

Regulations & Guidelines

Booth Regulations

1. **Booth Types:** You must adhere to the rules that apply to your exhibit type.
 - a. **LINEAR BOOTHS:** One or more standard 10x10 booths in a straight line (minimum size is 10 x 10).
 - i. The maximum height is 8’.
 - ii. The maximum height of 8’ allowed only in the rear half of the booth space, with a 4’ height restriction on all materials including (**product & equipment**) in the front half of the booth.
 - iii. The exhibitor must drape off unfinished backwalls; logos cannot be hung from that backwall.
 - iv. There are no hanging signs permitted in linear booths.
 - b. **PERIMETER WALL EXHIBIT:** Standard booth located on the outer-perimeter wall of the exhibit floor.
 - i. The maximum height is 12’.
 - ii. The maximum height of 12’ allowed only in the rear half of the booth space, with a 4’ height restriction on all materials in the front half of the booth. (**Height limitations includes product and equipment.**)
 - iii. The exhibitor must drape off unfinished backwalls; logos cannot be hung from that backwall.
 - iv. No hanging signs are permitted in perimeter booths.
 - c. **SPLIT-ISLAND BOOTHS:** A booth of 400 square feet or more (depth of 200 sq. ft. or more) with aisles on three sides back-to-back with another exhibit of the same configuration. If you are utilizing a split-island booth, we encourage you to contact your neighbor in advance to discuss your respective designs. NAB will supply you with the proper contact name and phone number upon request.
 - i. The maximum height varies by hall due to different ceiling heights in the halls. Please refer to the chart below.
 - ii. The entire cubic content of the booth may be used up to the maximum allowable height.
 - iii. Logos, advertising, signs, etc. may not be placed in such a way as to be visible over the top of the shared wall. Back walls in violation of this rule will be draped at the offending exhibitor's expense.
 - d. **ISLAND BOOTHS:** A booth of 400 square feet or more with aisles on all four sides (depth of 200 sq. ft. or more).
 - i. The maximum allowable height varies due to different ceiling heights in the halls. Please refer to the chart below.
 - ii. The entire cubic content of the space may be used up to the maximum allowable height.

2. Height Regulations By Booth Type:

	Halls C1-C2	Halls C3-C5	Halls N1-N4	Halls S1-S4	Hilton Pavilion
Standard Linear	8’	8’	8’	8’	8’
Perimeter	12’	12’	12’	12’	12’
Split Island	20’	25’	25’	20’	22’
Island	20’	25’	25’	20’	22’

3. **Hanging Signs:** Hanging signs are generally permitted at the NAB Show and RTNDA@NAB for split island and island booths only. They are NOT permitted in standard linear and perimeter booths. Companies that occupy split island booths must position hanging signs at least 5 feet forward from the backwall. All hanging signs must fall within the height guidelines of the booth they occupy.

All hanging signs, both electrical and non-electrical will be hung by Freeman. If your sign requires electricity, you must order electrical service through Freeman.

4. **Rigging Regulations:** The Las Vegas Convention will strictly enforce these rules.
- Any object over 250 lbs. or requiring chain motors must be submitted to Freeman for approval by the Las Vegas Convention Center.
 - All rigging plans must be submitted to the Mike Edgeworth, Rigging Manager at Freeman 21 days prior to the start of rigging installation for group submittal to the LVCC. Refer to the Show Contacts section for contact information
 - All rigging plans must state the structure of rigging, weights, and an overlay of the rigging within your booth space. Freeman is required to reflect the plot plan for all booths on the overall ceiling plan for each show. The exhibitor will be charged \$94.00 per hour straight time to transfer the plot plan to the overall ceiling grid that Freeman is required to submit to the LVCC for approval. All files should be in DWG format. VectorWorks and PDF format files are not acceptable. Any conversion to DWG will be charged at \$94.00 per hour straight time.
 - Upon request by the LVCC the exhibitor will be required to provide the certifications for all hoist motor and rigging apparatus to the Director of Engineering.
 - All special and unusual weights, motors apparatus or items not normally hung must obtain written permission from the Director of Engineering. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the LVCVA.
 - Any weight load exceeding the pre-approved limits is subject to the removal at the exhibitor's expense.
 - Freeman cannot hang any object prior to approval from the Directory of Engineering or his/her representative.
 - Weight on the catwalks will not exceed over 25 pounds per square foot.
 - There will be no rigging under the catwalk structure.
5. **Exhibit Displays/Equipment**
- No portion of an exhibit may extend into the aisles or exceed the booth dimensions of the assigned booth. Exhibits/displays/equipment may not extend into the aisle at any height level.
 - Logos, flashing lights, lasers and the like may not be used outside the contracted booth, (i.e., exhibitors cannot shine logos onto the ceiling or facility wall.)
 - Equipment must be kept at least 12 inches from all aisles.
 - A company's "equipment" is subject to all of the rules described in each booth type's guidelines/rules discussed in the section.
 - If you think your "equipment" will need to be positioned in a way that might violate these guidelines/rules, please contact NAB Show Management to discuss.
6. **Booth Reviews/Variance Requests:** If you are concerned in any way about meeting booth structure guidelines for your booth type or would like to request permission to construct your booth outside the stated guidelines, you must complete the Booth Variance Request Form and submit a schematic/drawing of your booth for review. The Booth Variance Request Form is located in the back of this session. If you need further assistance, please call NAB Show Management at 877-622-3947 or 202-595-2051.
- This is only a requirement if you are requesting a variance.**
 - Please include on your schematic/drawing the **exact height** of your exhibit structure, towers and/or hanging signs, and indicate aisle or booth orientation.
 - Clearly mark the height of each level on double deck booths. In addition, please indicate the direction any doors will open.
 - The maximum height for Split Island and Island spaces to the top of the sign/exhibit structure is based on the chart above.
 - All communication regarding booth designs must be in English.**
 - Exhibitors' requests for booth reviews/variances must be submitted by **March 14, 2008**.
 - Verbal approvals will not be given.
 - Booth reviews/variances are valid for the current show only.

