amp	100 Amp camlock
N254-N255	4 – twistlock 20 Amp	
N256	4 – twistlock 20 Amp	100 Amp camlock
N257-N259	4 – twistlock 20 Amp	
N260-N261	4 – twistlock 20 Amp	100 Amp camlock
N262-N263	4 – twistlock 20 Amp	
N263C	NONE	
N264	4 – twistlock 20 Amp	100 Amp camlock
Dmd 1-Dmd 4	NONE	
S101-S118	60 Amp	
S201-S218	60 Amp	
S219-S220		100 Amp camlock
S221	60 Amp	
S222-S223		100 Amp camlock
S224-S233	60 Amp	

Room #	Show Power Plugs, 208V/3Ph	Floor Box 1 ea: 20A, 2P/3W, 120V 1 ea: 20A, 4P/5W, 208Y/120V	Floor Box 2 ea: 20A, 120V Duplex Recep's
W101	NONE		0
W102/W110	100 Amp	Two available	0
W103	NONE	Three available	0
W104	NONE	Three available	0
W105/W106	100 Amp	One available	0
W107-W109	NONE	Three available	0
W201-W202	100 Amp		0
W203,W212,W219,W224-W226	100 Amp		Two available
W204,W205,W206, W209- W211,W214,W217,W220	NONE		Three available
W207,W208,W215,W216, W218,W221,W227	100 Amp		One available
W213	NONE		Two available
W222	100 Amp		Three available
W223	NONE		One available
W228	100 Amp	Two available	0
W229	NONE	Three available	0
W230,W231	100 Amp	One available	0
W232	NONE	Three available	0
W233	100 Amp	Three available	0
W234-W243	NONE		0
Room #	Show Power P-100 A	FB2-B 1 ea: 20A, 2P/3W, 120V 1 ea: 20A, 4P/5W, 208Y/120V	FB3 2 ea: 20A, 120V Duplex Recep's
W301,W304,W305,W308, W309,W323,W326	NONE	Three available	
W302,W306,W322,W325	100 Amp	One available	
W303,W307,W310,W324,W327	100 Amp	Two available	
W311,W316,W317	100 Amp		Two available
W312,W315,W318	NONE		Three available
W313,W314,W319	100 Amp		One available
W320,W321	NONE		

Monorail – Limits of Approach

If a client is leasing space in the parking lots or using other outdoor space, the convention services manager (CSM) must be apprised of plans for these areas. There are established "Limits of Approach" with respect to the area surrounding the monorail system. To ensure a safe working environment, work within this area is not permitted without prior approval.



The Limits of Approach Are Defined as Follows:

- Within 10 feet horizontally of a monorail column, from ground level up to a distance of 10 feet vertically down from the bottom of the walkway supports that run the length of the guide way

OR

- Within 20 feet horizontally of a Las Vegas Monorail Station or the drip line on the monorail guide beam from a height of 10 feet below the bottom of the walkway supports upward. The drip line is the line that extends through the center of the monorail guide beam into the dynamic envelope of the automatic train control (ATC) territory. The area of concern extends from the ground up to and beyond the guide way due to the danger of objects falling into ATC territory from above.

Multilevel and/or Covered Exhibits (Indoor)

- See next section for [Multilevel and/or Covered Exhibits \(Outdoor\)](#)
- It is the responsibility of the exhibitor appointed contractor (EAC) and anyone erecting a structure to ensure that all rules within this section are followed. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Safety and Fire Prevention Office no later than thirty (30) days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
- Multilevel or covered areas – Definitions:
 - **Multilevel** – Any occupied second story or greater, which is accessible by an approved means of egress.
 - **Covered Area** – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single-story exhibits with ceilings, upper-deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that are not recognized as acceptable for use under fire sprinkler systems by fire code.

- **Means of Egress** – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multilevel or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:
 - The exhibit is used in an event where the duration is seven (7) calendar days or longer.
 - The exhibit contains display vehicles.
 - The exhibit contains open flame.
 - The exhibit contains hot work.
- Any upper-deck area to be occupied must have an approved plan with an engineer stamp registered in the state of Nevada.
- Multilevel areas that are greater than 300 square feet or will occupy more than nine persons shall have at least two remote means of egress.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
- Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
- Exhibits with multilevel or covered areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.
- Any single-level exhibit over 1,000 square feet or exceeding 300 square feet of contiguous covered area (see “covered area” definition above) and all multiple-level exhibits must submit a booth plan to the Safety and Fire Prevention Office for approval. Plans must be submitted in CAD format via email to boothplans@lvcva.com.
- Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

Multilevel and/or Covered Exhibits (Outdoor)

All outdoor exhibits are subject to Clark County Building and Fire Codes. It is the responsibility of the exhibitor EAC to ensure all codes are met pursuant to Clark County Code sections 22.02, 22.04, and Clark County fire code section 13.04.

Clark County Fire permit is required when:

- Temporary structure is greater than 2,500 square feet and less than 7,500 square feet that is constructed outdoors. Drawings prepared by a registered design professional with 3rd party inspections will be required for the permit

Clark County Building Permit is required when any one or more of the following conditions are present:

- Single story structures greater than 7,500 square feet
- Multi-Level with occupancy on an elevated level or has an occupied level 45 feet or more above finish grade
- Has an occupancy over 1,000 persons
- Is connected to and received structure support from an existing building

Nevada Department of Taxation

- The Nevada Administrative Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for its respective event.
- Please contact the Nevada Department of Taxation at 702-486-2300 for further details.

Nonsmoking Policy

- There is no smoking within the building, within 25 feet of any entrance, and there will be signage outside of every entrance with the no-smoking policy.

Electronic cigarettes, electronic vaping devices, personal vaporizers, etc., are not permitted within the facility.

