

Las Vegas Convention Center Regulations

Excerpted from [Las Vegas Convention Center Building Users Manual](#)

Balloons

Show management and the convention center must approve the use of balloons. Email minexpo@heexpo.com to request permission.

- Helium balloons, including columns and arches, must be tethered.
- Helium gas cylinders used for refilling must be secured in an upright position on ANSI-approved (American National Standards Institute) fire prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them, and must not be left for the official service contractor (OSC), cleaning contractor or the facility. The exhibitor is responsible for proper disposal/removal of all balloons.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- No helium balloons or blimps may be flown around the exhibit hall.

Bike/Cart Policy

All bikes and carts operated on property must be registered annually with the Customer Safety Department. Included in the registration process is an annual safety inspection that will be completed at time of registration. Contact 702 892-7413 for registration details.

Annual Registration and Inspection

- Bike/carts can be registered at any time and permits are valid from January 1 through December 31 each year. The annual fee is \$10.
- Registered carts will be issued a permit that will be conspicuously mounted near the ignition of the cart or the main frame of the bicycle.
- All bike/carts will be safety inspected at time of registration. The following are the requirements all vehicles must adhere to while operating on property:
- Carts – Name of company operating cart must be prominently displayed on cart.
- Carts – Must have functional headlight, taillight, horn, brakes, and locking on/off switch.
- Bicycle permits are registered to companies only, not individuals.
- Bicycles – Must have a mounted red flag at least 8" x 8" visible at least four (4) feet above the seat, reflectors visible from the front, and rear and a working headlight if used after dark.
- Companies that are approved to operate on property and are listed on the exhibitor appointed contractor (EAC) listing may register/operate up to three (3) electric carts per company.

Bike/Cart Operations

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

Cart charging

- Charging of electric carts:
 - Cart charging location will be designated by Las Vegas Convention and Visitors Authority (LVCVA) management.

- Cart charging inside the building is prohibited.
- Use of extension cords from inside building to vehicles is prohibited.
- All cart charging stations shall have a functional ground fault circuit interrupter (GFCI) to prevent electric shock to personnel.

Booth Setup

If approved by show management, an exhibitor has the option of contracting the setup of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full-time employees of the exhibiting company and able to provide credentials. All persons must comply with the Occupational Safety and Health Administration (OSHA) safety standards at all times.

Chemicals

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable safety data sheet (SDS).
- A list of chemicals, including all SDS, must be included with your booth plan submittal to boothplans@lvcva.com.
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- The exhibitor is responsible for the disposal of all hazardous materials. Disposal of hazardous materials is prohibited in the sinks, sewer lines and drains of the facility.

Compressed Gases

Permits from Clark County Building and Fire Prevention are required for usage of Compressed Gases.

[Clark County Permit](#)

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

Drones/Unmanned Aerial Systems (UASs) Guidelines

UASs – Unmanned aerial systems includes all of the following:

- UAV – Unmanned Aerial Vehicle
- RPAS – Remotely Piloted Aircraft System
- RC Model Aircraft
- Drone

UASs are allowed to be used indoors with the following requirements.

- Exhibitors must have approval from show management. Email minexpo@heexpo.com to request approval.
- [A form must be completed and submitted.](#)
- Drones/UASs carrying weapons are prohibited.
- Drones/UASs must weigh less than 55 pounds.
- Drones/UASs are restricted to within your defined booth space only.
- Drones/UASs are prohibited from flying over populated areas.
- Drones/UASs must be flown in a full enclosed area (including ceiling) using netting, plastic or other safety measure. Tethering is not an approved safety measure. Netting should be of a flame-retardant material and must be sturdy enough to prevent the UAS from breaking or escaping the enclosure.
- Drones/UASs are prohibited from flying within 18" of any building structure including sprinklers.

EAC Requirements

Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center (LVCC) must comply with the following requirements prior to commencement of work at the facility. Permits are issued on an annual basis.

Annual Contractor Fee \$250

Certificates of Insurance

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

Business License

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

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

Contractor Photo Identification

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

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

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

WIS Badge Pricing

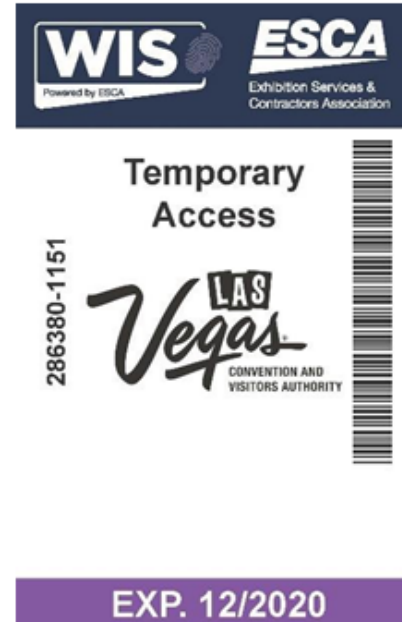
ESCA Member (Full-time Employees)	\$18*	Temporary Access Badges (ESCA Member)	\$10**
All Others	\$25*	Temporary Access Badges (All Others)	\$15**

*Expires after three (3) calendar years.