PLEASE NOTE: This approval only relates to Show Management guidelines and regulations. Your designs, if necessary, should still be submitted to the LVCC or Las Vegas Hilton Fire Marshall and a structural engineer for their approval.

7. **Full Height Construction:** Please be considerate of others when designing your booth; every exhibitor has the right to be visible! If you build your exhibit to the maximum height allowed across one or more sides of your booth, you ARE blocking neighboring exhibitors from being seen. Please be respectful of all exhibitors. The following is NAB's "Good Neighbor" policy, regardless of booth dimensions.
 - a. All booths, regardless of size or type, should be designed in such a way so as to eliminate line-of-sight obstructions from one exhibit to the next.
 - b. A solid wall or banner between an island or split-island booth and a row of linear booths (particularly along the perimeter) is inappropriate.
 - c. This is particularly important along shared walls and borders between linear and split-island exhibits.
 - d. If you are planning a hardwall installation that could obstruct the view to neighbors' booths you must submit a booth variance/review form located in Regulations & Guidelines section.
8. **Covered or Multi-Level Exhibits:** Designs for covered and double deck exhibits **must** be approved by a certified structural engineer and then submitted to the Las Vegas Convention Center Safety Department or Las Vegas Hilton Fire Marshal for approval. For more information please refer to the LVCC Regulations for Covered and/or Double Deck Exhibits or Facility Approvals for contact information at the end of this section.
9. **Floor Covering:** Carpet and/or alternative floor covering is required in all exhibits (except outdoor exhibits). Carpet and/or floor covering may be ordered from Freeman or exhibitors may bring their own. RTNDA exhibitors are not required to provide floor covering; the Las Vegas Hilton Pavilions are carpeted.
10. **Booth Materials:**
 - a. Drape, carpet and all types of exhibit materials must be fire resistant.
 - b. Painting and spraying of toxic or flammable substances is prohibited, along with the use of flammable liquids, compressed air, dangerous chemicals and open flame.
 - c. Crates and boxes may not be stored within the booth.
 - d. All electrical wiring must be covered or taped down.
 - e. All fire boxes, aisles and exits must be kept clear and visible at all times.
 - f. Electrical equipment must be installed, operated and maintained in a manner that does not create hazard to life and property.
11. **ADA Compliance:** The American with Disabilities Act (ADA) applies to events such as the NAB Convention. The ADA requires that convention facility and services are accessible to those with disabilities. Be sure when planning your booth/exhibit that you take into consideration those with disabilities (e.g., wheelchairs, hearing impairments, etc.) All exhibitors must comply with ADA requirements and may be subject to penalties for failure to do so. Necessary compliance efforts may differ with the nature of the exhibit so please consult your own attorney regarding these requirements or contact the ADA Information line at 800-514-0301 or www.usdoj.gov/crt/ada/info.htm. Because the ADA is very complex, NAB Staff cannot provide guidance in this matter.
12. **Balloons:** Exhibitors must follow all LVCC or applicable Hilton regulations in regards to utilizing balloons in their displays and promotional activities. These regulations are located towards the back of this section.
13. **Stickers:** Stickers are prohibited on Convention Center and Las Vegas Hilton property.
14. **Vehicles/Helicopters:** Helicopters must fit in the confines of your booth (this includes the blades) and cannot extend into the aisles at any height level. It is requested that you affix colored tape to the blades for safety. Freeman will assess a Vehicle Spotting Fee, round trip, per vehicle moving into and out of the hall. Exhibitors planning to have a vehicle or helicopter in their booth **must notify Freeman by March 14, 2008**. Please contact Jason Dahlke with any questions, Jason.dahlke@freemanco.com. Exhibitors planning to have a helicopter in their booth must submit the Helicopter Landing Request form in the Freeman Forms/ Material Handling & Shipping section of this manual.

The following is the Las Vegas Convention Center's (LVCC) operation procedure for helicopter landings:

- a. Exhibitors requiring helicopter landing on LVCC premises shall provide insurance coverage of \$10,000,000 Aircraft Liability including passenger liability. A Certificate of Insurance, listing the LVCVA as additional insured must be provided by March 14, 2008 for landing a helicopter.
 - b. Exhibitor must receive approval for the helicopter landing from LVCC by completing the Helicopter Landing Request Form included in this section.
 - c. Exhibitor must inform pilots that they are required to maintain two way radio contact with either McCarran Airport Control Tower or an approach control if one is provided.
 - d. Space and condition of the landing site is up to the pilot's judgment. However, the LVCVA Customer Account Manager must ensure all debris removed from the landing area and vehicles are a safe distance from the intended landing area. Precautions must be made to prevent pedestrian traffic into the area.
15. **Lights-Out Requests – only at the Las Vegas Convention Center:** There are no designated lights out halls for the 2008 NAB Show. "Lights-Out" is an option available to those exhibitors with island booths exhibiting at the Las Vegas Convention Center measuring 400 square feet or greater. To arrange for "Lights-Out", please complete and return the "Lights-Out" form located under the Freeman section/ sub tab Electrical/Utilities of this manual to **Freeman by March 14, 2008**. Beginning Friday, April 11 there will be designated "full lights" periods for exhibitors to determine if exhibitors will require shrouding or additional aisle lights out.
- a. Visit our [website](#) to view the placement and number of lights over your booth. Contact Freeman at 702-407-4696 with any questions. Refer to the applicable [lighting grid](#) to determine light numbers for ordering lights out.
 - b. Pre-ordered lights may only be turned out when directly overhead and in the confines of your booth. Lights will only be turned off DIRECTLY over the exhibitor's booth when possible.
 - c. No lights will be turned out if located on a catwalk and outside the confines of your booth. All orders for aisle lights off or shrouded must be placed onsite with your NAB floormanager and must be agreed to by affected neighboring exhibitors.
 - d. **The exhibitor will be responsible for paying the labor to turn the lights out over his or her own booth.**
 - e. Onsite or after the deadline any exhibitor requesting the lights above their booth be turned off will be responsible for paying for supplemental lighting of affected neighboring exhibitors.
 - f. There will be designated "full lights" periods during move-in for exhibitors to determine if exhibitors will require shrouding or additional aisle lights out. Additional information regarding the scheduled times for "full lights" is listed on the lights out order form in the electrical section of this manual.