Official Service Contractor (OSC)

Building Damage

- OSC's are billed per the LVCVA building damage policy. This fee is used to cover minor building damage that occurs during a trade show or convention.
- Prior to the event, show management and the OSC will be afforded the opportunity to inspect the leased space to identify any existing damage. During or immediately following an event, damage reports will be made for each occurrence of damage sustained. Damage of incidental nature will be covered under the above assessment with no further charges due. Damage exceeding a cost of **\$1,000** will be deemed as substantial. Any damage incurred of a substantial nature will be invoiced to the OSC at the current time and materials rate.
- The OSC's account executive, convention services manager (CSM) and the senior director of facility maintenance will review any reports of substantial damage prior to invoicing. Substantial damage that can be associated with an EAC will be invoiced to that company.
- In the event of a dispute, show management and the OSC will meet with the senior director of convention services and the senior director of facility maintenance. Mutual agreement will be reached to the satisfaction of all parties.
- This policy applies to all internal and external areas, inclusive of loading dock, parking lots and cat walks.
- Please keep a three (3) foot distance from all exhibit hall perimeter walls and storage of crates and equipment.

Cleaning

- The LVCVA mandates the use of environmentally friendly chemicals, waste requirements and equipment.
- A clean building is provided at move-in unless arrangements are made between the OSC and the building for an early move-in. If this is done, it is the responsibility of the OSC making the request to make sure that the building is returned clean. This includes all stairwells, parking lots, roads and catwalks used by the OSC and show. A preapproved inspection sheet should be submitted to Facility Services once move-out is complete.
- Building cleaning should include a disinfecting plan that focuses on frequent touch areas, exits, entrances and rooms/areas used by exhibitors and contractors that are the responsibility of the cleaning contractor. Your cleaning personnel must be on site on the first day of move-in through the last day of move-out. This includes any extended move outs.
- Las Vegas Convention and Visitors Authority (LVCVA) provides compactors placed around the perimeter of the building at freight doors: 4, 7, 15, 24, 26, 35 and on the east loading dock of the West Hall. Cleaning companies are expected to collect trash in exhibit halls, lobby areas occupied by booths, show offices, and areas used for transport and/or exhibits.

- Trash collection should be sorted for recyclable material with trash going to compactors and recyclable materials being placed in preidentified containers provided by the LVCVA. When full, Facility Services personnel will call the compactor or recycle container in to be emptied by Republic Services. The bays of all compactors used during any phase of show activity must be cleaned and clear of debris nightly and/or as each one is changed out and finally on the last day of move-out. Failure to do so will result in an additional fee.
- All cardboard boxes must be broken down when placed into the appropriate container. Cleaning companies should order additional open trash dumpsters for those shows having heavy cardboard trash or other materials (e.g., a furniture show, Coverings).
- All wood (pallets, display materials, etc.) and large trash items, (carpet rolls, visqueen, bulk packing material, broken chairs, ladders, etc.) are to be placed in designated bulk trash open top dumpsters provided by the cleaning contractor. At a minimum, bulk trash must be removed daily and on the final day of move-out. Bulk trash will not be allowed to remain on property throughout the duration of the lease. It is the responsibility of the cleaning contractor to have bulk trash removed from property daily to include ensuring surrounding area remains presentable clear of debris. All bulk trash materials should be disposed of in the most environmentally safe manner and data such as weights, types of materials, recycle rates, etc. are to be submitted to Facility Services.
- When cleaning during move-in and move-out, no piles of trash may be left in or around the building overnight.
- Parking lots and plazas or other external areas used for exhibits are to be cleaned and maintained by cleaning contractor.
- The tracks of the freight doors, C-3 vomitory area, C3/4 and C4/5 open airwall storage areas and all airwall pockets are to be cleared and cleaned nightly.
- Gas-powered vacuums are not allowed inside the building without permission from the Safety and Fire Prevention Office.
- Facility Services is responsible for common-use areas (e.g., rest rooms, hallways of meeting rooms and meeting rooms) when used for meetings. Facility Services does not clean meeting rooms or the hallways when area is utilized for exhibits, or when the rooms are used as offices, storerooms, or by the OSC.
- All third-party rental equipment such as office furniture, barricades and benches must be removed from building prior to end of leased move out time. If unclaimed, these items can be placed in bulk trash area for disposal.
- Forty-gallon waste and recycling containers are provided throughout the exhibit hall on the first show day. It is the cleaning contractor's responsibility to empty and replace the liners. If additional containers are needed, they can be requested, and Facility Services will drop off at a pre-designated location so cleaning contractor can place where needed.
- All items must be removed from the building, including discarded booth furniture that clients have left behind. Discarded or left behind OSC equipment such as ladders, chairs, and pallets must also be removed. All leftover publications must be removed. All air hoses, water lines, power sources and data lines must be removed from pillars and boxes prior to end of move out.
- All tape and residue must be removed from the floors during move-out. Clear tape is not to be used on exhibit hall floors.
- Trash must be removed from behind draped areas and gaps at columns and small recessed areas throughout the facility.
- All residues must be removed from glass/windows, both internal and external after the use of window clings and/or poor-quality coverings/advertisements.
- Paint spills, hydraulic leaks, medical waste, or anything of this nature, should be handled immediately by the OSC/cleaning contractor. LVCC trash containers are not to be used for these purposes.
- Contact your CSM for any bio-hazard clean-ups.

- It is the responsibility of the OSCs to clean the catwalks at the completion of each show. It is also required that the OSC maintain the catwalks in a clean and safe environment during move-in and move-out. No items may be thrown off the catwalks (e.g., equipment, trash, etc.).

Floor Plans

- Final floor plans for the exhibit halls, lobbies, general sessions and meeting room exhibits must be submitted thirty (30) days before the start of move-in. Submit to boothplans@lvcva.com.
- Floor plans for exhibit halls and lobbies must be submitted as separate documents.
- When it becomes necessary to revise an approved floor plan, please highlight all changes on the plan and re-submit.

