



**NATIONAL  
HARDWARE  
SHOW**

## **TAILGATE, BACKYARD & BBQ**

Contact Customer Service: Call: 888-425-5622 | 203-840-5622

[Inquiry@Hardware.ReedExpo.com](mailto:Inquiry@Hardware.ReedExpo.com)

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [NHS FAQs](#).

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

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

**RETAILER HAPPY HOUR | Thursday, October 21, 2020 | 3:00 PM – 5:00 PM**

**TAILGATE PARTY | Friday, October 22, 2021 | 4:30 PM – 6:30 PM**

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

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Click on the [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**

### **EXHIBITOR SERVICE CENTER & GENERAL DECORATING CONTRACTOR**

**General Decorating Contractors** are hired by **Show Management**. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General Decorating Contractors supply their own on-site management and supervisors and hire freight moving and exhibit building labor.

**FREEMAN is the Official General Decorating Contractor of NHS®** and will maintain a full staff on-site at the **Exhibitor Service Center** during set-up, show days and dismantling. All other **Official Show Contractors** will also be set up in this area 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.



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### **EXHIBITOR SERVICE CENTER HOURS**

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

### **MOVE-IN AND 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 **(888) 508-5054** or [ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com).

### **SHOW SCHEDULE**

- **TAILGATE, BACK YARD BBQ MOVE-IN**
  - **Wednesday, October 20, 2021 | 8:00 AM – 5:00 PM By Target**

**All exhibits must be fully installed by 5:00 PM Wednesday, October 20, 2021 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 advertising/sponsorship fees.**



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### **SHOW DATES AND HOURS /MOVE-OUT**

**Badged Exhibitors will have access to the Silver Lot each morning at 8:00 am  
All exhibits must remain fully intact until the official close of the Show**

#### **Show Floor Hours**

- Thursday, October 21, 2021 | 9:00 AM – 5:00 PM
- Friday, October 22, 2021 | 9:00 AM – 5:00 PM
- Saturday, October 23, 2021 | 9:00 AM – 1:00 PM

#### **Tailgate, Backyard & BBQ Hours**

- Thursday, October 21, 2021 | 9:00 AM – 5:00 PM
- Friday, October 22, 2021 | 9:00 AM – 6:30 PM
- Saturday, October 23, 2021 | 9:00 AM – 1:00 PM

### **EXHIBITOR MOVE-OUT**

- Thursday, October 21, 2021 | 1:00 PM – 8:00 PM

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 **Monday, October 25, 2021 at 12:00 pm**. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Monday, October 25, 2021 at 10:00 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 disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the 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 Support Department at (888) 508-5054 for a quote.



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- **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 **Thursday, September 23, 2021**, at the above address. Material arriving after **October 14, 2021** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

**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 **Tuesday, October 19, 2021**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

***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:** Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Order Form for rates.

Please be aware that disposal of exhibit properties is not included as part of your material handling



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charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

#### **EXCLUSIVE RIGHTS FOR CERTAIN BUSINESS AT THE LAS VEGAS CONVENTION CENTER**

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

**Centerplate** - Food service and on-site catering. Centerplate is the exclusive food and beverage provider for the **LVCC**. It is a leading global event hospitality company and it's thrilled to be your exclusive hospitality partner at the Las Vegas Convention Center (**LVCC**).

Centerplate's style is collaborative, and the Las Vegas team is delighted to work with you to ensure your experience at the **LVCC** is smooth, successful and enjoyable. It's committed to delivering the finest food, amenities and service to impress your guests. Its goal is to provide world-class hospitality for every one of its guests.

Please contact Centerplate for more information at (702) 943-6779.

**Cox Business** - Advanced Convention Services. Exclusive provider of telephone, internet, wireless, and data network services for the Las Vegas Convention Center.

Please contact Cox Business for more information at (855) 519-2624.

**FedEx Office** - FedEx Office operates three business centers conveniently located within the building. The business centers are near the main entrance of Central hall, in the Central hall concourse and in the South hall Lobby and can assist with a variety of services for your event.