Booth Activities

16. **Booth Activities:** Booth activities deemed too disruptive may be discontinued at Show Management's discretion. Animals are not permitted.
17. **Promotional Activities:** All promotional activities and distribution of literature must take place within the confines of the booth. Exhibitors, hired models, hosts, hostesses, personnel, etc. will not be permitted to pass out literature or perform in the Las Vegas Convention Center or the Las Vegas Hilton unless it is within the confines of the assigned booth. All exhibitors are subject to the rules of the NAB and the Las Vegas Convention Center (LVCC) or the Las Vegas Hilton.
18. **Theater Demonstrations/Live Entertainment:** ALL THEATER DEMONSTRATIONS MUST TAKE PLACE WITHIN THE CONFINES OF YOUR ALLOTTED BOOTH SPACE. When planning for your theater demonstrations abide by the following guidelines.
 - a. Design an area that can sufficiently hold your audience within the confines of your exhibit space.
 - b. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle.
 - c. Booth personnel, including demonstrators, hostesses and models are required to confine their activities within their booth space.

- d. As stated in our terms and conditions, no singing, dancing or use of musical instruments or other type of performance is permitted. However, at NAB's sole discretion, NAB will allow such performances for purposes of demonstrating an Exhibitor's product. All such demonstration performances require the prior approval of NAB. All requests must be submitted to NAB, in writing, by **Friday, March 14, 2008**. E-mail your request to exhibitcomm@nab.org or fax to 202-429-3922.
19. **Sound:** Sound systems are an important component to most NAB exhibits. NAB has established the following guidelines with regards to sound in exhibitor's booths.
- The standard for the noise level at the show is 85 decibels.
 - Any complaints reported to NAB Show Management will be tested. The decibel level will be tested from the center of the aisle in front of the exhibitor's booth in question. If the noise level goes above 85 decibels, or is particularly disturbing or disruptive, please be a good neighbor and turn the level of noise down.
 - If after ONE warning by NAB Staff the offending exhibitor does not reduce the sound level, NAB, at its discretion, may elect to shut off the power to the offending portion of the exhibit.** In this event, the exhibitor will be responsible for any charges related to this action.
 - All speakers must face inward and not out towards the aisles.** If NAB finds exhibitors with speakers not in compliance to this guideline, NAB will have the direction of the speakers turned. Offending exhibitors will be responsible for all charges related to the movement of the speakers.
 - Video productions relating to exhibitor's equipment will be permitted, provided equipment and screens are set back from all aisles and all viewers stand or sit within the confines of the booth.
 - No singing, dancing or use of musical instruments or other types of live performance is permitted without written permission from NAB. See guidelines under Theater Demonstrations above.

IMPORTANT: YOUR ELECTRICAL SERVICE WILL BE INTERRUPTED IF YOU FAIL TO COMPLY WITH THE ABOVE REGULATIONS.

20. **Give-Aways/Contests:** Equipment passes are required for particular give-aways that include equipment or products and must be requested by the exhibitor from NAB Show Management or a Floor Manager onsite. Please note that contests and giveaway laws/regulation vary from state to state and can often have particular requirements (e.g., payment of taxes, age limitations, etc.). We suggest that you consult your legal counsel to ensure that your give-away/contest adheres to Nevada State Lottery Laws and contest rules.
21. **Special Events: For NAB Las Vegas Convention Center Exhibitors Only** – NAB Exhibitors at the Las Vegas Convention Center planning to host an event in their booth on the exhibit floor before or after scheduled show hours must do the following.
- After Hour Special Events can only be held April 14 – 16, 2008 from 6:00pm – 7:30pm.
 - Before Hours Special Events can only be held April 14 – 17 beginning at 7:30am.
 - Submit completed Special Events Form located in this section by **March 14, 2008**.
 - Pick up Special Event Passes from the Exhibit Management Office. Special Event Passes are required for admittance onto the show floor for events before & after official show hours. **These passes can only be obtained onsite. It is the exhibitor's responsibility to distribute these passes to all invited attendees.**
 - Security guards, hired by the exhibitor, must be present at all Before Hours and After Hours events. Security is required to escort event attendees to and from your booth and the hall entrance and to ensure attendees stay in your booth. The number of security guards needed is based on the following sliding scale:
 - 400sq' and smaller – one guard
 - 401-900sq' – two guards
 - 901 – 1,200sq' – 3 guards
 - 1,201 – 2,000 – 4 guards
 - 2,001+ - determined by show management based on type of event.
 - NAB must receive confirmation of hired security and a guest list for the event before Special Event Passes will be issued.

- g. All planning and costs associated with the Special Event are the responsibility of the Exhibitor, including notifying their customers about the event and distributing Special Event Passes to them.
- 22. **Solicitations/Gratuities:** Solicitation of tips or special payments of any kind is prohibited. Any attempt to solicit a gratuity by a contractor employee for any service should be reported to NAB Show Management immediately.
- 23. **Food & Beverage:** No food or beverage, including marketing giveaways, is permitted to be brought into the Las Vegas Convention Center or the Las Vegas Hilton without the expressed consent of the official food and beverage provider. Exhibitors at the Convention Center should call ARAMARK at the appropriate number below for more information on how they can provide food & beverage items for you at the LVCC. And RTNDA exhibitors should call Hilton Catering at 702-732-5138. Please note that there may be a corkage fee assessed for all food & beverages brought into the facility.

