



EXHIBITOR INFORMATION & DISPLAY REGULATIONS

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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

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!



Chris Kowalczyk

Customer Success Manager

Phone: 203-840-5524

Email: ckowalczyk@reedexpo.com



Andrew Olson

Customer Success Manager

Phone: 203-840-5620

Email: aolson@reedexpo.com



Brian Robbins

Customer Success Manager

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GENERAL CONTRACTOR / EXHIBITOR SERVICE CENTER

FREEMAN is the Official General Contractor of the **NATIONAL HARDWARE SHOW®** and will maintain Exhibitor Service Centers during set-up, Show days and dismantling in the **Central Hall Tunnel** and **Level 2 Northwest Balcony**. All other official Show contractors will also be set up in these areas as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special Show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the Show has ended, it becomes very difficult to resolve issues.

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10', 10' x 20', and 10' x 30' booth will be set with 8' high back drape and 3' high side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

Peninsula booths will be set with 8' high back drape with the exception of 5' feet on each side.

Colors for show vary by category.

- **Hardware & Tools:** Blue and White drape, Tuxedo aisle carpet
- **Homewares:** Green and White drape, Tuxedo aisle carpet
- **International Sourcing:** Blue and White drape, Tuxedo aisle carpet
- **Lawn, Garden & Outdoor Living:** Green and White drape, Green aisle carpet
- **Paint & Accessories:** Plum and White drape, Tuxedo aisle carpet
- **Plumbing & Electrical:** Gray and White drape, Tuxedo aisle carpet

INVENTORS SPOTLIGHT BOOTH EQUIPMENT

Each 7' x 5' booth will be set with 8' high Black back drape, 3' high Black side dividers, one 4' Black draped table, two side chairs, and a 7" x 44" one-line identification sign.

TAILGATE, BACKYARD & BBQ INFORMATION

These booths are not provided with drape or tents.

EXHIBITOR MEETING ROOMS – FREIGHT RESTRICTIONS

No wooden crates, containers or pallets are permitted in N201-N264 or Diamond Offices 1-4. Freight and materials must arrive on plastic pallets or metal stacking frames no larger than 8' long x 4' wide x 6' high to fit through the doors of the LVCC meeting rooms. Any crates larger than these regulated sizes will need to be dismantled by Freeman prior to delivery and will be subject to labor charges at the exhibitor's expense. There will be a minimum charge of 2 men, 1 hour each for all freight exceeding the regulated sizes listed above.



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Door restrictions: The door sizes are 70" wide x 81" high Elevator restrictions: 95" high x 65" wide x 127" deep

EXHIBIT HALL CARPET

Please note that all booth spaces are NOT carpeted unless you have a booth package that includes carpet. Floor covering is required in your booth space. Please refer to your Application & License Agreement for your package information. If booth carpet is included, the color will match the aisle carpet color for the categories indicated above.

Rental carpet is available through Freeman. Please refer to the Freeman Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by **APRIL 11, 2019**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Thursday	May 2, 2019	1:00 p.m. - 5:00 p.m. By Target
Friday	May 3, 2019	7:00 a.m. - 5:00 p.m. By Target
Saturday	May 4, 2019	7:00 a.m. - 5:00 p.m. By Target
Sunday	May 5, 2019	7:00 a.m. - 5:00 p.m. By Target
Monday	May 6, 2019	7:00 a.m. - 5:00 p.m. By Target

All exhibits must be fully installed by Monday, May 6, 2019 at 5:00 p.m.

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 advertng/sponsorship fees.

The **NATIONAL HARDWARE SHOW** ® is a **TARGETED SHOW**. Please go to the **SHIPPING SECTION** of the online manual to download 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**.

It is highly recommended that you ship your freight in advance to the warehouse, as warehouse freight is delivered to the Show Floor first, and is automatically "on target". Show-site shipments



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are unloaded on a first-come-first-serve-basis. Please do not schedule any labor until the end of your target window. For example, if your target window is 10:00 AM - 1:00 PM, it is best to request your labor to report to your booth no earlier than 1:00 PM.

If you require utilities (electric, telephone, internet, etc.), your carpet cannot be installed until the utilities have been installed. Exhibitors are reminded that during move-in, display materials/products will be allowed to enter the **Las Vegas Convention Center** via loading docks and designated entrances ONLY.

Any booth not occupied by **3:00 PM, Monday, May 6, 2019**, will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be arriving late, then **FREEMAN** will set up the display to the best of their ability with the information available. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs.

ALL EXHIBITS MUST BE COMPLETELY SET BY 5:00 PM, Monday, May 6, 2019. Although exhibitors may fine tune their booth before show opening on **Tuesday, May 7, 2019**, no shipment will be accepted at any time past **5:00 PM on Monday, May 6, 2019**, or beyond. Absolutely no shipment, equipment or material may be brought onto the Show Floor during Show hours.

Removal of excess trash/debris in the aisles **AFTER 5:00 PM, Monday, May 6, 2019**, will be billed to the exhibitor(s) responsible for creating such excess trash/debris. The Fire Marshal will not permit the Show to open if there are any boxes, cartons, visquene, packing material, etc. in the aisles.

EXHIBIT HOURS

Badged exhibitors will have access to the Exhibit Hall at 8:00 AM each morning.

Show Floor Hours

Tuesday, May 7 | 9:00 AM – 5:00 PM
Wednesday, May 8 | 9:00 AM – 5:00 PM
Thursday, May 9 | 9:00 AM – 1:00 PM

Tailgate, Backyard & BBQ Hours

Tuesday, May 7 | 9:00 AM – 5:00 PM
Wednesday, May 8 | 9:00 AM – 6:30 PM
Thursday, May 9 | 9:00 AM – 1:00 PM

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

EXHIBITOR MOVE-OUT

Thursday	May 9, 2019	1:00 p.m. - 8:00 p.m.
Friday	May 10, 2019	8:00 a.m. - 5:00 p.m.
Saturday	May 11, 2019	8:00 a.m. - 12:00 p.m.

At the break of the show, Thursday, May 9 at 1:00 p.m., Freeman will begin to remove all aisle carpet from the show floor. We anticipate this will take one (1) hour to complete. Beginning approximately at 2:00 p.m., Freeman will return fiber cases and



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cardboard boxes placed into our empty storage. The crate and skid return will continue throughout the evening with all crates returned prior to Midnight on Thursday, May 9.

Please ensure you schedule your outbound labor and travel arrangements based upon this schedule.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Saturday, May 11, 2019 at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Saturday, May 11, 2019 at 8:00 a.m.** **Tailgate/Silver Lot exhibitors must have all carriers check-in by Friday, May 10, 2019 at 8:00 a.m.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (702) 579-1700 for a quote.

EXHIBITOR SERVICE CENTERS HOURS – staff will be available at the **Exhibitor** Service Centers as follows...

DAY	DATE	TIME
Thursday	May 2, 2019	1:00 PM – 5:00 PM
Friday	May 3, 2019	7:00 AM – 5:00 PM
Saturday	May 4, 2019	7:00 AM – 5:00 PM
Sunday	May 5, 2019	8:00 AM – 5:00 PM
Monday	May 6, 2019	8:00 AM – 5:00 PM
Tuesday	May 7, 2019	9:00 AM – 5:00 PM
Wednesday	May 8, 2019	9:00 AM – 5:00 PM
Thursday	May 9, 2019	9:00 AM – 8:00 PM
Friday	May 10, 2019	8:00 AM – 5:00 PM
Saturday	May 11, 2019	8:00 AM – 12:00 PM (Noon)



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EXCLUSIVE RIGHTS FOR CERTAIN BUSINESS AT THE LAS VEGAS CONVENTION CENTER

The LVCC has three exclusive partners: Centerplate, COX Business and FedEx Office.

Centerplate

(702) 943-6779

Food service and on-site catering.

Cox Business

Advanced Convention Services

(855) 519-2624

Fax: (702) 920-8255

Email: lvcc.orders@cox.com

Exclusive provider of telephone, Internet, wireless, and data network services for the Las Vegas Convention Center.

FedEx Office

(702) 943-6780

LABOR REGULATIONS

Las Vegas has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found by contacting **FREEMAN** directly at **702.579.1700**.

There are 3 distinct ways a booth can be set-up and dismantled.

1. Hire **FREEMAN** labor
2. Hire an Exhibitor Appointed Contractor (EAC). - [LINK TO EAC TAB](#)
 - Exhibitors using contractors other than **FREEMAN** for labor and/or supervision must return the **EXHIBITOR APPOINTED CONTRACTOR** form to Show Management prior to **Monday, April 1, 2019**. **NO EXCEPTIONS CAN BE MADE AFTER THIS DATE**. EAC's must meet specified requirements & **must** also be registered with the Las Vegas Convention Center.
3. If you are plan to set-up your own booth
 - Exhibitor is required to have with a Certificate of Insurance which names Reed Exhibitions and others (see the Certificate of Insurance sample in **EXHIBITOR APPOINTED CONTRACTOR** section of the online manual) as an additional insured as well as documentation of full-time employee status such as paycheck stub or health insurance card. If you cannot produce the required documentation, the personnel without the required documentation will have to vacate the premises and you will need to hire labor from the General Contractor.