Services include consultation on signs and graphics; high-speed/high-volume printing; traditional printing and copying; business cards; posters and banners (including grand format printing); fax services; packing and shipping; computer and internet access; and an array of office supplies. The business center also offers secure storage, coat and bag check, equipment rental and scooter rental.

A FedEx Office team member can consult with you prior to your arrival on property to coordinate all your printing needs in advance of your event. Your sustainability printed materials will be conveniently waiting for you at the FedEx office when you arrive for your event.

The business center is open 8 a.m. to 5 p.m., seven 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 the [FedEx website](#) for information and to submit your print projects online.



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### **EXHIBITOR APPOINTED CONTRACTORS (EAC's)**

**Exhibit Appointed Contractors (EAC's)** are hired by exhibitors to build and dismantle exhibits. **EAC's** supply their own on-site management and hire exhibit building labor. 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 **W101 – Level 1**.

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.

For more information, please refer to the [Exhibit Appointed Contractors](#) section of the online manual.

### **EXHIBITOR PERSONNEL, BADGES & SHOW ACCESS**

Exhibitor staff personnel wishing to enter the exhibit floor must wear an exhibitor badge at all times. Please refer to the [Vendor Forms & Guidelines](#) 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 W101, Level 1 of the West Hall**. 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 the **Show Management Office** on-site to make the proper arrangements if this has not already been so)

The **National Hardware Show®** will furnish Exhibitors 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, 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.



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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 handwritten 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\*\*\***

### **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 **(808) 508-5054**.

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

1. Hire **FREEMAN** labor
2. Hire an **Exhibitor Appointed Contractor (EAC)**.
  - Exhibitors using contractors other than **FREEMAN** for labor and/or supervision must return the **Exhibitor Appointed Contractor Form** to **Show Management** prior to **Monday, September 20, 2021. 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**





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prime concern to everyone. People without the proper documentation will be asked to leave the Show Floor.

### **LIABILITY & 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 [Vendor Forms & Guidelines](#) section of the online manual for contact information.

#### **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."*





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### **OFFICIAL CONTRACTORS/SERVICE PROVIDERS**

**ALL CONTRACTORS/SERVICE PROVIDERS** will maintain a full staff on-site at the **Exhibitor Service Center**.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for a detailed list of companies, the services provided and order forms. Please be sure to indicate your booth number on all forms.

<b>SERVICE</b>	<b>CONTRACTOR</b>	<b>PHONE NUMBER</b>
Audio Visual	FREEMAN AV	(702) 352-1516
Booth Carpet & Furnishings	FREEMAN	(888) 508-5054
Catering	Centerplate	(702) 943-6779
Cleaning	FREEMAN	(888) 508-5054
Computer and LED Supplier	FREEMAN AV	(702) 352-1516
Customs/International Freight	PIBL, Inc.	(908) 355-8900
Domestic Shipping	FREEMAN	(888) 508-5054
Electrical & Plumbing	FREEMAN	(888) 508-5054
Exhibitor Insurance	John Buttine INC	(800) 964-4454
FedEx	FedEx	(702) 733-2898
Floral	Spring Valley Floral	(845) 268-7555
Furniture & Furnishings	FREEMAN	(888) 508-5054
General Contractor	FREEMAN	(888) 508-5054
Hanging Signs	FREEMAN	(888) 508-5054
Hotel & Travel	NHS® Website	(702) 675-6572
Lead Retrieval	Konduko	info@konduko.com
Photography & Videography Services	Oscar & Associates	(312) 922-0056
Rental Exhibits	FREEMAN	(888) 508-5054
Security Guards	Century Security	(702) 262-7851
Signs & Accessories	FREEMAN	(888) 508-5054
Telecommunications <ul style="list-style-type: none"><li>• Internet</li><li>• Voice &amp; Video</li><li>• Wi-Fi</li></ul>	COX Business	(702) 943-6500
Tents	Full Circle Events	(702) 985-3530

**Note regarding Customs Broker / International Shipping – Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.**



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### **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.
- For any **temporary assembly structures** see Please see Multilevel and/or Covered Exhibits (Outdoor)
- 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**

The **Tailgate, Backyard & BBQ** area will be set-up in the **Diamond 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](mailto:jmoore@reedexpo.com) the date you have your tent scheduled for installation and whether it is staked)
  - **Full Circle Events** – [mike@rsvpparty.com](mailto:mike@rsvpparty.com) – 702-985-3530
  - **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



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**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 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 [staking@lvcva.com](mailto:staking@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 requiring 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 – this service must be contracted and provided by Freeman**

- 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 [staking@lvcva.com](mailto:staking@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



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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](mailto: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.

