AUTOMATE

## Table of Contents with Clickable Links – Automate Show Management Forms


Welcome Letter

- Automate Vendors
- Certificate of Insurance Information
    - Liability Insurance Certificate
    - Sample Certificate of Liability Insurance
    - Rain Protection Insurance Order Form
- Deadline Dates
- Display Rules and Regulations
- Exhibitor Badge Ordering Form
- Exhibitor Tips for New Exhibitors
- General Show Information
- General Safety / Guarding of Equipment Motion & Hazards
- Hotel Information / Shuttle Bus Service
- International Shipping & Customs Information
- Meeting Room Request Form
- Security of Your Booth and Contents

AUTOMATE

Dear Valued Exhibitor:

Thank you for your participation in Automate 2027. The Association for Advancing Automation (A3) is eager to assist you in your preparations to showcase your products and services.

The Exhibitor Service Manual contains all the basic information you will need to plan and prepare your exhibit. **This manual can save you time and money. Please read it thoroughly.**

Show rules and regulations must be strictly adhered to, so please cover those pages carefully. Don't wait until the deadline is approaching or when you arrive in Las Vegas to order your services. Get it ordered early to save money and get the most efficient service.

If you have questions about a specific service, please call the service provider listed on that order form, they can provide the fastest assistance. Please feel free to contact Show Management if you have questions regarding Automate.

***IMPORTANT***
Please make sure to route this Exhibitor Manual to the person who will be coordinating the show for your company.

Thank you for exhibiting at Automate, we look forward to working with you!

*Your Automate 2027 Team*

ASSOCIATION FOR ADVANCING AUTOMATION

Show Management: +1 (734) 994-6088 or email events@automate.org

# Contacts for Official Automate Vendors

| CONTACT | CAN ASSIST WITH.... |
|---|---|
| **OFFICIAL GENERAL CONTRACTOR**<br>GES<br>Phone: (800) 801-7648<br>International: (702) 515-5970<br>Contact GES: https://www.ges.com/contact-us/ | Booth Furnishings / Carpeting / Rental Exhibits<br>Installation & Dismantle Labor<br>Hanging signs<br>Forklift / Rigging Install & Dismantle<br>Machinery Handling<br>Rigging<br>Shipping<br>Cleaning |
| **LVCC – Spectrum Business**<br>Phone: 855-519-2624<br>Email: LVCC.Orders@cox.com<br>Online Ordering: lvcc.coxhn.net | Wi-Fi / Internet |
| **UTILITIES: ELECTRICAL/PLUMBING**<br>GES Electrical<br>Phone: (800) 801-7648<br>International: +1 (702) 515-5970<br>Contact GES: https://www.ges.com/contact-us/ | Electrical<br>Lighting<br>Rigging<br>Compressed Air<br>Anchoring |
| **CATERING**<br>Sodexo Live<br>Exhibitor Catering<br>Email: ExhibitorCateringLVCC@sodexo.com<br>Phone: 702-943-6779 | Food & Beverage |
| **AUTOMATE BADGES, TICKETS**<br>A3<br>Phone: 734-994-6088<br>Email: events@automate.org | Exhibitor Badges<br>Tickets for Automate Networking Party<br>Tickets for Engelberger Awards Dinner |
| **LEAD RETRIEVAL**<br>CONVENTION DATA SERVICES<br>Phone: 800-746-9734<br>Email: xpressleadpro@maritz.com | Lead Retrieval |
| **FLORAL**<br>Expo Ease<br>Phone: 702-368-2868<br>Email: info@expoease.com | Flowers and Plants |
| **AV**<br>LSAV<br>Phone: 312-491-0123 x104<br>Email: kjohnson@lsav.tv | Monitors<br>Screens<br>Computer<br>Audio, Equipment |

AUTOMATE

## Liability Insurance Certificate

ALL EXHIBITORS, regardless of whether they are utilizing an exhibitor appointed contractor (EAC), and at their own expense, must obtain general liability insurance from an insurance company in good standing with minimum policy limits of $1,000,000 (USD each occurrence and $2,000,000 general aggregate) in the form of a certificate of insurance (COI) by **April 9, 2027.** Exhibitors who do not have an existing policy, or who prefer not to use their own insurance coverage, may obtain compliant exhibitor liability insurance through a number of insurance providers. For convenience, Rain Protection Insurance is provided as an example of a provider that offers online, event-specific coverage; however, exhibitors are free to obtain coverage from any insurer that meets the event's insurance requirements. **Insurance Coverage is not optional. To avoid delays or the possibility of being unable to exhibit, proof of insurance must be provided before arriving for set up.**

- **Certificate holder is:**
  **Association for Advancing Automation**
- **Name as additional insured:**
  - **Association for Advancing Automation/Automate**
  - **GES**
  - **Las Vegas Convention Center**

Certificate should show a policy **effective date of May 4, 2027 (or earlier) and a policy expiration date of May 16, 2027 (or later).**

Neither Show Management, the Association for Advancing Automation, nor their agents are responsible for any property loss or injury that may occur to the person or property of exhibitors or their guest, invitees, employees, or agents from any cause whatsoever, including cancellations or impediments to the conduct of the event. The exhibitor, upon signing the contract expressly holds harmless and releases the aforementioned from any and all claims for such loss, damage, or injury. The exhibitor agrees to pay for any damage to the facility, its equipment, or to that of another exhibitor (incurred through carelessness or caused by the exhibitor, his employees, or agents).

The exhibitor assumes entire responsibility and agrees to protect, indemnify, defend, save, and hold harmless the Association for Advancing Automation and its agents, officers and employees against all claims, losses and damages, including attorney's fees arising out of or caused by: exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or a part thereof; the use of any patents, trademarks, copyrights or other rights owned or processed by a third party.

