

- **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).
- **Animals** – Permission for any **Domesticated Animal** (cats, dogs, etc) to appear in a show or booth must first be approved by Show Management then by the Facility. **Non-Domesticated** animals will be considered on an individual basis.
- **Balloons** – must be approved by Show Management and the Facility.
- **Booth Set-Up Guidelines**
Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the show floor during move-in, move-out and **NO ONE** under the age of 18 is permitted on the show floor during that time. It is the responsibility of Exposition Management to ensure the overall appeal of the exhibit area. We need your cooperation in assuring an attractive Exposition. Guidelines addressing height, depth, structural integrity, storage and important detail for each type of booth construction follow in this section. Exposition Management complies to any policy the Fire Marshal mandates, and adheres to the official IAEM guidelines. Should your exhibit not conform you will be asked to modify it on-site at your expense. Show Management will advise you if you are in violation and give you the opportunity to make adjustments prior to the Fire Marshal walkthrough.
- **Canopies and Ceilings:** Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for Linear or Perimeter Booths should comply with line of sight requirements. The base of the Canopy should not be lower than seven feet (7') from the floor within five feet (5') of any aisle. Canopy supports should be no wider than three inches (3"). This applies to any booth configuration that has a sightline 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 with show general contractor.
- **Carpet** – The exhibit area has permanently installed ballroom carpet (multi color pattern – mainly blue). If you prefer the carpet to match your display you may rent carpet from Freeman Decorating Services. Please refer to the carpet order form in the Freeman Decorating/Service Order Form section.
- **Ceiling Height** – Exhibits are located in the Hilton Center in which the ceiling height is 24'; though your booth and signage **MUST** comply with show rules; Should you have any questions please contact Show Management at 703.631.6200.



FACILITY & EXHIBIT HALL RULES & REGULATIONS

- **Children** – under the age of 18 are not permitted in the exhibit areas. This is extremely important during move-in and move-out.
- **Cleaning – Booth and Aisle Areas** - Freeman Decorating is the Official Service Contractor for cleaning services. Aisles will be vacuumed daily and trash placed in the aisle after the show closes each day will be removed. Services for individual booth cleaning should be ordered from Freeman. Please refer to their order form in the FREEMAN DECORATING/service order form section.
- **Crate Removal, “Empty” Storage and Crate Return**
Freeman is the EXCLUSIVE contractor for crates and carton removal and storage. Exhibitors will **NOT** be permitted to store empty crates or boxes in their booth areas during the show period. However, empty crates or boxes, when properly marked and identified by the exhibitor will be removed, stored and returned to the booth at no additional charge if the exhibitor uses the Official Material Handling Contractor to handle their freight in and out of the show. *Empty* stickers are available at the Freeman Service Desk in the exhibit hall.
- **Direct Cash** sales from the show floor are NOT permitted.
- **Demonstrations:** As a matter of safety and courtesy to others, exhibitors should conduct presentations and product demonstrations in a manner which assures 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 and demonstration areas to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, qualified personnel only should conduct demonstrations.
- **Double Deck and/or Covered Exhibits** have strict Rules and Regulations. Please contact Show Management for further information.
- **End-Cap-Draping** – Any portion of your exhibit with **visible** unfinished sides or backs exposed **MUST BE DRAPED OFF**. (Example: metal grid behind pop-up displays) by 5:00PM Wednesday, February 21, 2007. After 5:00PM on February 27 Show Management reserves the right to drape of any unsightly areas at the Exhibitors expense. You may contact Freeman to arrange for end-cap draping either ahead of time or at show site. The sides and the back of the outside of your booth may also not carry any signs or other copy that would detract from the adjoining exhibit.