North Hall	Paris Magasiny	702-943-6904	magasiny-paris@aramark.com
Central Hall	Janet Darling	702-943-6695	darling-janet@aramark.com
South Upper	Gina Genco-Endy	702-943-6890	genco-endy-gina@aramark.com
South Lower	Trica Runyan	702-943-6827	runyan-trica@aramark.com

- 24. **Models/Hosts/Hostesses:** Exhibitors are responsible for the actions of their models/hosts/hostesses. Models/hosts/hostesses must remain in the exhibitor’s contracted exhibit space. If you are using a modeling agency other than NAB’s official agency (Judy Venn & Associates), please make sure the agency has the appropriate license to work in the state of Nevada. Models/hosts/hostesses are not permitted in other exhibit booths and are not permitted in the aisles or public areas. Although we cannot issue standards on good taste, if models wear costumes, please remember the trade show floor is a professional work place. To facilitate access to the show floor for your models/hosts/hostesses, you may register them as Manufacturing Reps. For information on how to register, please refer to the registration information under the **Registration** section.

Access Guidelines

- 25. **Delivery and Removal During Show:** Delivery or removal of any portion of an exhibit will not be permitted during the show without written permission from NAB. No deliveries may be made during show hours.
- 26. **Removal of Hand-Carried Materials:** Equipment Removal Passes will be required to remove any materials from the floor. These passes are available from the onsite Exhibit Management Office, C102. Portfolios, brief cases and packages will be subject to inspection by the security guards.
- 27. **Admittance During Non-Show Hours:** Refer to the [show schedule](#) for detailed access hours for exhibitors, EACs and manufacturer reps.

After Hours Work Passes, Special Event Passes may be obtained from the Exhibit Management Offices or Exhibitor Registration onsite. Security guard(s) are required for exhibitors wishing attendees (with valid special event pass) to access their booth before and after show hours, the Exhibitor must hire a security guard(s) at their expense for the duration of the event. The guard should escort the group, in its entirety, to and from the exhibit hall. Proof of security guard(s) must be presented to Show Management to receive these passes as well as a list of the guests. Exhibitors are responsible for ensuring their guests have the proper passes to gain access to the show floor during their event.

- 28. **Badges:** Badges will be required for entry into the exhibit hall at all times. Badges are not transferable and those worn by other than the person to whom issued will be confiscated. Business cards are not to be used in show badge holders. For every 100 sq’ of booth space the exhibiting company purchases it will receive eight badges. Additional badges may be purchased for a fee of \$25.00 per badge. NAB has the right to change this

allotment. Registration for exhibitor credentials for both exhibit booth personnel and manufacturers and representatives is available online at www.nabshow.com.

29. **Exhibitor Guests/Traffic:** General admission to the exhibition will be available to all duly registered attendees and registered exhibitor guests of at least 16 years of age. NAB makes reasonable attempts to attract quality attendees to its exhibition, but does not guarantee specific volumes or levels of qualification. Traffic by any given booth is a function of that particular exhibit and is not the responsibility of NAB.
30. **Session Passes.** Exhibitors may gain entry to general educational sessions. The Exhibitor must possess the proper pass and wear the appropriate badge. NAB has the right to limit the total number of passes that may be included with the cost of each booth. Passes will be dispersed at Exhibitor Registration. Refer to the Registration section to determine which conferences are accessible with exhibitor session passes and how many passes each company receives. Passes not valid for NAB luncheons, breakfasts or special events.
31. **Exhibit Hall Open Hours:** Show Management reserves the right to set and limit the hours of the exposition. The hours of the exposition shall be printed in the official program and exhibit guide.

Other Terms & Conditions

32. **Insurance:** ALL Exhibitors must comply with all Las Vegas Convention Center (LVCC) and/or Las Vegas Hilton rules applicable to exhibit construction, installation, operations and dismantling, as well as any applicable federal, state or local statute and/or regulation.
 - a. The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased by NAB. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$2,000,000. Such insurance shall name NAB, Las Vegas Convention Center and Freeman as an additional insureds, and exhibitor shall upon request provide NAB with certificate so indicating. Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for the exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the exhibit hall and during the show.
 - b. Most exhibitors can add NAB, Las Vegas Convention Center and Freeman to their existing policies. Please contact your insurance company direct. **Exhibitors are not required to send proof of insurance to NAB in advance.** However, exhibitors are required to submit proof of insurance upon request.
33. **U.S. Laws & Regulations:** Exhibitor agrees to comply and comport with any and all U.S. laws and regulations including but not limited to commerce, tax, and export laws/regulations. Contact information for further details and current regulations is located on the Show Contacts page.
34. **Installation And Dismantling Personnel:** Exclusive providers of certain services are described in the Exhibitor Service Manual. Exhibitors using Exhibitor Appointed Contractors (EACs), companies and other services other than NAB's official contractors, must advise them to check with the Exhibitor Registration upon their arrival. NAB Show Management must receive EAC's notification and certificate of insurance in writing by March 14, 2008. Copies of all job orders must be presented upon request to NAB Show Management to qualify their company's participation. Upon verification, official service badges allowing access to the exhibit area during move-in and move-out hours only will be issued. EACs must comply with all requirements of the Las Vegas Convention Center and Las Vegas Hilton, as applicable.

35. **Exhibitor Listings:** The confidentiality and safety of the Pass Code is the responsibility of the individual listed as the Official Exhibitors Logistics Contact per the executed the NAB Show Exhibit Space Contract. All inquiries regarding pass-code information will be directed to the Official Exhibitors Logistics Contact.

Each Exhibitor is responsible for truthfully and accurately entering data into and maintaining the NAB Show Exhibitor Listing. NAB shall not be responsible for any delays or outages in the display of such listing, or any inaccuracies in the listing.

The National Association of Broadcasters reserves the right to reset the Exhibitor Listing Pass Code.

The National Association of Broadcasters reserves the right to remove any Exhibitor Listing for failure to comply with any or all terms or guidelines set-forth in the NAB Show Exhibitor Space Contract and Manual.

The National Association of Broadcasters reserves the right to remove data or text from any Exhibitor Listing that it deems inappropriate.

36. **Direct Selling:** NAB strictly prohibits over-the-counter sales (i.e.: cash, check or credit card). Only bona fide business orders for future delivery are permitted. NAB reserves the right to close down booths in violation of this regulation.