### **UNION & 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.

### **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
- **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.

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



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### **ADA - AMERICANS WITH DISABILITIES ACT**

- 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 **Las Vegas Convention and Visitors Authority (LVCVA)**. Access to any given show and the services they are providing are the responsibility of the Lessee.
- [Access Las Vegas brochures](#) and [ADA Accessibility Maps](#) are available. Contact your **Convention Services Manager (CSM)** for copies.
- Under ADA's regulations, the definition of "service animal" is limited to a dog or a miniature horse 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 "emotional support" animals do not qualify as service animals.

### **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.

### **ANIMALS**

- Service animals are always welcome. Refer to the Americans with 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, with the exception of 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/STICKERS**

**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 **American National Standards Institute (ANSI)** approved fire prevention stands with the regulators and gauges protected from potential damage.



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- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Blimps may not be flown around the exhibit hall.

#### **Outdoors**

Moored balloons, including hot air balloons and kites, are permitted on property 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.
- Mylar balloons are prohibited.

#### **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**.

#### **CBD (CANNABIDIOL)**

No edible CBD products may be sold or distributed at the **LVCC**, including as free samples, regardless of the THC concentration of the products. Non-edible CBD products, such as oils and topicals, may not be sold at the **LVCC** but may be distributed or provided as free samples on the condition that the product is not adulterated or misbranded in any way.

The **LVCVA** encourages you, on behalf of your exhibitors, to consult with your legal counsel before allowing the distribution of non-edible CBD products. Smoking CBD products at the **LVCC** is strictly prohibited and violators will be trespassed from the **LVCC** property.

Event management must actively monitor and prohibit the sale of CBD products, as well as the distribution of edible CBD products, at the **LVCC** by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

#### **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 safety data sheet (SDS).
- A list of chemicals, including all SDS, must be included with your booth plan submittal to





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[boothplans@lvcva.com](mailto:boothplans@lvcva.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.
- All chemicals shall be removed from the facility at the conclusion of the show.

### **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 [Vendor Forms & Guidelines](#) 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**.

### **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](http://www.eicn.com)

### **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 Dept. / 1 Lincoln Plaza / New York, NY 10023 / Tel: (212) 621-6000**



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- **BMI (Broadcast Music, Inc.) / 10 Music Square East / Nashville, TN 37203-4399 / Tel: (800) 925-8451, (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.

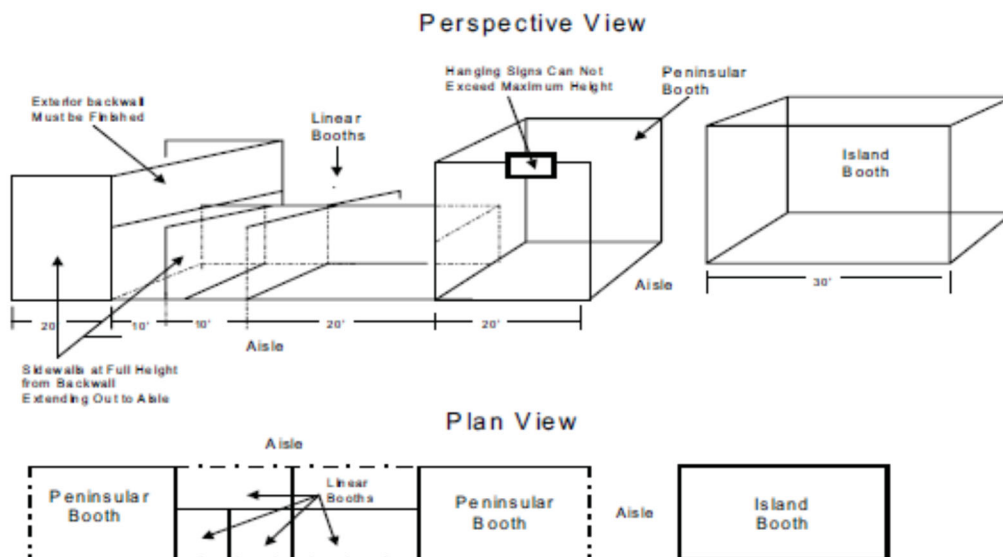
### CRATE REMOVAL, STORAGE AND RETURN

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.**





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### **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
- 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.