Safety and Fire Prevention Rules and Regulations

- All operators on property must have completed an approved course of instruction regarding the safe operation of forklifts, scissor lifts and/or boom lifts, and meet all certification requirements. The certification of successful completion of this course must be in the driver's possession while operating a forklift on property.
- The Nevada Department of Business & Industry, Division of Industrial Relations announced on January 26, 2021 updates to Section 618 of the Nevada Administrative Code (NAC) related to occupational safety and health training (OSHA) requirements for workers in the convention services industry. The updated regulations provide guidance and details on the statutory requirements found in Nevada Revised Statute Sections 618.9920 – 618.9931. This statute established requirements for certain workers and supervisors in the convention services industries to obtain training on relevant safety and health issues within fifteen (15) days of starting work in the industry. Workers who perform construction, installation, maintenance, operation, repair or removal of trade show or exhibition displays must be trained. All construction and general industry ten (10) and thirty (30) hour training programs approved by the Nevada Occupational Safety and Health Administration will satisfy the training requirements for the convention services industry.

The newly adopted sections of the NAC became effective on January 21, 2021. The current regulations are available for review at <http://dir.nv.gov/OSHA>.

Trailer and Empty Storage

- OSC trailer storage is permitted in designated parking lots (Orange 2 & Platinum 2) and must have prior approval from the Convention Services Department. A parking lot agreement must be executed prior to requesting trailer storage.
- No parking, storage, or staging, of any type, vehicle or equipment, is authorized under the meeting room overpass next to Desert Inn Road.
- The designated area in Orange 1 Lot, north of Desert Inn Road, must remain clear of equipment, crates, forklifts, etc.
- All empty crates must be kept a minimum of forty (40) feet from the building in their designated areas except for the North halls, which must be twenty (20) feet from the building on the north roadside only.
- Empty crates may be staged in designated areas and stacked no higher than sixteen (16) feet.
- Crates may be stored on the upper-level ramp outside halls S3 and S4 in their designated areas.
- Yellow lot loading dock: The upper area of the dock pad must be kept clear of all equipment, crates, usage etc. Items can be in this area when actively loading/unloading only, no storage.

Utilities

- Use of facility fire hydrants must have prior approval from the Convention Services Department.
- Use of the landscape irrigation system is not permitted.
- All exhibit power shall be shut off no later than one (1) hour after trade shows, conventions or event closing, and will be turned on prior to three (3) hours before opening. Electrical power usage and timing

for registration and service desk areas will be determined by show management and the OSC's electrical contractor.

- In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor for 24-hour power.
- A list of exhibitors requiring 24-hour power, with outlets listed, must be provided to the CSM prior to the first day. In the event it is determined by the director of facility maintenance that there is an excessive amount of 24-hour power in use, an electrician may be required during overnight hours.
- To preserve the condition of the flooring and not cause damage to the utility boxes (298) throughout the West halls, please ensure crates are not dragged or pushed along the floor.
- Any changes or adjustments to lobbies and/or common space lighting requires prior approval from the CSM.
- Facility lightbulbs should not be removed or partially unscrewed. Lighting controls must be used to turn lights on/off.
- Advise the Facility Maintenance Department before you turn out any lights over booths in the exhibit halls.
- Do not use the airwall tracks in meeting rooms to hang track lights.
- Flat cables run underneath carpet in the halls must be identified with yellow caution tape.
- Do not hang show lights (e.g., for exhibit booths, general session) from the catwalks without permission from the senior director of facility maintenance and the CSM.
- All electrical panels shall be re-secured after use. All dead front covers, panel-board covers, KO seals, and hardware securing covers to the enclosures shall be reinstalled to maintain the integrity of electrical equipment. All show power cables coming from electrical panel interiors shall be removed after each show, and panels shall be re-secured accordingly.
- All light fixtures throughout the exhibit halls that were unplugged before or during a show shall be plugged back into their designated receptacles after the show has ended. Any calls received in facility maintenance for a "light out" due to a fixture left unplugged from the previous show shall be forwarded back to the OSC for immediate service at their own expense. Please note that fluorescent bulbs should never be unplugged or removed.
- Whenever electrical circuits are intentionally turned off for a show by show electricians, either by turning off circuit breakers or by turning off light switches, they should be identified and marked by the show electricians, so our in-house electricians are aware of the situation. This prevents us from accidentally turning on circuits during a show. Placing red tape with a company name and the date when lights were turned off on the circuit breaker or switch is all that is needed.
- OSCs will replace all drain covers immediately after the show has ended.
- Work on energized panels >50 volts AC is only to be performed by a qualified electrician with arc-flash clothing (as per NFPA 70E), insulated tools, rubber gloves, and any other electrical protective equipment as required by OSHA.
- When working on electrical circuits, they shall be de-energized and lockout/tag out applied. Lockout/tag out must be coordinated with the Facility Maintenance Department. Locks and tags shall be supplied by the contractor and shall be removed immediately upon completion of work.
- Do not attempt to walk on the beams in the lobbies and Grand concourse. These beams are hollow and will not support the weight of a person.
- Freight door 1 will be limited when there is other show activity in the building. Contact the CSM to coordinate use of freight door 1.

Outdoor Exhibits

- Parking lots used for exhibits that will have tents, pavilions, trailers or sprung structures must have a 24-foot perimeter aisle for fire and emergency vehicle access.

- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must be on a 10-foot-wide aisle.
- Temporary restroom facilities may be required for outdoor exhibits.
- Open trash containers/boxes are required when parking lots are used for exhibits. If containers are ordered through the facility, lessee will incur trash removal charges.
- For any **temporary assembly structures** see [Multilevel and/or Covered Exhibits](#) (Outdoor)
- All banner material used outside must be made of mesh material (a minimum of thirty (30) percent pass through) or slatted to allow for air to flow through.
- Installation and dismantling of tower cranes require a 300-foot clear zone. All tower cranes require FAA approval.
- If pouring a sub-floor made of concrete onto the asphalt, visqueen must be used under the pour and the surrounding area. Bonding agents are prohibited.
- All other poured concrete requiring framework (curbing, walls, etc.) will use sixteen (16) penny nails with wire to mount and secure all batter board, bracing, etc. in asphalted areas. Square, round or other standard stakes are not permitted to secure framework in asphalted areas. Mechanical forms are preferred. LVCVA exterior engineers are available for clarification.
- Reference Food Preparation Within Exhibits for information on exhibition and display cooking.
- Reference Fire and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than ten (10) gallons of gasoline or sixty (60) gallons of combustible liquid (e.g., diesel) on property will require a [Clark County Permit](#).
- Las Vegas Convention and Visitors Authority (LVCVA) management reserves the right to make any changes on site that are deemed necessary without advance notice, for safety concerns.