**Insurance certificates can be mailed or emailed to kmonier@automate.org no later than April 9, 2027.**

**Mailing address:**
Automate Headquarters
Association for Advancing Automation
900 Victors Way, Suite 140
Ann Arbor, Michigan 48108 USA

**Addresses of the additional insured:**
GES, 7000 S Lindell Rd #4702, Las Vegas, NV 89118 USA
Las Vegas Convention Center, 3150 Paradise Road, Las Vegas, NV 89109 USA

# Example
# Certificate of Liability Insurance (COI)

DATE (MM/DD/YYYY)
DATE

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

| PRODUCER | CONTACT NAME: |
|---|---|
| NAME OF INSURANCE COMPANY | PHONE (A/C, No, Ext): / FAX (A/C, No): |
| | E-MAIL ADDRESS: |

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A : | |
| INSURER B : | |
| INSURER C : | |
| INSURER D : | |
| INSURER E : | |
| INSURER F : | |

**INSURED**
NAME OF EXHIBITING COMPANY

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | MINIMUM |
|---|---|---|---|---|---|---|---|---|
| | **GENERAL LIABILITY** | | | | | | EACH OCCURRENCE | $ 1,000,000 |
| | ☐ COMMERCIAL GENERAL LIABILITY | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ |
| | ☐ CLAIMS-MADE ☐ OCCUR | | | | Policy dates must cover May 4-16, 2027 | | MED EXP (Any one person) | $ |
| | ☐ Broad Form Property Damage | | | | | | PERSONAL & ADV INJURY | $ |
| | ☐ Blanket Contractual | | | | | | GENERAL AGGREGATE | $ 2,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | PRODUCTS - COMP/OP AGG | $ |
| | ☐ POLICY ☐ PRO-JECT ☐ LOC | | | | | | | $ |
| | **AUTOMOBILE LIABILITY** | | | | | | COMBINED SINGLE LIMIT (Ea accident) | $ |
| | ☐ ANY AUTO | | | | | | BODILY INJURY (Per person) | $ |
| | ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) | $ |
| | ☐ HIRED AUTOS ☐ NON-OWNED AUTOS | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| | ☐ **UMBRELLA LIAB** ☐ OCCUR | | | | | | EACH OCCURRENCE | $ |
| | ☐ **EXCESS LIAB** ☐ CLAIMS-MADE | | | | | | AGGREGATE | $ |
| | ☐ DED ☐ RETENTION $ | | | | | | | $ |
| | **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N | | | | | | ☐ WC STATU-TORY LIMITS ☐ OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)** | | N / A | | | | E.L. EACH ACCIDENT | $ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | $ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Where required by written contact, Association for Advancing Automation/Automate, 900 Victors Way, Suite 140, Ann Arbor, MI 48108, GES, 7000 S. Lindell Rd, Las Vegas, NV 89118, Las Vegas Convention Center, 3150 Paradise Rd, Las Vegas, NV 89109 are included as additional insured for the General Liability arising out of ongoing operations performed by the named insured.

**CERTIFICATE HOLDER**

Association for Advancing Automation
900 Victors Way, Ste 140
Ann Arbor, MI 48108

**CANCELLATION**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

# Automate 2027
# Exhibitor Liability Insurance Requirements

## Rainprotection's Exhibitor Insurance Program

As a standard requirement for all our show exhibitors, you are ***required*** to carry general liability insurance coverage for our show, including all relevant additional insureds with minimum policy limits of $1,000,000 per occurrence and $2,000,000 aggregate. **Insurance coverage is not optional.**

To simplify this process, Association for Advancing Automation (A3) has set up a program with **Rainprotection Insurance** to provide you with a hassle-free, zero-deductible policy that meets all show requirements and covers domestic and international exhibitors. Best of all, your policy is automatically submitted to show management upon purchase.

**Click the button below to purchase compliant liability insurance for just $99** *(taxes may apply)*.

Buy Insurance Instantly Online

*Note: While completing the online application, DO NOT check any boxes unless they specifically relate to what you will be doing at your booth at the event.*

## Submitting Your Own Insurance

If you choose to provide your own insurance instead, you must coordinate with your broker to ensure that your policy is fully compliant with all show requirements. It must meet the following strict criteria:

It is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of $1,000,000 per occurrence and $2,000,000 aggregate. This insurance must be in force during the lease dates of the event (May 4-16, 2027) named as additional insured(s): Association for Advancing Automation and Automate 2027, GES and Las Vegas Convention Center.

If, after reading the above, you still choose to provide your own insurance, please submit a copy of your compliant COI to **kmonier@automate.org**.

Please reach out to **sales@rainprotection.net** with any **questions** you may have. We look forward to seeing you at the show!

AUTOMATE

**Deadline Dates**: The following deadlines represent important reminder dates, or the last day that orders must be received with payment, to be eligible for discounted rates. Always check specific order forms for final deadlines.

| | ACTION ITEM | DONE |
|---|---|---|
| **First Come First Served Basis** | Meeting Room Rental Form: Automate 2027 Meeting Room Request | |
| **Thursday, February 25** | Maritz (CDS) Lead Retrieval Order Form – Early Bird Pricing | |
| **Friday, March 10** | Drawings, Plans, Renderings for Booths 20 ft. by 20 ft. or Larger | |
| **Tuesday, March 30** | First Day for Freight Shipments and Hanging Sign at Advance Warehouse | |
| **Friday, April 2** | Exhibitor Appointed Contractor (EAC) Form & COI due to GES | |
| **Tuesday, April 6** | Deadline for Exhibit Systems+ and Bundle+ Orders | |
| **Friday, April 9** | General Liability Certificate (COI) due to kmonier@automate.org | |
| **Friday, April 9** | Sodexo Live Food & Beverage Services Order Form Due | |
| **Friday, April 9** | LVCC – Spectrum Business: Wi-Fi / Internet | |
| **Monday, April 12** | Maritz (CDS) Lead Retrieval Order Form – Advance Pricing | |
| **Tuesday, April 13** | GES Furnishings / Carpet / Signs / Cleaning / Hanging Signs / Labor | |
| **Tuesday, April 13** | GES Electrical / Compressed Air Order Form | |
| **Tuesday, April 20** | LSAV AV Order Form | |
| **Friday, April 23** | Floral Exhibits Order Form | |
| **Friday, April 23** | Maritz (CDS) Exhibitor Badge Ordering | |
| **Wednesday, April 28** | Last Day to Receive Freight Shipments at Advance Warehouse | |
| **Wednesday, April 28** | Last Day to Receive Hanging Sign Shipments at Advance Warehouse | |
| **Wednesday, May 5** | First Day for Direct Shipments to Convention Center (Targeted only) Refer to the Show Schedule and Targeted Floor Plan for Your Correct Move-in Date and Time. | |
| | | |

