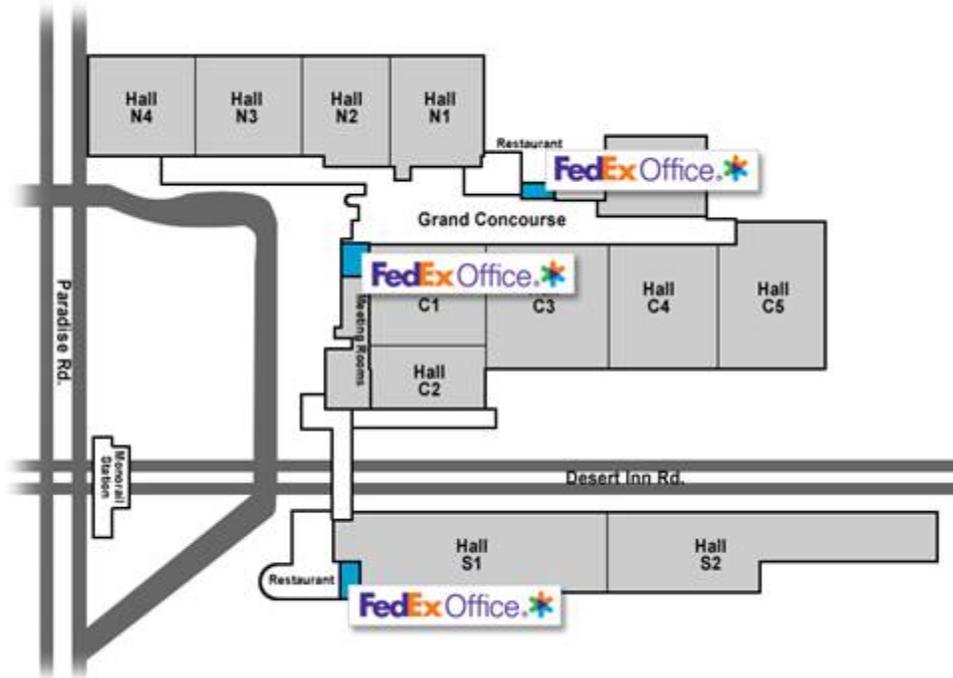


General Information

Business Centers

FedEx Office operates 3 business centers in the Las Vegas Convention Center. The main office is located in the Grand Lobby of the LVCC (adjacent to Central Hall 1), and satellite offices are located in the Concourse (across from Central Hall 3), and in the South Hall Lobby (next to the Food Court). The Business Center is open from 8 a.m. – 5 p.m., 7 days a week (hours subject to change.) For more information, please contact FedEx Office at +1 702 943-6780, or email usa5042@fedex.com.



Coat and Baggage Check

For your convenience, coat and baggage check service will be available during MINExpo Show hours. Coat and baggage check is located at each of the FedEx offices in the LVCC.

Convention Center Accessibility / Wheel Chairs and Scooters

The Las Vegas Convention Center is wheel-chair accessible with elevators to all levels. Requests for wheelchair and scooter rentals can be made in advance through Scootaround at +1 888 441-7575, conventions@scootaround.com. Rentals can be picked up in the FedEx Office locations in the Grand Lobby (Central Hall) and the South Hall Lobby.

Emergencies

For Emergencies, call: +1 702 892-7400

From any house phone, dial 7400

Emergency Preparedness Plan

Exhibitors are responsible for having an emergency preparedness plan in place for your booth staff at the Las Vegas Convention Center (LVCC) including move-in, show hours and move-out. All booth staff should be informed of the emergency preparedness plan prior to arrival at the LVCC. The plan should include the following:

- The location of exits nearest your booth (or other meeting place), including secondary exits if the nearest exit is compromised
- The location of a designated place to meet outside of the convention center

- A cell phone list of all staff, including any medical conditions that could affect a staffer's well-being, and an emergency contact and phone number, i.e. family member, friend, etc.
- A communication plan with a defined chain of command chart detailing phone communications among staff members

Exhibit Hall Access

Exhibitors with the proper Show credentials will be admitted to the exhibit area during the following times:

Move-in:

September 21-26: 8 a.m. – 5 p.m.

September 27: 8 a.m. – 3 p.m.

All exhibits are to be set up, or in the process of being set up with all empties out of the aisles by 3 p.m., Sunday, September 27 to allow for the installation of aisle carpet.

No freight will be received on Monday, September 28.

Show Days:

September 28 - 30: 9 a.m. – 5 p.m. (Note: exhibitors may access the exhibit area from 7 a.m. - 6 p.m. daily)

Move-out:

September 30: 5 p.m. - Midnight

October 1 – October 3: 8 a.m. – 5 p.m. . (South Hall 3 must be moved out by 5 p.m. on October 2)

Access to Exhibit Hall Outside of Regular Hours

Exhibitors or their appointed contractors (EACs, film crews, etc.) requiring hall access at times other than those specified above, must complete and present a [Special Admittance Request Form](#) to Show Management prior to access. The names of personnel requiring access, their arrival and the time of departure will be recorded. Exhibitors found not working in their booth will be escorted off the show floor until regular access hours begin. The [Special Admittance Request Form](#) can be filled out on-line by clicking the above link. Printed forms will also be available in the Show Management offices during the Show.