**Expires after one (1) calendar year.

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

ESCA-WIS Identification Badge



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

Elevators and Escalators

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

Fire and Safety Exhibit Guidelines

- All means of entrance and exit must be clear and free from obstruction at all times.
- Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within, but cannot be stored behind the booth.
- All fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
- Exhibit booth construction shall meet the requirements. The upper deck of multilevel exhibits that is greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 pounds per square foot. All materials used in exhibit construction, decoration or as a temporary cover must be certified as flame retardant, or a sample must be available for testing. Materials that cannot be treated to meet the requirements may not be used.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- Use of halogen fixtures must comply with our halogen lamp restrictions.

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

- Only enclosed fireplaces will be approved for use, meaning the fireplace must be enclosed with a glass front, or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
- Screen-front fireplaces will not be approved for use.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.

Food and Beverage

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

Gaming/Raffles

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

Hand Carry

- Exhibitors may hand carry their merchandise from a privately-owned vehicle.
- All vehicles must be parked in a parking lot; no curbside parking allowed.
- The use of hand carts and dollies is not permitted.

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.

The floor weight load limits are as follows:

South halls 3 & 4 and Central halls 3 & 4

- 300 pounds per square foot or AASHTO HS-20 truck (16,000 pounds per wheel load.)

Central hall 3 Concourse

- 175 pounds per square foot or maximum 1,500 pounds per wheel load (light weight vehicle.)

South hall 3 Pre-Function Area, South hall 3 Adjoining Meeting Rooms, South hall 4 Meeting Rooms and Pre-Function Area

- 100 pounds per square foot or maximum 1,500 pounds per wheel load (light weight vehicle.)

All Other Elevated Floor Areas Not Specifically Mentioned

- 50 pounds per square foot of maximum of 1,500 pounds per wheel load (light weight vehicle.) Any exhibit exceeding these limits will require special handling to distribute the load, and LVCVA approval. This will require advanced review and approval by a structural engineering firm at the expense of the show management and/or the exhibitor.

Movement of Equipment

- Equipment with smooth tracks over 250,000 lbs. must be moved on one-inch plywood outside and inside of building.
- Equipment with cleated tracks over 250,000 lbs. must be moved on one-inch steel plates outside and inside of building.
- Prior to movement of heavy equipment, the facility and the official service contractor (OSC) must coordinate routes and method of movement.

Hot Works

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

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

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

- Before beginning work, the work area shall be visually observed by the person performing the hot works and the person issuing the hot works permit. The permit tag checklist shall be completed jointly, then signed by the worker and the person issuing the hot works permit. The hot works site will be inspected for:
 - Removal of flammable materials from the area;
 - Clear of combustible materials and/or ensure combustible materials are protected;
 - Ensure floor and wall openings are protected;
 - Ensure floors and surfaces are swept clean of dust and debris;
 - Walls and partitions are non-combustible or protected;
 - Determine the number and locations of fire watch and fire extinguishers
- The hot works permit tag shall be posted in the area of the work activity in a plainly visible location for the duration of the work.
- No hot works activities will be allowed when the fire protection system covering that area is out of service.
- No welding, cutting, grinding or heating activities shall be performed where the applications of flammable paints or other compounds, or heavy dust concentrations create a hazard.
- All hot works shall require at least two persons: one conducting the hot works activity, and one to function as a fire watch. The entity conducting the hot works activity shall provide the fire watch.
- The fire watch shall continue for a minimum of 30 minutes (up to a maximum of three hours) after the conclusion of hot works activities. The duration of fire watch shall be determined by the Safety and Fire Prevention Office based on the hazards associated with the hot works activity.
- Hot works conducted in areas not observable by a single person (i.e., multiple levels where sparks and slag can fall to a lower unobserved level) shall have additional personnel assigned to fire watch to ensure that all exposed areas are monitored.
- Individuals designated to fire-watch duty shall have fire extinguishers of at least 10 lbs. ABC dry chemical readily available. The entity conducting the hot works activity shall provide the extinguisher.
- Fire-watch persons will have recent training in fire safety, fire extinguisher use and emergency reporting.
- Persons assigned to fire-watch duty shall understand emergency reporting procedures and have means to contact the control center.
- At the end of the shift or completion of the work, the area shall be inspected by worker(s) and/or fire watch and found to be free from sparks, fire, smoke, etc.
- When the work has been completed (including the required fire-watch period), the released hot works permit shall be signed off by the person responsible and delivered to the Safety and Fire Prevention Office.