Examples of individuals **NOT ELIGIBLE** to perform booth set up and dismantle are: MANUFACTURERS REPRESENTATIVES, DISTRIBUTORS, SPOUSES, RELATIVES, TEMPORARY OR DAY LABOR AND PART TIME EMPLOYEES OF ANY TYPE.



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Floor Managers and Insurance Safety personnel will be on hand to check for adherence to the booth set up and dismantle guidelines. The safety of all people on the Show Floor is a prime concern to everyone. People without the proper documentation will be asked to leave the Show Floor.

LABOR ORDERS

Please make arrangements for the dismantling of your booth by Wednesday afternoon, **May 8, 2019**. Only then can you be reasonably assured of a start time.

LEAD RETRIEVAL SYSTEMS

Refer to the [EXHIBITOR ACTION CHECKLIST/ADDITIONAL \(OFFICIAL\) CONTRACTOR SERVICES](#) section of the online manual to access information and order forms. Pick-up your lead retrieval unit **on Sunday, May 5, 2019 or Monday, May 6, 2019, 8:00 AM to 5:00 PM**, at the **Exhibitor Service Center**. **Don't wait until the first day of the show!**

LOST AND FOUND

Located in the Show Management Office - room **N243 Level 2 of the Central Lobby**. It will be staffed and operational during the following times:

DAY	DATE	TIME
Thursday	May 2, 2019	1:00 PM – 5:00 PM
Friday	May 3, 2019	7:00 AM – 5:00 PM
Saturday	May 4, 2019	7:00 AM – 5:00 PM
Sunday	May 5, 2019	8:00 AM – 5:00 PM
Monday	May 6, 2019	8:00 AM – 5:00 PM
Tuesday	May 7, 2019	9:00 AM – 5:00 PM
Wednesday	May 8, 2019	9:00 AM – 5:00 PM
Thursday	May 9, 2019	9:00 AM – 8:00 PM
Friday	May 10, 2019	8:00 AM – 5:00 PM
Saturday	May 11, 2019	8:00 AM – 12:00 PM (Noon)

OFFICIAL CONTRACTORS

Please refer to the [EXHIBITOR ACTION CHECKLIST/ADDITIONAL \(OFFICIAL\) CONTRACTOR SERVICES](#) section of the online manual for contractor forms and discount pricing cut-off dates. Please be sure to indicate your booth number on all forms. **All contractors will maintain a full staff on-site at both Exhibitor Service Centers.**

Contractor Type	Contractor Name
Audio Visual	FREEMAN AV
Badges	CompuSystems, Inc.
Booth Carpet & Furnishings	FREEMAN
Cable & Video	COX Business
Catering	Centerplate
Computer and LED Supplier	FREEMAN AV
Customs / International Freight Forwarder	PIBL, Inc.
Domestic Shipping	FREEMAN
Electrical & Plumbing	FREEMAN
Floral	Spring Valley Floral
Furniture & Furnishings	FREEMAN



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General Contractor/Cleaning	FREEMAN
Hanging Signs	FREEMAN
Host/Hostess/Model	Judy Venn & Associates
Internet/Telecomm	COX Business
Lead Retrieval	CompuSystems, Inc.
Package Change Form	FREEMAN
Photography	Oscar Einzig
Rental Exhibits	FREEMAN
Security Guards	Century Security
Signs & Accessories	FREEMAN
Telecomm/Internet/Wi-Fi	COX Business

SHOW MANAGEMENT OFFICE

The Show Management Office located in room **N243 level 2 of the Central Lobby** and will be staffed and operational during the following times:

DAY	DATE	TIME
Thursday	May 2, 2019	1:00 PM – 5:00 PM
Friday	May 3, 2019	7:00 AM – 5:00 PM
Saturday	May 4, 2019	7:00 AM – 5:00 PM
Sunday	May 5, 2019	8:00 AM – 5:00 PM
Monday	May 6, 2019	8:00 AM – 5:00 PM
Tuesday	May 7, 2019	9:00 AM – 5:00 PM
Wednesday	May 8, 2019	9:00 AM – 5:00 PM
Thursday	May 9, 2019	9:00 AM – 8:00 PM
Friday	May 10, 2019	8:00 AM – 5:00 PM
Saturday	May 11, 2019	8:00 AM – 12:00 PM (Noon)

REGISTRATION HOURS AND FEES

REGISTRATION HOURS – ATTENDEES – BADGES ARE PRINTED ON WHITE BADGE STOCK

DAY	DATE	TIME
Monday	May 6, 2019	12:00 PM – 5:00 PM
Tuesday	May 7, 2019	8:00 AM – 5:00 PM – SHOW DAY
Wednesday	May 8, 2019	8:00 AM – 5:00 PM – SHOW DAY
Thursday	May 9, 2019	8:00 AM – 1:00 PM – SHOW DAY

REGISTRATION HOURS – EXHIBITORS – BADGES ARE PRINTED ON WHITE BADGE STOCK WITH LIGHT BLUE STRIPING OVER THE CONTACT INFORMATION

DAY	DATE	TIME
Thursday	May 2, 2019	Wristbands / Tickets
Friday	May 3, 2019	Wristbands / Tickets
Saturday	May 4, 2019	Training 9:00 AM – 12:00 PM / Wristbands
Sunday	May 5, 2019	12:00 PM – 5:00 PM
Monday	May 6, 2019	8:00 AM – 5:00 PM



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Tuesday	May 7, 2019	8:00 AM – 5:00 PM
Wednesday	May 8, 2019	7:30 AM – 5:00 PM
Thursday	May 9, 2019	8:00 AM – 5:00 PM

<u>TYPE</u>	<u>FEE</u>
ATTENDEE (SHOW ONLY)	\$125.00
EXHIBITOR	NO FEE

All Registration Counters are located in room N245

VENDOR INVOICES

Show Management will have personnel on-hand throughout the course of the Show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our Show representatives.

ADA ACCESSIBILITY

- **General:** The Las Vegas Convention and Visitors Authority has, and will continue, to provide facilities which are accessible to disabled visitors.
- **Parking:** Parking spaces for the disabled for both regular vehicles and vans are available at our facilities for properly identified vehicles.
- **Automatic Doors:** Automatic doors are installed at the most frequently used entrances for our disabled visitors.
- **Maps:** Maps have been developed for the Convention Center giving an at-a-glance look at both facilities inside and out. Accessible parking, restrooms, elevators, etc. are marked to assist disabled visitors in getting from one area to another. These maps are available in the Visitor Information Center at the Convention Center or in Security at either facility.

Las Vegas Convention Center Maps

Facility Overview Map

Hall & Room Locations

- **Exterior Access Map:** [Click Here](#)
- **Wheelchairs and Scooters:** Requests for wheelchair and scooter rentals for use during shows at the Las Vegas Convention Center can be made through FedEx Office located in the Grand Lobby (Central Hall) and the South Hall Lobby. Please contact FedEx Office at 702-943-6780 for more information.
- **TDDs:** TDDs (Telecommunications Device for the Deaf) are permanently installed at various locations throughout the facilities. Directional signs are posted at every bank of pay phones or, see the Accessibility Map of each facility for their location.

Volume Control Pay Phones:

Additional Services:

Auxiliary Aids

Assistive Listening System

Portable Wheelchair Lift

Wheelchair Accessible Lectern

If you have any questions or need further information, please request our ADA Coordinator at (702) 892-0711.



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AEROSOL CANS

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

AGE RESTRICTIONS

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.

AIR CONDITIONING AND HEATING

Air conditioning and / or heating on the Show Floor of the Convention Center are provided during Show days and hours only.

AMERICAN EXPRESS OPEN®

- American Express OPEN®, the Official Small Business Card of the Las Vegas Convention Center has launched the American Express OPEN® Business Lounge near the main entrance to the LVCC.
- The lounge offers OPEN card members and new applicants a quiet oasis to recharge and do business with amenities including comfortable seating, Wi-Fi, laptops, printers, coffee, tea, and light snacks.
- Business owners who are not Card members can apply for an OPEN Card with representatives at American Express OPEN® kiosks located in the lobby area of the Central, North, and South Halls.

American Express OPEN® is the leading payment card issuer for small businesses in the United States, supporting business owners with products and services to help them run and grow their businesses. Learn more at www.OPEN.com

ANIMALS

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



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BALLOONS/STICKERS

INDOORS

PERMITTED

- Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit.
- Balloons may be used outside but must be tethered and may require FAA approval.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Smaller air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Balloons may not be released outdoors due to airport flight patterns in the area.
- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the official services contractor, cleaning contractor or the facility.

PROHIBITED

- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts, however smaller air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Balloons may not be released outdoors due to airport flight patterns in the area.

ADDITIONAL PLANNING NOTES

- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the Official Service Contractor, cleaning contractor or the facility.

OUTDOORS

Moored balloons (to include hot air balloons), and kites are permitted on facility campuses with the following conditions:

- Must have approval from show management and your Convention Services Manager (CSM)
- Balloons/kites must be moored and can only be used for displays. Must submit mooring plan to the Las Vegas Convention Center.
- Balloons/kites must not protrude higher than the building structure of the facility

HOT AIR BALLOON OPERATIONS

- Any hot air balloon that is inflated and standing must have a FAA certified pilot, with a commercial rating for lighter than air aircraft with the balloon at all times.
- Balloons cannot be flown on facility campuses due to the proximity to the local airports, this is an FAA regulation.