37. **Transmitters:** To operate any transmitter or transmitting device (which includes but is not limited to wireless microphones, walkie-talkies, portable transmitters and satellites) at the NAB Show the exhibitor must have the appropriate license(s) from the Federal Communications Commission (FCC) and comply with all pertinent FCC rules and regulations. Note that these devices when used may interfere with equipment being used by others. If a signal from a transmitter or transmitting device causes interference, you will be required to:

- a. Turn the transmitter off if it is not properly licensed.
- b. If it is properly licensed but still causes interference, you may be required to turn the power down, redirect the signal or otherwise work with NAB and others to help resolve the interference problem.

The FCC rules regarding transmitters can be complicated; NAB suggests discussing your options with a lawyer or consultant. The Association of Federal Communications Consulting Engineers is a good resource. Their website is www.afcce.org.

NAB, the LVCC and Freeman are currently working to improve the process for the installation and operation of the "Satellite Farm". All exhibitors placing a satellite in the farm are required to submit the Satellite Placement form, located in the Auxiliary Services section and order any applicable services and wiring.

38. **Unoccupied Space:** Exhibit displays at the Las Vegas Convention Center must be set by 2:00 p.m., April 13, 2008. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after 2:00 p.m., NAB reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.

RTNDA exhibits at the Las Vegas Hilton must be set by 5:00pm on April 13, 2008. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after 5:00 p.m., NAB reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.

39. **Smoking:** Smoking is prohibited in the Las Vegas Convention Center.

40. **Age Requirements:** For safety and security, no one under the age of 16 is permitted on the exhibit floor at anytime.

Exhibit Definitions

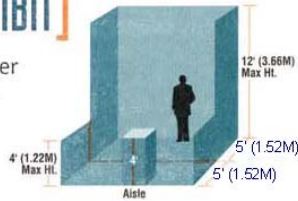
[STANDARD LINEAR BOOTHS]

One or more standard booth in a straight line (minimum booth size is a 10' x 10'). Display fixtures over 4' (1.22M) high must be confined to that area of the booth that is at least 5' (1.53M) from the aisle line.



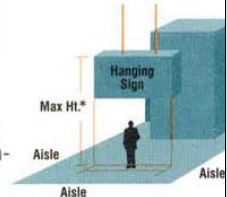
[PERIMETER WALL EXHIBIT]

Standard booth located on the outer perimeter wall of the exhibit floor.



[HANGING SIGNS]

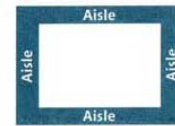
An exhibit component suspended above an island or split-island booth for the purpose of displaying graphics or identification.



* For max ht. refer to chart in the exhibitor manual

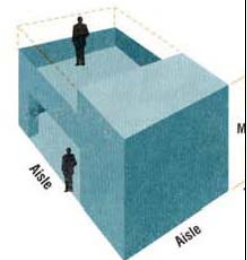
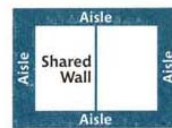
[ISLAND BOOTHS]

A booth of 400 sq. ft. or more with aisles on all four sides.



[SPLIT-ISLAND BOOTHS]

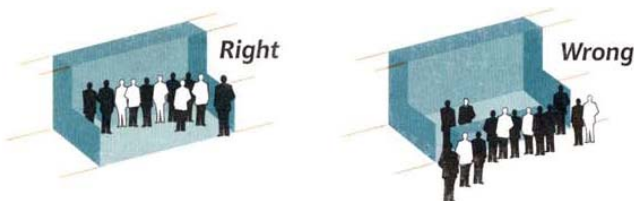
A booth of 400 sq. ft. or more (depth of 200 sq. ft. or more) with aisles on three sides and sharing a back wall with another exhibit of the same configuration.



* For max ht. refer to chart in the exhibitor manual

[DEMONSTRATIONS]

The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.



[MACHINERY/EQUIPMENT]

Machinery and equipment may be displayed in a manner comparable to actual industrial utilization, but should be positioned to minimize interference with the sightline into neighboring booths and should be kept 12" off of the aisle line for public safety.

www.nabshow.com

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

1. **ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
2. **ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs or displays may protrude into aisles.
3. **DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. **ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
5. **VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes.
6. **COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. **VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
8. **COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.
9. **ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. CONNECTORS MUST NOT BE SUPPORTED BY CORDS.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
10. **CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
11. **ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE DECORATOR'S ELECTRICAL CONTRACTOR.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG, or larger, and must be protected against injury or damage.
12. **ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS.** Hard backed booths must have power supplies dropped within the booth.
13. **NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, show decorator will remove and store at **EXHIBITOR'S EXPENSE.**
14. **CLARK COUNTY WILL CURRENTLY ALLOW COVERED EXHIBITS UP TO 1000 SQUARE FEET TO BE UNSPRINKLED.** All covered exhibits greater than 1000 square feet must be provided with sprinklers throughout.
15. **ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates are not to be used as exhibit supports.
16. **FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

Revised, September 2000



CONVENTION AND VISITORS AUTHORITY

FIRE & SAFETY EXHIBIT GUIDELINES

1. All means of entrance and exit must be clear and free from obstruction at all times.
2. Each hard wall booth must be a minimum of 9 inches from the booth line for access to electrical.
3. 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.
4. All fire hose racks, 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.
5. Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3) The upper deck, if occupied, must be rated at 100 psi live load. 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 which cannot be treated to meet the requirements may not be used.
6. Halogen and quartz lamp use must be reviewed with Convention Services Manager and Safety Coordinator (please review Halogen Lamp Restriction section, Addendum M & N).
7. Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
 - 7.1. Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
 - 7.2. 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. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
 - 7.3. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - 7.4. External chargers or batteries are recommended for demonstration purposes.
 - 7.5. No battery charging is permitted inside the building.
 - 7.6. Combustible/flammable materials must not be stored beneath display vehicles.
 - 7.7. Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
 - 7.8. Vehicles shall not be moved during exhibit hours.
8. Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.
9. Vehicles in the building for loading or unloading must not be left with engine idling.
10. Except for equipment that uses LPG or natural gas as fuel, 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 Safety Manager. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Office. (NFPA 101, 13.7.4.5 Prohibited Materials)