Tents and Canopies

All outdoor tents and/or temporary structures must be installed by facility approved exhibitor appointed contractors (EAC's) and must submit and receive an approved staking plan before staking can occur. Staking plans should be submitted thirty (30) days prior to staking@lvcva.com.

- All tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a [Clark County permit](#). They must also have a 2A40BC fire extinguisher that has a current Nevada state inspection tag.
- All canopies (covered with a soft top but no sides) greater than 700 square feet require a [Clark County permit](#). They must also have a 2A40BC fire extinguisher that has a current Nevada state inspection tag.
- Self-installed pop-up canopies requiring either weights or stakes must be lowered every evening at close of show and, depending on weather conditions, may need to be taken down; to be determined by facility on site.

Staking

- All staking needs to be drilled; no hand staking is permitted.
- Anchoring or staking into concrete is prohibited property wide.
- Trenching or digging is not allowed into the asphalt without the prior approval from a convention services manager (CSM); please contact staking@lvcva.com for approval.
- Final on-site staking approval must be obtained by the Facility Maintenance Department before any drilling and staking may begin.
- The asphalt must be returned to its original condition. LVCVA standards are:
 - Backfill existing hole(s) with clean, fine-type sand. Tamp to within four (4") minimum of grade surface.

- Fill rest of hole(s) within a half inch (.5") of surface with fine aggregate-type patching asphalt and tamp until solid.
- Cover areas approximately two inches (2") around patched hole with a good grade of plastic-type asphalt sealer with a maximum drying time of two (2) hours.
- Staking in the Orange lot is limited and strictly enforced.
- West Hall - All staking will not exceed 40" in depth. If additional anchoring is necessary, weights will be required.
- Staking in Yellow lot is prohibited.

Truss Structures

- All truss structures require plans to be submitted to Safety and Fire Prevention ninety (90) days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21. Depending on size, attachments and weight, facility may require a third-party engineer's stamp of approval. The engineer's stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense. Please send to boothplans@lvcva.com.
- 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 official service contractor (OSC) at their own expense.

Parking

- The current parking fee is \$10 per space, with in and out privileges. Cash or credit cards are accepted. Anyone leaving the property and planning to return the same day can show their paid parking receipt for reentry. Reentry is subject to availability.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry.
- Overnight parking is prohibited on property. Vehicles left on the property overnight will be towed at the owner's expense.
- Vehicles must fit within two parking spaces, lengthwise.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at 702-892-7400.
- All parking attendants and traffic control personnel will be provided by Las Vegas Convention and Visitors Authority (LVCVA) for standard traffic operations.
- Vehicles must be parked in a marked parking space.
- Paid parking dates are determined by building activity. If other shows are in the building at the same time, paid parking could be in effect during your move-in/move-out period. Check with your convention services manager (CSM) for paid parking dates.
- Your CSM will provide fifteen (15) complimentary show staff parking passes.

Parking Lots

- When lots are used for a special event or exhibits, see [Outdoor Exhibits](#) guidelines.
- When parking lots are leased for exhibits and special events, a floor plan must be submitted for approval.
- Show management is responsible for providing contract security.
- Staking plans must be submitted to your convention services manager (CSM) prior to any staking/drilling in the parking lots.
- Staking in Yellow lot is prohibited.
- Contract cleaners, selected by show management, are responsible for cleaning the lots.

- When lots are used for driving demonstrations, racing events or vehicle performance demonstrations, contact your CSM.
- The south and west perimeter of the Platinum lot must remain clear 28 feet from fence line. Only private vehicles will be permitted in that area.

Permits

For assistance with Clark County Building and Fire Prevention permitting, contact the Safety and Fire Prevention Office at 702-892-7413 or boothplans@lvcva.com.

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

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies more than 700 square feet
- Hot works
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles/fuel storage
- Open flames and candles not used for food warming
- Open-flame torches
- Flame effects and pyrotechnics
- Carnivals
- Outdoor Multi-level structures
- Outdoor structures over 2,500 square feet
- Structures have occupancy over 1,000
- Structure is connected to and received structural support from an existing building

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. [Clark County Permit](#)

Personal Mobility Devices

The use of Segways, skateboards, hover boards, scooters and all other devices not approved as ADA required mobility devices are not permitted on property.

Pyrotechnics and Special Effects

- Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Department of Building & Fire Prevention and Las Vegas Convention and Visitors Authority (LVCVA).
- Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by show management may be permitted with the approval of the Safety and Fire Prevention Office and the Clark County Department of Building & Fire Prevention. Any pyrotechnic activity must comply with NFPA 1126 and be approved and permitted by the Clark County Department of Building & Fire Prevention.

Show management is responsible for providing Clark County Department of Building & Fire Prevention with the written plan of operations within sixty (60) days of the scheduled event date. Please contact the fire inspector directly via mail or telephone:

Clark County Department of Building & Fire Prevention
Fire Prevention Bureau
4701 W. Russell Road
Las Vegas, NV 89118
Telephone: 702-455-7100 Fax: 702-735-0775

- Forward a copy of the plan and permit to your convention services manager (CSM) within thirty (30) days of the scheduled event. After a permit has been granted, the permittee shall keep the plan available at the site for Safety and Fire Prevention inspectors or other designated agents of the authority having jurisdiction.
- Fire detection and life safety systems shall not be permitted to be interrupted during the operation of pyrotechnic effects.
- Exception: Portions of fire detection and life safety systems shall be permitted to be interrupted during the operation of temporarily installed pyrotechnic effects when the following conditions are met: (a) Approval of the authority having jurisdiction is received. (b) Approval of the owner or owner's agent is received. (c) An approved fire watch capable of directing the operation of all fire detection and life safety systems installed in the building is present.
- Pyrotechnic devices and materials used indoors shall be specifically manufactured and marked for indoor use by the manufacturer.