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- McCarran International Airport is less than 5 miles from LVCC
- North Las Vegas Airport is less than 5 miles from Cashman Center
- Propane cylinders awaiting use must be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in a location selected by LVCVA staff outside of the building

RUNAWAY BALLONS

- If a balloon escapes its mooring and poses a threat to air navigation, the operator of the unmanned balloon must report the runaway balloon to air traffic control with the estimated position of the balloon and the time it escaped its mooring.

BULK BUYER PROGRAM – REGISTER IN ROOM C102 - \$250.00 FEE

The **BULK BUYER PROGRAM** is geared to those **EXHIBITOR'S** who sell the products that they are displaying within their booth. If the purchasing company needs to access to the Show Floor to secure these items at the close of the event, then the purchasing company must register as a **BULK BUYER**.

The following system was put in place to maximize security and protect the Exhibitor from product theft. In addition, this system keeps unauthorized people off the Show Floor during the vulnerable closing hours and protects Show Management and fellow exhibitors from unwarranted liability issues. Both the **EXHIBITOR** and **BULK BUYER** must adhere to the following rules/procedures. We thank you in advance for your cooperation.

EXHIBITOR

1. Go to one of the **Exhibitor Service Centers** - get a **Material Handling Agreement (MHA)** at the Freight Counter after **12:00 Noon on Wednesday, May 8, 2019**
2. Advise the **FREEMAN Service Rep** the name, address and phone number of the company to whom you sold the product/booth contents to. Take the **MHA** to the **EAC Office** located in **C102**
3. Instruct the **BULK BUYER** to go to Room **C102** in order to register, get the MHA documents needed for loading the freight and get badges for their personnel to access the hall after the Show closes

BULK BUYER

1. Go to Room **C102** in order to register, secure the **MHA** documents needed for loading the freight and get badges for your personnel to access the hall after the Show closes. The **BULK BUYER** will complete the following forms...
2. **Form 1 - Indemnification Agreement**
3. **Form 2 - Bulk Buyer Receipt Form** - remit payment (certified check, money order or cash)
4. **Form 3 - Bulk Buyer Registration Form** - lists which booths the **BULK BUYER** will be securing product from
5. **Form 4 - Bulk Buyer Personnel Form** - **BULK BUYER** will list all of the personnel needed on the event floor
6. **REED EXHIBITIONS** will assign the **BULK BUYER** an alpha designation for each badge, number each one and provide clear badge holders to the **BULK BUYER** (i.e. ABC company will have badges A-1, A-2, etc. XYZ Company would have B-1, B-2, etc.)
7. **BULK BUYER** will receive **Form 5 - Exhibitor Bulk Buyer Property Release Form** - one form for each booth the **BULK BUYER** has purchased product from



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8. Along with the MHA, the Bulk Buyer will hand in a completed **Exhibitor Bulk Buyer Property Release Form (Form 5)** which details the product taken from each booth. **THIS FORM NEEDS TO BE AUTHORIZED BY THE SELLING COMPANY AND VALIDATED BY A FREEMAN FREIGHT REP AT THE POINT OF LOADING THE FREIGHT.**

Questions? Call Rich Askintowicz Pre-Show at 203.840.5419

BUSINESS CENTER

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

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

CAMERA POLICY

Personal cameras and videotaping equipment are strictly prohibited in all exhibit areas. Authorized press personnel and photographers must register for **NATIONAL HARDWARE SHOW®** badges in the Press Office. If you plan to photograph your booth using someone other than the Official Show Photographer, you must make arrangements through the Press Office.

CATWALK ACCESS

Catwalk passes can be obtained from the facility Customer Safety locations:

- LVCC - Grand Concourse across from Hall C3
- Cashman Center – Lot C entrance
- You must be 18 years or older to obtain or use a catwalk pass.
- A current driver's license or valid state I.D. will need to be presented before any pass is issued.
- The driver's license/I.D. will remain at Security Dispatch until all passes have been accounted for and turned in to dispatch.
- Catwalk passes are issued and returned on a daily basis.
- Catwalk passes are not transferrable and cannot be loaned to another person.
- All lost passes must be reported. There will be a charge of \$100 for a first time lost pass. A second lost pass by the same individual or company will be charged \$500. The retained identification will be returned upon total accountability of the passes.
- Individuals found in a catwalk area without a current approved pass or in possession of an unauthorized pass will be trespassed from property and may be prosecuted according to Nevada Revised Statutes.



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CHARITABLE DONATIONS

Opportunity Village representatives will be located on-site at the **Exhibitor Service Center**. Please feel free to call **(702) 259-3700** if you would like a representative to visit your booth prior to Show closing.

CHEMICALS

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable SDS – Safety Data Sheet. The SDS must be submitted at the time floor plans are submitted.
- A list of chemicals must be included with your booth plan submittal to boothplans@lvcva.com.
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- Arrangements must be made in advance for disposal. Disposal of hazardous materials is prohibited in the sinks, sewer lines or drains of the facility.

CLEANING

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the Show and during Show hours. If you would like cleaning services for your booth — vacuuming, shampooing, trash removal — you can order these services from the Official General Contractor, **FREEMAN** by accessing the forms 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. If you have rented carpet from **FREEMAN**, the rental price includes the first night vacuuming. **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

COAT AND LUGGAGE CHECK

Located in the Central Hall Lobby Level 1 across from the Hall C3 entrance. Overnight storage is located in the Security Command Post Room C102 in the Central Hall.

CONTRACTOR & VENDOR REQUIREMENTS

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

BADGING REQUIREMENTS

- All contractors must have the ESCA Exhibition Industry Worker Identification System (WIS) Badge in order to gain access to the property
- All trade union workers and contract security employees are exempt from obtaining the WIS badge. However, they must have trade issued photo identification displayed at all times
- Show staff, exhibitors and attendees must have the show-issued credential

To obtain identification badges for full or part-time employees and to obtain Temporary Access Badges for new employees and workers, please follow the link here to start the process

<https://wis.esca.org/>



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COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

- **ASCAP Licensing Department** / 1 Lincoln Plaza / New York , NY 10023 / Tel: 212.621.6000
- **BMI (Broadcast Music, Inc.)** / 10 Music Square East / Nashville, TN 37203-4399 / Tel: 800.925.8451 or 615.401.2000

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

COVERED EXHIBITS GUIDELINES

Please refer to the **MULTI-LEVEL / COVERED EXHIBITS GUIDELINES** section of this manual.

CRATE REMOVAL, STORAGE AND RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with "**EMPTY STICKERS**" will be removed to storage and returned to your booth at the end of the Show by our floor crew at no additional charge, **provided you have used material handling services for the delivery of your booth**. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. "**EMPTY STICKERS**" can be acquired from the **FREEMAN** desk located at the **Exhibitor Service Centers**. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

CUBIC CONTENT

The **NATIONAL HARDWARE SHOW** ® follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.

EXHIBITOR INFORMATION & DISPLAY REGULATIONS

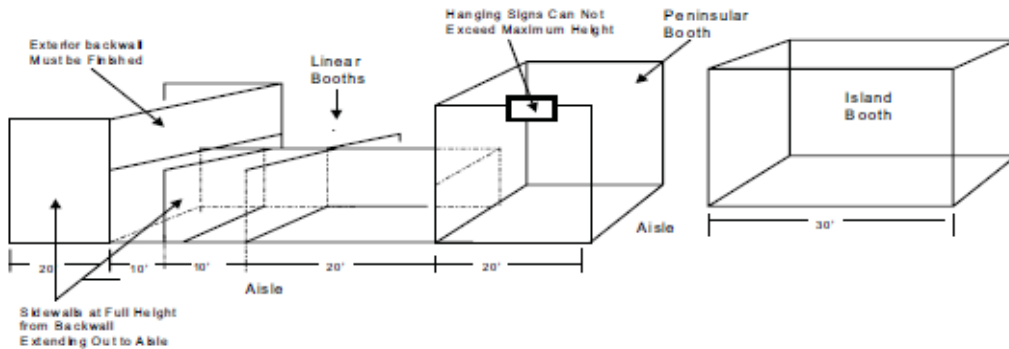
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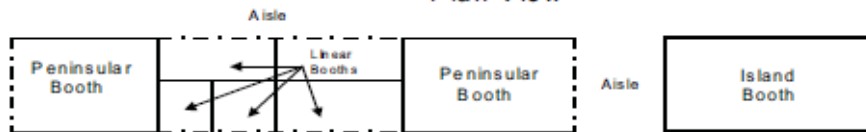
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Perspective View



Plan View



The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on site at the show. Please plan your booth display and sign structures accordingly. Maximum allowable height is also directly affected by the ceiling height of your booth area.

<u>BOOTH TYPE</u>	<u>BOUNDED BY</u>	<u>MAXIMUM HEIGHT LIMIT</u>
Linear Booth	1 or 2 Aisles	12 Feet
Peninsula Booth	3 Aisles	20 Feet
Island Booth	4 Aisles	24 Feet

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.

CUSTOM SIGNAGE

Banners and signage may be attached to the facility only in locations and by approved methods.