AUTOMATE

- Linear Booth and Corner Booth

- Split Island Booth

- Island Booth

- Canopies & Ceilings / Towers / Multi Story Exhibits

- Structural Integrity / Ceiling Heights / Hanging Signs (overhead)

- General Booth Regulations (all booth types)

AUTOMATE

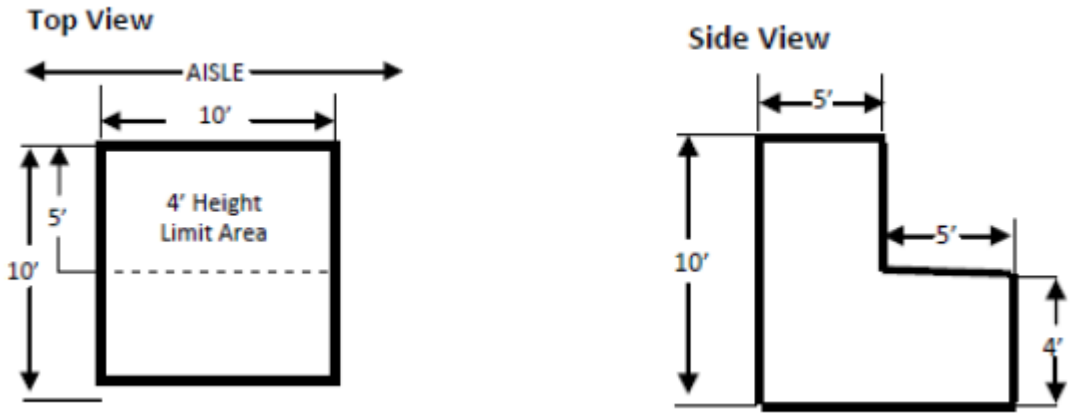
# Display Rules and Regulations

## Linear Booth

Linear Booths, also called “in-line” booths, are booths arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only the front of the booth open to the aisle.

### Dimensions

Linear Booths are most commonly 10 ft. (3.05 m) deep with widths in 10 ft. increments. e.g., 10 ft. by 10 ft. (3.05 m by 3.05 m), 10 ft. by 20 ft. (3.05 m x 6.10 m), 10 ft. x 30 ft. (3.05 m x 9.14 m), and so on. The maximum height limit for all back wall materials, booth components, products, and identification signs is 10 ft. (3.05 m).




- Booth structures taller than 8 ft. (2.44 m) and up to 10 ft. (3.05 m) high must have a clean white back with no exposed framing (standard drape is 8 ft. high).
- Logos, text, and graphics are not allowed on the back wall facing the neighboring exhibitor.
- Electrical cords cannot show above the 8’ height limit.

NOTE: Exhibitors with booths failing to meet these rules must buy 10 ft. (3.05 m) high drape from GES to serve as the finished back wall. Masking drape will also be required in those instances where your product extends up to 10 ft in height, but your actual booth display height is lower. Retractable banners cannot exceed 8 ft. (2.44 m) in height.

**Linear booths in perimeter aisles** in which no exhibitor displays are located behind them (not including booths in C-32300 and C-32600 aisles) can have a maximum back wall height of 12 ft. (3.66 m). The bulleted points above do not apply to linear booths in perimeter aisles.

### Use of Space

Display materials (including signs, displays, products, machinery, fixtures, furniture, and decorations) should be arranged in such a manner as to not obstruct sight lines of neighboring exhibitors. For booths that are 10 ft. x 20 ft. (3.05 m x 6.10 m) or smaller, the maximum height of 10 ft. (3.05 m) and 12 ft. (3.66 m) for perimeter booths, is allowed only in the back half of the booth space, with a 4 ft. (1.22 m) height restriction imposed on all materials in the remaining (front) space forward to the aisle.

For booths that are 10 ft. x 30 ft. (3.05 m x 9.14 m) or larger, or **corner** booths that are 10 ft. x 20 ft. (3.05 m x 6.10 m) or larger, the 4 ft. (1.22 m) height limitation is applied only to that portion of exhibit space which is within 10 ft. (3.05 m) of an adjoining booth.

### Fire and Safety Guidelines

Inline hardwall booths must be set a minimum of nine inches (22.9 cm) from the back booth line for access to electrical wiring.

AUTOMATE

# Display Rules and Regulations

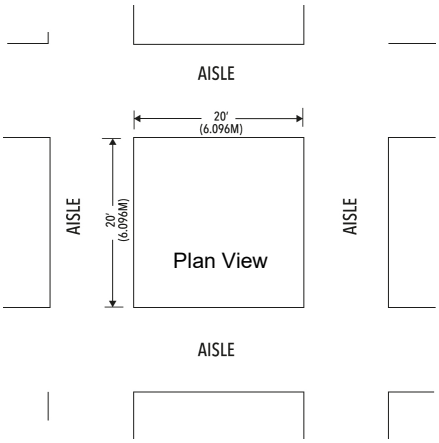
## Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply. The corner siderail may be removed if desired.

Hanging signs are NOT permitted for Linear Booths.

## Island Booth

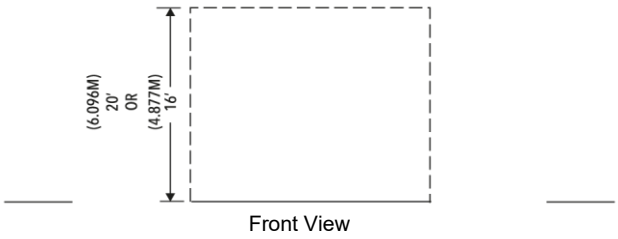
An Island Booth is any size booth exposed to aisles on all four sides.



