



EXHIBITOR KIT

Facility Contact Information

Administration/Convention Services	702 892-2860	Fax: 702 892-2933
Centerplate Food & Beverage Services	702 943-6779	Fax: 702 943-6782
COX Business	702 943-6500	
FedEx	702 943-6780	
Safety and Fire Prevention Office	702 892-7413	
Customer Safety Department	702 892-7400	

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.

ANIMALS

- Service animals are always welcome. Refer to the American Disabilities Act 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).
- It is the animal owner's responsibility to clean up after the animal while on facility property.
- Animals, except for fish, are not allowed in the building overnight.
- A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad-form property damage coverage, including broad-form contractual liability, naming Las Vegas Convention and Visitors Authority (LVCVA) as additional insured must be provided.

BALLOONS

Show management and your convention services manager (CSM) must approve the use of balloons.

Indoors

- Helium balloons, including columns and arches, must be tethered.
- Helium gas cylinders used for refilling must be secured in an upright position on ANSI-approved (American National Standards Institute) 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, and must not be left for the official service contractor (OSC), cleaning contractor or the facility. The exhibitor is responsible for proper disposal/removal of all balloons.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- No helium balloons or blimps may be flown around the exhibit hall.

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 CSM.
- Balloons/kites must be moored and can only be used for displays.
- Balloons/kites must not exceed the height of the building.
- Hot-air balloons that are inflated and standing must have an FAA-certified pilot, with a commercial rating for lighter-than-air aircraft with the balloon at all times.

BOOTH SETUP

If approved by show management, an exhibitor has the option of contracting the setup of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full-time employees of the exhibiting company and able to provide credentials. All persons must comply with the Occupational Safety and Health Administration (OSHA) safety standards at all times.

CHEMICALS

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable safety data sheet (SDS).
- A list of chemicals, including all SDS, must be included with your booth plan submittal to boothplans@lvcca.com.
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- The exhibitor is responsible for the disposal of all hazardous materials. Disposal of hazardous materials is prohibited in the sinks, sewer lines and drains of the facility.

CONTRACTOR AND VENDOR REQUIREMENTS

Any contractor or vendor providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center (LVCC) must comply with the following requirements prior to commencement of work at the facility. Permits are issued on an annual basis.

Annual Contractor Fee \$250

Certificates of Insurance

- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability.
- Automobile Liability in the amount of one million dollars (\$1,000,000) for any auto.
- Workers' Compensation Coverage in the State of Nevada with minimum of one million dollars (\$1,000,000) limit. If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com

DRONES/UNMANNED AERIAL SYSTEMS (UASS) GUIDELINES

- UAV – Unmanned Aerial Vehicle
- RPAS – Remotely Piloted Aircraft System
- RC Model Aircraft
- Drone

UASs can be used indoors or outdoors with the following requirements:

- Exhibitors must have approval from show management.
- A form must be completed and submitted.
- Drones/UASs carrying weapons are prohibited.
- Drones/UASs must weigh less than 55 pounds.
- Drones/UASs are restricted to within your defined booth space only.
- Drones/UASs are prohibited from flying over populated areas.

- Drones/UASs 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 should be of a flame-retardant material and must be sturdy enough to prevent the UAS from breaking or escaping the enclosure.
- Drones/UASs are prohibited from flying within 18” of any building structure including sprinklers.

Outdoor Use Without Being Fully Enclosed

- For outdoor use of a drone/UAS that is not operated within a fully enclosed area, please refer to the FAA website for more information. <https://www.faa.gov/uas/>.

EMERGENCIES

To report an emergency, call 702-892-7400.

- Customer Safety staff is trained to handle emergency situations. The Customer Safety Department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.
- The convention services manager (CSM) is responsible for keeping show management and official service contractors (OSC's) informed of decisions relating to emergency events in progress.
- All emergencies should be reported to the Customer Safety Department first.
- Dialing 911 will delay the response by medical personnel who may not be able to find or get to the location of the emergency.
- Report via text message: Text LVCC and your message to 78247.

