



## TAILGATE, BACKYARD & BBQ

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For General Inquiries and Questions

Reed Exhibitions / 383 Main Avenue / Norwalk, CT 06851 / Phone: 203-840-5622 / 888-425-9377

Email: [inquiry@hardware.reedexpo.com](mailto:inquiry@hardware.reedexpo.com)

**Thank you** for joining the 9<sup>th</sup> Annual *Tailgate, Backyard and BBQ* area of the **NATIONAL HARDWARE SHOW®**. Below are some key facts about your participation so please take a moment to read through them carefully since there are **important dates, deadlines and fire safety instructions**.

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Buyers will be encouraged to be in the *Tailgate, Backyard & BBQ* area particularly during these times:

**RETAILER HAPPY HOUR:** Tuesday, May 7<sup>th</sup> (3:00 PM – 5:00 PM)  
**TAILGATE PARTY:** Wednesday, May 8<sup>th</sup> (4:30 PM - 6:30 PM)

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### DISCLAIMER – THERE WILL BE NO INCLEMENT WEATHER REFUNDS

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Click on the [Exhibitor Action Checklist/Additional \(Official\) Contractors Services](#) section of the manual to see all approved vendors for this event.

As a reminder, we have several Show rules that are very important to the security of the show. The following rules will be strictly enforced:

- **For the Trade Only**
- **In accordance with display rules & regulations and security measures, there will be no strollers allowed on the exhibit hall floor at any time. Also, no one under the age of 18 will be allowed on the exhibit hall during move-in and move-out days**
- **Badges must be worn at all times for admittance onto the Show Floor**
- **Closing your booth early is not permitted**

### Customer Success Managers

If you have any questions, please don't hesitate to email the **Customer Success Team**—we look forward to hearing from you!



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### MOVE-IN & SET-UP

The *Tailgate, Backyard and BBQ* area of the NATIONAL HARDWARE SHOW® has a **TARGETED move-in**. View the **COLOR-CODED TARGET FLOORPLAN** which will give you your specific targeted date & time for move-in. Targeted move-in is for delivery of freight; you do not have to begin construction of your booth on your target date/time, but your freight shipment(s) should be at the convention center on that date and time. Obviously, your installation cannot begin until your freight is delivered and any utilities you need have been installed, so be certain to order these in advance of move-in. Keep in mind, your target date & time applies to when your shipment(s) must be received by - it does not mean you must begin to set-up your booth at that time.

If you have questions regarding your move-in, please contact **FREEMAN** for more information regarding move-in times and dates at **702-579-1700**.

| <u>DAY</u> | <u>DATE</u> | <u>TIME</u>                   |
|------------|-------------|-------------------------------|
| Monday     | May 6, 2019 | 8:00 AM – 5:00 PM - By Target |

All exhibits must be fully installed by Monday at 5:00 PM.

**FREIGHT PROCEDURES** - Freeman will be checking in and out all **Personally Owned Vehicles (POV's)** and company owned vehicles on site. Vehicles are prohibited to pull in and out of the area without proper paperwork.

**OVERTIME CHARGES APPLY** to any work performed before 8:00 AM and after 5:00 PM on weekdays and anytime on Saturday, Sunday and Holidays.

**NOTE: Permission to erect booth space will be withheld from any company who has not submitted full payment of their exhibitor space rental fee or advertizing/sponsorship fees.**

### SHOW DATES & HOURS

Badged exhibitors will have access to the Silver Lot at 8:00 AM each morning.

| <u>DAY</u> | <u>DATE</u>  | <u>TIME</u>                                    |
|------------|--------------|------------------------------------------------|
| Tuesday    | May 8, 2018  | 9:00 AM – 5:00 PM                              |
| Wednesday  | May 9, 2018  | 9:00 AM – 6:30 PM (Tailgate Party 4:30 – 6:30) |
| Thursday   | May 10, 2018 | 9:00 AM – 1:00 PM                              |

All exhibits must remain fully intact until the official close of the Show

### DISMANTLING & MOVE-OUT

| <u>DAY</u> | <u>DATE</u> | <u>TIME</u>       |
|------------|-------------|-------------------|
| Thursday   | May 9, 2019 | 1:00 PM – 8:00 PM |

### SHIPPING

Refer to the [FREEMAN ONLINE](#) section of this manual for information on your shipping options.