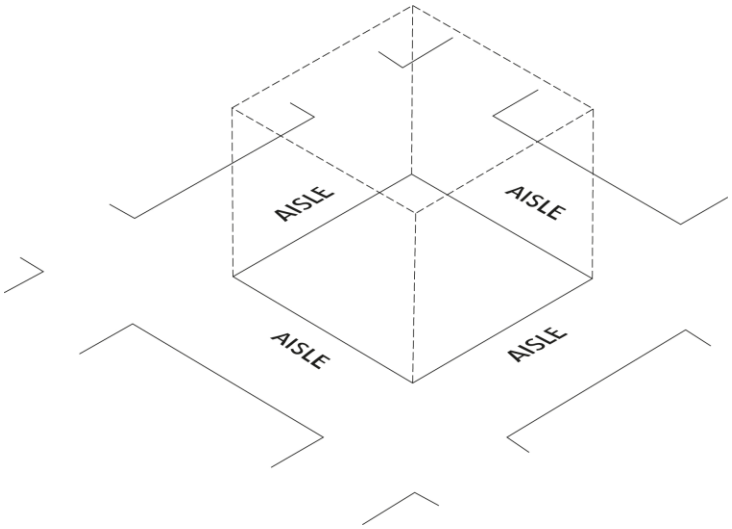

**Dimensions**

An Island Booth is generally 20 ft. x 20 ft. (6.10 m x 6.10 m) or larger. The entire cubic content of the space may be used up to the maximum allowable height of 20 ft. (6.10m) including company product with the exception of the following: To ensure attendee safety and prevent tripping hazards, island booths with perimeter hardwall structures must either route all electrical wiring internally through the walls or maintain a minimum **nine-inch setback (22.9 cm)** from the aisle.

The back side of any wall facing an aisle must be “finished”. No exposed structure or extrusion materials are allowed.




Please see specific Hanging Sign Guidelines on page 6 that pertain to this booth type.

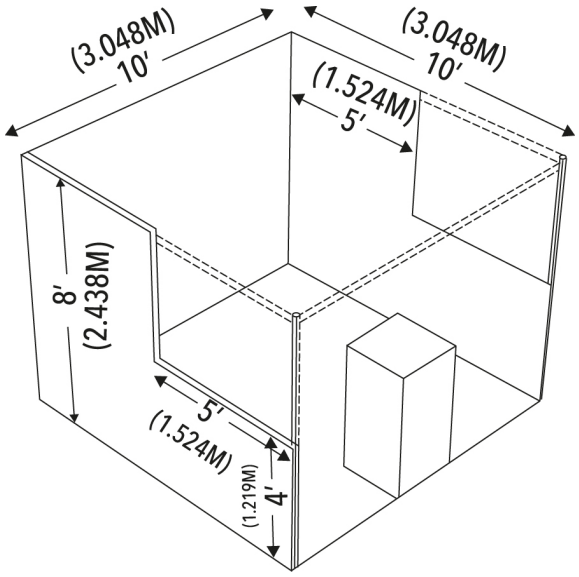


AUTOMATE

# Display Rules and Regulations

## Canopies and Ceilings

Canopies, including ceilings, umbrellas, and canopy frames, can be either decorative or functional (such as shading computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with line-of-sight requirements.




The bottom of the canopy should not be lower than 7 ft. (2.13 m) from the floor within 5 ft. (1.52 m) of any aisle. Canopy supports should be no wider than 3 inches (7.62 cm). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth.

Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check the facility rules in the LVCC Exhibitor Kit found on GES' Expresso site.

## Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that of the exhibit space configuration being used. Towers in excess of 8 ft. (2.44 m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

## Multi-Story Exhibits

A Multi-Story Exhibit (sometimes called a "Double-Decker") is a booth where the display fixture includes two or more levels. A Multi-Story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. Please submit full drawings at least two months prior to move-in.

- All double-deck booths or structures with closed solid ceiling booths must have hardwired electric powered smoke detectors and sprinkler system installed in their display. A sprinkler system may not be required, subject to Fire Marshal approval, if the exhibitor provides 24-hour security at their own expense.
- Electrically power smoke detectors with a backup battery power source must be hardwired to a circuit that is powered 24-hours-a-day. It must be installed in the ceiling of all multi-level booths and all rooms or storage areas that have ceilings.
- One smoke detector must be installed for no more than 900 sq. ft. of continuous ceiling.
- The placement of smoke detectors must be 30 ft. (9.14 m) on center. Be sure to advise Electrical Services that you will need 24-hour circuits when placing your electrical order. All hard-wired detectors must be wired to a Fire Alarm Panel. This panel must be accessible at all times.
- In the case where a double-decker booth is blocking building fire pull stations or strobe lights, additional approvals, and measures to rectify such blockage of fire safety systems may be necessary.
- Maximum height of a double deck booth structure is 20 ft.
- All double deck booth plans must have stamped seal from a State of Illinois licensed Engineer. Egress plan for emergency egress must be included.
- All plans must be submitted to the Event Manager for building review and Fire Marshal for approvals. Please check regarding the prevailing fees.

# Display Rules and Regulations

## Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

## Booth Renderings Required

All 20 ft. by 20 ft. (6.10 m by 6.10 m) and larger split island and island exhibits require a 3D rendering or line drawing with height elevations, or booth photos to be submitted to Craig Boehmke, Tradeshow Operations Manager by Friday, March 10, 2027, cboehmke@automate.org. This applies to booth layout and hanging signs only, not your utility requirements, which should be sent to GES. In addition, any single-level exhibit over 1,000 square feet or exceeding 300 square feet of contiguous covered area 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.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## Ceiling Heights

Exhibit Halls at the Las Vegas Convention Center have ceiling heights that range between 22 ft. (6.71 m) – 40 ft. (12.19 m) depending on location in the hall. All island or split island booth structures must be 20 ft. (6.10 m) high or lower.

## Hanging Signs (Overhead)

Hanging signs are only allowed for booths 20 ft. x 20 ft. (6.10 m x 6.10 m) or larger. Hanging signs will be hung at 18' (5.49 meters) from the floor **to the bottom of the sign**. Lower ceiling heights in some parts of the hall may require a lower hanging sign height. Hanging signs are not allowed for Linear Booths regardless of size.

All hanging signs cannot extend out further than the contracted booth space. For split island booths, hanging signs must be hung a minimum of 5' (1.52 m) away from a neighboring booth.

All hanging signs must be pre-ordered at least 60 days prior to installation and approved through GES. Exhibitors must provide drawings for inspection **(see instructions above under Booth Renderings Required).** Variances may be issued at the show management's sole discretion. See the Hanging Sign order section of the exhibitor manual.

