EXHIBITOR KIT

Facility Contact Information

Convention Services	702 892-2860	Fax: 702 892-2933
Food & Beverage Services (Operated by Sodexo! Live)	702 943-6779	Fax: 702 943-6782
Spectrum Business	855-519-2624	
FedEx	702 943-6780	
Safety and Fire Prevention Office	702 892-7413	
Customer Safety Department	702 892-7400	

Code of Conduct

- **SAFETY FIRST –** Follow all safety guidelines and instructions. Report any hazards or unsafe behaviors to LVCC staff immediately.

- **RESPECT AND COURTESY -** Treat all building occupants with respect, regardless of their role, background, or beliefs. Avoid language that is offensive, discriminatory, or harmful.

- **ZERO-TOLERANCE POLICY –** Any form of discrimination, harassment, or bullying, whether based on race, gender, age, disability, national origin, religion, or sexual orientation, will result in immediate removal.

- **REPORTING CONCERNS –** Visitors should report any issues or concerns to convention center staff. If you see something that violates this code, report it to LVCVA Security personnel at (702) 892-7400.

- **PROFESSIONAL BEHAVIOR –** All people, whether LVCC employees, visitors, or non-LVCC workers, are expected to always conduct themselves professionally and respectfully. Please refrain from casual or inappropriate conversations and behavior.

- **APPROPRIATE ATTIRE –** Wear appropriate attire while on LVCVA property, this includes but not limited to: pants/shorts, shoes, and shirts must be always worn.

- **ALCOHOL AND DRUGS –** The consumption of alcohol is permitted only in designated areas. The use or possession of illegal drugs is strictly prohibited.

- **CLEANLINESS –** Keep the venue clean. Use the provided trash receptacles and recycling bins. Workers should ensure their respective areas are clean and organized.

- **PRIVACY AND PHOTOGRAPHY –** Ask for permission before taking photographs or videos of individuals or property. Respect privacy requests as well as event rules/regulations. Workers should not share confidential information or images without permission.

- **COMPLIANCE WITH LAW –** All building patrons, regardless of purpose on LVCVA property, must adhere to local, state, and federal laws while at the convention center.

- **PROHIBITED ITEMS –** The possession of unauthorized items, including but not limited to, weapons, drugs, and property, is strictly forbidden and will result in immediate removal from the LVCC.

- **NO UNAUTHORIZED ACCESS –** Entry into restricted areas without proper clearance will result in immediate removal and potential legal action.

- **MANDATORY IDENTIFICATION –** Event badges or proper company/union identification must be visibly displayed while on LVCC property. Failure to present IDs when asked will result in removal from the premises.

- **RESPECT FOR PROPERTY –** Any form of vandalism, theft, or misuse of property will result in immediate removal and potential legal action.

- **PROPERTY REMOVAL –** No individual is allowed to remove any property, materials, equipment, or items belonging to the convention center or any events occurring on LVCC premises without show management approval. Violators will be trespassed and could face potential legal action.

- **SMOKING –** Smoking indoors is prohibited. Smoking outdoors, including vaping, is not allowed on LVCC property except in designated smoking areas.

- **CONSEQUENCES FOR VIOLATIONS –** Violations of the code may result in warnings, temporary bans, or permanent removal from the LVCC campus at the discretion of the LVCVA management.

- **AMENDMENTS –** This Code of Conduct is not intended to be all-inclusive and may be updated as needed to address new challenges and ensure the well-being of the facility and its occupants.

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.
- NOTE: For any questions or exemption requests, please contact your convention services manager.

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 CSM.
- It is the animal owner's responsibility to clean up after the animal while on facility property.
- Animals, except for 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 the 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 ANSI-approved (American National Standards Institute) 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 always.

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.

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.

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 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 $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 $1,000,000 for any auto and/or hired and non-owned.
- Workers' Compensation Coverage in the state of Nevada with minimum of $1,000,000 limit. If the home state of the contractor does not have a reciprocal agreement with the state of Nevada, contact employers to obtain proper coverage. Phone 888-682-6671 or https://www.employers.com/.
- Apply for EAC permit.

