

## Display Rules and Regulations

These display rules must be adhered to on-site, or your display may have to go through costly alterations before the show opens or you may not be permitted to exhibit. The display rules are not meant to limit your ability to showcase your product, but rather to ensure each exhibitor an equal opportunity, within reason, to present their product or service in the most effective manner to the audience. The exhibitor's responsibility can be summed up quite simply as "Be a Good Neighbor."

Your agreement to abide by these display rules is a part of the space contract, and they will be strictly enforced by our Floor Managers throughout the show.

- [NMA Terms and Conditions](#)
- [NMA Overview Floor Plan & Exhibit Construction Guidelines](#)
- [Las Vegas Convention Center Regulations \(includes Fire Regulations\)](#)
- [GES Show Site Work Rules](#)

### General Guidelines:

#### Aerosol Cans

Aerosol cans containing flammable gases or liquids are strictly prohibited. Only empty containers may be placed or displayed.

Flammable liquids, solids or gases are prohibited inside the building unless prior review and approval is attained. Email [minexpo@heexpo.com](mailto:minexpo@heexpo.com) to request approval.

#### Aisles

All aisle space belongs to the Expo. No exhibit, advertising, sales or distribution of promotional materials will be allowed outside the space assigned to the exhibitor. Any demonstration or activity that results in the obstruction of aisles or prevents ready access to neighboring exhibitors' booths shall be suspended for any period specified by Show Management.

#### Alcohol

Alcoholic beverages, in any form, may not be served in exhibit spaces.

#### Americans with Disabilities Act

Exhibitor represents and warrants that its exhibit will be accessible to the full extent required by law; that its exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by that Act; and, that it shall indemnify and hold NMA, Show Management, the LVCC, the General Contractor and all Official Contractors harmless from and against any and all claims and expenses, including attorney's fees and litigation expenses, that may be incurred by or asserted against NMA, its officers, directors, agents or employees, on the basis of the exhibitor's breach of this paragraph or noncompliance with any of the provisions of the ADA. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line at 800 514-0301, and from the ADA web site at: [www.ada.gov](http://www.ada.gov).

Exhibits are considered "public accommodations" and are subject to the requirements of the Americans with Disabilities Act (ADA). Exhibitors must comply with regulations to make their booths and displays accessible to the physically challenged. Refer to the [Exhibit Construction Guidelines](#) for ideas on how to be ADA compliant. Non-compliant exhibitors will be asked to make alterations to remove architectural barriers wherever it is readily achievable and technically feasible, and where removal of such barriers does not place an undue financial burden on the company. Violations of the Americans with Disabilities Act (ADA) can result in serious civil damage awards: \$50,000 for the first violation and \$100,000 for subsequent violations.

#### Animals

For animals used in an exhibitor's booth, contact show management at [minexpo@heexpo.com](mailto:minexpo@heexpo.com).

### **Broadcast and Publications**

The National Mining Association has secured a public performance license agreement with both BMI and ASCAP for “mechanical music” played on the exhibit floor. The term “mechanical music” shall mean music presented by means other than live musicians, e.g. records or tapes.

### **Children on the Show Floor**

No child, 17 years of age or younger, will be permitted on the Show floor regardless of affiliation or circumstances. School-sponsored groups that have the prior consent of NMA are excluded. No person under 18 years of age is permitted on the show floor during move-in and move-out. Child care is not available at the Las Vegas Convention Center.

### **Cleaning**

Carpet vacuuming or sweeping of floor and emptying of wastebaskets before the opening of each show day is included as part of the exhibit space rental. Porter service is available at an additional cost to the exhibitor. Exhibitors with two-story exhibits are responsible for the cleaning of the second floor.

### **Columns**

Columns that are entirely within the boundaries of an exhibit space, and which in no way inhibit fire, service or safety access, may be covered with flameproof drapery from the floor up to a point no higher than the exhibitor’s permissible backwall height. Fire protection equipment, fire hoses and extinguisher must be identified and accessible if the column supporting such equipment is covered. Permission must be obtained from Show Management (HEI) for all column covering prior to construction and installation.

### **Concrete Anchoring**

Drilling and anchoring in concrete is prohibited. Drilling in any other surface inside must be approved in advance by the Las Vegas Convention Center. For further information about this policy, please contact Walter Laub at [wlaub@lvcva.com](mailto:wlaub@lvcva.com) or +1 702 892-7440 with the Las Vegas Convention and Visitors Authority.

### **Drones/Unmanned Aerial Systems (UASs)**

Refer to the [Las Vegas Convention Center Regulations](#) for details on drones.

### **Electrical Wiring**

Electrical wiring in all exhibits must conform to the National Electrical Code. All wiring for displays and equipment must include one wire for ground. Wires laid across aisles shall be guarded by wood, metal or acceptable covers.