Rigging

The lessee/show manager will be responsible for adhering to the following rules and regulations as it pertains to rigging as indicated below:

- Las Vegas Convention and Visitors Authority's (LVCVA's) Facility Maintenance Department must be notified in advance of any weight loads that will reach the maximum capacity of rig points. Final rigging plans must be submitted to [LVCC Rigging Submittals](#) fourteen (14) days prior to the first move-in day.
- Ensure that the overall rigging plan is done in accordance with the suspended load limits procedure as prepared by LVCVA's structural engineering consultant. The weight load limits provided are not to be exceeded.
- Only qualified riggers may be used.
- When removing any rigging and electrical from the ceiling/catwalk, ensure all tie-back line is removed and no loose pieces are left hanging.
- Only electric hoisted winches are allowed. Manual, nonelectrical hand chain falls and hand lever hoists are prohibited.
- All hoist motors and rigging apparatus must be inspected before they are installed. At a minimum, all hoist motors must be visibly inspected annually and weight tested every two (2) years by a certified inspector. Certification papers for hoist motors must be provided upon request.
- Carpet and/or burlap material used to protect beams against steel cables and chains for rigging points, must be removed after the show.
- All rigging structures hung more than three (3) feet above the floor must have safety devices as a backup. The backup device must be capable of sustaining the load for which it is providing backup.
- The catwalks have a weight restriction of 25 lbs. per square foot; calculations must be made for transformers, dimmer apparatus, electrical cables and storage boxes to ensure that this weight is not exceeded.
- Rigging apparatus, supports or devices used for hanging truss made of nonmetal material such as span set straps or nylon rope shall not be used near house light fixtures. The minimum distance shall be three (3) feet. This also applies to safety or backup supports, cables or straps. Only chain or aircraft cable may be used.
- Ground/floor-based rigging/truss/drape that exceeds 16 feet in height must have an overhead support system that connects into the facility rig points unless there is an engineer stamped drawing indicating that this is not necessary.
- The following items are specific to rigging in the South halls:
 - Using cable trays as support devices for rigging, signs and electrical cables is not permitted.
 - The first-floor steel beams cannot be used for any rigging or hanging purposes. This includes signs and/or cable guides.
 - Cable trays cannot be used for temporary staging or storage of any material other than which it was designed (telephone cable, fiber cable and television cable).

Rigging Submittal Procedure

- Final rigging drawings shall be submitted electronically in either pdf or dwg format no less than fourteen (14) days prior to the first day of installation.
- All weight loads requiring professional evaluation shall be sent to [LVCC Rigging Submittals](#) with weight loads clearly marked on the plan. A copy of the evaluation will be sent back to the submitter and the convention services manager (CSM) prior to rigging install.
- The booth layout, and associated rigging loads, shall be overlain onto the full rigging plans, and submitted as one complete file.
- Any changes made once submitted must be clouded, clearly stated and resubmitted for review.

- The point loads shall be shown on the booth layout plan at the point of hoist. The distributed loads shall also be shown on each purlin/beam/truss that will be used as a point of attachment. Use leaders/arrows to indicate method of distribution to purlin/beam/truss.

Roof Access

- Anyone requiring roof access must obtain approval in advance. To do so, submit [roof access form](mailto:conventionservices@lvcva.com) to conventionservices@lvcva.com.
- Once written approval has been given, go to the Facility Support office (near freight door 12) on the specified installation date to complete the process.
- Roof access is by appointment only. Standard appointment times are available seven (7) days a week between the hours of 7:30 a.m. to 3:30 p.m.
- A current driver's license or valid state ID, ESCA/WIS ID, or trade union badge will need to be surrendered before any pass is issued
- Facility Maintenance staff will escort persons desiring roof access and unlock the associated roof hatch.
- Items placed on the roof must have the contractor's name, booth number and show name.
- Anyone 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 Facility Maintenance.
- 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.
- Disconnecting of roof drains for any reason is prohibited.
- Show-related equipment must be removed during move-out of the show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.
- Satellite pads are available on the roof of halls C1-C5, N1-N4, and S3-S4.
- Roof access passes expire at the end of each day. No work is permitted on the roof during inclement weather or after dark.

West Hall Only

- Roof access is limited to installation of satellite/antenna installation. Two designated loading platforms are available, roof access will only be authorized for the roof hatch immediately below the loading platforms. Those granted roof access must remain on the loading platforms, anyone found outside of the platforms will be trespassed. All cabling/wiring will be routed via only the designed and installed roof penetrations, no cabling/wiring will run thru the roof access door, and no cabling/wiring can run across the roof from one platform to the other. Once loading platforms are determined to be at maximum use, no additional roof access will be granted.

Satellite/Antenna Installation

- Equipment installation requires roof access form.
- Cox Business has exclusive rights for all cable runs.
- All satellite dishes must be placed on a three-quarter -inch (3/4") carpeted piece of plywood.
- Equipment can only be mounted on roof platforms, and not on any other roof surface.
- The mounting of equipment on antenna masts is permissible where available. Contact your convention services manager (CSM) 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 satellite and any debris after the show or event concludes.
- The use of sandbags or cinder blocks is prohibited.
- Cable may not be laid through roof hatches.
- Aluminum-clad flooded jacketed cable is not permitted.