ADHESION

- Nails, screws and duct tape will not be used to hang signs and banners
- Any approved signs placed on windows (i.e. static cling, foam core, etc.) must not leave residue on the window surface
- Stickers are not allowed on facility property
- Signs and banners placed outside of the building, such as the bus canopies, must lie flat against the building and be properly secured

WALL CLINGS

- Use of wall clings must be approved in advance and are limited to designated areas and sizes and cannot exceed maximum sizes listed
- Only approved materials can be used



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- All clings must be installed/removed by the contractor
- Message on cling may be directional, association related or advertising/sponsorships
- The service contractor is responsible for any chargeback for repairs of damages incurred during installation or removal of wall cling

PROHIBITED

- Permanent facility digital signage screens and commercial signage may not be visibly blocked in any manner. This includes directional graphics, emergency exits, rest rooms, concessions, exhibit hall signs, exhibitor service signs, commercial advertising, etc.
- The beams in the grand lobby, central concourse and south halls are not approved as weight bearing structures
- Hanging or placing signs or banners from the Paradise Road Pedestrian Bridge, from any of the Desert Inn bridges, the monorail or from the South Ballrooms is prohibited
- Signage may not be placed inside or outside of the windows of the Paradise Road Pedestrian Bridge or any of the Desert Inn bridges
- Signs and banners are not permitted on the light poles on LVCVA property. Banners, posters or advertising on light poles off LVCVA property is a violation of state or county codes and will be removed at the expense of the lessee. The lessee may also be cited and fined, and it will be the lessee's responsibility to bill the offending exhibitors
- Show signs and/or decorations may not be attached to the permanent facility graphics, and the removal of such is strictly prohibited

DAILY SHOW CLOSING

To signal the close of the Show each day, we will dim the lights to half power. This will give everyone a chance to complete what business was started prior to the official close of the Show each day.

DEMONSTRATION AREAS

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

DEMONSTRATION EQUIPMENT

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.



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DISPLAY BOOTH SPECIFICATIONS AND GUIDELINES

Exhibitor's display booth(s) shall conform to the following specifications - the maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

BOOTH TYPE	BOUNDED BY	MAXIMUM HEIGHT LIMIT
Linear Booth	1 or 2 Aisles	12 Feet
Peninsula Booth	3 Aisles	20 Feet
Island Booth	4 Aisles	24 Feet

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials

****If you have a question about the type of your booth, please contact Reed Exhibitions Operations****

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.

Please refer to the **Exhibitor Menu Form** found in the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual for all rules and regulations pertaining to Food Service. No Outside Food & Beverage is allowed and **Aramark** is the exclusive provider of all catering services at the **Las Vegas Convention Center**.

A special permit is required from the State of Nevada for alcoholic beverage samples used as part of an exhibit or display. Contact the Event Services Department for permit procedures. Alcoholic beverages must be served according to Nevada Statutes, rules and regulations. Identification must be checked prior to serving alcoholic beverages, and distributing tobacco products. Tobacco products **may not** be consumed within the physical structure of the SECC, in compliance with no smoking laws.

DO NOT BLOCK AISLES OR INVADE NEIGHBOR'S SPACE

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

DRONES/UNMANNED AERIAL VEHICLES

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



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RPAS/UAVs/Drones are permitted. The following guidelines must be strictly adhered to:

- Exhibitors have approval from show management and your Convention Services Manager (CSM) before flying any RPAS.
- A form must be completed and submitted.
- All Federal Aviation Administration (FAA) and Department of Homeland Security guidelines must be observed.
- RPAS carrying weapons are prohibited.
- RPAS may not be flown in lobbies, restaurants or other common areas.
- RPAS must weigh less than 55 pounds.

EXHIBIT HALLS/MEETING ROOMS/OUTDOORS

- RPAS are restricted to within your defined booth space only.
- RPAS must be flown in a fully enclosed area (including ceiling) using netting, plastic, or other safety measure. Tethering is not an approved safety measure. Netting must be made of material that is sturdy enough to prevent the RPAS from breaking or escaping the enclosure.
- RPAS are prohibited from flying over populated areas.
- RPAS are prohibited from flying within 18" of any building structure including sprinklers.

OUTDOORS

- FAA regulation restrict RPAS from being flown within five (5) nautical miles in class Bravo airspace (McCarran International Airport) and class Delta airspace (North Las Vegas Airport). Due to the proximity to these airports, RPAS's are prohibited from flying outside on any LVCVA campus. Waivers obtained through the FAA must be provided to the Convention Services Manager.

ELECTRICITY AND FACILITY LIGHTING

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**.

Lighting on the Show Floor of the Convention Center is provided at 50% on move-in and move-out days and at 100% on show. Floor power will be turned on at **8:00 AM**. 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 your convenience, full lighting will take place on Monday, May 6, 2019 from 2:00 PM to 5:00 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



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ELEVATORS AND ESCALATORS

PROHIBITED

- Freight is not permitted on passenger elevators.
- The transportation of dollies, oversized luggage, boxes or freight and tool boxes on escalators is prohibited.

FREIGHT ELEVATOR LOCATIONS

- Freight elevators for contractor use are located near freight door 10 and in the west lobby. Freight for the 2nd floor in the south halls must be transported via the south hall ramps.

EXHIBIT HALL CARPET

The exhibit areas (booths) are NOT carpeted. The aisles will be carpeted as listed under the **BOOTH EQUIPMENT** section. To enhance the appearance of your booth, rental carpet is available through **FREEMAN**. Please refer to the Carpet Brochure and Order Form in the **FREEMAN** Online Service Manual located in the [EXHIBITOR ACTION CHECKLIST/ADDITIONAL \(OFFICIAL\) CONTRACTOR SERVICES](#) section of the online manual.

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 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.**

EXHIBITOR PERSONNEL, BADGES AND SHOW ACCESS

Exhibitor staff personnel wishing to enter the exhibit floor must wear an exhibitor badge at all times. Please refer to the [EXHIBITOR ACTION CHECKLIST/ADDITIONAL \(OFFICIAL\) CONTRACTOR SERVICES](#) section of the online manual to access information and order forms. Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out. Access to the Show Floor begins at 8:00 AM during Show days. For those individuals who still need a badge, one may be obtained at the **Exhibitor Registration Counters located in the Central lobby**. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

The **NATIONAL HARDWARE SHOW** ® will furnish Exhibitor with badges for use by Exhibitor's company management, company salesmen, and its distributors, whether domestic or foreign. The **NATIONAL HARDWARE SHOW** ® will also furnish badges for Exhibitor's independent sales representatives whose names were supplied to The **NATIONAL HARDWARE SHOW** ® by Exhibitor. Exhibitor badges are NOT to be issued to buyers, source suppliers, ad agencies,



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importers / exporters, consultants, vendors, business agents / managers, and others who wish to gain admittance for the purpose of making contacts or any other purpose.

Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out.

- Misuse of Exhibitor badges is strictly prohibited. Should such a violation occur, the badge will be reclaimed by The **NATIONAL HARDWARE SHOW**®, and the wearer will be refused further entry into display areas for the duration of the event
- Exhibitor must staff its booth(s) during all Show hours
- Exhibitor personnel are permitted access to booth areas at 8:00 AM on Show days. ***For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters.***
- Exhibitor's personnel must wear the official Exhibitor badge for admission. Security personnel will refuse entry into display areas to all persons not wearing the official Exhibitor badge.

The official Exhibitor badge is not to be altered in any manner (replaced with business card, company badge or hand written badge). Any alteration to the Exhibitor badge may result in reclaiming the badge and refusing the wearer further entry into the display areas for the duration of the event.

- **Please do not give Exhibitor Badges to EAC personnel for Security reasons**

EXIT SIGNS

- Building exit signs must be illuminated and visible at all times.
- Exit signs may not be turned off.
- Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.
- There will be no power interruption to the emergency sockets within an exit sign. The LVCVA emergency power supply will not be used as a secondary power source for temporary signs.

EXPOSED AREAS MUST BE FINISHED

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. **No graphics, logos, or print facing into another booth is allowed.** Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.** After **5:00 PM on Monday, May 6, 2019** any part of a booth with unfinished side or back-walls will be draped by Show Management at the expense of the exhibitor.

FEDERAL AND STATE GUIDELINES

ADA - AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act is a civil rights act providing equal opportunity in the areas of employment, state and local government services, public accommodations, transportation and telecommunications. The Lessee, its sub lessees and contractors, must comply with the ADA as indicated in the lease agreement. All permanent aspects of the facility are the responsibility of the LVCVA. Access to any given show and the services they are providing are the responsibility of the Lessee. "Access Las Vegas" brochures and



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"ADA Accessibility Maps" are available. Contact your Convention Services Manager for copies.

SERVICE ANIMALS

Under ADA's regulations, the definition of "service animal" is limited to a dog that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Under the ADA, "comfort; therapy," or Memotional support animals do not meet the definition of a service animal.