### **Floor Covering**

All booths must have a floor covering. If there is no floor covering by Sunday, September 27 at 3 p.m., Show Management will bill the exhibitor.

### **Footwear**

Steel-toed shoes or work boots are recommended – athletic shoes are discouraged. Never wear open-toed shoes on the exhibit floor during installation and dismantling. **Closed toe footwear is mandatory during move-in/out.**

### **Heavy Equipment Procedures**

Heavy equipment being brought into halls S3, S4, C3, C3 Concourse and C4, may require advance review and approval by a structural engineering firm at the expense of the exhibitor. This is due to varying weight limits in these areas. Refer to the [Las Vegas Convention Center Regulations](#) for details.

### **Lighting**

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

- No lighting, including Gobo lights, fixtures, lighting trusses or overhead lighting are allowed to be installed outside the boundaries of the exhibit space. Exhibitors using hanging light systems should submit drawings to Show Management (HEI) for approval. Truss must not exceed the booth lines.

- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Show Management (HEI).
- 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.
- Ceiling lights over an aisle or another exhibitor's booth may not be disconnected.
- Gobo lights, etc. must be focused within the confines of the exhibitor's booth.

Please see the [Las Vegas Convention Center Regulations](#) for halogen lamp restrictions.

### **Location/Size of Exhibit**

For planning purposes, exhibitors are reminded that the locations of booths, columns, etc., shown on the floor plan are believed to be accurate, but warranted only to be approximate. If detailed measurements are required, please email Show Management (HEI) at [minexpo@heexpo.com](mailto:minexpo@heexpo.com). NMA reserves the right to alter the location of exhibits or booths shown on the exhibit space floor plan as it deems advisable and in the best interest of the Exposition.

### **Merchandise Release Passes**

All merchandise carried out of the exhibit halls must be accompanied by a Merchandise Release Pass. Passes may be obtained in the Show Management Office. A description of each item will be required in addition to your signature for removal of the item.

### **Move-in and Move-out Exhibit Hall Access**

Upon arrival at the LVCC, **exhibitor personnel and EAC supervisory personnel** MUST check in DAILY at the EAC/Exhibitor check-in kiosks located at the entrances to the exhibit hall. **A different color wristband will be issued each day.**

#### **Exhibitors:**

Present both a **photo ID AND** some form of **business identification**, i.e. business card, company ID, insurance card to be issued a Move-in/out wristband for access to the hall.

For exhibitor teams showing up together, EACH staff member will be required to submit a photo ID and business ID. You will not be allowed to collect wristbands for additional staff members not present.

A different color wristband will be required for each day of move-in. You will need to report to the check-in desk daily. The wristband is no longer required once you have picked up your permanent staff badges in exhibitor registration beginning at 1 p.m. on Friday, September 25.

Badges will be produced at Exhibitor Registration located in N2 of the North Hall and S1 in the South Hall. Badges will be produced on a print-on-demand basis when the individual arrives at exhibitor registration. Bring your registration confirmation containing the barcode to the exhibitor registration desk to receive your exhibitor badge.

#### **EAC Check-In Procedures:**

Exhibitor-Appointed Contractors (companies you hire other than GES to provide labor to set up your booth), MUST check in DAILY at EAC desks located at the entrances to the exhibit hall to receive a wristband. Only EACs who have been [pre-approved](#) by GES, who have submitted a [certificate of insurance](#), and who display a current [ESCA-WIS ID badge](#) will be given a work pass and be allowed access to the MINExpo exhibit halls. **THIS SAME CHECK IN PROCEDURE MUST BE REPEATED BY YOUR EAC EACH DAY AS A DIFFERENT COLOR WRISTBAND WILL BE ISSUED.** Please note: If you need your EAC to provide any service to your booth during show days, you must register them for an exhibitor staff badge. The wristband is prohibited on show days.

The same check-in procedures used during move-in for EACs will also be implemented each day of move-out.

### **Photography and Videotaping**

Any exhibitor may prohibit the taking of photographs within their exhibit either completely or selectively. Attendees will be allowed to take photographs from the aisle during show hours. NMA requires all exhibitors to obtain written permission to videotape their booth at MINExpo 2020.

[Request to Videotape form](#): deadline date: September 11, 2020

### **Signs**

All signs must be located within the boundaries of the contracted booth and hung no higher than the height limitation of the booth assigned [as outlined in the exhibit construction guidelines](#). Signs may not be attached to walls outside an exhibitor's booth, nor may they be hung from the ceiling except over the exhibitor's assigned space and only in conformity with prevailing safety requirements in the Las Vegas Convention Center and at the allowable height for the assigned space. Any signage or promotional language on equipment must be part of the original equipment.