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### **DEMONSTRATION AREAS & EQUIPMENT**

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.

- **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.**

### **DISTRIBUTION OF FOOD, BEVERAGES & 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 [Vendor Forms & Guidelines](#) section of the online manual for all rules and regulations pertaining to Food Service. No Outside Food & Beverage is allowed and **Centerplate** 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 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:**



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- 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/>

#### **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 [Vendor Forms & Guidelines](#) 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 Wednesday, October 20, 2021 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

#### **FEDERAL & 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



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Lessee. "Access Las Vegas" brochures and "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 Emotional 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

#### **FIREARMS ON DISPLAY**

- Exhibitors displaying firearms, at a trade show, must notify the **Convention Services Manager (CSM)**.
- All firearms must be disabled 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 nonexhibit hours, firearms must be secured. Options include: cable lock, locked display cabinet, or security guard assigned to the booth.
- Vendors/attendees will not have loaded weapons inside the building or on the show floor unless authorized by the vice president of customer safety or his/her designee.

#### **FIRST AID**

In case of an emergency; contact **LVCVA Security** at **(702) 892-7400** or **7400** from house phone. **Do not call 911 directly.**





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### **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. [Click here](#) for 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. [Click here](#) for additional information.

#### **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 at [www.clarkcountynv.gov/building/fire-prevention](http://www.clarkcountynv.gov/building/fire-prevention) or by email: [permits@ClarkCountyNV.gov](mailto: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.

### **FOOD & BEVERAGE SERVICE**

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.



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### 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](mailto: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 are 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 food or beverage, and emailed to



## TAILGATE, BACKYARD & BBQ

Contact Customer Service: Call: 888-425-5622 | 203-840-5622

[Inquiry@Hardware.ReedExpo.com](mailto:Inquiry@Hardware.ReedExpo.com)

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [NHS FAQs](#).

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[foodprepandsample@lvcva.com](mailto: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 or beverage 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](http://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](mailto:exhibitorcateringlvcc@centerplate.com).

### GAMING/RAFFLES

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

<https://gaming.nv.gov/>

### GBAC STAR ACCREDITATION

The **LVCC** is also among the first convention centers in the nation to receive the prestigious GBAC Star Accreditation Program, an accreditation that establishes gold standard cleaning, disinfection and infectious disease prevention protocols that meet or exceed the industry's highest standards of cleanliness for pathogens like the novel coronavirus.

This third-party accreditation focuses on:

- Having the best procedures in place that will uphold strict cleaning protocols for infectious disease
- Making handwashing facilities and/or sanitizing systems easily accessible to everyone
- Masks and social distancing mandates and recommendations that help prevent the spread of infectious diseases
- The proper training of employees to carry out preventative measures and reporting functions
- The effective use of approved disinfectant chemicals and delivery systems to ensure everyone's safety
- Response protocols for skilled professionals to address potentially infected people and/or places within the facility
- Responsible contact person overseeing the execution of the cleaning plan and communication protocols



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### **GOOD TASTE & 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.

### **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

### **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 MATERIALS**

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



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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.

### HEALTH & SAFETY PROTOCOLS

At the Las Vegas Convention Center (**LVCC**), the health and safety of our employees and guests is paramount. Our plan outlines our initiatives for cleaning and sanitation, employee training, partner and vendor protocols, food and beverage service, convention center guidelines and our recommendations for a safe and successful meeting.