Exhibitor Servicenters®

Exhibitor Servicenters® will be open from the beginning of move in through move out at the following locations:

- North Halls 1-4: Front of 200 aisle
- Central Halls 1-5: Under the Concourse Stairs
- South Halls 1-2: Adjacent to 24200 aisle
- South Halls 3: Adjacent to 30000 aisle

Free-standing Servicenters® linked to GES will be available throughout the halls. In addition GES Service Executives will be walking the aisles for assistance and contact information will be left in your booth.

First Aid Office Locations at the LVCC

Grand Lobby, Outside Hall C1

North Hall Lobby, Outside Hall N3

South Hall, Level 1 Lobby, next to the escalators

The Las Vegas Convention Center Security Staff is trained to handle emergency situations. The security office is operational 24 hours a day and should be called to report any emergencies: 702 892-7400, from any house phone, dial 7400.

Lead Retrieval

Exhibitors may utilize state-of-the-art technology for quick, easy, and reliable collection of trade show leads. Information about renting lead retrieval equipment and/or custom list rentals is available to order online at compusystems.com/order. Lead retrieval equipment will be available for pick up at the CompuSystems service desk at any of the Exhibitor Servcenters®. To contact CompuSystems by email MINExpo@csreg.zohodesk.com or by phone +1 866 600-5323 (Domestic) or +1 708 786-5565 (International).

Meeting Rooms

Complimentary meeting space is available at the LVCC on a first-come basis for MINExpo exhibitors. These rooms may be used for meetings, to host a press conference or as an office. To request a meeting space, the MINExpo [Meeting Room Requests Information](#) in the Exhibit section of the MINExpo website.

Note: No exhibits are permitted in meeting rooms!

Parking

Parking is permitted in marked spaces only. Overnight parking is not permitted. When paid parking is in effect, the fee is \$10.00 per space with in/out privileges. Red curbs designate fire lanes which are tow away zones and must be kept clear. Accessible parking spaces are provided and are designated as reserved by a sign showing the symbol of accessibility. If you forget where you parked (it's easy to do), stop by the LVCVA Security Dispatch Office located in the main concourse by the "C" Halls for assistance.

Press Conferences

There are three options available to exhibitors who wish to hold press conferences at MINExpo:

1. Hold a press conference in the MINExpo Press Conference room at the LVCC. The press conference is open to all press registered for the show;
2. Hold a press conference in a Meeting Room at the LVCC. Press are invited by the exhibitor; and,
3. Hold a press conference in your Booth on Tuesday, September 29 or Wednesday, September 30. A press conference may be held one hour before show opens or during show hours on these days.

For additional information, please review the MINExpo [Press Conference Requests Information](#) in the Exhibit section of the MINExpo website.

Press Room

MINExpo will staff a Press Room (Room N243) at the LVCC. Only editors, writers, and reporters will be permitted. Exhibitors will be able to deliver press kits to the Press Room for distribution to the registered press.

Smoking/Non-Smoking Policy

The Las Vegas Convention Center is a non-smoking facility with designated smoking areas outside the facility.

Tips for International Exhibitors

Shipping

- Be aware of the published deadlines and plan to ship early - security procedures can cause delays to and from the United States.
- Exhibit Booth Materials - consider renting an exhibit package to reduce the materials you ship. The rental cost could be substantially lower than shipping.
- How to ship - select ocean freight, if your schedule allows for up to six (6) weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (under one cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight.

- Use a professional exhibition freight forwarder - forwarders without detailed exhibition experience and without a network of exhibitions specialists can make customs and transportation mistakes.. Airways Freight is the Official International Freight Forwarder and Customs Broker for MINExpo 2020. [Airways Freight](#) information can be found in the exhibitor manual.
- Labeling and Packing - U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth (stand) number. Large labels work best. Be sure that your packing materials are adequate for both the type of transport and the sensitivity of your goods.
- Documentation - prepare a commercial invoice in English with complete descriptions and model/serial numbers. Include a packing list with the dimensions, gross and net weights of each package shipped. Carry a copy of the packing list with you.
- Insurance – secure adequate insurance to cover your exhibit to and from the show.

Ordering Electrical

- Voltage in the United States is typically 120/208-volt, 3-phase @ 60 Hz.
- European voltage is typically 220/400-volt, 3-phase @ 50 Hz.
- U.S. power use is typically measured in wattage or amperage.
- European power use is typically measured in KW (kilowatts).
- GES may have power transformers to convert U.S. voltages to European voltages with capacities up to 225 amps.
- 308-volt is not standard and requires a transformer to be place in your booth (contact GES at GES@ts-electric.com for a quote).
- Conversion of 50 Hz to 60 Hz is rarely required (solid state convertors are available, but very expensive to rent).
- Equipment with D.C. (Direct Current) solid-state motors may require Hertz conversion due to an output shaft speed increase of 20%.
- A good reference for international electrical information is <http://www.hdp-power.com/sites/default/files/resources/kropla.com-Electric Power Around The World.pdf>.

