

EXHIBITOR KIT



TABLE OF CONTENTS

Aerosol Cans	2
Anchoring Machinery/Equipment	2
Animals	2
Balloons	2
Booth Set-up	2
Business Center	3
Chemicals	3
Contractor & Vendor Requirements	3
Emergency Procedures	3
Fire Prevention Exhibit Guidelines	3, 4
Food & Beverage	4
Food Preparation within Exhibits	4
Food Sampling Information	4
Halogen Lamp Restrictions	4, 5
Hand Carry	6
Meeting Rooms	6
Multi-Level and/or Covered Exhibits	6
Non-Smoking Policy	7
Parking	7
Permits	7
Personal Mobility Devices	7
Remotely Piloted Aircraft Systems/UAVs/Drones	8
Shipping and Receiving of Exhibitor Materials/Products	8
Vehicles on Display Indoors	8
Weapons	8

AEROSOL CANS

- Aerosol cans containing flammable gases or liquids are prohibited. Only empty containers may be placed on display.
- Flammable liquids, solids or gases, are prohibited inside the building unless prior review and approval is obtained.

ANCHORING MACHINERY/EQUIPMENT

Drilling and anchoring to the concrete floors in the exhibit hall is PROHIBITED.

Exhibitors must coordinate with the Official Contractor and the LVCC Engineering Office to arrange for alternative ways to anchor your equipment or machinery.

ANIMALS

- Service animals are always welcome. Refer to the American Disabilities Act (ADA) for the definition of a service animal.
- Permission for any animal to appear in a show or booth must first be approved by show management, then by the Convention Services Manager (CSM).
- The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.).
- A separate certificate of insurance must be submitted in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured.
- With the exception of Fish animals are not allowed in the building overnight.
- A trainer must accompany animals at all times.

BALLOONS

Show Management and the LVCC Convention Services Manager (CSM) must approve the use of balloons.

INDOORS

- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Smaller air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved 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. Balloons must not be left for the official services contractor, cleaning contractor or the facility.

If hosting an event in a Meeting Room: Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored.

OUTDOORS

GlassBuild exhibitors are not permitted to display any type of balloons or kites outside of the Las Vegas Convention Center.

BOOTH SET-UP

If approved by Show management an exhibitor has the option of contracting the set-up of their booth with an Exhibitor Appointed Contractor 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 provide credentials. If using an EAC, exhibitors must complete an EAC Form and provide their certificate of insurance.

BUSINESS CENTER

FedEx Office operates 3 business center locations within the Las Vegas Convention Center. They are located near the main entrance of Central Hall, in the grand lobby across from Central Hall 3 and in South Hall next to the restaurant. Services range from premium printing, copying and binding services, fax services, packing and shipping, equipment rental, internet access and an array of office supplies. The FedEx Business Center is also the exclusive provider for coat and bag check and scooter rental. The Business Center near the main entrance of Central Hall also has a Board Room that can be rented out to help facilitate business while at the Las Vegas Convention Center.

The Business Center is open 8 a.m.–5 p.m., 7 days a week, however hours are subject to change based on event need. Please contact the FedEx Office Business Center at (702) 733-2898 for additional information. Or visit [FedEx's Website](#) for information and to submit your print projects on line.

CHEMICALS

- All chemicals brought into the facility must be labeled and accompanied by the applicable SDS – Safety Data Sheet (Formerly MSDS - Material Safety Data Sheets). A list of chemicals 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.
- Arrangements must be made in advance for disposal. Disposal of hazardous materials is prohibited in the sewer lines or drains of the facility.

CONTRACTOR & VENDOR REQUIREMENTS

- Any show-appointed and/or exhibitor-appointed contractor (EAC's) providing a service during conventions, trade shows and events at the Las Vegas Convention Center must obtain an annual permit prior conducting any work on property.
- To apply for an EAC permit have your contractor contact the Las Vegas Convention Center at EACPermit@lvcva.com.

BADGING REQUIREMENTS

- All contractors must have the ESCA Exhibition Industry Worker Identification System (WIS) Badge in order to gain access to the property.
- All trade union workers and contract security employees are exempt from obtaining the WIS badge. However, they must have trade issued photo identification displayed at all times.
- Show staff, exhibitors and attendees must have the show-issued credential.
- To obtain identification badges for full or part-time employees and to obtain Temporary Access Badges for new employees and workers, please follow the link here to start the process. <https://wis.esca.org/>

EMERGENCY PROCEDURES

The Las Vegas Convention Center security staff is trained to handle emergency situations. To report an emergency, please call our 24 hour Control Center at **(702) 892-7400**.

FIRE PREVENTION EXHIBIT GUIDELINES

Exhibit booth construction shall meet all building requirements.

- All means of entrance and exit must be clear and free from obstruction at all times.
- 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.
- 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, - etc.) will be necessary, along with accessibility being maintained at all times.
- Compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire

Prevention Office.