We are closely monitoring government mandates and policy changes, Centers for Disease Control (CDC) guidelines and public health advancements and will continue to make changes to these protocols as necessary. All **LVCC** areas will be compliant with local or state mandated occupancy limits. Please see our current posted Health & Safety Protocols at [VegasMeansBusiness.com](http://VegasMeansBusiness.com)

### HOT WORKS

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

Any hot works activity used for the installation/dismantling of a show, MUST be preapproved by the Safety and Fire Prevention Office. The office will issue a hot works permit to the person/persons performing the hot works. 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 works and the person issuing the hot works permit. The permit tag checklist shall be completed jointly, then signed by the worker and the person issuing the hot works permit. The hot works site will be inspected for:
  - Removal of flammable materials from the area;
    - Clear of combustible materials and/or ensure combustible materials are protected;
    - Ensure floor and wall openings are protected;
    - Ensure floors and surfaces are swept clean of dust and debris;
    - Walls and partitions are non-combustible or protected;
    - Determine the number and locations of fire watch and fire extinguishers
- The hot works 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 works activities will be allowed when the fire protection system covering that area is out of



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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 works shall require at least two persons: one conducting the hot works activity, and one to function as a fire watch. The entity conducting the hot works activity shall provide the fire watch.
- The fire watch shall continue for a minimum of 30 minutes (up to a maximum of three hours) after the conclusion of hot works activities. The duration of fire watch shall be determined by the Safety and Fire Prevention Office based on the hazards associated with the hot works activity.
- Hot works 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 works 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 works permit shall be signed off by the person responsible and delivered to the Safety and Fire Prevention Office.

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

When hot works is performed during a show or event, a hot work permit must be obtained from the Clark County Department of Building & Fire Prevention. **Clark County Permit**

Please contact the Safety and Fire Prevention Office for additional information at (702) 892-7413.

### INSPECTION DEADLINE

Any booth not occupied by **3:00 PM, Wednesday, October 20, 2021**, 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, Wednesday, October 20, 2021.** Although exhibitors may fine tune their booth before show opening on **Thursday, October 21, 2021**, no shipment will be accepted at any time past **5:00 PM on Wednesday, October 20, 2021**, or beyond. Absolutely no shipment, equipment or material may be brought onto the Show Floor during Show hours.





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Removal of excess trash/debris in the aisles **AFTER 5:00 PM, Wednesday, October 20, 2021**, 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.

### **LOST AND FOUND**

Located in the **Show Management Office - room W234 Level 1 of the West Hall**, it will be staffed and operational during the following times:

- **Tuesday, October 19, 2021 | 8:00 AM – 5:00 PM**
- **Wednesday, October 20, 2021 | 8:00 AM – 5:00 PM**
- **Thursday, October 21, 2021 | 9:00 AM – 5:00 PM**
- **Friday, October 22, 2021 | 9:00 AM – 5:00 PM**
- **Saturday, October 23, 2021 | 9:00 AM – 5:00 PM**
- **Sunday, October 24, 2021 | 8:00 AM – 5:00 PM**
- **Monday, October 25, 2021 | 8:00 AM – 12:00 PM**

### **MARIJUANA/THC**

No marijuana products, including flowers, seeds, concentrates, topicals, or edibles, may be sold, displayed, or distributed, including as free samples, at the **LVCC**. Smoking or consuming marijuana products at the **LVCC** is strictly prohibited and violators will be trespassed from the **LVCC** property.

Event management must actively monitor and prohibit the use, sale, display, or distribution of marijuana products at the **LVCC** by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

For information on Cannabidiol (CBD) [click here](#)

### **MATERIAL HANDLING (DRAYAGE) SERVICES**

**FREEMAN** is the exclusive material handling provider. 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. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Please be sure to indicate your booth number on all forms.** **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

### **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 (MHA)** 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**.



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### **MERCHANDISE PASSES**

Merchandise may not leave the floor until close of show, **Saturday, October 23, 2021 at 1:00 PM**. In order to leave the exhibit hall with merchandise, you must obtain a merchandise pass at the Floor Manager Counters.

### **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 its respective event. Please contact the Nevada Department of Taxation at (702) 486-2300 for further details.

### **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 reentry. 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. Vehicles must fit within two parking spaces, lengthwise.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at (702) 892-7400.
- All parking attendants and traffic control personnel will be provided by **Las Vegas Convention and Visitors Authority (LVCVA)** for standard traffic operations.
- Vehicles must be parked in a marked parking space.
- Paid parking dates are determined by building activity. If other shows are in the building at the same time, paid parking could be in effect during your move-in/move-out period. Check with your **Convention Services Manager (CSM)** for paid parking dates.