## Anchoring

Anchoring into concrete is prohibited property wide at the LVCC. Approved stabilization options include:

- **Steel Base Plates & Weighted Decks:** Bolting the machinery to a large, heavy steel sub-base plate is the most common workaround. The plate distributes the machine's weight and shifting kinetic forces across a larger surface area.
- **Custom Raised Flooring / Platforms:** Build a reinforced wooden or steel-framed double floor within your booth. Anchor your equipment directly into this modular platform instead of the venue's concrete.
- **Ballast and Counterweights:** Incorporate heavy ballast weights, hidden sandbags, or concrete blocks built into the base frame of your display or machinery structure to lower the center of gravity.
- **Heavy-Duty Interlocking Rubber Mats:** For lighter vibrating machinery or robotic arms, high-friction industrial rubber matting can drastically reduce movement and prevent the machine from drifting.
- **Mandatory Floor Coverings:** You must protect the floor space. If you are building platforms or using heavy steel plates, you must lay down facility-approved protective layers (like Visqueen plastic sheeting) to prevent scratching the venue's concrete.

AUTOMATE

# General Booth Regulations - For all booth types

## Floor Covering/Carpet

Exhibitors are responsible for providing floor covering for their full booth space, except in that area where they are demonstrating an AMR. Order carpet rental from GES or provide your own floor covering.

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## Storage

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

## Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management.

## Welding

All welding requests must be approved by the Fire Marshal and a permit obtained at a nominal fee. Applications for open-flame permits can be submitted online: https://aca-prod.accela.com/CLARKCO/default.aspx
Questions? Contact the Clark County Building and Fire Prevention Permitting: 702-892-7413 or plans@lvcva.com

AUTOMATE

# General Booth Regulations - For all booth types

## Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which ensures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback and/or install hazard barriers as necessary to prevent accidental injury to spectators. Please refer to Automate's General Safety & Guarding Rules. Additionally, demonstrations should only be conducted by qualified personnel.

## Sound/Music

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.) For AMRs, beeping sounds should be turned down or muted altogether if you have the capability to do so.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Exhibitors take full responsibility for adherence to all laws related to sound/music.

## Vehicles

Information regarding vehicles on display (including electrical vehicles) can be found in the Las Vegas Convention and Visitors Authority Exhibitor Kit found in GES' Expresso online ordering site.

## Dismantling of Exhibits Early

Exhibitor shall not dismantle, pack, remove, or otherwise begin teardown of its exhibit, in whole or in part, before the official close of the Show on Thursday, May 13, 2027, at 3:00 PM PT, or such other time as may be designated by Show Management. Show Management reserves the right to prevent or delay the removal or dismantling of any exhibit prior to the official closing time. Any Exhibitor that begins dismantling or teardown before 3:00 PM PT will be assessed a $1,000.00 early teardown fee and will forfeit all priority points earned for exhibiting at Automate 2027.

## Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.

AUTOMATE

## General Booth Regulations - For all booth types

- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair, or have personnel available to assist with touch screen displays.

To avoid potential fines by the U.S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

AUTOMATE

## Exhibitor Badge Ordering

**Deadline:** Friday, April 23, 2027

Please register your exhibitor booth personnel **online** to receive an exhibitor badge for the show. All exhibitor badges will be picked up on site. Badges will NOT be mailed. Simply bring your registration confirmation to the registration area at the show and scan it to obtain your badge.

All exhibitor badges will be issued under the exhibiting company name only. All personnel working in exhibitor booths must have an exhibitor badge and must wear it at all times during the show, and show events, including set up and tear down.

Exhibitors are provided with a generous allotment of badges:

| | |
|---|---|
| Up to 100 sq. ft. booth (10x10): | 10 badges |
| 101 to 300 sq. ft. booth (10x20, 10x30): | 15 badges |
| 301 to 400 sq. ft. booth (20x20): | 20 badges |
| 401 to 1200 sq. ft. booth (20x30, 20x40, 20x50, 30x30, 30x40): | 40 badges |
| 1201 to 2500 sq. ft. booth (30x50, 40x40, 40x50, 50x50): | 50 badges |
| 2501 to 5500 sq. ft. booth: (50x60, 60x60, 60x70, 60x90): | 60 badges |

**How to register for exhibitor badges:**
Please note that **the "onsite" contact** from your company will be given the login and password to order all exhibitor badges for your company. Each registrant MUST have his/her own unique email address – no exceptions.

- You will receive an email from the A3 Events team with access to the exhibitor badge registration portal.
- Enter in your username and password provided in the registration email to register your staff.
- Select "Add New Booth Staff" to begin the registration process.

**Use the CDS Exhibitor Portal to:**

- Order tickets for the Automate Networking Party and Engelberger Awards Dinner
- Register any of your exhibit staff for the Automate conference
- Order lead retrieval units
- Invite customers to Automate
- See and review if the customer registered
- Find your link to the Automate exhibitor resources
- Review your staff roster
- Review and print confirmations and receipts/invoices

**For registration assistance, please contact** events@automate.org or **+1 (734) 994-6088.**

**Lead Retrieval Rental:**
Order hardware and/or software here:
https://xpressleadpro.com/fe2/expick.php?showcode=AUTO0527 SHOWCODE: AUTO0527
For assistance, please contact Convention Data Services at +1 (800) 746-9734 or xpressleadpro@maritz.com

AUTOMATE

# Exhibitor Tips

## First Time Exhibitors

Exhibiting for the first time can seem complicated. GES (the general service contractor) can help make your ordering process as simple as possible. GES will also be on-site at the show to assist you in coordinating any last-minute services and answer any questions you may have. Save money by ordering early! Check applicable order forms for final deadlines.

## Shipping and Material Handling

Material Handling is the unloading of your exhibit materials. The service includes unloading from your carrier and delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier.

The cost of transporting your exhibit material to and from the event is different. Your freight carrier does not unload your materials or deliver them to your booth or reload when they pick up at the end of the show.

- Your material handling order form is considered an estimate of your exhibit materials. GES will invoice at the actual weight.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- For outbound shipments, add your contact name and mobile number to the Bill of Lading so you can be contacted for further instructions if your carrier does not arrive for your freight pick-up.
- Confirm that your driver/freight carrier has the correct dates and times that your shipment needs to be delivered and picked up.
- Make sure your freight carrier understands that they must provide a Certified Scale Ticket upon arrival at the convention center marshalling yard.
- Use the shipping labels in the exhibitor kit and make sure show name, booth number and other vital information are provided.