**PLEASE USE THE ASSIGNED TAILGATE LABEL AND YOUR DESIGNATED TAILGATE LOCATION #**

- **Shipping**
  1. Tailgate, Backyard & BBQ Shipping Quick Facts
  2. Tailgate, Backyard & BBQ Shipping Labels
    - Advanced To Warehouse
    - Direct To Show Site
- **Move-In Forms**
  1. Cart Service
  2. Spotting Fee for Vehicle Displays



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### DISTRIBUTION OF FOOD, BEVERAGES AND TOBACCO

The **Las Vegas Convention Center** has exclusive contracts with certain food and beverage providers, e.g., soft drink. All exhibitors serving food and/or beverage must comply with the rules and regulations set forth by the **Las Vegas Convention Center Catering Departments**.

All food, beverages and concessions are operated and controlled exclusively by the Center's Food Service Department. Arrangement for serving food and/or beverages must be made through the Catering Manager. Food and/or beverages will not be allowed on the premises unless purchased through the Center's Food Service Department or as an approved exhibit by the legal manufacturer and/or distributor.

If you will be preparing food, **you must read and complete and return the following documents:**

1. [Las Vegas Convention and Visitors Authority Application for Food Preparation within Exhibits](#)
2. **Catering Forms Including...**
  - [Catering Menu](#)
  - [Food Sampling](#)
  - [Food & Beverage Sampling/Onsite Prep Approval Form](#)
  - [Hand Washing & Sanitation Stations](#)

Please refer to: **Assembly Cooking Guidelines Clark County Fire Department** document which specifies that all cooking appliances be listed or approved by a nationally recognized testing agency i.e. Underwriters Laboratories, Inc., American Gas Association etc. as well as all the pertinent itemized regulations.

**Aramark Hand Washing and Sanitation Stations: Show Management will be ordering and paying for these units based on individual exhibitor food preparation feedback. You will not have to order or pay for this item.**

### TENTS & CANOPIES

The **Tailgate, Backyard & BBQ** area will be set-up in the **Silver lot of the LVCC**. Each company will be designated their assigned space to set up their display (unless requested otherwise). Companies are strongly encouraged to **bring their own pop-up tents** for both shade and branding purposes.

- **Tents are not provided with your booth space**, but are highly recommended to stay out of the Las Vegas sun!
- You may bring your own tent or rent them – here are some recommended vendors:
  - RSVP Party Rental Inc.** - <http://rsvpparty.com> - Mike Bolding- [mike@rsvpparty.com](mailto:mike@rsvpparty.com) – (702) 878-0144
  - Rebel Party Rentals** – <http://rebelparty.com> - 702-252-0152
- Any banners that are used need to be mesh
- There is a maximum height limit of 20 feet from the ground to the top of any structure in your booth
- Tent tethering may not cross a pedestrian walkway

**Las Vegas can be VERY WINDY – so please make sure to follow these regulations for your safety:**

- Self-installed pop-up tents/canopies require either weights or stakes, **must be lowered every evening at close of show, and depending on weather conditions, may need to be taken down** – to be determined by facility on site
- Additional staking/securing may be required upon inspection and at the **sole responsibility and cost of exhibitor**
- Any tent/canopy larger than a 10x10 **MUST** be setup by a professional tent vendor and either staked or water barreled



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- All Tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County Building and Fire Prevention permit
- All Canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County Building and Fire Prevention permit
- Exhibitors must have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag
- There must be a designated person that can be available within ten (10) minutes notice to pull the tent down should the winds gust and create a situation where the tent becomes a safety concern
- Outdoor tents and/or temporary structures must be installed by a facility approved Exhibitor Appointed Contractor (EAC)
- EAC's must submit and receive an approved staking plan before staking can occur. Staking plans must be submitted 30 days prior to Show open. Submit staking plans to [conventionservices@lvcva.com](mailto:conventionservices@lvcva.com) See additional staking rules below

### **STAKING - Should your 10x10 tent require staking, Freeman/RSVP Party Rental can provide this service**

- All staking must be drilled. Hand staking is prohibited
- Anchoring or staking into concrete is prohibited property wide
- The asphalt must be returned back to its original condition. LVCVA standards are:
  - Back fill existing hole(s) with clean, fine type sand. Tamp to within 4" minimum of grade surface
  - Fill rest of hole(s) within ½" of surface with fine aggregate type patching asphalt, tamp until solid
  - Cover areas approximately 2" around the patched hole with a good grade of plastic type asphalt sealer with a maximum drying time of 2 hours