NEVADA DEPARTMENT OF TAXATION

The Nevada Administrative Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for their respective event. If Show Management or exhibitors are tax-exempt, the State of Nevada requires a copy of the following on file with the LVCVA. Nevada tax-exempt sales tax permit providing the evidence of non-taxability. U.S. Government tax-exempt sales tax permit. Please contact the Nevada Department of Taxation at (702) 486-2300 for further details

NON-SMOKING POLICY

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

RAFFLES

For raffle/gaming inquiries, please contact the Nevada State Gaming Control Board at (702) 486-2020

FEED THE WHALES

A whale is a mini-dumpster on wheels that is used to collect trash from the exhibit halls during move-in and move-out. We created this program to address safety and security concerns that have become apparent during move-in and move-out. It benefits everyone if we can keep the aisles clean in terms of streamlining move-in activities and maintaining a safe environment. It is imperative we work together so the Show opens "Clean". Special plastic bags are available **free of charge** at the Floor Manager counters and at the **FREEMAN** Service Desks. Rather than throwing trash in the aisle, we ask exhibitors and their contractors to utilize these trash bags and dispose of them in the "Whales". Some items that we really need your help on are visqueen, packing materials and general trash. Please note that ALL boxes MUST be broken down. Whales will be placed at various points along the main cross aisles. If you have any question at all, you can ask your Floor Manager.

The **Whale Program** will improve the working space on the Show Floor during move-in. It may also help to save you money on your own booth's cleaning cost by keeping ahead of things. Finally, we believe that this is absolutely necessary in order to maintain a safe work environment for everybody. An aisle full of trash is like a blocked fire exit. Please advise your booth personnel and designated set-up people of this program. Any Exhibitor or Contractor who throw any type of trash (including poly) into the aisle on Tuesday morning prior to Show opening, will not only be charged for the trash removal but will risk their participation at future Shows.



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FIRE AND SAFETY REGULATIONS

The Las Vegas Fire Marshal, in conjunction with the Las Vegas Convention Center, has very specific fire regulations/restrictions and permit requirements regarding display material within the exhibit hall.

- All means of entrance and exit must be clear and free from obstruction at all times.
- Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.
- 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.
- 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.
- 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 psf 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.
- Construction and demolition of multi-level booths and exhibits requires compliance with OSHA fall protection regulations (20 CFR 1910 Subpart D and 1910.140) for general industry requirements.
- Halogen and quartz lamp use must be reviewed with the Convention Services Manager and the Fire Prevention office. See Halogen Lamp Restriction in this section.
- Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
 - 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)
 - 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.
 - Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
 - External chargers or batteries are recommended for demonstration purposes.
 - No battery charging is permitted inside the building.
 - Combustible/flammable materials must not be stored beneath display vehicles.
 - Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
 - Vehicles shall not be moved during exhibit hours.
 - 36" of clear access or aisles must be maintained around the vehicle.
 - Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
 - No leaks underneath vehicles.



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- 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 Fire Prevention Office.
- Vehicles in the building for loading or unloading must not be left with engine idling.
- 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 the Fire Prevention Office. 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 Fire Prevention Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
 - 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 20ft.
 - Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Fire Prevention Office and the Convention Services Manager.
 - All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS in this section) in exhibit booths shall be isolated from the public by not less than 48 inches (1220mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
 - 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.
 - Propane cylinders awaiting use should be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in a location selected by LVCVA staff outside of the building.
 - No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
 - Use of LPG (propane) outdoors must be approved by the LVCVA Fire Prevention 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.
- 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 Multi-Deck and/or Covered Exhibits for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50ft. (2003 NFPA 101, 13.7.4.3.2)
- Exhibitors who plan to demonstrate fuel-burning appliances in the LVCC/Cashman Center must have approval from the Convention Services Manager 60 days prior to the event.
- Fireplaces must be listed as vent less or self-venting for indoor use in order to obtain approval for burning inside the facility.
 - Vented fireplaces cannot be burned since venting directly outdoors is not possible.



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- 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.
- Screen front fireplaces will not be approved for burning.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.
- Candles may be used for decorative purposes for events with food service (1 candle per table) where the candles are supported by/on substantial non-combustible bases so located as to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit. Intended use of candles for decorative purposes must be listed on the ["Food and Beverage Sampling/On-Site Preparation Approval Form"](#) and submitted to foodprepandsample@lvcva.com.

FIRE PREVENTION EXHIBIT GUIDELINES

- Exhibit booth construction shall meet all building requirements.
- All means of entrance and exit must be clear and free from obstruction at all times.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- Fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, - etc.) will be necessary, along with accessibility being maintained at all times.
- Compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office.
- Outdoor use of LPG (Propane) must be preapproved by the Las Vegas Convention Center Fire Prevention Department and the Convention Services Manager.
- Only the Official Service Contractor has authorization for use of motorized equipment (forklifts, man lifts, boom lifts, etc.) in support of the show.
- All booths greater than 1000 square feet must submit a booth plan to Boothplans@lvcva.com.
- The travel distance within a booth, to an exit access aisle shall not exceed 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.
- Enclosed fireplaces must be approved for burning by the Las Vegas Convention Center Fire Prevention Department.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation.

FIREARMS ON DISPLAY

- Any exhibitor displaying firearms at a trade show must contact the Convention Services Manager so approval can be submitted to the Executive Director of Customer Safety.
- The company shipping the firearms to the exhibitor must have a Federal Firearms License.



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- All firearms must be disabled by either removing the firing pin or other component to prevent the firing of the weapon.
- Live ammunition is prohibited. Inert or dummy ammunition may be used.
- The exhibitor must contract with a Certified Firearms Expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.
- During non-exhibit hours, firearms must be secured. Options include: cable lock, locked display cabinet, or by contract security guard. Alternatives must be approved by LVCVA Customer Safety Department.

FIRST AID

In case of an emergency; contact **LVCVA Security** at **702.892.7400** or **7400** from house phone. **Do not call 911 directly.** The First Aid Room is located across from the Hall C3 entrance in the Central Hall Lobby.

FLOOR COVERING GUIDELINES

The **NATIONAL HARDWARE SHOW** ® will furnish carpet for all aisle ways in the Convention Center, and the daily cleaning and vacuuming of all aisle ways in all exhibition areas. **Floor covering is required in all display booth areas.** Flooring may **ONLY** consist of hard wood, Astroturf or carpeting. No vinyl or linoleum may be used. Carpet is available through the Official Service Contractor, **FREEMAN**, at Exhibitor's expense, or Exhibitor may provide their own carpet. Booth vacuuming is not included with the rental of carpeting from the Official Service Contractor. It must be ordered separately.

FLOOR MANAGERS

We have professional Floor Managers working on the Show Floor. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

FOG MACHINES

Use of all fog machines must be pre-approved by the Las Vegas Convention Center fire prevention office. A demonstration of the fog machine and its intended use must be given to the fire prevention office at least 48 hours in advance. The fog machine must be UL listed or equivalent (for its intended use) and it must be in good repair. The fog-generating fluids must be water-based and stored in the original containers that were provided by the manufacturer. Substitute containers or un-marked containers will result in denial of the use of the fog machine(s). The Safety Data Sheet (SOS) for the fog fluid must be sent to the fire prevention office for approval in advance of the event move-in. The SDS sheet must remain in the booth at all times. The Las Vegas Convention Center reserves the right to limit the amount of haze produced by a show.

FOOD PREPARATION WITHIN EXHIBITS

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

Whenever food or beverage is prepared within an exhibit, a Food and Beverage Sampling /Onsite Preparation Approval form must be completed and emailed to foodprepandsample@lvcva.com. Upon receipt of this form, your Convention Services Manager will approve and/or forward the



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information to the Las Vegas Convention Center Fire Prevention Office and Centerplate. Approval from both the LVCC and Centerplate must be received prior to finalizing your plans

EXHIBITION AND DISPLAY COOKING

Temporary exhibition and display cooking is only permitted within the limitations given below.

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e. grills that exceed 288 square inches (2 square feet) that produces grease laden vapors must have a fire extinguishing system installed according to NFPA17A and an exhaust duct system complying with the currently adopted Mechanical Code.
- All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2 square feet).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and Fire Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
 - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
 - The volume of cooking oil per appliance is not to exceed 3 gallons.
 - The volume of cooking oil per booth is not to exceed 6 gallons.
 - Deep-fat fryers shall be electrically powered and have a shut-off switch.
- Other appliances for exhibition cooking shall also be limited to 288 square inches (2 square feet) in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
- A minimum of (1) Class-K fire extinguisher shall be located within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
- A minimum of (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.
- Solid fuels including charcoal and woods are prohibited within exhibit halls.

FOOD SAMPLING INFORMATION

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

Exhibitors who are giving away free, open food or beverage a Food and Beverage Sampling /Onsite Preparation Approval form must be completed and emailed to foodpreandsample@lvcva.com. Upon receipt of this form, your Convention Services Manager



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will approve or forward for approval to the Las Vegas Convention Center Fire Prevention Office. A member of the Centerplate management team will contact you.

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

If you have any questions, contact Centerplate at (702) 943-6779 or email

exhibitorcateringlvcc@centerplate.com

GOOD TASTE AND THE RIGHTS OF OTHERS

Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

GRAPHICS ON COMMON BORDERS

Both the side and backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

GREEN INITIATIVES

The **NATIONAL HARDWARE SHOW®** is committed to reduce, reuse, and recycle approach to planning and producing our shows. Recycling waste, trash and other paper products and using recycled products are just a few of the steps we have taken toward "green" tradeshow experience.

For example sending out this Service Manual in a web based format conserves over 150,000 pieces of paper previously used for the 3-ring binder format!