Consider shipping to the Advance Warehouse. This can save you time and hassle. The price is the same as delivering freight direct to show site and it includes storing your materials and transporting your freight to the show. You'll be able to schedule your booth labor more accurately with this method as your freight will be placed in your booth prior to your arrival.

## Empty Crates

You must place "empty" stickers on your empty containers for storage during the show. These stickers are available onsite from GES at the service desk. GES will clear the floor of all "empty" stickered containers and store them during the show. Be sure to write your booth number and company name on the sticker and place the container in the aisle. Place a sticker on all four sides of the container for easy location by the GES team. All containers will be returned to your booth after the show closes. GES works hard to get containers out as soon as possible, but please be prepared for a considerable wait time.

## No Tipping

Please do not attempt to offer gratuities in cash, products, or gifts of any kind to any personnel working for Automate, its partners and contractors. Employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is prohibited.

AUTOMATE

# General Information

## Location

Exhibits will be in the Central Halls and South Lower Halls of the Las Vegas Convention Center.

## Move-In Schedule

| | |
|---|---|
| Wednesday, May 5 | 12:30 pm - 4:30 pm - *Targeted Only** |
| Thursday, May 6 | 8:00 am - 4:30 pm - *Targeted Only** |
| Friday, May 7 | 8:00 am - 4:30 pm - *Targeted Only** |
| Saturday, May 8 | 8:00 am - 4:30 pm |
| Sunday, May 9 | 8:00 am - 4:30 pm |

*Targeted move-in applies to both advanced freight shipments and direct-to-show freight. A targeted move-in plan will be posted to the exhibitor service manual upon completion. Please refer to this information prior to scheduling your arrival on-site.

All displays must be completely installed by 4:30 pm on Sunday, May 9. No set-up will be allowed on Monday, May 10. Please plan your flights accordingly.

## Show Dates & Hours

| | |
|---|---|
| Monday, May 10 | 10:00 am - 5:00 pm |
| Tuesday, May 11 | 10:00 am - 5:00 pm |
| Wednesday, May 12 | 10:00 am - 5:00 pm |
| Thursday, May 13 | 10:00 am - 3:00 pm |

During show dates, exhibitors are allowed onto the show floor two hours before show opening and can remain one hour after the show closes. If you have needs beyond these times, please pre-arrange it with A3 Show Management.

## Move-Out Schedule

| | |
|---|---|
| Thursday, May 13 | 3:00 pm - 10:00 pm |
| Friday, May 14 | 8:00 am - 4:30 pm |
| Saturday, May 15 | 8:00 am - 4:30 pm |

## Dismantling of Exhibits Early

Exhibitor shall not dismantle, pack, remove, or otherwise begin teardown of its exhibit, in whole or in part, before the official closing of the Show on Thursday, May 13, 2027, at 3:00 PM PT, or such other time as may be designated by Show Management. Show Management reserves the right to prevent or delay the removal or dismantling of any exhibit prior to the official closing time. Any Exhibitor that begins dismantling or teardown before 3:00 PM PT will be assessed a $1,000.00 early teardown fee and will forfeit all priority points earned for exhibiting at Automate 2027.

## Exhibitor Badge Pick Up

| | |
|---|---|
| Friday, May 7 | 8:00 am - 5:00 pm |
| Saturday, May 8 | 8:00 am - 5:00 pm |
| Sunday, May 9 | 8:00 am - 5:00 pm |
| Monday, May 10 | 7:00 am - 5:00 pm |
| Tuesday, May 11 | 7:30 am - 5:00 pm |
| Wednesday, May 12 | 7:30 am - 5:00 pm |
| Thursday, May 13 | 7:30 am - 3:00 pm |

AUTOMATE

## Show Management

Automate is a show of the Association for Advancing Automation (A3). A3 is the global advocate for the benefits of automating and represents over 1,300 automation manufacturers, suppliers, system integrators, end users, research, and consulting firms from throughout the world. We're here to help you have a successful show, so please contact us anytime:

Association for Advancing Automation (Automate Headquarters)
900 Victors Way, Suite 140 | Ann Arbor, Michigan 48108 USA
Telephone: +1 734-994-6088 / www.AutomateShow.com / Email: events@automate.org

## Show Contractor

The official contractor for Automate 2027 is GES. GES, Las Vegas Convention Center, and other service contractors will have service desks on the show floor for your convenience and on-site ordering.

## Children

No one under the age of twelve (12) years of age will be permitted on the show floor during show hours, and no one under the age of eighteen (18) will be permitted on the show floor during set-up or tear down.

## Co-Exhibitors

Companies may share booth space with another company, but they must register and pay as a co-exhibitor. Companies without the co-exhibitor contract will not be allowed to exhibit in a shared booth.

## Booth Equipment

Each linear booth consists of 8 ft. (2.44 m) high back drape and 3 ft. (.91 m) high side drape. Each inline booth will be provided with a one-line black on white identification sign. Inline booth displays cannot exceed 10 ft. (3.048 m) in height. Perimeter booths cannot exceed 12 ft. (3.658 m) in height. **The back side of an inline booth that faces the exhibitor behind them and exceeds 8 ft. (2.44 m) in height must be finished in white and not include logos, graphics, or branding . Exposed structure, hanging electrical cords, or extrusion materials over 8 ft. (2.44 m) high must be covered or draped off at the exhibitor's expense by ordering masking drape through GES.**

## Exhibitor Appointed Contractors

Contractors for booth set up (other than GES) must be registered with GES and show management. Please refer to the Exhibitor Appointed Contractor (EAC) form included in this manual.

Also, any show appointed and/or exhibitor appointed company providing a service and/or supervision during trade shows at the Las Vegas Convention Center must obtain an annually issued EAC permit. Please refer to the Las Vegas Convention and Visitors Authority Exhibitor Kit, found in GES' online Expresso site for further instructions.

## Floor Covering Required

Exhibitors are responsible for providing floor covering for their full booth space, except for that space where AMRs are being demonstrated. Order carpet rental from GES or provide your own floor covering.

## Exhibitor Badge Scanning

Exhibitors are required to use the designated lead retrieval equipment and cannot scan exhibitor badges or QR codes with their own equipment.