### **ELECTRICITY**

All electrical work will be done exclusively by the Official General Contractor, **FREEMAN**. You may access the electrical order forms and view the discount pricing cut-off date in the [EXHIBITOR ACTION CHECKLIST/ADDITIONAL \(OFFICIAL\) CONTRACTOR SERVICES](#) section of the online manual. Please be sure to indicate your booth number on all forms. **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**. **If you require 24-hour power in your booth, please be sure to place your order in the Exhibitor Service Center at the electrical desk.** Electrical Power and full lighting will be supplied to exhibits on Show Days 8:00 AM – 5:30 PM except closing day when the Show closes at 3:00 PM

For safety and conservation reasons, the LVCVA will now enforce the following requirements of their existing 24-hour Show power policy:

1. All exhibit power shall be shut off no later than (1) hour after trade shows conventions or event closing and will not be turned on until 8:00 AM the following morning
2. In cases where exhibits require 24-hr power, that power source must be limited to the size outlet ordered by the exhibitor

### **EXHIBITOR APPOINTED CONTRACTORS**

In order for Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. Daily wristbands will be distributed for all EAC's. A different color will be distributed for each day of move-in, Show days and move-out. **Wristbands must be worn on the wrist in order to be valid. Wristbands are not transferable** and they cannot be re-used if they are removed from the person wearing them. Wristbands will be available at the Security Command Post in room C102 – Central Hall. Only the authorized individuals listed on the EAC form will be able to pick up the wristband. We suggest that you designate a meeting point outside the exhibit hall to distribute them to your working personnel. No one will be allowed access to the exhibit hall without a wristband! Plan your labor calls and meeting points accordingly. **There will be**



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**a one-hour delay for EAC's at the close of Show on Thursday, May 9, 2019 at 1:00 PM. EAC's will have access to the Show Floor at 2:00 PM that day. This allows FREEMAN to remove aisle carpet as quickly as possible.**

### GENERATORS

Temporary use of portable generators must be installed/operated by the official electrical contractor and a Clark County permit is required where applicable. Vehicle mounted generators, i.e. car haulers, RV etc. as part of an exhibit or utilized during move-in/out are not permitted. Generators being displayed or part of a product line may be operated with approval from the Convention Services Manager, specific refueling and fuel storage rules must be followed and the generator may not power the booth.

### TRUSS STRUCTURES

All truss structures require plans to be submitted to Fire Prevention at [boothplans@lvcva.com](mailto:boothplans@lvcva.com), 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21. Depending on the size, attachments and weight, facility may require a 3<sup>rd</sup> party engineer stamp of approval. The engineer stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense. If an exhibitor has their own ballast (weight) but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's general contractor at their own expense.

### SECURITY

Show Management will provide uniformed guards along the perimeter of the **Tailgate, Backyard and BBQ** area on a 24 hour basis during the entire period of the Show (including installation and dismantle). Every reasonable effort will be made to prevent losses, **however the final responsibility lies with the exhibitor**. If you have items in your booth that are vulnerable to theft, take advantage of the **complimentary storage room** located in Room C102 in the Central Hall to lock up your merchandise during non-Show hours.

### OUTDOOR EXHIBITS RULES AND REGULATIONS

- Parking lots used for exhibits that have tents, pavilions, trailers or sprung structures must have 24-foot clearance around it, for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must have a 10-foot wide aisle.
- Temporary Assembly Structures are structures that have either membrane or solid (hard shell or glass) sides that exceed 4,500 square feet have additional requirements set by Clark County. Refer Clark County Building and Fire Prevention requirements for temporary structures outdoors.
- All banner material used outside must be made of mesh material (a minimum of 30% pass through) or have wind pockets to allow for air to flow through.
- The use of pipe and drape or modular wall systems must have advanced approval from the CSM. However, pipe and drape or modular wall systems can be used inside fully enclosed structures.
- If pouring a sub-floor made of concrete onto the asphalt, Visqueen must be used under the pour and in the surrounding area. Bonding agents are prohibited.
- See Food Preparation within Exhibits for information on exhibition and display cooking.
- See Fire and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 35 gallons of gasoline or 60 gallons of diesel on property will require a Clark County Building and Fire Prevention Permit
- LVCVA management reserves the right to make changes on site that is deemed necessary without advanced notification, for safety concerns.
- Power for any exhibit/structure must be provided by the official electrical company.



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### 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@lvcca.com](mailto:boothplans@lvcca.com)

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

- Hot work
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles
- Open flames and candles not used for food warming
- Open flame torches
- Flame effects and pyrotechnics
- 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.