Security

- The Customer Safety Department is responsible for the overall safety and security of the buildings and grounds. The department is available 24/7 at 702-892-7400.
- Show clients must furnish a staffing security plan to Las Vegas Convention and Visitors Authority (LVCVA) Customer Safety Department at securityplans@lvcva.com thirty (30) days before the first move-in day of the event to ensure ample time is allotted for review and revision.
- As part of the staffing plan provided, a Health and Safety plan must also be submitted prior to the event and should include the following Information:
 - Health and Safety protocols for attendees, exhibitors, official show contractors specifically listing occupancy control measures, social distancing strategies, PPE requirements and symptomatic checking.
 - Specific cleaning and sanitizing strategies from cleaning contractor
 - Contracted security services working at the Las Vegas Convention Center (LVCC) must be current on all EAC permit requirements. Contract security companies must be licensed by the state of Nevada Private Investigators licensing board to conduct business as a private patrolman per Chapter 648 of the Nevada Revised Statutes.

Contract Security Standards of Performance

These standards of performance are distributed to all approved contract security companies that work at the (LVCC) to ensure the safety and security of all events. Violations of these standards may be documented by the Customer Safety Department and made available to the client.

- No person employed by or otherwise associated with any contracted company, vendor or other entity working on property, shall remove any product, material, or other items from the buildings, freight yards or service roads, without the written permission of the vice president of customer safety or his/her designee. This is to include material that is discarded, abandoned or given away. Any person in possession of such described material shall be presumed to be in possession of stolen property, regardless of the material's condition or usefulness, and will be subject to permanent trespass from the LVCC and subject to arrest. Possession includes the movement of property into any parking lot or vehicle. Exceptions include a person's verifiable personal property, such as items necessary to perform one's job, lunch containers or clothing.
- Carts shall not be allowed within any parking lot except for such times as the lot is leased as exhibit space. Exceptions require the approval of the vice president of customer safety or his/her designee.
- Guards will display their Nevada PILB card on the front of their uniform AT ALL TIMES while on property.
- Guards will be properly groomed, neatly dressed in an approved uniform, and be readily identifiable to others.
- Guards must be briefed as to their duties at any particular post.
- Guards must be positioned on post in the most effective location to achieve the mission of that post.
- Guards must be alert and proactive in their duties AT ALL TIMES.
- Guards must check for identification and deny access to those individuals without appropriate identification.
- Guards are expected to interact with the public from a standing position. One high chair, provided by the official service contractor (OSC), may be placed at each post for occasional relief periods. Low chairs are not permitted at any post.

- Guards are limited to one small bag for personal items at their post. All bags subject to search at any time.
- Guards shall not have their personal vehicles on post.
- Civilian coats, jackets or hats must not be worn over the uniform.
- Use of portable electronic devices must never distract a guard from his/her duties. Use must be limited to brief periods. Playing of games, videos or audible sounds is prohibited on post.
- Reading of books, newspapers or magazines is prohibited on post.
- No sleeping, smoking, eating or drinking (except water) on post. **SLEEPING GUARDS WILL BE REMOVED FROM THE PROPERTY INDEFINITELY.**
- Guards must remain on post until relieved or until “walk-off” time.
- Contract security will remain posted in accordance with the submitted and approved security staffing plan until move-out is completed.

The following information is provided to assist the client/contract security company in preparing a successful security placement plan to be reviewed by the vice president of customer safety

Lobby Doors:

- The glass doors at the lobby entrances do not usually require the posting of contract security guards.

Concourse doors (hinged and roll-up doors accessing exhibit halls from the lobby and concourse areas):

- A minimum of one guard should be placed at each ingress/egress door.
- It is highly recommended that a rover guard be assigned to monitor all concourse doors to watch for propped doors or unauthorized entries.

Meeting Rooms and Meeting Room Corridors:

- Requirement of a security presence will be based on use and activity.

Perimeter Doors:

- During event activity hours when the exhibit hall is occupied, a minimum of one guard will be posted at designated event ingress and egress points.
- During off-hours, guards are required to be posted at perimeter and concourse doors that are designated as entry points after show hours and overnight.
- During move-in/move-out, guards must be posted for any/all perimeter opened doors.

Freight Doors:

- Security must be posted for any/all opened freight doors, including one guard per each opened freight door. This applies to move-in, show, move-out.
- Freight doors will not be opened unless contract security is posted.
- Freight doors will be closed if found to be without posted contract security.

Parking Booths:

- If permission is granted to use LVCVA parking booths, the contract security company is required to maintain housekeeping standards. Failure to maintain housekeeping standards may result in denying future requests to use the booth.

Designated Trash Doors:

Each exhibit hall has a designated trash door. The doors are clearly marked with signage and a flashing blue strobe light above the door. Contract cleaners are restricted to using these designated doors when removing trash.

- Designated trash door locations:
 - Central halls: Walk-through doors at freight doors 4 and 7
 - North halls: Walk-through doors at freight doors 18 and 24
 - South halls: Walk-through doors at 26, 34, 43 and 52
- Customer Safety will not unlock a trash door unless a contract security guard is posted. For a greater level of security, two guards are recommended with one positioned inside, the other outside to verify the direct transport of containers to the nearest compactor/dumpster.
- Customer Safety will immediately lock any trash door that is found with no guard posted.
- All trash containers are subject to search.
- Contract security guards posted at trash doors should be directed to conduct visual checks of carts (whales) to look for possible stolen property.

Breaker Ratio:

- A minimum of one supervisor or person designated as the group leader is required for every six guards on duty.

Photo IDs:

- All official trade associates and/or member affiliates, including but not limited to building employees, union workers, or contractors needing access to exhibit halls, will be required at all times to display photo identification.
- This badging requirement does not apply to show staff, attendees or exhibitors who will continue to receive badges directly from the show/lessee.
- Contract security guards are expected to screen persons entering controlled areas for the required photo IDs. Customer Safety will support contract security guards in this enforcement as needed.