- Outdoor use of LPG (Propane) must be preapproved by the Las Vegas Convention Center Fire Prevention Department and the Convention Services Manager.
- Only the Official Service Contractor has authorization for use of motorized equipment (forklifts, man lifts, boom lifts, etc.) in support of the show.
- All booths greater than 1000 square feet must submit a booth plan to Boothplans@lvcva.com.
- The travel distance within a booth, to an exit access aisle shall not exceed 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.
- Enclosed fireplaces must be approved for burning by the Las Vegas Convention Center Fire Prevention Department.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation.

FOOD AND BEVERAGE

Centerplate Catering retains the exclusive right to provide, control and retain all food and beverage services within the Las Vegas Convention Center. Outside food and beverage may not be brought into the facility for consumption or to be distributed without prior approval. Fees may apply.

PREPARATION WITHIN EXHIBITS

If food or beverage is prepared within an exhibit, a Food and Beverage Sampling /Onsite Preparation Approval form must be completed and emailed to foodprepandsample@lvcva.com. Upon receipt of this form, your Convention Services Manager will approve and/or forward the information to the Las Vegas Convention Center Fire Prevention Office and Centerplate. Approval from both the LVCC and Centerplate must be received prior to finalizing your plans.

FOOD SAMPLING INFORMATION

The Southern Nevada Health District enforces regulations for the sampling of food during tradeshows.

Exhibitors who are giving away free, open food or beverage a Food and Beverage Sampling /Onsite Preparation Approval form must be completed and emailed to foodprepandsample@lvcva.com. Upon receipt of this form, your Convention Services Manager will approve or forward for approval to the Las Vegas Convention Center Fire Prevention Office. A member of the Centerplate management team will contact you.

- All items to be given away are limited to sample sizes.
 - Non-alcoholic beverages: 3 oz.
 - Food items: 2 oz.
- Any food items not directly manufactured by the exhibitor must be purchased from, and supplied by Centerplate.
- If sampling of open food or beverage is conducted at a booth, both a hot water hand-washing station and a sanitizing station will be required.
- Hand washing and sanitation stations may be purchased through Centerplate or provided by the exhibitor. If provided by the exhibitor, contact the Southern Nevada Health District or refer to their website for the requirements, southernnevadahealthdistrict.org.
- Hot water for hand washing will be provided by Centerplate. Hot water refill station(s) will be available on the show floor. Check with show management for the location(s).
- If any alcoholic beverages are to be served, exhibitors must contact Centerplate and follow the NV Department of Taxation guidelines regarding liquor at tradeshows. All alcoholic beverages must be served by a Centerplate union employee and TAM certified bartender. Some exceptions may apply.

If you have any questions, contact Centerplate at (702) 943-6779 or email exhibitorcateringlvcc@centerplate.com

HALOGEN LAMP RESTRICTIONS

Use of stem or track mounted halogen light fixtures are not allowed unless they meet the following requirements:

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

APPROVED HALOGEN BULBS - 75 WATTS MAX

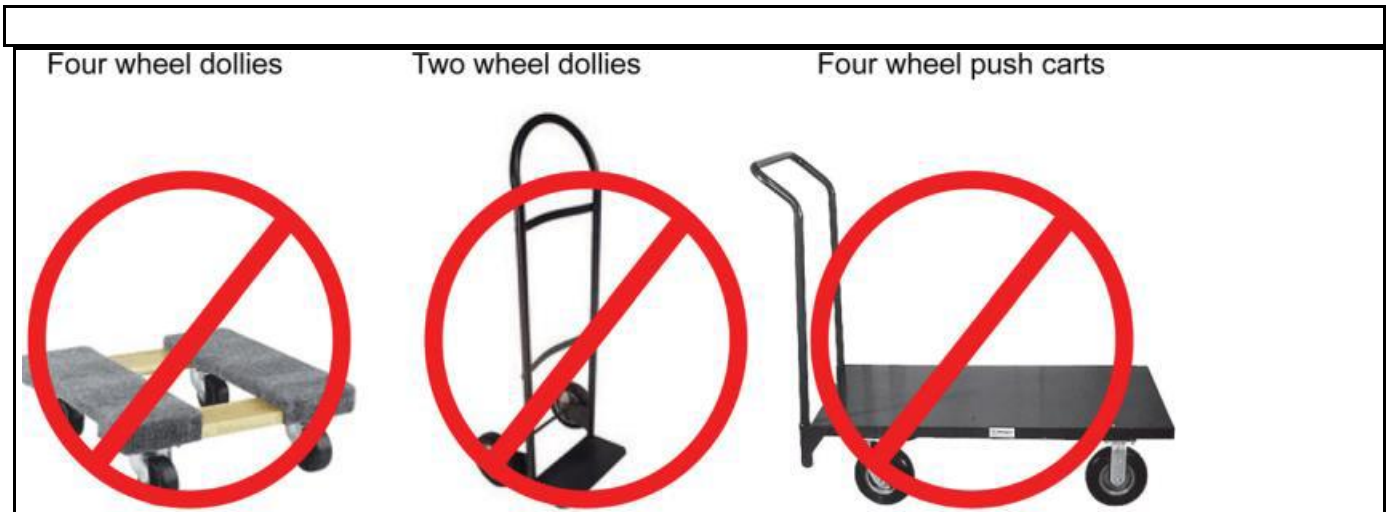


DISAPPROVED HALOGEN BULBS



HAND CARRY

- Exhibitors may hand carry their merchandise from a privately owned vehicle. Acceptable vehicles include passenger automobile, minivan, sport utility vehicle, pick-up truck and full-size van.
- Trailers of any kind, box trucks or vehicles larger than a full-size van or pick-up truck will be permitted in areas predetermined by the Las Vegas Convention Center.
- Parking on a red curb or in traffic lanes is prohibited.
- The use of hand carts and dollies is NOT PERMITTED.