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 pounds.
- Drones/UASs are restricted to within your defined booth space only.
- Drones/UASs are prohibited from flying overpopulated 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 inches of any building structure including sprinklers.
- Regardless of purpose, (including but not limited to marketing materials and/or show content) any use of UASs/drones requires Aviation Liability Insurance of at least $1,000,000 per occurrence and $2,000,000 aggregate. Enclosed exhibits on the show floor are exempt from aviation insurance requirement.

Outdoor Use Without Being Fully Enclosed

- For outdoor use of a drone/UAS that is not operated within a fully enclosed area, refer to the FAA website for more information.

NOTE: For any questions or exemption requests, please contact your convention services manager.

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 CSM is responsible for keeping show management and OSCs 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.
- To report an emergency via text message, please send to 702-505-4555.

FIRE AND SAFETY EXHIBIT GUIDELINES

- For outdoor structure Information please see Outdoor Exhibits.
- All means of entrance and exit must be always free from obstruction.
- Any individuals observed blocking, taping, or propping open a door with any type of object and/or leaving the door unsecured, will be trespassed from property.
- Each hard-wall booth must be a minimum of nine 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 always visible and accessible. 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 always maintained.
- 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 remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 pounds 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.
- For safety and operational efficiency, the Las Vegas Convention and Visitors Authority Fire Prevention personnel reserve the right to access and inspect all electrical components within exhibitor booths, including those integrated into prefabricated structures. This access is crucial to ensure compliance with safety regulations, identify potential hazards, and facilitate necessary maintenance or emergency procedures. Exhibitors are expected to maintain clear and unobstructed access to all electrical installations throughout the duration of the show.

- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.
- Any single-level exhibit over 1,000 sq ft must submit a booth plan to the Safety and Fire Prevention Office for approval. Please submit plans to boothplans@lvcva.com.
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- The Fire Prevention office will only allow exhibitors to display air compressors (without load) to show their product. All other compressor needs must be handled by an official service contractor (OSC) to ensure proper drops to exhibit booths with pneumatic products.
- Use of halogen fixtures must comply with our halogen lamp restrictions.
- If the booth contains a display with moving machinery:
    - A designated safety zone that is clearly marked where attendees should not enter, or stand shall be present.
    - If needed, physical barriers/guards are required to separate attendees from moving, spinning, pinching or crushing parts.
    - Manufacture-installed guards must remain in place and cannot be altered or removed. Please refer to the OSHA website for more information.
    - Highly visible signage indicating hazards and restricted areas.
    - Must ensure that trained staff members are present to monitor attendees and prevent unsafe behavior.
    - Machinery must be equipped with easily accessible emergency stop buttons.
    - Operational controls must be locked or out of reach of attendees to prevent unauthorized use.
    - Staff should also be trained in emergency response in case of accidents.
    - At no time should the moving parts of the machinery extend/intrude into designated aisles outside of
- When approved, LPG (propane) containers having a maximum water capacity of 12 pounds [nominal 5-pound 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 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 (1,220 mm) or by a barrier between the devices and the public.
- The after-hours, overnight storage of any LPG 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 the building.
- No dispensing from or refilling of LPG containers will be permitted inside the convention facility.
- Use of LPG outdoors must be approved by the Safety and Fire Prevention Office and the CSM prior to arrival on property. No outside LPG 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 that 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 30 days prior to the event.

- Fireplaces must be listed as ventless or self-venting for indoor use 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.
- Fire Pits that are not fully enclosed with a glass front or a protective heat/contact barrier will require an Open-Flame Permit from Clark County Fire Department. Natural gas and approved LPG (propane) quantities will be allowed for use within the halls. A barrier is required to prevent an attendee/exhibitor from encountering an open flame.
- Please see the Fireplace and Fire Pit Display form for details on obtaining an Open Flame Permit along with the Fire Watch Requirements form.
- 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 located 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 5-pound 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.
- Keep a metal (noncombustible) bucket for hot coals.
- The hookah must be placed on a stable, noncombustible 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 feet away from the hookah.
- Click here for information regarding vehicles on display.