Here are a few examples of what you can do to help the environment:

- Reduce, Reuse, Recycle
- Sign your office up for a recycling program: paper, plastic, cans, etc.
- Develop an online ordering system for your buyers.
- Reduce marketing on paper by opting for more electronic communication, email attendees after the show.
- Design your booth display to last for 5 years or longer using natural fibers.
- Practice Green Purchasing where ever possible by specifying Environmentally Preferable Products (EPP). These products or services contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics disposed or consumed.



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- Reduce packing material by utilizing recyclable materials and take advantage of convention center recycling options for packaging.
- Donate extra amenities or promotional products to local charities rather than shipping them back or tossing them in the trash.

Reed Exhibitions has implemented the following programs and purchasing habits in an effort to reduce the amount of waste generated and encourage our clients and vendors to **Reduce, Reuse and Recycle** whenever possible.

- We have successfully implemented Express Badge on many shows, allowing attendees to print their badge on demand at Show site. This process **reduces** the printing and mailing of unnecessary badges.
- Our offices are set up to **recycle** paper, plastic, cans.
- We design a Show look for a minimum of 3 year lifecycle and **recycle** graphics for the same period.
- We have **reduced** paper communications both internally and externally by opting for electronic communication.
- Producing an on-line exhibitor manual **reduces** our paper consumption by over 150,000 sheets on this Show alone.
- Where ever possible we partner with local charities to provide donation opportunities for our exhibitors as a way to "**reuse**" leftover products and merchandise, thus saving on packing materials and carbon emissions by not shipping home. A great way to "Reuse" material for a good cause.

The Las Vegas Convention & Visitors Authority (LVCVA) is committed to building on our current successes and maintaining a proactive approach towards future sustainable activities such as recycling, green purchasing, education, and conservation programs. [Read more about our Sustainable Initiatives here.](#)

HALOGEN LIGHTING

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

- Must utilize a self-shielded bulb
- Bulb wattage must not exceed the listed wattage permitted by the fixture manufacturer

Wattage may not exceed 75 watts.

APPROVED HALOGEN BULBS - 75 WATTS MAX



DISAPPROVED HALOGEN BULBS



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HAND CARRY

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

Four wheel dollies

Two wheel dollies

Four wheel push carts



HANDOUTS

Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

HAZARDOUS MATERIAL

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. 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. The Lessee is responsible for the tracking of all hazardous material brought into the facility. Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.

HEAVY EQUIPMENT PROCEDURES

Show management must provide the facility a list and obtain approval for all equipment weighing over 250,000 lbs. A site plan is required showing locations of each piece of heavy equipment.

FLOOR LOAD LIMITS

- Heavy equipment being brought into Halls S3, S4, C3, C3 Concourse, and C4, may require advance review and approval by a structural engineering firm at the expense of show management and/or the exhibitor.
- The floor weight load limit for Halls S3-S4 is 300 pounds per square foot. Halls C3, C3 Concourse and C4 have weight restrictions in designated areas. Please contact your Convention Services Manager for additional information.



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MOVEMENT OF EQUIPMENT

- Equipment with smooth tracks over 250,000 lbs. must be moved on one-inch plywood outside and inside of building
- Equipment with cleated tracks over 250,000 lbs. must be moved on one-inch steel plates outside and inside of building.
- LVCC/Cashman Center personnel must be present in either case. Meetings must take place between the facility and the general contractor to determine routes and method of movement.

HEIGHT LIMITATIONS

The following maximum height limits will be strictly enforced. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area. PLEASE NOTE:** Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials

BOOTH TYPE	BOUNDED BY	MAXIMUM HEIGHT LIMIT
Linear Booth	1 or 2 Aisles	12 Feet
Peninsula Booth	3 Aisles	20 Feet
Island Booth	4 Aisles	24 Feet

- **Linear Booth** - Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high
- **Peninsula Booth** - Exhibit booths must also be at least 20 feet deep and 20 feet wide to meet Show Management's requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 feet to top of sign. Two-sided Signs must be hung 5 feet from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high
- **Island Booth** - Booths must also be 20 feet deep and 20 feet wide to meet Show Management's requirements for hanging signs. Hanging signs in island booths may reach a height limit of 24 feet to top of the sign

HOT WORK

Hot Work is any activity that creates sparks or uses open flame, including, but not limited to, brazing, soldering, oxygen cutting, arc welding, oxy-fuel gas welding, hot taps and torch applied roofing or flooring, or any cutting of wood or metal that creates sparks.

Any form of Hot Work, whether inside the facility or outside the facility, used for the installation of a show or the dismantling of a show, MUST be pre-approved by the Fire Prevention office of the LVCVA. The Fire Prevention office will issue a Hot Work Permit to the person / persons



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performing the Hot Work. The permit will be valid for one shift or until the completion of the project, whichever is first. The permit is job specific and may not be transferred to another task or carried over to the next shift

The following will be required of the person/persons performing the work:

- Before beginning work, the work area shall be visually observed by the person performing the hot work and the person issuing the hot work permit. The permit tag checklist shall be completed jointly then signed by the worker and the person issuing the hot work permit. The hot work site will be inspected for:
 - i. Removal of flammable materials from the area;
 - ii. Clear of combustible materials and/or ensure combustible materials are protected;
 - iii. Ensure floor and wall openings are protected;
 - iv. Ensure floors and surfaces are swept clean of dust and debris;
 - v. Walls and partitions are non-combustible or protected;
 - vi. Determine the number and locations of fire watch and fire extinguishers
- The Hot Work Permit tag shall be posted in the area of the work activity in a plainly visible location for the duration of the work.
- No hot work activities will be allowed when the fire protection system covering that area is out of service.
- No welding, cutting, grinding or heating activities shall be performed where the applications of flammable paints or other compounds, or heavy dust concentrations create a hazard.
- All hot work shall require at least two persons: one conducting the hot work activity, and one to function as a fire watch. The entity conducting the hot work activity shall provide the fire watch.
- The fire watch shall continue for a minimum of 30 minutes (up to a maximum of 3 hours) after the conclusion of hot work activities. The duration of fire watch shall be determined by the Fire Prevention Office based on the hazards associated with the hot work activity.
- Hot work conducted in areas not observable by a single person (i.e. multiple levels where sparks and slag can fall to a lower unobserved level) shall have additional personnel assigned to fire watch to ensure that all exposed areas are monitored.
- Individuals designated to fire watch duty shall have fire extinguishers of at least 10 lbs. ABC dry chemical readily available. The entity conducting the hot work activity shall provide the extinguisher.
- Fire watch persons will have recent training in fire safety, fire extinguisher use, and emergency reporting.
- Persons assigned to fire watch duty shall understand emergency reporting procedures and have means to contact the Control Center.
- At the end of the shift or completion of the work, the area shall be inspected by worker(s) and/or fire watch and found to be free from sparks, fire, smoke, etc.
- When the work has been completed (including the required fire watch period), the released Hot Work Permit shall be signed off by the person responsible and delivered to the Fire Prevention Office.

Unless special conditions exist, no permit is required when performing hot work in a welding shop or other area specifically designed for these functions.



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LVCC Only: This policy does not replace the need for an exhibitor to retain a Hot Work Permit from the Clark County Fire Department when Hot Work is performed during the actual show or event.

Please contact the Fire Prevention Office for additional information.

HOTEL/TRAVEL DISCOUNTS

The **NATIONAL HARDWARE SHOW®** is offering discounts on ground transportation and hotel accommodations. Get discounted hotel rates by booking your room on the **Official Housing Website** located in the **[EXHIBITOR ACTION CHECKLIST/ADDITIONAL \(OFFICIAL CONTRACTOR SERVICES\)](#)** section of the online manual.

INSPECTION DEADLINE

Any booth not occupied by **3:00 PM, Monday, May 6, 2019**, will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be arriving late, then **FREEMAN** will set up the display to the best of their ability with the information available. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs.

ALL EXHIBITS MUST BE COMPLETELY SET BY 5:00 PM, Monday, May 6, 2019. Although exhibitors may fine tune their booth before show opening on **Tuesday, May 7, 2019**, no shipment will be accepted at any time past **5:00 PM on Monday, May 6, 2019**, or beyond. Absolutely no shipment, equipment or material may be brought onto the Show Floor during Show hours.

Removal of excess trash/debris in the aisles **AFTER 5:00 PM, Monday, May 6, 2019**, will be billed to the exhibitor(s) responsible for creating such excess trash/debris. The Fire Marshal will not permit the Show to open if there are any boxes, cartons, visquene, packing material, etc. in the aisles.

LIABILITY AND INSURANCE / LICENSE AGREEMENT

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

If you are not insured but would like to be for this particular event, we have contracted with John Buttine Insurance Inc. Please refer to the **[EXHIBITOR ACTION CHECKLIST/ADDITIONAL \(OFFICIAL CONTRACTOR SERVICES\)](#)** section of the online manual for contact information.