- 10.1. When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb 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.
 - 10.2. When approved, LPG (propane) containers complying with UL 147A *Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies*, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
 - 10.3. Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager.
 - 10.4. All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
 - 10.5. 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.
 - 10.6. Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
 - 10.7. No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
 - 10.8. Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.
11. NO SMOKING in the exhibit halls during move-in or move-out due to fire hazard.
 12. Smoking is not permitted in any covered or two story booths.
 13. 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 Double Deck and/or Cover Exhibits for more information.)
 14. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet. (2003 NFPA 101, 13.7.4.3.2)
15. Demonstration of Fuel Burning Appliances.
 - 15.1 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 their event.
16. Heated and Cooking Oil or Grease Operations:
 - 16.1 Exhibitors using heated oil or grease for cooking or any other purpose must be in attendance of this equipment at all times when operation and must have a type “K” fire extinguisher present during the operation. An example of

this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher. (See FOOD PREPARATION WITHIN EXHIBITS)

16.2 Fire code prohibits the use of any “B” type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.

16.3 Type “K” fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for “fire extinguishers” can be referenced for a supplier. There are several companies local in Las Vegas that offer this service.

17. Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.

17.1 Vented fireplaces cannot be burned since venting directly outdoors is not possible.

17.2 Only enclosed fireplaces will be approved for burning, 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.

17.3 Screen front fireplaces will not be approved for burning.

17.4 Exhibit design directly around the fireplace and installation of the fireplace must meet the requirements/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.



CONVENTION AND VISITORS AUTHORITY

HALOGEN LAMP RESTRICTION

In a move to ensure the safety of building customers at the Las Vegas Convention Center, the LVCVA has placed a ban on certain halogen lamps. Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. The ban became effective January 1, 2003.

The following statement was issued jointly by the LVCVA and the Exhibit Designers and Producers Association in order to clarify all prior communications concerning the use of halogen lighting at LVCVA facilities. This revision replaces the halogen lighting policy statement issued by the LVCVA on August 1, 2002.

Why is LVCVA restricting the use of halogen lighting?

LVCVA has experienced several fire safety incidents arising from the use of stem- and track- mounted halogen light fixtures attached to exhibit booths where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains.

Misuse encountered by the LVCVA has included failure to correctly install the fixtures in a secure fashion and failure to ensure that fixtures are not in close proximity to drapes, displayed items, or similar flammable material.

Poor maintenance includes replacing bulbs with higher wattages than the permitted maximum marked on the fixture, failure to replace lenses or shields after re-lamping, failure to follow the lamp manufacturer's instructions concerning direct contact with the bulb, and replacement of broken lenses and other components with sub-standard, non- approved, parts. These practices are not within the ability of LVCVA or the equipment manufacturer/distributor to supervise and may result in safety risks.

What halogen lighting IS covered by this policy?

This policy covers only certain restrictions on stem- and track-mounted halogen lighting installed by display contractors and exhibitors for the temporary lighting of exhibit booths. Stem-mounted fixtures employ an arm that extends outward from the mounting mechanism which is typically terminated in a light head that pivots, swivels, or is otherwise movable. The use of stem- and track-mounted halogen or other fixtures employing either a linear halogen bulb (Addendum M, Fig. 1) or a non-shielded halogen bulb (Addendum M, Fig. 2) is not allowed.

What halogen lighting is NOT covered by this policy?

Halogen bulbs or lighting fixtures (including track lighting) containing halogen bulbs that are being displayed or demonstrated as part of an exhibiting company's product line or business in its booth. Theatre, stage or studio lighting equipment utilizing halogen lamps may be used only for code-defined theatre or stage activities. Such lighting may not be used as booth lighting or to illuminate signs or objects on the exhibit floor nor in any other exhibit or meeting area where the general public has access.

How do the restrictions affect stem- and track-mounted halogen light fixtures?

Unless otherwise stated in this policy, stem- or track-mounted halogen light fixtures installed in LVCVA facilities must:

1. Utilize one of the halogen bulb styles shown in Fig. 3 (Self-Shielded Bulbs – See Addendum N). These bulbs have an additional glass shield that is integrated with the bulb design and require no other shield as part of the light fixture; and
2. Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, but in no case exceeding 75 watts.

Alternative Designs:

The LVCVA will periodically review this policy and take into consideration any improvements in products and practices that provide appropriate levels of operational safety.

DISAPPROVED HALOGEN BULBS



Fig. 1. Linear Bulbs



MR 11/16 Uncovered
Voltage



Low Voltage Bi-Pin



Line

Fig. 2 Non-Shielded Bulbs

APPROVED HALOGEN BULBS – 75 watts max



– low voltage

MR 11/16

o



MR 16 Covered – line voltage



Covered

Figure 3. Self-Shielded Bulbs



CONVENTION AND VISITORS AUTHORITY

HAZARDOUS MATERIAL

1. All hazardous materials brought into the facility must be labeled and accompanied by the applicable MSDS (Materials Safety Data Sheet) which must be produced upon request. It is highly recommended that the MSDS be submitted at the same time floor plans are submitted.
2. The Lessee is responsible for the handling and removal of hazardous materials used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event. Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility.
3. The Lessee is responsible for the tracking of all hazardous material brought into the facility.
4. Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.