FLAMMABLES

Lighters, Torches, Open Flames

- The Las Vegas Convention and Visitors Authority and Clark County Fire Code prohibit flammable liquid, gasses, or solids in the Las Vegas Convention Center. Reasonable accommodations can be made for items that are for demonstration purposes.

LIGHTERS

- Storage of lighters in a booth is prohibited.
- **For demonstration:** Requires an open flame permit from Clark County Department of Building and Fire Prevention. Clark County Permit
- **For display/giveaways:** Exhibitors can keep a one-day supply of lighters in the booth, if giving away lighters to attendees.

TORCHES

- **For display:** Butane/propane torches for display must be empty of fuel.
- **For demonstration:** Requires an open flame permit from Clark County Department of Building and Fire Prevention. Clark County Permit
- REFILL CONTAINERS/CANISTERS

- Fuel refill containers on display must be empty. This includes all butane or propane refill tanks and containers of lighter fluid.
- All other flammables on display (such aerosol spray cans) must be empty display models.
- Applications for open flame permits can be submitted online Clark County Permit or by email at permits@ClarkCountyNV.gov.
- Select the box labeled Candles and Open Flames and fill out the required information prior to submitting. If you need assistance, please contact the LVCVA Safety and Fire Prevention Office for assistance, (702) 892-7413.

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 always remain in the booth/event location.
- The facility reserves the right to limit the amount of haze produced by a show. Must provide a haze schedule including days for testing and show hours 30 days prior to first day of use. After hours haze activity requires coordination with third party vendor. Fees will apply.

FOOD AND BEVERAGE

Las Vegas Food & Beverage retains the exclusive right to provide, control and retain all food and beverage services within the LVCC. Outside food and beverage are not permitted 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 LVCVA and the Food & Beverage Division 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 square feet) that produce 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) and 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 square feet).
    - 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 feet in front of the fryer.
    - The fryer is to be separated from all other equipment by a distance not less than 24 inches.

    - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
    - The volume of cooking oil per appliance is not to exceed three gallons.
    - The volume of cooking oil per booth is not to exceed six gallons.
    - Deep-fat fryers shall be electrically powered and have a shut-off switch.
    - Fry oil must be collected and disposed of by a third-party vendor hired by the lessee.
- Other appliances for exhibition cooking shall also be limited to 288 square inches (2 square feet) in area. Examples: induction cooktops, ranges, electric warmer, single- ranges or multiple- burner ranges.
- A minimum of one Class-K fire extinguisher shall be located within 30 feet of each deep-fat fryer and each grill or other appliance producing grease-laden vapors.
- A minimum of one Class 3A-40BC fire extinguisher shall be located within each booth with additional or other display cooking, such as baking, sautéing, braising, stir frying, convection cooking, warming of food, and all other like applications.
- Solid fuels, including charcoal and woods, are prohibited within exhibit halls.

NOTE: *For any questions or exemption requests, please contact your convention services manager*.

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 and emailed to foodprepandsample@lvcva.com by exhibitors who are giving away free food or beverage. Approval from both the LVCVA and the Food & Beverage Division must be received prior to finalizing your plans.

Once the form has been submitted, a member of the Las Vegas Food & Beverage 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 our exclusive food and beverage provider.
- If sampling of open food or beverage is conducted at a booth, then both a hot-water hand- washing station and a sanitizing station will be required.
- Handwashing and sanitization stations may be purchased through the food and beverage division or provided by the exhibitor. If provided by the exhibitor, contact the Southern Nevada Health District.
- Hot water for handwashing will be provided. 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 our Food & Beverage Division for approval and follow the Nevada Department of Taxation guidelines regarding liquor at trade shows. All alcoholic beverages must be served by our bartenders/servers who are TAM certified. Some exceptions may apply.