AUTOMATE

## Advance Freight Shipment Benefits

Exhibitor freight shipments that are crated or skidded, weigh less than 5,000 lbs. each, and do not arrive on a flatbed trailer can be shipped to the advance warehouse between March 30 – April 28. Shipping your freight to the advance warehouse ensures a streamlined move-in process. By utilizing this service, your shipment arrival can be verified before move-in begins, and your freight will be placed in your booth prior to your arrival, allowing for more precise labor scheduling.

Direct-to-site shipping introduces operational risks; any carrier delays or congestion in the marshaling yard will severely restrict your available setup time. Because material handling rates are identical and advance warehouse storage is complimentary, we strongly recommend leveraging these benefits to guarantee a seamless, stress-free move-in for your team.

## Wireless Internet

The Las Vegas Convention Center has complimentary wireless internet access available throughout the complex. Where high speed or stability are needed, you can order a dedicated internet line. Please refer to the order forms from Cox Business found on GES' online Expresso site.

## Hand Carry Policy

Exhibitors may hand-carry their own materials into the exhibit space, provided they do not use material-handling equipment. Any labor used for hand-carry must be performed by full-time company employees, who must be prepared to show proof of employment. Loading and unloading must take place in parking lots only; curbside loading and unloading are prohibited. For permitted vehicles and approved hand-carry items, refer to the hand-carry policy in the Las Vegas Convention and Visitors Authority Exhibitor Kit, available on GES' online Expresso site.

The Las Vegas Convention Center does not allow the unloading of personal vehicles at designated areas near the dock. GES will provide a cartload service at a fee for POVs. Refer to additional information in Expresso, which can be found under Shipping, Drayage, and Material Handling.

## Food and Beverage Services

There are concessions in the exhibit hall as well as food options for your convenience at the Las Vegas Convention Center. All food and beverage served to attendees must be ordered through Sodexo Live, the official caterer at the Las Vegas Convention Center.

## Consideration for Other Exhibitors

Please have consideration for the other exhibitors at the show. Machines that create eye, noise, blower, or heat hazards need to be appropriately shielded or attenuated so as to not disturb surrounding exhibitors or attendees. For AMRs, beeping sounds should be turned down or muted altogether if you have the capability to do so. Please read the specific guidelines below, and in the general safety/guarding document included in this manual.

AUTOMATE

## Electrical Not Included

If you need electrical power or compressed air for your booth, you need to order it separately from GES. Be sure to indicate if the wiring should run under your booth carpet or over it. Your booth layout marked with locations of each of your electrical outlets (make a hand drawn version if you must) is required to process your electrical orders. Carefully read the electrical labor rules. Some outlets do not include labor in pricing.

## Booth Cleaning

Don't forget to order cleaning service from GES if you want your booth carpet vacuumed, and trash bins emptied at night.

Note: all exhibitors, regardless of booth size, may vacuum your own booth space if desired. This must be done by an employee of the exhibiting company, not a contractor.

If trash bins/bags are placed near the aisle at the end of each day, they will be emptied/removed at no charge.

## Tear Down

If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Pre-order your labor to save money.

## Food and Beverage

All food or beverage served to attendees of the Automate show must be ordered through the Las Vegas Convention Center's exclusive provider, Sodexo Live. Submit your orders early for best service. Alcohol is permitted at Automate. If you are planning a before or after show hours get together with food or beverage, you must obtain show management approval first. Email events@automate.org with your details to get clearance. No show floor parties are permitted Monday, May 10, during the Automate Networking Party (5:15 PM to 7:30 PM).

AUTOMATE

# General Safety/Guarding of Equipment Motion & Hazards

*Note to all exhibitors, please read*

Safety on the show floor is of paramount importance, and that includes the personal safety of all attendees and exhibitors beyond the normal considerations of fire and slip/trip events. Industrial expositions present a number of potential hazards from exposure to operating machinery and processes throughout the hall. The following requirements are designed to minimize the exposure to potential hazards and apply to all exhibitors in the Automate show.

**All demonstrations involving any machine motion (robots, machine vision system, conveyors, index tables, etc.) or any equipment or process operation that could create a hazard to persons shall have appropriate safeguarding installed.**

## Enforcement

Show Management will inspect displays to ensure that the hazard barrier guidelines are followed. If your display is found in violation of the rules or deemed an injury or safety hazard, you must disable all movement and/or make the recommended changes immediately (at your own expense).

## (1) General Guarding Provisions

- Barriers shall be installed in a position which prevents a person from inadvertently coming into contact with a hazard in the exhibit area.
- Barriers shall be designed and constructed to withstand persons pushing or shoving against it (i.e., solid panels, rails or fencing). Flexible exhibit materials such as drapes, chains or rope shall not be used as barriers.
- Barriers should be at least 36 inches (0.9 meters) high and shall be installed so that a person cannot reach over, under, around or through the barrier and reach any portion of the hazard or hazardous motion area.

## (2) Robot Specific Guarding

- Robots which will not be operated at any time during the show (no power available) may be displayed in an open area.
- Robots which will only be operated in the manual reduced speed mode under the direct control/supervision of an exhibitor may be guarded per the General Guarding Provisions (item (1) above).
- Robots which will operate in the automatic mode, or travel faster than reduced speed (250mm/sec), and are not designed as a display of collaborative operation, shall:
  - AT ALL TIMES WHILE OPERATING be under the direct supervision of designated exhibitor personnel; and
  - While not running, be deactivated in a safe manner that prevents unauthorized personnel from activating the equipment; and
  - In addition to the General Guarding Provisions (in (1) above), such robot displays shall also be properly guarded per one of the two options (A) or (B) below:

A) Safeguarding devices (such as light curtains or sensors) shall be installed to prevent or detect access to the hazardous motion area and shall be positioned at the proper safety distance so that the guarded hazard will be completely stopped (safe) prior to access being gained by a person entering the area, OR,

B) The entire perimeter of the robot's operating space shall be enclosed with barriers. The barrier shall be positioned so that the bottom of the barrier is no higher than 12 inches (0.3 meters) above the floor and the top of the barrier is no lower than 60 inches (1.5 meters) above the floor. Any opening in the barrier must be sized so that a person cannot access the hazard through the barrier.

Note - Operating space is defined as the space that is actually used by the robot while performing its task program.