FIRE AND SAFETY EXHIBIT GUIDELINES

- 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 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. The upper deck of multilevel exhibits that is greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 pounds per square foot. 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 that cannot be treated to meet the requirements may not be used.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- Use of halogen fixtures must comply with our halogen lamp restrictions.
- Vehicles on display:
 - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel is limited to one-quarter its tank or five gallons of fuel, whichever is less.
 - 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. Batteries required to demonstrate auxiliary equipment shall be permitted to be kept in service.
- 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.
- Vehicles shall not be moved during show 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.
- There shall be no leaks underneath vehicles.
- Model/modular home displays in trade shows must be reviewed with the convention services manager (CSM). In addition, a floor plan of the model/modular home must be submitted to the Safety and Fire Prevention Office.
- Vehicles in the building for loading or unloading must not be left with engine idling.
- Except for equipment that uses LPG (propane) or natural gas as fuel, compressed gas cylinders, including LPG (propane), and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the CSM and the Safety and Fire Prevention Office. Overnight storage of LPG (propane), natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG inside and outside the facility. Any use of LPG (propane) on property must be approved prior to arrival by the Safety and Fire Prevention Office.
- When approved, LPG (propane) containers having a maximum water capacity of 12 lb. [nominal 5 lb. LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is in an area, the containers shall be separated by at least 20 feet.
- Any exception to the first two requirements above must be submitted for review and approval by the Safety and Fire Prevention Office and the CSM.
- All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices within 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.
- 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 designated locations 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 Safety and Fire Prevention Office and the CSM prior to arrival on property. No outside LPG (propane) will be permitted in any areas where building exits discharge or fire department access is required.
- When requested, 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 Multilevel 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 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances on property must have approval from the CSM 30 days prior to the event.
- Fireplaces must be listed as ventless or self-venting for indoor use to obtain approval for use inside the facility.
- Only enclosed fireplaces will be approved for use, 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 use.

- 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 (one candle per table) where the candles are supported by/on substantial noncombustible 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 Safety and Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit.

FLAMMABLES

Lighters, Torches, Open Flames

The Las Vegas Convention and Visitors Authority and Clark County Fire Code prohibit flammable liquid, gasses or solids in the Las Vegas Convention Center. Reasonable accommodations can be made for items that are for demonstration purposes.

LIGHTERS

- **Storage of lighters in a booth is prohibited.**
- **For display:** Disposable lighters on display is allowed.
- **For demonstration:** requires an open flame permit from Clark County Department of Building and Fire Prevention. www.clarkcountynv.gov/building/fire-prevention. See additional information.
- **For giveaways:** Exhibitors can keep a one day supply of lighters in the booth, if giving away lighters to attendees.

TORCHES

- **For display:** Butane/propane torches for display must be empty of fuel.
- **For demonstration:** requires an open flame permit from Clark County Department of Building and Fire Prevention. www.clarkcountynv.gov/building/fire-prevention.

REFILL CONTAINERS/CANISTERS

- Fuel refill containers on display must be empty. This includes all butane or propane refill tanks and containers of lighter fluid.
- **All other flammables on display (such aerosol spray cans) must be empty display models.**
- Applications for open flame permits can be submitted online www.clarkcountynv.gov/building/fire-prevention or by email: permits@ClarkCountyNV.gov
- Select the box labeled Candles and Open Flames and fill out the required information prior to submitting. If you need assistance, please contact the LVCVA Safety and Fire Prevention Office for assistance, 702 892-7413.

FOG MACHINES

- Use of all fog machines must be preapproved by the Safety and Fire Prevention Office. A demonstration of the fog machine and its intended use must be given to the office at least 48 hours in advance.
- The fog machine must be UL listed or equivalent (for its intended use).
- Fog-generating fluids must be nonhazardous and stored in the original containers that were provided by the manufacturer. The safety data sheet for fog fluid must be sent to the Safety and Fire Prevention Office for approval in advance of the event move-in.
- The SDS must remain in the booth/event location at all times.
- The facility reserves the right to limit the amount of haze produced by a show.

FOOD AND BEVERAGE

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

Preparation Within Exhibits

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. Approval from both Las Vegas Convention and Visitors Authority (LVCVA) 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, e.g., Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturer's operating instructions. Equipment listed or designed 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' x 1' max.) that produces grease-laden vapors, must have a fire extinguishing system installed 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 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' x 1' max.).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and fire retardant 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 three (3) gallons.
 - The volume of cooking oil per booth is not to exceed six (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 cooktops, ranges, electric warmer, single burner ranges, or multiple burner ranges.
 - A minimum of one (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 one (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sautéing, 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 trade shows.