CONVENTION AND VISITORS AUTHORITY

DOUBLE DECK AND/OR COVERED EXHIBITS

1. Upper decks or covered areas are required to be limited to dimensions, which do not exceed 1,000 square feet in contiguous area. Definitions:
 - 1.1. Upper Decks - Any occupied second story or greater area, which is accessible by an approved means of egress.
 - 1.2. 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, roofs, overhead lighting installations, and any materials hanging or installed overhead that is not recognized as acceptable for use under fire sprinkler systems by fire code.
 - 1.3. Contiguous - Any area or combination of areas which are not separated by a clear 10 foot fire break. This measurement is made horizontally.
 - 1.4. Fire Break - A clear non-combustible space at least 10 feet in width surrounding the exhibit or exhibit space on all sides.
 - 1.5. Means of Egress - An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
2. If additional Upper Deck or Covered contiguous area is required in excess of 1,000 square feet, a fire sprinkler system shall be installed under the entire area and every level of a multi-level exhibit.
 - 2.1. A Nevada State licensed fire sprinkler contractor must install fire sprinkler systems.
3. If additional Upper Deck or Covered area is required in excess of 1,000 square feet without the use of a fire sprinkler system, contiguous areas limited to 1,000 square feet may be separated by a minimum 10 foot fire break on all sides.
 - 3.1. The fire break shall be void of any combustible displays, furniture or other material, which could abet transfer of fire from one area to the other.
 - 3.2. Exception: The fire break may be spanned by a single bridge, catwalk or structure that shall not exceed 48 inches in width and shall be constructed of fire resistant or non-combustible materials.
4. Upper Deck or Covered areas shall not have any additional deck, ceiling or covering installed above for any purpose unless a fire sprinkler system is installed in each level of the exhibit.
5. Upper Deck areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two remote means of egress. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served.
6. Means of egress shall be of an approved type and constructed to the requirement of the code.
 - 6.1. Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
7. Exhibits with Upper Decks, Covered or roofed 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 and must be installed in accordance with NFPA 72.

8. Any single level exhibit exceeding 300 square feet of contiguous covered area (see: “covered area,” Section 1.2 above) and/or 1,000 square feet of total booth space, and all multiple-level exhibits must submit a booth plan to the LVCVA Safety Office for approval prior to the exhibit coming onto LVCVA property. Please send plans to the LVCVA Safety Office at 3150 Paradise Road, Las Vegas, NV 89109. Plans may be faxed to 702.892.2919. Plans may also be submitted in CAD or PDF format via e-mail to: Boothplans@lvcva.com. Booth plans are required to be submitted for each show, regardless if the booth has been approved for any past show by the LVCVA Safety Office.
9. Any Upper Deck area to be occupied must have an approved plan with an engineering stamp.
10. Smoking is not permitted in any covered or two-story booths.
11. After hours fire watch must be provided for covered areas exceeding 300 square feet. The booth fire watch must have the capability to contact in-house Security Dispatch by radio or other acceptable audible means.
 - 11.1 Fire watch coverage is to commence with installation of upper deck, or ceiling, and continue during non-show hours until the upper level or ceiling is removed.
 - 11.2 Assigned fire watch staff must be trained and qualified in the use of fire extinguishers. Contract security, or the fire watch contractor is responsible for the verification or qualification of fire watch personnel.
 - 11.3 Fire watch personnel will be responsible for immediate notification, by radio, to LVCVA Security Dispatch giving the exact location and description of the problem.
 - 11.4 Fire watch personnel may be assigned to multiple contiguous exhibits, based upon not more than one-minute response to any location involved.
 - 11.5 Fire watch personnel, prior to start of assignment, shall inspect locations and condition of fire appliances and become familiar with the building, including location of available exits.
 - 11.6 Cost and method of payment for fire watch is to be negotiated between the contractor supplying the service and show management and/or the exhibitor requiring such services.



CONVENTION AND VISITORS AUTHORITY

BALLOONS / STICKER POLICY

Show management and the LVCVA Convention Services Manager must approve the use of balloons. Once approval has been given, the following regulations must be met:

1. The use of helium balloons that are larger than 36 inches, either separate or tethered, is permitted in the exhibit halls. Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored. Helium balloons may not be used for handouts. Smaller air-filled balloons may be used for decoration and/or handouts.
2. Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown around the exhibit hall.
3. Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved safety stands with the regulators and gauges protected from potential damage.
4. Overnight storage of helium or compressed air cylinders in the building is prohibited.
5. Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the service contractor, cleaning contractor or the LVCVA.
6. Balloons **must not** be released out-of-doors due to airport flight patterns in the area.
7. Stickers are **prohibited** on property.



CONVENTION AND VISITORS AUTHORITY

ANIMALS

1. 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 Convention Services Manager.
2. The following criteria must be met before the animal is allowed on property:
 - 2.1. The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.).
 - 2.2. A separate certificate of insurance 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.
 - 2.3. Animals will not remain in the building overnight.
 - 2.4. A trainer must accompany animals at all times.
3. Non-domesticated animals will be considered on an individual basis. Call the Convention Services Manager for further details.
4. Seeing eye/assistance animals are always welcome.



CONVENTION AND VISITORS AUTHORITY

MEETING ROOMS

1. Meeting rooms N101-N120 may be used for commercial exhibits with the following restrictions:
 - 1.1. Carpeting can be placed on top of building carpet in the meeting rooms with permission from the Convention Services Manager. Visquene must be laid between the building carpet and the carpet being installed. Use only non-residue tape. No subflooring is allowed for exhibits.
 - 1.2. When moving freight or equipment in these areas the existing carpet must be protected by the use of approved runners or visquene.
 - 1.3. No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings. Nothing can be affixed to meeting room walls or doors without approval of the Convention Services Manager.
 - 1.4. No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.
2. When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, exit signs or exits.
3. Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles in each room (see Addendum J for listing of available show power).
4. All exhibits being set in these rooms must have an approved floor plan. These floor plans must be submitted to the LVCVA Convention Services Manager at least 60 days in advance of set up.
5. Nothing can be affixed to meeting room walls or doors without approval of the CSM.
6. All persons who are in the process of designing exhibits or displays for these meeting rooms are encouraged to contact the Convention Services Manager for clarification of all rules and regulations.
7. Meeting rooms C201-C206, N201-N264, Diamond Offices 1, 2, 3 & 4 and S101-S233
 - 7.1. Tabletop exhibits, hospitality suites or registrations may be set in these rooms.
 - 7.2. NO exhibitor crates, wooden skids/pallets, hanging of signs or the building of a room with a ceiling within a meeting room will be allowed. Installation of flooring and trussing is only permitted with approval from the Convention Services Manager.
 - 7.3. Standard furniture such as desks, chairs, sofas and cocktail tables will be allowed in those rooms designated as hospitality suites.
 - 7.4. GEM or MIS wall type installations MUST be used when subdividing these rooms. UNDER NO CIRCUMSTANCE will GEM or MIS type structures be allowed with a ceiling. All GEM or MIS walls MUST be 18 inches below automatic fire sprinkler heads.
8. Closet and utility rooms are not included with any meeting room. These are for LVCVA use only.
9. Meeting room partition will be moved only by LVCVA personnel. Contact your Convention Services Manager if you need assistance.