If you have any questions, contact the LVCVA's Food & Beverage Division at 702-943-6779 or email exhibitorcateringlvcc@sodexo.com.

GAMING/RAFFLES

- For raffle/gaming inquiries, please contact the Nevada State Gaming Control Board or at 702-486-2020.

HALOGEN LAMP RESTRICTIONS

The use of stem or track-mounted halogen light fixtures is not allowed unless items meet the following requirements:

- Must use a self-shielded bulb.
- Bulb wattage must not exceed the listed wattage permitted by the fixture manufacturer.
- Wattage may not exceed 75 watts.

HAND CARRY

As a customer of the Las Vegas Convention Center, (LVCC), we want to make you aware of our Hand Carry Policy. For those of you who drive to the event and wish to unload your product/materials and bring them to your booth, please be aware of the following procedures.

Exhibitors may hand carry their own materials into the exhibit space, provided they do not use material-handling equipment to assist them. Any labor used to hand carry must be performed by full-time company employees, and they must be prepared to show proof of employment.

Parking for loading/unloading must be performed from parking lots only. Curbside loading/unloading is prohibited. Parking on LVCC roadways is prohibited, and any unattended vehicles will be towed at the owner's expense. Only pickups or passenger vans will be allowed to park in LVCC parking lots for hand carry purposes. Any vehicles parked in the lots for hand carry are required to be personally owned vehicles; rentals are not allowed in the lots. Vehicles larger than pickups, vans or vehicles with trailers, must use the show's contractor for freight unloading. See the following examples of vehicles allowed/not allowed:





Escalators will no longer be allowed to move hand carry materials, and all boxes and suitcases will need to use the available elevators without the use of freight moving equipment.

Approved for Hand Carry use:

- Lightweight luggage carts.
- Hanging garment racks for moving hanging garments ONLY.
- Pop-up displays in rolling cases.






Not allowed for Hand Carry use:

- Hand carts, hand trucks, pallet jacks or any four-wheel cart or dolly.
- Access to the loading dock and/or freight doors.
- Any freight that cannot be hand carried by one person.

- Any freight moved by a moving or freight company, contractor, or any persons other than full-time employees of the exhibiting company.






- It is show management's responsibility to ensure that the hand carry policy is enforced. This includes but is not limited to managing oversized vehicles in the parking lots and equipment compliance for hand carry use.

MEETING ROOMS

- Carpeting/flooring can be placed on top of building carpet in the meeting rooms with permission from the CSM (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 using 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 handcart by the 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 LVCVA use only.
- Meeting-room air walls will be moved only by LVCVA staff. Air walls must be configured prior to laying any type of temporary flooring 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-channel audio mixers patched to overhead speakers in North, Central and South halls are provided, to the extent of our inventory, unless other arrangements are made. West Hall meeting rooms have virtual mixers via a Crestron wall control panel, up to four 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 inches by 20 inch 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 or arranged with catering 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 OSC. Note: Rooms that are subleased for meetings are subject to additional costs.
- **Food and beverage setup:** The convention center team places tables for any food and beverage functions served by Las Vegas Food & Beverage in meeting rooms and lobbies.
    - ***Note:*** *Unless for a show management event on the show floor, all tables for exhibitor events on the convention show floor must be ordered through the OSC.*
- **Flip charts/markers/pointers:** Flip charts, markers and pointers are to be provided by the AV 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 AV contractor.
- **Meeting room keys:** Up to five 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 through N251. Key cards will be issued for all South meeting rooms, and N253 through N264. Key fobs will be issued for all West meeting rooms. Note: Metal keys and key fobs are chargeable at $20 per unreturned key/fob.
- **Meeting room refresh:** Mid-day room refresh(es) will be conducted for education sessions/ meeting rooms only. Room refresh consists of emptying trash cans, removing any trash from tables, replenishing bottled waters at head table/lectern, straightening chairs/tables, disinfecting high-touch surfaces, and sweeping carpeted area as needed. Upon conclusion of the day/evening activity, all eligible rooms will receive a room refresh.
    - ***Note:*** *Rooms with food and beverage will be serviced by the catering team.*
- **Staging:** The LVCC offers risers for a stage/dais if required. Risers are 4 feet by 8 feet and stage heights are 16, 24 and 32 inches. For larger stages, heights begin at 36 inches to 54 inches. The platform is two-sided. One side is carpet in a multipattern of black, gray and white. The other is a black vinyl. Steps and black skirting are included. Safety railing is required over 32 inches high.
- **Tables:** The LVCC table options are as follows: 8 feet by 18 inches, 8 feet by 30 inches, and 6-foot rounds. The tops are gray, plastic molded and set uncovered.
- **Trash containers:** The LVCC places 40-gallon waste containers in the meeting rooms. If you require smaller trash cans, you may order from the OSC, who is also responsible for the emptying. Note: Excessive trash, e.g., 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 OSC/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