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EXHIBITOR INSURANCE

1. Insurance ; Losses.

(i) *Exhibitor shall maintain at its sole cost and expense and throughout the duration of the Exhibition Commercial General Liability (CGL) insurance coverage with a minimum combined single limit of **US\$1 Million Dollars**, covering bodily injury (including death), personal injury, and property damage liability, with extraterritorial coverage.. Such CGL insurance shall name as additional insureds Reed Elsevier Inc., the Venue owner, the city in which the Exhibition is being held if the city owns the Venue and any additional party Management may reasonably request. Exhibitor shall also maintain at its sole cost and expense Workers Compensation insurance for employees participating in the Exhibition, as required by law. Exhibitor's failure to comply with the insurance requirements in this Section VI.3 shall not relieve Exhibitor of its indemnification obligations pursuant to Section VI.2 of this Agreement.*

(ii) *Exhibitor understands that neither Management nor the Exhibition venue maintains insurance covering Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain such insurance. Exhibitor must maintain property insurance covering Exhibitor's property on an "all risk" basis at all times, including, without limitation, when (as applicable) property is stored in vaults on the Exhibition floor.*

(iii) *Certificates of Insurance must be available onsite during the Exhibition and must be furnished by Exhibitor if requested by Management.*

(iv) *Management shall not bear any responsibility for damage to Exhibitor's property or for lost shipments either coming in or going out of the Venue and/or Exhibit Space or for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If Exhibitor's products to be exhibited and/or display materials fail to arrive, Exhibitor is nevertheless responsible for License fees."*

LOBBIES

LVCC – Exhibit Hall Lobbies are not leased space and must always be kept open for public access and used within certain guidelines set forth by the LVCVA.

GUIDELINES

- No carpet or flooring may be placed on the existing carpet in the lobbies or public areas without prior approval from your Convention Services Manager. If carpet or flooring is approved to cover the existing carpet, visqueen must be laid between the building carpet and the carpet being installed. Use only non-residue tape. All carpet must be pre-cut, cutting is not allowed over building carpet.
- Electric carts and bicycles may not be used on any carpeted area in the LVCC/Cashman Center unless visqueen is placed on the carpet.
- Carts/forklifts are not allowed on the second floor of the LVCC.
- Neon signs may not be covered or turned off without the permission of the Convention Services manager.
- LVCVA management reserves the right to determine areas to be used by each show and resolve any conflicts in the event the lobbies/plazas are to be shared by two or more shows.
- To accommodate the comfort of attendees, the LVCVA will configure seating in all lobbies and public areas one (1) day prior to show opening. The location and arrangement of seating will be at the discretion of LVCVA management and will remain as configured for the entirety of the show.



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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

MATERIAL HANDLING AGREEMENTS / SHIPPING INFORMATION

All freight that is to be shipped from the Las Vegas Convention Center must be accompanied by a Material Handling Agreement unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from **FREEMAN** at the **Exhibitor Service Center**. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement to the **FREEMAN** Service Desk.

MATERIAL HANDLING (DRAYAGE) SERVICES

FREEMAN is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the Las Vegas Convention Center. Material handling includes return of your empty cartons and crates at the close of the Show. **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

MEETING ROOMS

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

MEETINGS IN YOUR BOOTH

If you plan to use your booth to conduct meetings before or after official Show hours, you must obtain an EARLY/LATE access form from the on-site Show Management Office the day prior to your meeting. Authorization will not be granted for a Pre-Show appointment on the day of request. Access to the Show Floor will for these meetings will be the C1 Entrance for the Central Hall and N1 Entrance for the North Hall.

Early/Late access form will include the following information:

1. The exhibiting company and booth number
2. List of the non-exhibitor personnel visiting the booth which will be forwarded to Security
3. The time and date of the meeting
4. The name of the exhibitor who will meet the non-exhibitor personnel, along with Security, at the entrance to the show, and escort them directly to the booth
5. Access to the floor during non-Show hours will be denied unless Show Management receives this written request in advance



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PLEASE NOTE: All attendees and booth personnel must have a **NATIONAL HARDWARE SHOW®** badge to enter the exhibit hall. Please send your VIP ticket to your guests to register themselves, and use the Exhibitor Badge Form in the **EXHIBITOR ACTION CHECKLIST/ADDITIONAL (OFFICIAL) CONTRACTOR SERVICES** section of the online manual to register your booth personnel.

MERCHANDISE PASSES

Merchandise may not leave the floor until close of show, **Thursday, May 9, 2018 at 1:00 PM.** In order to leave the exhibit hall with merchandise, you must obtain a merchandise pass at the Floor Manager Counters.

MULTI-LEVEL / COVERED EXHIBITS GUIDELINES – BOOTH PLAN SUBMITTALS

RULES AND REGULATIONS

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Fire Prevention Office no later than 45 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
- Multi-level or covered areas. Definitions:
 - **Multi-level** – Any occupied second story or greater area which is accessible by an approved means of egress.
 - **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, roof, 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.
 - **Means of Egress** – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed by a Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit **only** when the following conditions apply.
 - The exhibit is used in an event where the duration is 7 calendar days or longer.
 - The exhibit contains display vehicles.
 - The exhibit contains open flame.
 - The exhibit contains hot works.
- Any upper deck area to be occupied must have an approved plan with an engineering stamp.
- Multi-level 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.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
 - Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
- Exhibits with multi-levels, 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



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size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.

- Any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area (see "covered area" definition above) and all multiple-level exhibits must submit a booth plan to the LVCVA Fire Prevention office for approval prior to the exhibit coming onto the LVCVA property. Plans must 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 Fire Prevention Office.

FIRE WATCH

- Under certain circumstances, it may be deemed necessary by the Fire Prevention Office to require a fire watch for an exhibit.
- The requirement to have a fire watch will be handled on a case by case basis.

NO FREIGHT AISLES

All items left in "NO FREIGHT" aisles during move-in and move-out will be moved into the booth by the Official Service Contractor, to avoid delays and ensure a timely move-in and move-out process. "NO FREIGHT" aisles are required by Clark County Fire Rescue Division, and will be clearly marked.

NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

OUTDOOR EXHIBITS

RULES AND REGULATIONS

- Parking lots used for exhibits that will have tents, pavilions, trailers or sprung structures must have 24-foot aisle for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must be on a 10-foot wide aisle.
- Temporary restroom facilities may be required for outdoor exhibits.
- When parking lots are used for outdoor exhibits, the lessee will be charged back for the cost of open trash boxes and if they are ordered through the facility.
- Use of water from LVCC hydrant requires an in-line meter with usage readings.
- Any **Temporary Assembly Structures**, (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, please click [here](#) for Clark County requirements for temporary structures outdoors.
- All banner material used outside must be made of mesh material (a minimum of 30% pass through) or slatted to allow for air to flow through.
- The use of pipe and drape, MIS or gem wall units outdoors must have advanced approval from the CSM. However, pipe and drape, MIS or gem wall units is allowed to be used inside fully enclosed structures.
- Installation and dismantling of tower cranes require a 300-foot clear zone. We recommend that tower cranes not be installed within 300 feet of Desert Inn Road and Paradise Road (LVCC).
- Tower cranes need FAA approval.



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- If pouring a sub-floor made of concrete onto the asphalt, visqueen must be used under the pour and the surrounding area. Bonding agents are prohibited.
- Reference Food Preparation within Exhibits for information on exhibition and display cooking.
- Reference Fire and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 10 gallons of gasoline or 60 gallons of diesel on property will require a [Clark County Permit](#).
- LVCVA management reserves the right to make any changes on site that is deemed necessary without advanced notice, for safety concerns.

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

TENTS AND CANOPIES

All outdoor tents and/or temporary structures must be installed by facility approved Exhibitor Appointed Contractors (EAC) and must submit and receive an approved staking plan before staking can occur. Staking plans should be submitted 30 days prior to conventionservices@lvcva.com

- All Tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County Permit. Must also have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag.
- All Canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County Permit. They must also have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag.
- Self-installed pop-up 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.

STAKING

- All staking needs to be drilled, no hand staking is permitted.
- Anchoring or staking into concrete is prohibited property wide.
- Trenching or digging is not allowed into the asphalt without the prior approval from a CSM, please contact conventionservices@lvcva.com for approval.
- Final on-site staking approval must be obtained by a member of the LVCVA exterior engineers or engineering management before any drilling and staking may begin.
- 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 1/2" of surface with fine aggregate type patching asphalt tamp until solid.
 - Cover areas approximately 2" around patched hole with a good grade of plastic type asphalt sealer with a maximum drying time of 2 hours.



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TRUSS STRUCTURES

- All truss structures require plans to be submitted to Fire Prevention 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21. Depending on size, attachments and weight, facility may require a 3rd 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. Please send to boothplans@lvcva.com
- 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.

PARKING

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

PERMITS

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

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

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies over 700 square feet
- Outdoor temporary structures over 4,500 square feet
- 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.

PERSONAL MOBILITY DEVICES

The use of Segway's, skateboards, hover boards, in-line skates, roller skates, scooters (either motorized or foot-powered) are not permitted on facility property(s). This includes all non-ADA approved mobility devices.



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PERSONNEL ALLOWED DURING MOVE-IN / MOVE-OUT

In the interest of safety, only those full time employees and sales representatives of exhibiting companies and authorized personnel of Exhibitor Appointed Contractors directly responsible for the set-up and dismantling of the booth will be permitted in the exhibit areas during move-in and move-out dates and hours, consistent with Nevada state labor laws. **Under no circumstance** will family, guests or children (under the age of 18) be allowed on the Show Floor during move-in and/or move-out.

PRESS ROOM

The NATIONAL HARDWARE SHOW® Press Office is located in Room N242 on Level 2 of the Central Hall Lobby. Please bring your press releases during set-up for distribution to the working press.