10. Each meeting room is allowed (1) one no-charge set-up per day. Check with the Convention Services Manager for multiple set-up fees. Meeting room set-up information:
 - 10.1. STAGING. The Convention Center sets risers for a stage/dias if required. Risers are 4' x 8' and are available in 16", 24" and 32". The next size ranges from 36" to 54" in two inch increments. The platform is two sided. One side is carpet in a multi-pattern of black, gray and white. The other side is black vinyl. All skirting is black. We utilize these to the extent of our inventory.
 - 10.2. TABLES. Table sizes are 18" x 8', 30" x 8', and 6' rounds, all 30 inches high. The tops are gray and are hard plastic.
 - 10.3. DRAPED/SKIRTED TABLES. If a draped head table or skirted table is required, it must be ordered from the Service Contractor. The Convention Center has plastic tables and they cannot be draped, as there is no way to staple into them. The Convention Center does not provide linens or skirting.
 - 10.4. CHAIRS. Chairs are the gray stacking type and available for meeting room sets to the extent of our inventory. At the base, chairs are 20" square.
 - 10.5. MICROPHONES. The LVCVA will provide wired microphones including podium/microphones, lavalieres, aisle, and table microphones at no charge to the extent of LVCVA inventory. All wireless microphones must be supplied by an A/V contractor.
 - 10.6. LECTERNS. Standing lecterns are provided free of charge to the extent of our inventory.
 - 10.7. AUDIO/VISUAL EQUIPMENT. All projectors, screens, overheads, VCRs, etc., are ordered through the audio/visual contractor. Four line inputs may be set in one room without a sound operator. A fifth input requires an operator which must be ordered from the audio/visual contractor.
 - 10.8. EASELS. The Convention Center provides easels to the extent of our inventory. Note: Easels are not the type that will hold a flip chart.
 - 10.9. CHALKBOARDS/CORK BOARDS. The Convention Center provides chalkboards and/or cork boards to the extent of our inventory.
 - 10.10. FLIP CHARTS/MARKERS/POINTERS. Flip charts, markers and pointers must be obtained from the audio/visual contractor.
 - 10.11. PADS/PENCILS. The Convention Center does not provide pads or pencils.
 - 10.12. PIPE/DRAPE. The Convention Center does not provide pipe and drape.
11. To make audio recordings of your meetings, the LVCVA has five line level output patch bays for recording meetings. There is a \$25 charge per record room, or room combo, per day, to use the patch bay. Patch cables used for recording are the responsibility of the recording company contracted by the client requiring recording. Patch cable connectors, needed for patch bay use, are a male XLR type with pin two hot. Signal provided at patch bay is a "line" level. Record companies are not allowed to place their recording equipment in the meeting rooms or hallways. In addition, recording companies are required to meet all LVCVA contractor requirements. Contact your Convention Services Manager for additional information on recording room fees and order forms.
12. Define the usage of leased meeting rooms. Review and advance approval will be required for events in second floor meeting rooms involving mass or group rhythmic activities. Contact your Convention Services Manager for further information.



CONVENTION AND VISITORS AUTHORITY

FOOD PREPARATION WITHIN EXHIBITS

Whenever food is prepared within an exhibit, an Application for Food Preparation within Exhibits form should be completed and forwarded to your Convention Services Manager. Upon receipt of this form, your Convention Services Manager will forward the information to LVCVA Safety personnel for review.

Cooking and food warming devices in exhibit booths shall comply with provisions in NFPA 101-Life Safety Code, Sections 12.7.4.3.9.

1. Devices shall be isolated from the public by at least 4 ft. (122 cm) or by a barrier between the devices and the public.
2. Multi-well cooking equipment (fryers) using combustible oils or solids (heated and cooking oil or grease) are not allowed unless installed in accordance with NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
3. Single well cooking equipment (fryers) using combustible oils or solids (heated and cooking oil or grease) shall:
 - a. Be of a self-contained, and enclosed type.
 - b. Be limited to 288 sq. in. (.19 sq. m) of cooking surface.
 - c. Be placed on non-combustible surface materials.
 - d. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm).
Exception: Multiple single well cooking equipment where the aggregate cooking surface does not exceed 288 square inches (.19 square meter) of cooking surface.
 - e. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material.
4. NFPA-101, Sec 12.7.4.3.9 Definition:
“Portable Cooking Equipment” – Portable cooking equipment that is not flue connected shall be permitted only as follows:
 - a. No open flame devices shall be used in any assembly occupancy unless:
Equipment is fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment (including “solid alcohol”) may be used provided adequate precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials. These devices must be attended at all times by personnel that are provided by the contractor who has exclusive food service rights to the LVCVA. The only duty of this personnel will be to supervise the food service operation. In addition, the food service personnel must be trained in the usage of a fire extinguisher.

Candles may be used on a dining table used for decorative purposes if securely supported on substantial non-combustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire.

5. Fire Extinguishers for Heated and Cooking Oil or Grease Operations:

6. Exhibitors using heated oil or grease for cooking or any other purpose must have a type “K” fire extinguisher present during the demonstration. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher.
7. Fire code prohibits the use of any “B” type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.
8. Type “K” fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for “fire extinguishers” can be referenced for a supplier. There are several companies local in Las Vegas that offer this service.

Contact ARAMARK for additional information and guidelines regarding the Clark County Health District rules and regulations.