MEETING ROOMS (Contact Show Management to Reserve Meeting Space)

- Floor coverings can be laid over building carpet in the meeting rooms with permission from the Convention Services Manager. Visqueen must be laid between the building carpet and the covering being installed, using only non-residue tape.
- Air walls must be configured prior to laying covering over building carpet.
- Movement of meeting room air walls must be handled by Las Vegas Convention Center personnel.
- Exhibitor crates and pallets must be placed on rollers or Visqueen.
- No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings.
- Nothing may be affixed to meeting room walls, air walls or doors.
- No structures erected in these rooms may have any type of ceiling. All structures must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, facility system controls must remain accessible.
- Closet and utility rooms are for the Las Vegas Convention Center use only.
- Electrical service is limited to the existing power within the room.

MULTI-LEVEL AND/OR COVERED EXHIBITS

BOOTH PLAN SUBMITTALS (contact Show Management before submitting your plan)

- All multiple-level exhibits and any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area must submit a booth plan to the Las Vegas Convention Center Fire Prevention office for approval 45 days prior to the show.
- Plans must be submitted in .dwf, .dwg or .pdf format via e-mail to: Boothplans@lvcca.com.
- Previously approved plans must be resubmitted each year.
- Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed by a Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit only when the following conditions apply:

- The exhibit is used in an event where the duration is 7 calendar days or longer.
- The exhibit contains display vehicles.
- The exhibit contains open flame.
- The exhibit contains hot works.
- Any upper deck area to be occupied must have an approved plan with a State of Nevada engineered stamp.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two means of egress.
- Spiral stairways are not an approved means of egress.
- Multi-level, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.
- Any covered area that is also enclosed, regardless of the size of the area, will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.

FIRE WATCH

Under certain circumstances the Fire Prevention Office may require a fire watch for an exhibit.

NON-SMOKING POLICY

In accordance with the Nevada Clean Indoor Act, the Las Vegas Convention Center is a non-smoking facility. In addition, the use of electronic cigarettes, electronic vaping devices, personal vaporizers or electronic nicotine delivery systems are not permitted within the facility.

PARKING

- The current parking fee is \$10.00 (cash or credit cards accepted) per space with “in and out” privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can show their paid parking receipt for reentry.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect.
- Overnight parking is prohibited on Las Vegas Convention Center property. Vehicles left on the property overnight will be towed at the owner’s expense.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at 702-892-7400.

PERMITS

For assistance with Clark County Building and Fire Prevention permitting contact the Las Vegas Convention Center Fire Prevention Department at 702-892-7413 or boothplans@lvcva.com

Permits from Clark County Building and Fire Prevention are required for:

- | | |
|--|---|
| • Temporary outdoor tents and membrane structures over 400 square feet | • Compressed gases |
| • Canopies over 700 square feet | • Mobile fueling of vehicles |
| • Outdoor temporary structures over 4,500 square feet | • Open flames and candles not used for food warming |
| • Hot work | • Open flame torches |
| • Spray and dipping booths | • Flame effects and pyrotechnics |
| • Cryogenic fluids | • Carnivals |

Clark County Building and Fire Prevention also provides blanket permits for multiple exhibitors applying for the same permit at the same show for: hot works, spray and dipping booths, cryogenic fluids and compressed gases. Blanket permits must be submitted to Clark County Building and Fire Prevention office by show management.

PERSONAL MOBILITY DEVICES

The use of Segway’s, skateboards, in-line skates, roller skates, scooters (either motorized or foot-powered) are not permitted on the Las Vegas Convention Center property. This includes all non-ADA approved mobility devices.

REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)/UNMANNED AERIAL VEHICLES (UAVs)/DRONES

RPAS, UAVs and Drones are **not permitted** for indoor or outdoor use during GlassBuild America .

SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS

The Las Vegas Convention Center does not except exhibitor freight. Please contact your Official Service Contractor for your freight needs.

VEHICLES ON DISPLAY INDOORS

- 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.
- Batteries must be disconnected.
- Auxiliary batteries not connected to engine starting system may be left connected.
- 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 exit of door or exit pathway.
- Vehicles placed in lobbies and meeting rooms must have approval of the CSM and leak protection.

WEAPONS

Personal weapons of any type are NOT PERMITTED on Las Vegas Convention Center property.