



Roof Access for Equipment Installation

Name of Show: _____ Exhibiting Company: _____

Contact: _____ Booth #: _____ Exhibit hall: _____

Service Contractor Exhibitor EAC EAC company: _____

Mobile phone: _____ Email: _____

Install Date: _____ Install Time: _____

Removal Date: _____ Removal Time: _____

Description of equipment to be installed:

All equipment placed on the roof must be labeled with the contractor's name, booth number, and show name.

Will you require cabling? Yes No

Cox Business is the exclusive provider of transport services for the LV Convention Center. They can extend or provide cabling from the roof pad to your booth or exhibit area. Please contact them directly for pricing: Lvcc.orders@cox.com or (855) 519-2624

Cox order #: _____

Please complete this form and email it to conventionservices@lvcvva.com for approval.

RULES AND REGULATIONS

- All persons desiring roof access must first obtain authorization and a special roof access pass.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is restricted to designated areas and must have prior approval from Engineering.
- Fall protection is required for all persons accessing the roof:
 - When on a sloped roof;
 - When within 10 feet of the edge of a flat roof;
 - When within 10 feet of an unprotected skylight; or
 - When otherwise required by OSHA 1926 Subpart M.
- 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.
- Individuals blocking or taping open any roof access doors will be trespassed from property.
- **Equipment must be removed during move-out of show.**

Roof access is by appointment only. Roof access times are 7:30 am – 4:30 pm, unless special arrangements are made in advance. Hours may vary due to weather conditions and day light savings time. Once written approval has been given, you will go to the Facility Support Department on the specified installation date to complete the process.