All Electrical work must be provided by GES.

Transportation

Shuttle Bus

Complimentary Shuttle Bus service will be available to and from the Las Vegas Convention Center and the hotels in the Official MINExpo Hotel Block that are not in walking distance to the convention center.

Hotels with Shuttle Bus Service to/from LVCC	Hotels without Shuttle Bus Service
Aria Resort & Casino	Courtyard Las Vegas Convention Center
Bally's Las Vegas	Embassy Suites Las Vegas Convention Center
Bellagio	Las Vegas Marriott
Elara, by Hilton Grand Vacations Center Strip	Renaissance Las Vegas Hotel
Encore at Wynn Las Vegas	Residence Inn by Marriott Convention Center
Flamingo Las Vegas	SpringHill Suites Las Vegas Convention Center
Hilton Grand Vacations Club on the Strip	Westgate Las Vegas Resort & Casino
Mandalay Bay Resort & Casino	
MGM Grand Hotel Casino	
Mirage Hotel & Casino	
New York New York Hotel & Casino	

Paris Las Vegas	
Park MGM	
Planet Hollywood Resort & Casino	
SAHARA Las Vegas	
The Cosmopolitan of Las Vegas	
The LINQ Las Vegas Hotel & Casino	
The Venetian Resort Hotel Casino	
Treasure Island	
Trump Hotel Las Vegas	
Vdara Hotel & Spa	
Waldorf Astoria Las Vegas	
Wynn Las Vegas	

Taxi / Rideshare / Monorail

Taxi pick-up at Las Vegas Convention Center locations are:

- South Hall West (front of South 1 Exhibit Hall)
- S2 Plaza (back of the South 2 Exhibit Hall)
- North Portico (covered area adjacent to North Halls)
- Blue Drive/Door 9 (behind Central 5 Hall)

(pick-up locations subject to change)

The Las Vegas Convention Center rideshare (Uber/Lyft) pick-up/drop-off locations are located:

- At the back of the South 2 Exhibit Hall off of Swenson and South Drive
- Door 9 behind Central 5 Hall – adjacent
- Northeast corner of Renaissance Hotel, across from the Bronze lot

(pick-up locations subject to change)

Limousine Rental

If you need to rent a limousine, please make sure the company is licensed in the state of Nevada, for your protection.

The [Las Vegas Monorail](#) stops at seven stations, including the Las Vegas Convention Center. Note: the South Hall is closest to the monorail stop at the convention center.

Warning – Third Parties Soliciting Exhibitors

MINExpo exhibitors are being solicited by unofficial vendors for hotel rooms, list rental and directories

Third Party Travel Companies Soliciting Exhibitors for Housing

The official housing company for MINExpo INTERNATIONAL® is onPeak. **Housing reservations can be made through the MINExpo website.** onPeak (the MINExpo official housing company) does not place outbound calls to exhibitors or attendees for housing. If you receive a phone call, it is from an unauthorized third party travel company.

These companies are not authorized by Show Management and may provide false information regarding the availability of rooms at hotels within the official housing block. If you book rooms with other travel or housing companies and not onPeak, and have issues with your hotel rooms, there is nothing that Show Management can do to assist. Please see the MINExpo [website](#) for a list of the current non-official housing companies.

If you are contacted by a non-official housing company, please immediately notify Show Management at kcoon@nma.org. Show Management works to prevent the unauthorized solicitation of MINExpo INTERNATIONAL® exhibitors and attendees and will pursue these companies to prevent further contact.

Note on Unauthorized List Rental

As part of the exhibitor package, you will receive a complimentary pre-show list of attendees and a post-show list of attendees.

The pre-show list will be available at the end of July 2020. Show Management will send an email to all exhibitors with information on obtaining the list.

The post-show list of verified attendees will be available approximately three weeks after the show. Again, Show Management will send an email with information on obtaining the list and the parameters for its use.

You may receive solicitations from unofficial suppliers to purchase pre- and/or post-show list rentals. MINExpo lists are complimentary to exhibitors. Please note that companies that solicit you to purchase list rentals have no affiliation with MINExpo.

Customized list rental for MINExpo 2020 is provided through CompuSystems. List rental and broadcast email service will be available through the [Exhibitor Registration site](#). For more information, contact CompuSystems at Domestic call at +1 866 600-5323 – International +1 708 786-5565, email MINExpo@csreg.zohodesk.com.

Directory Warning

As a reminder, Ascend Integrated Media is the **ONLY official MINExpo directory publisher**, producing both the print and online directories and the Mobile App. If you are approached by a questionable supplier, please contact pmcquality@heexpo.com.