A Food and Beverage Sampling /Onsite Preparation Approval form must be completed by exhibitors who are giving away free, open food or beverage, and emailed to foodprepandsample@lvcva.com. Approval from both Las Vegas Convention and Visitors Authority (LVCVA) and Centerplate must be received prior to finalizing your plans.

Once the form has been submitted, a member of the Centerplate management team will contact you.

- All items to be given away are limited to sample sizes.
- Nonalcoholic 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 its 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 Nevada Department of Taxation guidelines regarding liquor at trade shows. All alcoholic beverages must be served by a Centerplate bartender, TAM certified. Some exceptions may apply.

If you have any questions, contact Centerplate at 702-943-6779 or email exhibitorcateringlvcc@centerplate.com.

GAMING/RAFFLES

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

HALOGEN LAMP RESTRICTIONS

The use of stem- or track-mounted halogen light fixtures is not allowed unless items meet the following requirements:

- Must use a self-shielded bulb.
- Bulb wattage must not exceed the listed wattage permitted by the fixture manufacturer.
- Wattage may not exceed 75 watts.

HAND CARRY

- Exhibitors may hand carry their merchandise from a privately-owned vehicle.
- All vehicles must be parked in a parking lot; no curbside parking allowed.
- The use of hand carts and dollies is not permitted.

MEETING ROOMS

- Carpeting/flooring can be placed on top of building carpet in the meeting rooms with permission from the convention services manager (CSM). Visqueen must be used between the building carpet and the carpet being installed. Use only nonresidue tape.
- When moving freight or equipment in these areas, the existing carpet must be protected using visqueen. Forklifts, electric carts, etc., are not permitted on the second floor. All freight and materials must be moved via pallet jack or hand cart by the official service contractor (OSC).
- Exhibitor crates and pallets must be placed on visqueen, not directly on building carpet.
- 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 or doors.
- No structures erected in meeting rooms may have any type of ceiling. All structures must be 18 inches below fire sprinkler heads.
- Fire extinguishers, exit signs or exits may not be blocked or obstructed.
- Meeting rooms used for exhibits must have approved floor plans. Submit all plans to boothplans@lvcva.com.
- Closets in meeting rooms are for Las Vegas Convention and Visitors Authority (LVCVA) use only.
- Meeting-room air walls will be moved only by LVCVA staff. Air walls must be configured prior to laying carpet over building carpet.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles in each room. (See below for listing of available show power.)
- Cables and wires must be routed above doorways – not across the threshold.

MULTILEVEL AND/OR COVERED EXHIBITS

- It is the responsibility of the exhibitor appointed contractor (EAC) to ensure that all rules within this section are followed, except for 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 Safety and Fire Prevention Office no later than 30 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.
- Multilevel or covered areas – Definitions:
- **Multilevel** – Any occupied second story or greater, 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 are 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.
- Multilevel or covered contiguous areas more than 1,000 square feet are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:
- The exhibit is used in an event where the duration is seven (7) calendar days or longer.
- The exhibit contains display vehicles.
- The exhibit contains open flame. The exhibit contains hot work.
- Any upper-deck area to be occupied must have an approved plan with an engineering stamp from the state of Nevada.
- Multilevel areas that are greater than 300 square feet or 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 multilevel or covered areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.
- Any single-level exhibit over 1,000 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 Safety and Fire Prevention Office for approval. Plans must be submitted in CAD format via email to boothplans@lvcva.com.
- Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

OUTDOOR EXHIBITS

- Parking lots used for exhibits that will have tents, pavilions, trailers or sprung structures must have a 24-foot perimeter 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.
- Open trash containers/boxes are required when parking lots are used for exhibits. If containers are ordered through the facility, lessee will incur trash removal charges.
- 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. 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 percent pass through) or slatted to allow for air to flow through.
- Installation and dismantling of tower cranes require a 300-foot clear zone. All tower cranes require FAA approval.
- 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 combustible liquid (e.g., diesel) on property will require a [Clark County Permit](#).
- Las Vegas Convention and Visitors Authority (LVCVA) management reserves the right to make any changes on site that are deemed necessary without advance notice, for safety concerns.

