



TAILGATE, BACKYARD & BBQ

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For General Inquiries and Questions

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

Email: inquiry@hardware.reedexpo.com

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

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

RETAILER HAPPY HOUR: Tuesday, May 5th (3:00 PM – 5:00 PM)
TAILGATE PARTY: Wednesday, May 6th (4:30 PM - 6:30 PM)

DISCLAIMER – THERE WILL BE NO INCLEMENT WEATHER REFUNDS

Click on the [VENDOR FORMS AND DEADLINES](#) section of the on-line 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 reach out to Lauren Filicia—our other Customer Success Managers will be coming soon!



Lauren Filicia

Customer Success Manager

Phone: (203) 840-5505

Email: lfilicia@reedexpo.com



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MOVE-IN & SET-UP

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

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

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Monday	May 4, 2020	8:00 AM – 5:00 PM - By Target

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

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

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

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

SHOW DATES & HOURS

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

Show Floor Hours

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

Tailgate, Backyard & BBQ Hours

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

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

DISMANTLING & MOVE-OUT

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Thursday	May 7, 2020	1:00 PM – 8:00 PM

SHIPPING

Click on the **TAILGATE, BACKYARD & BBQ EXHIBITORS** section of the on-line manual for information on your shipping options.

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.



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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 ORDERS

Please make arrangements for the dismantling of your booth by Wednesday afternoon, **May 6, 2020**. Only then can you be reasonably assured of a start time.

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, March 30, 2020. 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.

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.

BALLOONS/STICKERS

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.



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DISTRIBUTION OF FOOD, BEVERAGES AND TOBACCO

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

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

Click on the **TAILGATE, BACKYARD & BBQ EXHIBITORS** section of the on-line manual for Food Prep information

DRONES/UNMANNED AERIAL VEHICLES

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/>

TENTS & CANOPIES

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

- **Tents are not provided with your booth space**, but are highly recommended to stay out of the Las Vegas sun!
- You may bring your own tent – you will need to either bring your own weights or rent through FREEMAN
- If you would like to rent a tent then here are some recommended vendors. (Please email Johanna Moore at jmoore@reedexpo.com the date you have your tent scheduled for installation and whether it is staked)
 - **RSVP Party Rental Inc.** - <http://rsvpparty.com> – Kerry Bradford Kerry@rsvpparty.com or 702.878.0144
 - **Rebel Party Rentals** – <http://rebelparty.com> - 702-252-0152
- All banners that are used need to be mesh
- There is a maximum height limit of 20 feet from the ground to the top of any structure in your booth
- Tent tethering may not cross a pedestrian walkway

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

- Self-installed pop-up tents/canopies require weights, **must be lowered every evening at close of show, and depending on weather conditions, may need to be taken down** – to be determined by facility on site
- Additional staking/securing may be required upon inspection and at the **sole responsibility and cost of exhibitor**
- Any tent/canopy larger than a 10x10 **MUST** be setup by a professional tent vendor and either staked or water barreled
- All Tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County Building and Fire Prevention permit
- All Canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County Building and Fire Prevention permit
- Exhibitors must have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag. this can be rented through FREEMAN
- There must be a designated person that can be available within ten (10) minutes notice to pull the tent down should the winds gust and create a situation where the tent becomes a safety concern
- Outdoor tents and/or temporary structures must be installed by a facility approved Exhibitor Appointed



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Contractor (EAC)

- EAC's must submit and receive an approved staking plan before staking can occur. Staking plans must be submitted 30 days prior to Show open. Submit staking plans to conventionservices@lvcva.com. See additional staking rules below

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

- All staking must be drilled. Hand staking is prohibited
- Anchoring or staking into concrete is prohibited property wide
- The asphalt must be returned back to its original condition. LVCVA standards are:
 - Back fill existing hole(s) with clean, fine type sand. Tamp to within 4" minimum of grade surface
 - Fill rest of hole(s) within 1/2" of surface with fine aggregate type patching asphalt, tamp until solid
 - Cover areas approximately 2" around the patched hole with a good grade of plastic type asphalt sealer with a maximum drying time of 2 hours

ELECTRICITY

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

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

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

EXHIBITOR APPOINTED CONTRACTORS

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

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.

OUTDOOR EXHIBITS RULES AND REGULATIONS

- Parking lots used for exhibits that have tents, pavilions, trailers or sprung structures must have 24-foot 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



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- 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 riggeringandsprinklers@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

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



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- 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 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.

SECURITY

Show Management will provide uniformed guards along the perimeter of the *Tailgate, Backyard and BBQ* area on a 24 hour basis during the entire period of the Show (including installation and dismantle). Every reasonable effort will be made to prevent losses, **however the final responsibility lies with the exhibitor.**

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