Booth Guards:

- Booth guards must be hired from a state-licensed, EAC-approved/permitted company. Exhibitor staff or other unlicensed persons cannot perform security functions.
- Approved booth guards must carry written authorization from their employer confirming assignment to the booth to include date and times of assignment.
- Exhibitors utilizing booth guards must complete and submit the [Armed Security Guard form](#).

Shipping & Receiving of Exhibitor Materials/Product

- The facility is unable to accept any goods shipped to the building for show management or any exhibiting company. Your official service contractor (OSC) will handle the shipping and receiving of all goods.

Sound Levels

- Las Vegas Convention and Visitors Authority (LVCVA) retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial effects to the extent that the same interferes with other lessees within the facilities.

Sustainability

Las Vegas Convention and Visitors Authority (LVCVA) is committed to building on its current successes and maintaining a proactive approach toward future sustainable activities such as recycling, green purchasing, education and conservation programs.

Through our business operations – during both building events and the LVCVA daily employee administrative activities -- we are committed to minimizing waste and conserving natural resources.

Greener Meetings and Events

We partner with show producers, building clients, business partners and contractors to:

- Maximize recycling of excess materials, including carpet, techno trash, cables and more.
- Utilize eco-friendly cleaning products.
- Offer plant-based food options which can reduce carbon emissions and waste byproducts.
- Connect building clients with local community organizations, charities and nonprofits which can benefit from corporate social responsibility initiatives.

Greener Operation Strategies, 365-days a year

The LVCVA has implemented initiatives in the convention center that minimize waste and maximize resources not only during active building events, but all year long.

We Save Energy

- Reducing lighting intensity by 50% during event move-in/move-out periods.
- Powering off escalators on low-traffic days.
- Converting lighting fixtures to energy-efficient LED lamps.

We Conserve Water

- Utilizing low-flow toilets in nearly 100% of all bathrooms.
- Installing desert landscaping throughout the grounds, saving more than 1 million gallons of water annually.
- Using products certified by the [EPA WaterSense program](#), which use less water and save energy.

We Reduce Waste

- Using a dual-stream process that captures mixed recyclables (paper, plastics, metals, reusable dishware), diverting items from trash receptables.
- Practicing environmental purchasing, in which the LVCVA evaluates the environmental and sustainability of the property it purchases. In addition, used equipment that is no longer viable to operation is auctioned to local vendors who may benefit from their use.

We Reduce Emissions

- The Las Vegas Monorail connects the Las Vegas Convention Center (LVCC) to six stations along Las Vegas Boulevard.
- RTC Transit provides services for conventions as well as regular stops near the LVCC.
- Taxis and rideshare services are available during events.
- The LVCVA utilizes electric-powered carts and propane fueled carts and lifts on the Las Vegas Convention Center campus.

On The Horizon

Moving forward, LVCVA is committed to building on current successes and maintaining a proactive approach towards future sustainable activities. As we continue to experience growth within our industry, we anticipate an even greater need to explore sustainable options and remain committed to our stakeholders, customers and community.

Please see [Sustainable Event Planning Best Practices](#) for assistance with sustainable meetings or [click here](#) for more information.

Tobacco

No cigarettes, smokeless products made or derived from tobacco, or any alternative nicotine product may be sold or distributed, including as free samples, at the LVCC.

For events open to the public, smoking tobacco products in any form including, but not limited to, cigarettes, cigars, pipes, and electronic smoking device, at the LVCC is strictly prohibited. Violators will be trespassed from the LVCC property.

For those events that are not open to the public, which are produced or organized by businesses relating to tobacco or a professional association for convenience stores, and which involve the display of tobacco products, the LVCVA may permit exhibitors, presenters, and attendees to smoke tobacco products at the LVCC but only with the LVCVA's express, written permission and only in designated areas of the LVCC as outlined in the lease agreement.

Event management must actively monitor and prohibit the unauthorized use, sale, and distribution of tobacco products at the LVCC by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

Traffic Plans

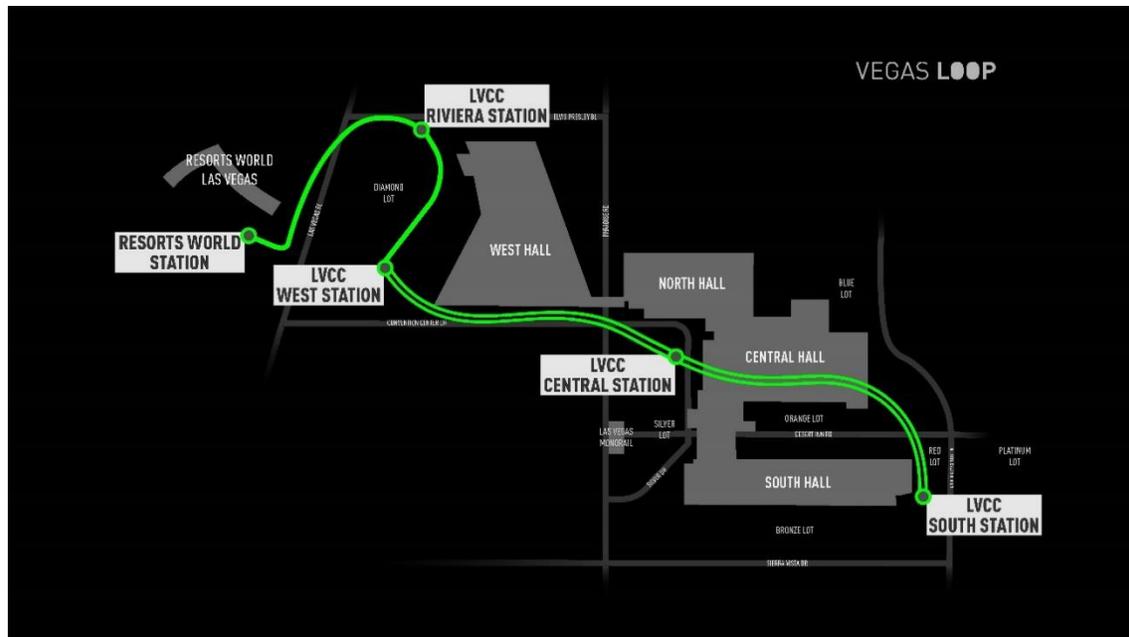
- Forward the following traffic plan information to your convention services manager (CSM) for approval at least thirty (30) days prior to your first move-in day:
 - Name of transportation company
 - Number of routes
 - Number and destination of buses
 - On-site contact name and telephone number
 - Location of bus staging
 - Schedule of shuttle service with staffing plan
 - Any special requirements
 - Any ADA transportation information
 - Any potential challenges
 - Las Vegas Metropolitan Police traffic control schedule/plan
- Transportation Network Companies that have an exclusive with a show may not distribute, advertise or place signage anywhere on Las Vegas Convention and Visitors Authority (LVCVA) property other than leased space.
- Traffic control personnel contracted for the show must wear a safety vest.