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

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

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

Lighting Rules

Halogen Lamp Restrictions

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

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

Unapproved Halogen Bulbs



Approved Halogen Bulbs – 75 watts max.



Multilevel and/or Covered Exhibits

It is the responsibility of the exhibiting company and appointed exhibitor appointed contractor (EAC) to ensure that all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The exhibitor/EAC has the responsibility to ensure booth plans, as required by this section, are submitted to the Safety and Fire Prevention Office no later than 30 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.

- Multilevel or covered areas – Definitions:
 - **Multilevel** – Any occupied second story or greater, which is accessible by an approved means of egress.
 - **Covered Area** – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single-story exhibits with ceilings, upper-deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that are not recognized as acceptable for use under fire sprinkler systems by fire code.
 - **Means of Egress** – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multilevel or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:
 - The exhibit is used in an event where the duration is seven (7) calendar days or longer.
 - The exhibit contains display vehicles.
 - The exhibit contains open flame. The exhibit contains hot work.
- Any upper-deck area to be occupied must have an approved plan with an engineering stamp from the state of Nevada.
- Multilevel areas that are greater than 300 square feet or will occupy more than nine persons shall have at least two remote means of egress.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
- Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
- Exhibits with multilevel or covered areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of

battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.

- Any single-level exhibit over 1,000 square feet or exceeding 300 square feet of contiguous covered area (see “covered area” definition above) and all multiple-level exhibits must submit a booth plan to the Safety and Fire Prevention Office for approval. Plans must be submitted in CAD format via email to boothplans@lvcva.com.
- Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

Rigging

- Las Vegas Convention and Visitors Authority's (LVCVA's) Engineering Department must be notified in advance of any weight loads that will reach the maximum capacity of rig points. Final rigging plans must be submitted to riggingandsprinklers@lvcva.com 14 days prior to the first move-in day.
- Ensure that the overall rigging plan is done in accordance with the suspended load limits procedure as prepared by LVCVA's structural engineering consultant. The weight load limits provided are not to be exceeded.
- Only qualified riggers may be used.
- Only electric hoisted winches are allowed. Manual, nonelectrical hand chain fall and hand lever hoists are prohibited.
- All hoist motors and rigging apparatus must be inspected before they are installed. At a minimum, all hoist motors must be visibly inspected yearly and weight tested every two (2) years by a certified inspector. Certification papers for hoist motors must be provided upon request.
- Carpet and/or burlap material used to protect beams against steel cables and chains for rigging points, must be removed after the show.
- All rigging structures hung more than three (3) feet above the floor must have safety devices as a backup. The backup device must be capable of sustaining the load for which it is providing backup.
- The catwalks have a weight restriction of 25 pounds per square foot; calculations must be made for transformers, dimmer apparatus, electrical cables and storage boxes to ensure that this weight is not exceeded.
- Rigging apparatus, supports or devices used for hanging truss made of nonmetal material such as span set straps or nylon rope shall not be used near house light fixtures. The minimum distance shall be three (3) feet. This also applies to safety or backup supports, cables or straps. Only chain or aircraft cable may be used.
- Ground/floor based rigging/truss/drape that exceeds 16 feet in height must have an overhead support system that connects into the facility rig points unless there is an engineered stamp drawing indicating that this is not necessary.
- The following items are specific to rigging in the South halls:
 - Using cable trays as support devices for rigging, signs and electrical cables is not permitted.
 - The first floor steel beams cannot be used for any rigging or hanging purposes. This includes signs and/or cable guides.
 - Cable trays cannot be used for temporary staging or storage of any material other than which it was designed (telephone cable, fiber cable and television cable).

Rigging Submittal Procedure

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

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

Vehicles on Display

- Fuel-tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
- Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle's engine, and the disconnected battery cable shall then be taped.
- Auxiliary batteries not connected to engine's starting system may be left connected.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
- External power is recommended for demonstration purposes.
- Battery charging is not permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited
- Vehicles shall not be moved during the show and will remain off while freight doors are closed.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exits or exit pathways.
- Vehicles placed in lobbies and meeting rooms must have approval of the convention services manager (CSM).
- Visqueen must be used under vehicles on display in lobbies and meeting rooms.