### **Sound Policy**

Exhibitors are expected to minimize the noise of operating exhibits. The maximum allowable decibel level is 80db measured from the perimeter line of the booth. All unnecessary noise is prohibited. Unusually noisy equipment that will be demonstrated may not operate continuously, but only periodically throughout the day (e.g. once every hour or half-hour for short duration). Suggested steps to reduce noise level include: (1) using quieter gears and carefully adjust the gear before use; (2) using rubber padding wherever possible to deaden the noise; (3) using padding under operating machines; (4) operating only one machine at a time; and (5) using rheostats to control speed, particularly where the machine is noisy at high speed and can be demonstrated reasonably well at a lower speed. All engines, regardless of type, must have an effective muffler to reduce the sound level. No internal combustion engines may be used in indoors during the Exposition. The use of loudspeakers, sound projection equipment and any other sound augmenting devices in exhibit booths will be permitted only with the understanding that the volume is kept at a reasonable level and is not objectionable to surrounding exhibitors. Exhibitors planning to use "production numbers" are advised that prior approval must be obtained from Show Management (HEI). Refer to the [Sound Projection Approval Form](#). Live bands may not be used. Amplification equipment may be used only for recorded music leading to the introduction of product demonstrations, provided that the sound is not objectionable to other exhibitors. In all cases, Show Management's (HEI) decision on any questionable noise level will be final and the exhibitor agrees to abide by any such decision.

[Sound Projection Approval form](#): deadline date: July 31, 2020

### **Storage of Packing Boxes and Crates**

Storage of empty boxes, empty crates and other empty exhibit containers will be provided as part of the General Contractor (GES) drayage fees. The storage area will be inaccessible during the Show, therefore, exhibitors should check crates for essential exhibit material that might be needed during the Show. All empty shipping containers and packing materials must be removed from the exhibit hall and placed in storage. To protect against loss, small cases should be placed inside larger ones, and an empty crate tag should be affixed to the largest crate along with the smaller crates inside. Such tags will be available at the Exhibitor Service Desk. This material will be returned to the exhibit space as soon as possible after the close of the Show at 5 p.m., Wednesday, September 30, 2020. No storage of any material is allowed behind the booth or where electrical service is located. No liability will be assumed by National Mining Association, Show Management (HEI), the General Contractor (GES) or Las Vegas Convention Center (LVCC) for items left in the boxes, crates or other containers. Should there be a need for accessible secured storage, exhibitors should contact the General Contractor (GES).

### **Television Monitors in the Exposition Area**

Television monitors may be used in the exhibit area only for purposes of demonstration or explanation. Television monitors may not receive outside broadcasts. Company broadcasts are permitted but are subject to Show Management (HEI) approval. Email [minexpo@heexpo.com](mailto:minexpo@heexpo.com) to request approval.

### **Tire Display Rules**

- All tires must be displayed in a safe manner and in way that tires do not fall or roll.
- Tire display must be designed to prevent Attendee from entering the inside of the tire.
- Exhibitors that include vertical-tire displays in the booth must submit your drawings, photos and/or floorplans by May 1, 2020:
  - For files up to 10MB, please email [MINEmoothdiagrams@heexpo.com](mailto:MINEmoothdiagrams@heexpo.com).
  - For files larger than 10MB, please use a file sharing service (i.e. Dropbox, We Transfer, etc.), and email to [MINExpoboothdiagrams@heexpo.com](mailto:MINExpoboothdiagrams@heexpo.com).

Questions can be directed to [MINEmoothdiagrams@heexpo.com](mailto:MINEmoothdiagrams@heexpo.com).

- Tires displayed in vertical-tired displays must be supported by professionally built stands or cradles capable of supporting and sustaining the entire weight of the tire.
- Specifically built tire stands, ballast or chocks engineered to the tire specifications are acceptable. Exhibitor is required to provide engineering documents if requested by the fire marshal.
- Tying off/rigging to the Convention Center ceiling for support is not permitted.
- Tires without safety precautions acceptable to Show Management must be laid flat (horizontal) or will not be permitted to be displayed in the booth.

### **Utility Service Hours**

Power is provided at the Las Vegas Convention Center as outlined below:

1. All exhibit power shall be turned on one (1 hour) prior to the opening of the show and shut off one (1) hour after the show closes.
2. In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor for 24-hour power.

Exhibitors who need power on before/after above times should order 24-hour power from GES. Or contact GES at [minexpervice@ges.com](mailto:minexpervice@ges.com) if you have a specific function requiring the extension of your power for only an hour or two before or after the above times.

### **Weapons**

A personal or concealed weapon of any type is not permitted.

Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property(s).