Transportation Systems

The Las Vegas Convention Center offers convenient transportation solutions to enhance the visitor experience both on campus and off campus.

Vegas Loop at Las Vegas Convention Center

Vegas Loop at the Las Vegas Convention Center is an underground transportation system designed by Elon Musk's The Boring Company designed to quickly transport passengers throughout the 200-acre Las Vegas Convention Center campus in a fun and convenient way, free of charge. The system consists of two one-way, .8-mile-long tunnels built to accommodate all-electric Tesla vehicles driving at speeds of up to 35 mph. The LVCC Loop reduces a 25-minute walk to a less than two-minute ride.



Attendees can access the Vegas Loop at LVCC via four stations:

- South Station – Adjacent to South Hall, this station is located aboveground
- Central Station – Near the Central Hall Main Entrance, this station is located belowground and is accessible via escalator or elevator
- West Station – Adjacent to West Hall, this station is located aboveground
- Riviera Station – At the North side of the West Hall closest to Elvis Presley Drive, with direct access to Resorts World. This station is located aboveground.

The Vegas LOOP has officially opened the Resorts World Passenger Station, providing direct access to and from the Las Vegas Convention Center. Riders can now access the Resorts World station from any of the Convention Center stations (South Station, Central station, West Station and Riviera Station).

There is currently no charge to travel between stations at the Convention Center or from The Convention Center to Resorts World Station.

Visit vloop.com/tickets to purchase tickets for rides departing from Resorts World. Hours of operation will vary based upon event calendar at the Las Vegas Convention Center. For more information, please visit our [website](#).

LAS VEGAS MONORAIL

The Las Vegas Monorail provides a quick and convenient connection along the Las Vegas Strip, linking riders to world-class restaurants, shows, shops, day/nightclubs, spas, hotels and casinos. Directly connected to the Las Vegas Convention Center as well as several resort hotels, the Monorail is the most convenient way to get around the Strip in just minutes - without the hassles of traffic or wasted time. Trains arrive every 4-8 minutes at each of the seven stations:

MGM Grand
Bally's/Paris Las Vegas
Flamingo/Caesars Palace
Harrah's/The LINQ
Las Vegas Convention Center
Westgate Resort & Casino
SAHARA Las Vegas

[Las Vegas Monorail Map](#)

Hours of operation are Mondays, 7 a.m. to midnight; Tuesday through Thursday, 7 a.m. to 2 a.m.; Friday through Sunday, 7 a.m. to 3 a.m.

Las Vegas' "green" public transportation choice, the Monorail's electric trains are zero-emission vehicles and provide significant reductions in vehicle miles and emissions for our Southern Nevada community.

The Monorail offers exclusive discounts to conventions and groups within the resort corridor to augment your transportation plan. Opportunities range from discount shopping carts for attendees and exhibitors, integrating Monorail tickets into show registration and show badges, and numerous sponsorship and advertising options.

[Learn more about Monorail opportunities available to your event](#)

[Request Monorail Discounts and Transportation Information](#)

TRANSPORTATION SYSTEM ADVERTISING

The Las Vegas Monorail includes nine trains, seven stations and four miles of advertising, sponsorship and branding opportunities and is available through Intersection. Additional information can be found [here](#).

The LVCC Loop screen (Central Station) is also available for purchase through Intersection.

For Loop or Monorail assets, please contact Jon Roche for availability and pricing:

Jon Roche, VP/GM
Jon.Roche@intersection.com
215.281.1980

Union and Nonunion Labor Disputes

- It is the responsibility of the trade show official service contractor (OSC) to resolve all jurisdictional disputes. Union contracts contain dispute resolution procedures, and all involved parties must follow them. Work now, grieve later.
- Threats to or illegal confrontations with exhibitors or show management will not be tolerated. Individuals involved in threats or illegal confrontations with exhibitors, show management other workers or Las Vegas Convention and Visitors Authority (LVCVA) personnel may be issued a trespass notice and escorted from the property. If any information is received or incidents observed, notify the Customer Safety Department at 702-892-7400.

Vehicles on Display

- 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.
- At least one battery cable shall be removed from the batteries used to start the vehicle's engine, and the disconnected battery cable shall then be taped.
- Auxiliary batteries not connected to engine's starting system may be left connected.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
- 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 exits or exit pathways.
- Vehicles placed in lobbies and meeting rooms must have approval of the convention services manager (CSM).
- Visqueen must be used under vehicles on display in lobbies and meeting rooms.

Weapons

- A personal or concealed weapon of any type is not permitted anywhere on the campus of the Las Vegas Convention Center (LVCC).
- Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property(s).

Summary of Changes

- Added Meeting Room Equipment & Guidelines to Meeting Room section.
- Added hyperlinks to Cox Business, FedEx & OnMed to Facility Contact Information.
- Updated Transportation Systems section to change name from LVCC Loop to Vegas Loop and add Resorts World Passender Station & Riviera Station.
- Client Services changed to Facility Services.