PRIVATELY OWNED VEHICLES (POV'S)

PRIVATELY OWNED VEHICLES (POV's) are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use. Vehicles containing more than 300 lbs. of materials, straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's and must report directly to **FREEMAN** Marshaling Yard.

Please refer to the **SHIPPING** section of the online manual for further information.

ROOF ACCESS

- Cox Business has exclusive rights for all cable runs.
- All persons requiring roof access must obtain approval in advance. To do so, submit roof access form to conventionservices@lvcva.com.
- Once written approval has been given, go to the Engineering Department on the specified installation date to complete the process. Anyone requiring a roof pass on the weekend must go to Security.
- Roof access times are Monday – Friday, 7:30 am – 4:30 pm, (winter hours may vary due to weather conditions and day light savings time). Engineering will need 24 hours' notice for scheduling roof access.
- Engineering staff will escort persons desiring roof access and monitor roof activity.
- Items placed on the roof must have the contractor's name, booth number and show name.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is prohibited.
- Fall protection must be used when required by OSHA.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for a show, must be placed on designated platforms. Equipment must be removed during move-out of show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.

SALE, DELIVERY OF GOODS AND PRODUCT REMOVAL FROM FACILITY

Retail sales of merchandise during the event are strictly prohibited. "Retail sale" means any sale, other than bona fide commercial sale, for resale at a later time and place. The sale of sample goods is strictly prohibited except to bona fide commercial buyers for resale at a later time and place. Any such sample goods are to be delivered ONLY after the conclusion of the event and



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must be accompanied by the Exhibitor's bill of sale for verification by security personnel. Violation of this provision subjects Exhibitor to cancellation of its exhibit space without refund. Removal, sale and / or delivery of merchandise prior to the conclusion of the event are strictly prohibited. Should Exhibitor wish to exchange soiled, worn or damaged floor samples for fresh merchandise, product release forms must be obtained from the designated property check points, completed by Exhibitor and submitted to security personnel at the exit with the merchandise to be exchanged.

SECURITY

Show Management will provide uniformed guards along the perimeter of the exhibit floor 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.

Among the Show's basic security arrangements are the following:

- Uniformed guards will be stationed at entrances and exits 24 hours a day and will patrol the exhibit floor during non-Show hours
- Private guards may be hired from the official guard service
- Security cages for rent. Large and small safety containers may be rented from the official contractor. Exhibitors may prefer to bring a secure container of their own, such as a lockable trunk, footlocker or strongbox that can be stored out of sight in the booth
- **Merchandise passes.** These are special forms issued by Show Management. When properly filled out and signed by the exhibitor, they tell security guards that removal of an item from the exhibit floor is authorized. (Subject to Change)
- A free overnight storage room where exhibitors may store valuables will be available. We recommend that especially vulnerable items be kept in the storage room during non-Show hours and during set-up and dismantling. (Subject to Change)

WHAT EXHIBITORS CAN DO TO ENHANCE SECURITY?

- **Immediately report to security or Show Management, the presence of any unauthorized visitors, or suspicious activity on the Show Floor**
- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, Show days and move-out. Please do not give Exhibitor Badges to anyone other than your full time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. **Under no circumstances** should such goods ever be left unattended. Plasma Screens & Flat Screens, DVD's, televisions, laptops, and other electronic



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devices are particularly vulnerable to theft. Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)

- Do not put articles of any value in a container marked "**EMPTY STORAGE**", or behind booth
- Shipping cartons should not identify contents. Use coded labels
- Give special considerations to prototypes, irreplaceable and highly valuable articles, or other sensitive items
- Be sure to send copies of Shipping Information, including all tracking numbers with your set-up people so that they know how many pieces should arrive
- Booth staffing plans should take the following into consideration:
 - Who will be at the booth during set-up and dismantling?
 - Will an inventory list be available to check complete delivery during set-up and complete shipment after dismantling?
 - Will you need a security cage?
 - Will you need a private guard?
 - Should you safeguard material in the free storage room during non-Show hours?
 - Does everyone concerned know that nothing of value should be left in containers labeled "**EMPTY**"?
 - Will someone be on duty at least a half-hour before the Show opens? And until Show is closed for the day? Will you schedule rotation to cover lunch breaks, etc.?
 - All of your booth personnel should be advised to wear official Show Badges at all times as a security measure, and to use the official Merchandise Passes when removing items from the exhibit floor
 - DO NOT leave laptop, purses, cell phones, cameras, etc. unattended

ONE FINAL WORD ABOUT SECURITY:

The best security available is still inadequate and losses will occur, if exhibitors leave merchandise, especially valuable merchandise; unsecured in their booth overnight. Please place such valuables in the security room, overnight storage (subject to change), or otherwise secure all such merchandise at all times during the non-Show hours.

Items particularly vulnerable to pilferage include DVD Players, monitors, personal computers and all small items of personal value. We strongly urge that these items be placed in the Security Room located on the exhibit floor.

Show Management can assume no responsibility or liability for loss, damage or theft. That responsibility is yours, and we therefore recommend that you provide your own insurance coverage against all contingencies.

NATIONAL HARDWARE SHOW® closes on Thursday, May 9, 2019 at 1:00 PM. Other than aisle carpet personnel, labor will not be admitted to the Show Floor until 2:00 PM. **Secure all valuables immediately!**

- Pack and label product and remove them, or hire Security until you can secure them properly. It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes at **1:00 PM**. Remember, during teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled



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- Do not leave material in your booth unlabeled at any time during move-out because many things could happen: it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error!
- At the close of the Show please be sure to secure all electronic equipment especially plasma screens, flat screens, laptops, and any electronic equipment

DON'T LEAVE YOUR BOOTH UNATTENDED UNTIL YOUR MERCHANDISE IS SECURE!

Our objective is to make your Show experience as worthwhile and profitable as it can be.

Adhering to these simple security recommendations will go a long way to ensure your success!

SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS

SHIPPING - Refer to the [SHIPPING](#) section of the online manual for information on your shipping options. The Las Vegas Convention Center does not except exhibitor freight. Please contact your service contractor for your freight needs.

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____

National Hardware Show®

C/O FREEMAN

6675 W Sunset Rd

Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **APRIL 2, 2019** at the above address. Materials arriving after **APRIL 25, 2019** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. Warehouse receiving hours are 7:00 a.m. - 2:30 p.m., Monday-Friday. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

Exhibiting Company Name / Booth # _____

National Hardware Show®

C/O FREEMAN

Las Vegas Convention Center

3150 Paradise Rd

Las Vegas, NV 89109

Please refer to the target floor plans for your assigned date and time.

FREEMAN will receive shipments at the exhibit facility beginning **MAY 2, 2019**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (702) 579-1700.



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Please Note: Overtime rates will apply on all shipments, inbound/outbound, Monday through Friday between 5:00 p.m. and 8:00 a.m., and ALL DAY on Saturdays, Sundays and Holidays.

This show will be marshalled. Please see marshalling yard map in this service manual.

PLEASE NOTE: CARRIERS NEED TO CHECK IN NO LATER THAN 3:00 P.M. TO BE UNLOADED ON THE SAME DAY AS CHECK IN.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

SHUTTLE BUS SERVICE

Free Shuttle Bus Service to and from the Las Vegas Convention Center (LVCC) and the Official **NATIONAL HARDWARE SHOW®** Hotels are available on Show days.

SMOKING POLICY

Because of the new clean air act passed in the State of Nevada in November 2006, the Las Vegas Convention Center is a non-smoking facility. Smoking is NOT permitted anywhere inside the building during set-up, Show days, and tear down. Person caught smoking will be removed from the premises

SOUND LEVELS

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show Management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. Reed Exhibitions will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints before paying the bill. Do not wait until after the Show to settle problems that can be easily resolved at the convention center.

UNION AND NON-UNION LABOR DISPUTES

- It is the responsibility of the trade show general contractor to resolve all jurisdictional disputes. Union contracts contain dispute resolution procedures and all involved parties must follow them. Work now, grieve later.
- Threats to or illegal confrontations with exhibitors or show management will not be tolerated. Individuals involved in threats or illegal confrontations with exhibitors, show management, other workers, or LVCVA personnel may be issued a Trespass Notice and escorted from the Las Vegas Convention Center. If any information is received, or incidents observed, notify the LVCVA Customer Safety Department at telephone number (702) 892-7400.



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VEHICLE DEMONSTRATIONS OR EXHIBITIONS

There is a round trip spotting fee per vehicle. Please refer to the [SHIPPING](#) section of the online manual for more information.

- Vehicles on display from automobile dealers must have a Nevada DMV off Premise Display License. Proof of license must be provided upon request.
- Vehicles on display
 - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
 - Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
 - Batteries must be disconnected.
 - Auxiliary batteries not connected to engine starting system may be left connected.
 - Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
 - External power is recommended for demonstration purposes.
 - Battery charging is not permitted inside the building.
 - Combustible/flammable materials must not be stored beneath display vehicles.
 - Fueling or de-fueling of vehicles is prohibited
 - Vehicles shall not be moved during the show and will remain off while freight doors are closed.
 - 36" of clear access or aisles must be maintained around the vehicle.
 - Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
 - Vehicles placed in lobbies and meeting rooms must have approval of the CSM and require leak protection.

WEAPONS

- A personal or concealed weapon of any type are not permitted
 - Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property(s).