Click here to view list of show power in meeting rooms.

MULTILEVEL AND/OR COVERED EXHIBITS (INDOOR)

- See next section for Multilevel and/or Covered Exhibits (Outdoor).
- It is the responsibility of the 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 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 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 is used in an event where the duration is seven 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. Exception: Areas less than 250 square feet shall have a 6 3/4-inch minimum clear tread depth at point 12 inches from the narrow edge. The riser shall be sufficient to provide a headroom of 78 inches minimum, but riser height shall not be more than 9 1/2 inches. Minimum stairway clear width at and below the handrail shall be 26 inches.
- 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.

NOTE: *For any questions or exemption requests, please contact your convention services manager.*

MULTI-LEVEL 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 and 22.04, and Clark County Fire Code section 13.04.

- Clark County Fire permit is required when any temporary structure footprint is greater than 2,500 square feet and is constructed outdoors. Drawings prepared by a Nevada registered design professional and third-party inspections by a licensed AB contractor from the state of Nevada will be required for the permit.

- Any multi-level structure that is constructed outdoors, including structures less than 2,500 sq ft, will require drawings prepared by a Nevada registered design professional and a third-party inspection done by a licensed AB contractor from the state of Nevada.
- 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 **Tents and Canopies** below.
- All banner material used outside must be made of mesh material with a minimum of 30% 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 subfloor 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 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 & Beverage - Preparation Within Exhibits (p. 24) 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 10 gallons of gasoline or 60 gallons of combustible liquid (e.g., diesel) on property will require a Clark County Permit.
- Any exterior water use during shows will be metered. Please contact the CSM for coordination.
- 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 EACs and must submit and receive an approved staking plan before staking can occur. Staking plans should be submitted 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.
- Smoke alarms are required in all tents, membrane structures, and fully enclosed areas. Smoke alarms may be battery-operated and must be installed in accordance with NFPA 72 guidelines. It is the responsibility of the individual or organization setting up the tent, membrane structure, of fully enclosed area to ensure to ensure that the required smoke alarms are installed and properly maintained.
- Smoking shall not be permitted in any tents, canopies, or temporary membrane structures.
- Approved “NO SMOKING” signs must be conspicuously posted within these structures.
- 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 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 a four-inch minimum of grade surface.
    - Fill rest of hole(s) with Aquaphalt® or equivalent and tamp until solid.
    - Cover areas approximately two inches around patched hole with a good grade of plastic- type asphalt sealer with a maximum drying time of two hours.
- Staking in Orange lot is limited and strictly enforced.
- West Hall – All staking will not exceed 40 inches 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 90 days in advance and must meet ANSI regulations E-1.21. Depending on size, attachments and weight, the 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(s) 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 OSC at their own expense.

PARKING

- The current parking fee is $15 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 the 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 CSM for paid parking dates.
- Your CSM will provide 15 complimentary show staff parking passes.

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 with a footprint greater 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 with occupancy of more than 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. A blanket permit must be submitted to Clark County Building and Fire Prevention office by show management. Click here for more information.