Tents and Canopies

- All outdoor tents and/or temporary structures must be installed by facility approved exhibitor appointed contractors (EAC's) and must submit and receive an approved staking plan before staking can occur. Staking plans should be submitted 30 days prior to riggingandsprinklers@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. They 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 convention services manager (CSM); please contact conventionservices@lvcva.com for approval.
- Final on-site staking approval must be obtained by the Engineering Department before any drilling and staking may begin.
- The asphalt must be returned to its original condition. LVCVA standards are:
 - Backfill existing hole(s) with clean, fine-type sand. Tamp to within four Inches (4") minimum of grade surface.
 - Fill rest of hole(s) within a half inch (.5") of surface with fine aggregate-type patching asphalt and tamp until solid.
 - Cover areas approximately two inches (2") around patched hole with a good grade of plastic-type asphalt sealer with a maximum drying time of two (2) hours.

TRUSS STRUCTURES

- All truss structures require plans to be submitted to Safety and 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 third-party engineer's stamp of approval. The engineer's 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 official service contractor (OSC) at their own expense.

PARKING

- The current parking fee is \$10 per space, with in and out privileges. Cash or credit cards are accepted. Anyone leaving the property and planning to return the same day can show their paid parking receipt for re-entry. Reentry is subject to availability.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry.
- Overnight parking is prohibited on property. Vehicles left on the property overnight will be towed at the owner's expense.
- Privately owned, enclosed vehicles (e.g., box vans, RVs, enclosed trailers, etc.) are permitted to park in the Bronze and Platinum lots when available.
- 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 Safety and Fire Prevention Office at 702-892-7413 or boothplans@lvcva.com.

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

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies more than 700 square feet
- Outdoor temporary structures over 4,500 square feet
- Hot works
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles/fuel storage
- 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. [Clark County Permit](#)

PERSONAL MOBILITY DEVICES

The use of Segways, skateboards, hover boards, scooters and all other nonapproved ADA mobility devices, are not permitted on property.

ROOF ACCESS

- Anyone 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 Facility Support office (near freight door 12) on the specified installation date to complete the process.
- Roof access is by appointment only. Standard appointment times are available seven (7) days a week between the hours of 7:30 a.m. to 4:30 p.m.
- 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.
- Anyone 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.
- Show-related equipment must be removed during move-out of the show.

- Individuals blocking or taping open any roof access doors will be trespassed from property.
- Satellite pads are available on the roof of halls C1-C5, N1-N4, and S3-S4.
- Roof access passes expire at the end of each day. No work is permitted on the roof during inclement weather.

SATELLITE/ANTENNA INSTALLATION

- Equipment installation requires roof access form.
- Cox Business has exclusive rights for all cable runs.
- All satellite dishes must be placed on a three-quarter inch (3/4") carpeted piece of plywood.
- Equipment can only be mounted on roof platforms, and not on any other roof surface.
- The mounting of equipment on antenna masts is permissible where available. Contact your convention services manager (CSM) for further information.
- Roof walkways must be used when available.
- Satellite dish size is restricted to one meter (39 inches) with no exceptions.
- Installer is responsible for removal of satellite and any debris after the show or event concludes.
- The use of sandbags or cinder blocks is prohibited.
- Cable may not be laid through roof hatches.
- Aluminum-clad flooded jacketed cable is not permitted.

SHIPPING & RECEIVING OF EXHIBITOR MATERIALS/PRODUCT

- The facility is unable to accept any goods shipped to the building for show management or any exhibiting company. Your official service contractor (OSC) will handle the shipping and receiving of all goods.

SOUND LEVELS

- Las Vegas Convention and Visitors Authority (LVCVA) retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial effects to the extent that the same interferes with other lessees within the facilities.

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.
- At least one battery cable shall be removed from the batteries used to start the vehicle's engine, and the disconnected battery cable shall then be taped.
- Auxiliary batteries not connected to engine's 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 exits or exit pathways.
- Vehicles placed in lobbies and meeting rooms must have approval of the convention services manager (CSM).
- Visqueen must be used under vehicles on display in lobbies and meeting rooms.

WEAPONS

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