- **Electrical Service** – The Las Vegas Hilton Center does not provide 24-hour electrical service. If you are in need of 24-hour electrical service or to order any other utilities, please complete the appropriate form in the OTHER SERVICES/service order form section.
NOTE: 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”. Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures are not recommended and are often prohibited. Cube taps are not recommended and often prohibited. Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.
- **Empty Storage** – Absolutely no storage of material of any type is allowed behind or between booths.
- **Firearms** – are strictly prohibited. The only exception is for law enforcement officials or as part of a related firearms show or exhibit. All exceptions must have the authorization of Show Management and the Facility.
- **Floor Covering** – The exhibit area is permanently carpeted with ballroom carpet (mixed color pattern – mainly Blue). If you wish to rent additional carpet to match your display you may do so through Freeman. Please refer to the carpet order form in the FREEMAN DECORATING/Service Order Form section.
- **Fire Regulations**
 - All draperies, backdrops, bunting and other decorations must be flameproof; exhibitors must have certificate of flame retardancy! Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. All flame proofing certificates should be available for inspection. 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.
 - All paper and other flimsy materials used for decorative purposes, including flameproof paper are prohibited.
 - The use of liquid petroleum and gases is prohibited.
 - Helium Balloons and tanks are prohibited.
 - No liquid propane tanks – full or empty are allowed in the building.



FACILITY & EXHIBIT HALL RULES & REGULATIONS CON'T

- **Fire Regulations Cont'd**
 - Gasoline-powered vehicles: fuel tank openings shall be locked or sealed to prevent escape of vapors; Batteries must be disconnected. Auxiliary batteries not connected to the engine starting system may be left connected; No battery charging is permitted inside the building. For more details please contact Show Management.
 - Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of the Facility.
 - Combustible crates and packaging boxes MUST be removed after set-up period to the storage area.
 - For a complete summary of Fire Regulations pertaining specifically to the Las Vegas Hilton Center please contact Show Management.
- **Food & Beverage** Any Food or Beverage dispensed or given away at booths must be supplied and prepared by the Las Vegas Hilton who has exclusive food and beverage distribution rights at the Hilton Center. Please review the 'AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION' form especially if you are displaying ANY FOOD AND OR BEVERAGE ITEMS. You may also contact the Las Vegas Hilton directly for more information at Cannizzaroj@lvhilton.com. **Strict rules apply and must be adhered to.**
- **Glitter/Stickers/Confetti** – are NOT permitted in the facility.
- **Hanging Signs:** and graphics are permitted in all Peninsula Booths (20x20 or larger) and all Island Booths (20x20 or larger). Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements for example, the highest point of any sign should not exceed the maximum allowable height for the booth type. Hanging signs & graphics should be set back ten feet (10') from 'adjacent' booths.
- **Nails, Staples, etc.** – Do not nail, staple, tape, spray, hang or attach anything to walls, ceilings, fixtures, and floors.

- **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 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 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.
- **Parking** is not allowed in any of the loading dock areas. The facility reserves the right to tow any vehicle parked in an unauthorized area at the owner's expense.
- **Shipments of Exhibit Material** – Please follow all shipping instructions outlined in the shipping and material handling information section. Be sure to ship all exhibit related materials to either the Advance or the On-Site shipping address provided in the information to avoid misplaced or missing shipments.
- **Side Rails** on a corner booth may be taken down at the exhibitor's request.
- **Smoking** is strictly prohibited in the exhibit hall during move-in and move-out. Smoking is not permitted in any covered or two story booths.
- **Soliciting** outside of your exhibit space is prohibited.
- **Sound/Music:** In general, 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 so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Exhibitors should be aware that music played in their booths, whether live or recorded, might 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.
- **Storage:** Fire regulations in most facilities prohibit storing product, literature, empty 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 as long as these items do not impede access to utility services, create a safety problem or look unsightly.



FACILITY & EXHIBIT HALL RULES & REGULATIONS CON'T

- **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. 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 upon them.
- **Tips & Gratuities** to union employees are strictly prohibited.
- **Towers:** A Tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration being used. Towers in excess of eight feet (8') should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.

The above Rules and Regulations cover most of the common questions exhibitors seek answers to. If you cannot find the information you are looking for above and you feel that your display may not pass Show Management requirements, please contact Show Management at 703.631.6200 for additional Rules and Regulations.