PERSONAL MOBILITY DEVICES

Notice: Personal Mobility Devices Not Allowed on Property

Please be advised that only ADA-approved personal mobile devices are permitted on the premises. This policy is in place to ensure the safety and accessibility of all individuals within our facility. We kindly ask attendees to refrain from bringing any non-ADA personal mobility devices onto the property. This includes, but is not limited to, the following:

- Segways
- Manual Scooters
- Electric Scooters
- Skateboards
- Other Personal Mobility Devices

The speed limit for approved ADA personal mobility devices on the Las Vegas Convention Center property is always 5 miles per hour (mph) and electrical charging of any kind for personal mobility devices is not permitted indoors at any time. Charging is only permitted outside in designated areas.

Violation of this policy could result in being removed and trespassed from the Las Vegas Convention Center property.

We recognize the importance of providing an inclusive environment for all guests and contractors. Thank you for your cooperation and understanding in upholding this policy.

Violation of this policy will include the following punitive actions:

1st Violation Verbal warning
2nd Violation Required to depart LVCC property for that day
3rd Violation Trespass indefinitely

Note: There are no storage spaces available for ADA-required personal mobility devices on the Las Vegas Convention Center property.

Examples of prohibited devices:



ROOF ACCESS

- Anyone requiring roof access must obtain approval in advance. To do so, submit a roof access form 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 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 must 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 bear 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, and 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. The access is via a fixed, 90-degree ladder. All cabling/wiring will be routed via only the designed and installed roof penetrations, no cabling/wiring will run through 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.
- Spectrum Business has exclusive rights for all cable runs.
- All satellite dishes must be placed on a three-quarter-inch 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 CSM for further information.
- Roof walkways must be used when available.
- Satellite dish size is restricted to 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.

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 OSC will handle the shipping and receiving of all goods.

SOUND LEVELS

- The LVCVA 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.

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. See below for more information.

- 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 defueling of vehicles is prohibited. Outdoor defueling requires a permit and must follow CCFD guidelines. Contact your CSM for more information.

- Vehicles shall not be moved during show hours.
- 36 inches 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.
- Vehicles placed in lobbies and meeting rooms must have approval of the CSM.
- Visqueen must be used under vehicles on display in lobbies and meeting rooms.

Vehicle Lift Requirements

- Please visit the Vehicle Lift Requirements page for additional information and to complete the required form.

Electrical Vehicles (EV)

- The following are requirements that each exhibitor must follow to ensure the protection of life and property. If you have any questions or request exemptions, please contact your Convention Service Manager.

Electric Vehicles Batteries

- All electric vehicle batteries must be charged in the range of no less than 20% and no higher than 50% while indoors.
- The main battery (high voltage battery pack) must be disconnected while the vehicle is indoors when possible.
- All aftermarket or DIY electric vehicles must disconnect their high voltage battery and 12 Volt battery.

Charging

- Indoor electric vehicle charging is NOT allowed.
- All electric vehicle high voltage batteries must be charged outside in a designated area.
- No unattended battery charging.
- Charging location requirements:
  - Outdoors at least 30 feet from the building.
  - Area must be at least 10 feet from combustible materials, such as freight.
  - There must be a clear path to the charging area in case of emergency.

Exhibition Booth

- All electric vehicles must have at least 10 feet of distance between other electric vehicles.
- Electric vehicles are not allowed inside meeting rooms.
- Electric vehicles are not allowed on the second or third floor of any building.
- Electric vehicles are allowed to be exhibited in first- floor lobbies and atriums.

Note: All non-commercially produced electric vehicles will be approved to be exhibited in lobbies and atriums on a case-by-case basis.

The Electric Vehicle Display form must be completed and submitted to boothplans@lvcva.com for each electric vehicle exhibited.

WEAPONS

- A personal or concealed weapon of any type is not permitted anywhere on the campus of the LVCC.

- Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property.

For more information regarding the Las Vegas Convention Center facility, please view the LVCC Facility Guide on our website.