BOOTH RULES & REGULATIONS

1. BOOTH APPEARANCE

All booths, regardless of size, must adhere to the Rules & Regulations put forth in this manual. Drapery backgrounds are 8' high and side rail 3' high. ID signs are 7" X 44". Island booths will not be
provided with drapery or signs. Signs & rigging must hang at least 10' from any adjoining/adjacent booth. Lighting fixtures installed on pipe intended for booth perimeter lighting cannot exceed or extend more than 3' into the aisle. Please see the full lighting policy in Show Rules & Regulations (#14) within the Regulations and Guidelines section of this manual.

2. CANOPIES/CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies which are floor supported are considered part of the exhibit's booth structure and are subject to structure rules. These types of canopies are permitted to hang signs over their booths, given they follow the hanging sign rules. Canopies that are hung from the ceiling are considered hanging signs and are subject to those rules. The top of the canopy must be the top of the booth, no structures attached to the top of the canopy are permitted.

Booths with canopies or ceilings must be approved by Event Management, the Fire Marshal, and The Las Vegas Convention Center. Requests for approval must be submitted to Event Management and accompanied with a diagram of the exhibit design. Booths may require added fire watch security payable by the exhibitor to be determined by the Fire Marshal.

3. EXPOSED WALLS

All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining booths. Exposed back and side walls may not display copy, logos, graphics, or any other advertising or signage (island booths are exempt). Exhibitors using curved pop-up backdrops/displays will be required to provide side masking drape, at their own expense if the curvature exposes the back scaffolding and/or electrical cords.

4. STORAGE – ON-SITE RULES

Fire regulations prohibit storage of any kind behind exhibits, including empty packing materials. Please tag all your empties and have Freeman store them until move-out. Reserve quantities of literature must be stored away from electrical cables or junction boxes. Arrangements can be made with Freeman for on-site storage of excess items. See the Labor, Equipment and Storage section of this website for the Skid Accessible Storage Form to order.

5. HANGING SIGN INFORMATION

All exhibit booth signs, banners, booth ceilings or canopies, lighting grids, or other exhibit-related equipment, should be free-standing and floor-supported. Attachment to exhibit hall ceiling beams or trusses is not permitted except when approved by Event Management and The Las Vegas Convention Center. Signs must be assembled and disassembled by the exhibiting company.

INFORMATION CLASSIFICATION: GENERAL

Approval for hanging signs will be considered for island booths (20' X 20' space or larger) only, provided the signs are not objectionable in content and there are no physical constraints at the facility. Signs and graphics can be hung to a maximum height of 20', provided that written approval is received from Event Management at least 45 days before exhibitor move-in, and that the bottom of the sign is at least 3' higher than the tallest structure within booth. The width of any hanging or attached signs should not exceed 50% of the booth width. Freeman will hang all signs. Arrangements must be made for special shipping and handling. Please ensure you order labor all necessary labor to hang your sign. Reference the Hanging Sign details page at the end of this document for more information. Event Management has the right to request a sign be moved, altered, or removed completely if the sign blocks the presence of other exhibitors.

- Once the hanging sign is approved by Event Management, please order necessary labor to hang your sign.

6. BOOTH RENDERING SHOW MANAGEMENT REVIEW

If your booth is 10' x 20' or larger, you are required to submit a booth rendering (including dimensions) to Show Management.

- Include diagrams showing the design including plan view, elevations, and dimensions. Do not submit an incomplete request. Any incomplete request will not be reviewed.
- Booths with ceilings need to be submitted to The Las Vegas Convention Center after Event Management has approved the height of the booth. Once approved by Event Management, drawings will need to be submitted to the Fire Marshal.
- To ensure that you do not incur additional costs (i.e. design cost or the teardown of an unapproved structure), please wait for Event Management's approval before beginning production or construction.
- Do not assume that a non-response to your request is an approval.
- If changes are made to a booth after initial approval, you must submit any revisions to your design

7. REQUEST TO EXCEED HEIGHT RESTRICTIONS & OTHER AMENDMENTS

If you are interested in making any variations to the standard rules and regulations regarding having canopies or ceilings, exceeding height restrictions where allowed and for hanging signs please follow the instructions below. This applies to Island and Peninsula Booths only. Read the pertinent booth construction rules in this section.

- Include diagrams showing the design, canopy or height variances that you are requesting. Also include plan view, elevations, and dimensions. Do not submit an incomplete request. Any incomplete request will not be reviewed.
- Two-story booths and booths with ceilings need to be submitted to The Las Vegas Convention Center after Event Management has approved the height of the booth. Once approved by Event Management, drawings will need to be submitted to the Fire Marshal. Two story/double decker and enclosed structures are allowed on island spaces with a minimum of 400 sq. ft. Two story booths are **not** permitted for linear, perimeter and peninsulas spaces.

- To ensure that you do not incur additional costs (i.e. design cost or the tear down of an unapproved structure), please wait for Event Management's approval before beginning production or construction.
- Do not assume that a non-response to your request is an approval.
- If changes are made to a booth after initial approval, you must submit any revisions to your design

8. ENGINEERING CERTIFICATION

Booth structures such as towers and columns which meet or exceed 12 feet (3.66M) in height (including hanging signs) or are two-story exhibits (any height) regardless of whether people will occupy the area or not will require engineering certification verifying the structural integrity of the exhibit. Acceptable certification is in the form of a Nevada licensed structural engineer's stamp or seal directly on a set of blueprints for the exhibit. This certification must be received by Show Management prior to arriving onsite and be in your possession at all times during the event and posted inside the booth structure. Failure to obtain and have available the required documentation could delay or prevent construction of your exhibit. Signs must be posted indicating the number of people the structure will accommodate. This policy has been established to ensure the safety of exhibitors and attendees at the show.

PLEASE BRING ALL CERTIFICATES OF FIREPROOFING, AND HAVE ALL U.S. CERTIFIED, ENGINEER STAMPED, STRUCTURAL DRAWINGS AVAILABLE ONSITE.

INFORMATION CLASSIFICATION: GENERAL