☐ For exhibits displaying collaborative robot operations (i.e. safety-rated monitored stop, hand guiding, speed and separation monitoring, or power and force limiting by design or control), exhibitors may demonstrate a robot which complies with ISO/TS 15066:2016 or RIA TR R15.606-2016 on collaborative robot safety. Please contact cfranklin@automate.org with questions. Displays of collaborative robot operations shall, at a minimum:

- be free of pinch points, sharp edges, trip hazards, or other physical hazards, and
- be operated only in the presence of badged exhibitor personnel.

## (3) Mobile Robots

- For exhibits displaying mobile robots in operation, care shall be taken to avoid hazardous contact between operating mobile robots and show attendees and other exhibitors. Such hazardous contact includes but is not limited to, for example: mobile robot tripping or striking a person and causing him/her to fall; mobile robot crushing or trapping a person's body part (e.g., foot); mobile robot equipped with an attachment that strikes a person.
- Mobile robots that are intended to move among show attendees without guarding as described above shall be free of pinch points, sharp edges, and other physical hazards, and shall be equipped with sensors and safety functions to enable them to detect persons and avoid hazardous contact with them.
- Mobile robots that do not meet these requirements, or are equipped with hazardous attachments, shall remain behind guarding as described in the General Guarding Provisions (in (1) above).

## (4) Special Provisions

- Machines that create eye, noise, blower, or heat hazards shall be appropriately shielded or attenuated (i.e., flash curtains on arc welding equipment).
- Any machine that produces metal chips, sparks, dust, or liquid spray or other process hazard must be shielded to prevent any harmful material from reaching a bystander.
- Applications that emit dust or fumes (i.e., spray paint and welding) must use exhaust venting to prevent dust or toxic fumes from escaping into the show area.
- All exhibitors must adhere to all applicable fire and safety codes for the exhibit hall and instructions from show management.

# Hotel Information

HOTEL SCAM ADVISORY

Beware of third-party hotel room brokers. They are not affiliated with us and can be a scam. Automate has arranged for hotel blocks that you can book directly. We urge you to be especially diligent to avoid scams. If you receive a solicitation and are unsure of the vendor's affiliation with A3 or Automate, please email events@automate.org or call us at +1 734-994-6088.

See the **FULL LIST Automate Hotels**: https://www.automateshow.com/travel/hotels



## Shuttle Bus Service

Complimentary shuttle buses will run mornings and afternoons between the Las Vegas Convention Center and many of the downtown Las Vegas designated Automate 2027 hotels from May 10 – 13, 2027. For the most up to date list, visit the show website at: https://www.automateshow.com/travel/hotels

**Monday, May 10**
7:00 am – 11:00 am
3:00 pm – 8:00 pm
**Tuesday, May 11**
7:00 am – 11:00 am
3:00 pm – 6:00 pm
**Wednesday, May 12**
7:00 am – 11:00 am
3:00 pm – 8:30 pm
**Thursday, May 13**
7:00 am – 11:00 am
2:00 pm – 5:00 pm

Shuttle buses will drop off and pick up from both the front of the South Hall and Central Hall.

AUTOMATE

LION EXHIBITION FREIGHT, INC.

## International Shipping & Customs - Information

LION Exhibition Freight, Inc., is pleased to provide international transportation services and U.S. import clearance to all foreign exhibitors and to any U.S. exhibitors who may be importing their valuable cargo to Las Vegas for the Automate 2027 trade fair. Show management at A3 has appointed our company as this year's preferred International Freight Forwarder and Customs Broker.

Contact info: **LION Exhibition Freight, Inc.**
124 Park 42 Drive
Locust Grove, GA 30248
Tel# 312-735-6332
Contact: Frank Rettig
E-Mail: fsrettig@lionexhibition.com

We have prepared Shipping Guidelines that provide easy to follow, step-by-step shipping instructions to prepare you for international transportation to the United States. These guidelines will be e-mailed to you directly upon request. It is complete with all necessary forms, our rate tariff, required shipment arrival dates, and labeling instructions for your cargo.

The guidelines will help foreign exhibitors and U.S. importers to prepare their shipments for transportation to Las Vegas by air or sea. For shipments out of Canada or Mexico, overland service by truck is also available. Please contact us for separate instructions.

We strongly recommend that you prepare your shipment early and create accurate documentation for U.S. Customs purposes. Our overseas partners and agents are available to assist you with the shipping process. Please contact us for further details regarding our partner/agent in your country.

We wish you all great success at AUTOMATE 2027!

AUTOMATE

## Meeting Room Request

We have an inventory of meeting rooms available at Automate 2027 at the Las Vegas Convention Center. The meeting rooms are available May 10-13, 2027.  Please click on the link below and fill out the form provided.

**Please note:** Rooms are for exhibitors only and are available on a first-come, first-served basis. Rooms are available for a full day only.

If a room is available for your requested times, A3 will send you a Meeting Room confirmation email. After replying with your confirmation, you will be invoiced and payment is due BEFORE the Automate show setup begins May 3, 2027.

Request a meeting room here: Automate 2027 Meeting Room Request

AUTOMATE

# Security of Your Booth and Contents

## Responsibility and Liability

Exhibitors are responsible for the security of their own booth and its contents; everything should be properly insured. In the event of a loss, make a written report immediately with Show Management. A copy of this report will be delivered to the Las Vegas Convention Center Public Safety Department with a request for an immediate investigation. Keep copies of all reports for submission to your insurance company. Show Management, the general contractor, subcontractors, and the convention center are not liable for any losses you may experience.

Show Management will provide third party security from move-in of freight until all crates and materials have been removed at the end of the show. The guard service is stationed at fixed posts at the entrance as well as walking posts throughout the exhibit hall on a 24-hour basis. To help provide a secure exhibit hall, all exhibitors must wear badges during move-in, the show, and move-out.

## Suggestions for Booth Security

- Remove all small items, laptops, cell phones, etc. on a nightly basis.
- Hire a private duty security guard (Show Management can provide contact information for our security vendor).
- Mark all small items and easily transportable items with your company name.
- Don't list the contents on the outside of boxes.
- Don’t leave merchandise in your stored empty crates. Contact GES if you require secure storage.
- Carry a detailed list of what you ship by box/crate and repack it in the same way. Keep a copy in your office and check your shipment when it returns.
- Report any suspicious activity to Show Management immediately.