### **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](mailto: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 more than 700 square feet
- Hot works
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles/fuel storage



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- Open flames and candles not used for food warming
- Open-flame torches
- Flame effects and pyrotechnics
- Carnivals
- Outdoor Multi-level structures
- Outdoor structures over 2,500 square feet
- Structures have occupancy over 1,000
- Structure Is connected to and received structural support from an existing building

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**. [ClarkCounty Permit](#)

### **PERSONAL MOBILITY DEVICES**

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

### **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.

### **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.

### **PYROTECHNICS AND SPECIAL EFFECTS**

- Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Department of Building & Fire Prevention and **Las Vegas Convention and Visitors Authority (LVCVA)**.
- Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by **Show Management** maybe permitted with the approval of the Safety and Fire Prevention Office and the Clark County Department of Building & Fire Prevention. Any pyrotechnic activity must comply with NFPA 1126 and be approved and permitted by the Clark County Department of Building & Fire Prevention.
- **Show Management** is responsible for providing the appropriate Clark County Department of Building & Fire Prevention with the written plan of operations within 60 days of the scheduled event date. Please



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contact the fire inspector directly via mail or telephone:

**Clark County Department of Building & Fire Prevention  
Fire Prevention Bureau  
4701 W. Russell Road  
Las Vegas, NV 89118  
Telephone: 702-455-7100 Fax: 702-735-0775**

- Forward a copy of the plan and permit to your **Convention Services Manager (CSM)** within 30 days of the scheduled event. After a permit has been granted, the permittee shall keep the plan available at the site for Safety and Fire Prevention inspectors or other designated agents of the authority having jurisdiction.
- Fire detection and life safety systems shall not be permitted to be interrupted during the operation of pyrotechnic effects.
- Exception: Portions of fire detection and life safety systems shall be permitted to be interrupted during the operation of temporarily installed pyrotechnic effects when the following conditions are met: (a) Approval of the authority having jurisdiction is received. (b) Approval of the owner or owner's agent is received. (c) An approved fire watch capable of directing the operation of all fire detection and life safety systems installed in the building is present.
- Pyrotechnic devices and materials used indoors shall be specifically manufactured and marked for indoor use by the manufacturer.

### **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 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.**

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



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- 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)

### **BASIC SECURITY RECOMMENDATIONS**

- By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns
- 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
- 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
- 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
- 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. Electronic 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.?



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- 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
- 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
- During teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled
- 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

### **Don't Leave Your Booth Unattended Until Your Merchandise Is Secure**

The best security available is still inadequate and losses will occur, if exhibitors leave merchandise, especially valuable merchandise, unsecured in their booth overnight. Secure all such merchandise at all times during the non-Show hours.

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!

**Immediately report to security, or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show 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.**

### **SHIPPING INFORMATION**

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.

**SHIPPING** - Refer to the [SHIPPING/MOVE-IN & MOVE-OUT 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





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Las Vegas, NV 89118

Freeman will accept crated, boxed or skidded materials beginning **Thursday, September 23, 2021**, at the above address. Material arriving after **October 14, 2021** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

### **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 **Tuesday, October 19, 2021**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

***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:** Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Order Form for rates.

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.

### **SMOKING POLICY**

The Las Vegas Convention Center (**LVCC**) is a nonsmoking facility. Electronic cigarettes, electronic vaping devices, personal vaporizers, etc., are not permitted within the facility.



**NATIONAL  
HARDWARE  
SHOW**

## **TAILGATE, BACKYARD & BBQ**

Contact Customer Service: Call: 888-425-5622 | 203-840-5622

[Inquiry@Hardware.ReedExpo.com](mailto:Inquiry@Hardware.ReedExpo.com)

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [NHS FAQs](#).

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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**

**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.

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. The **National Hardware Show®** will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints.

### **SUSTAINABILITY - LVCC**

**Las Vegas Convention and Visitors Authority (LVCVA)** is committed to building on its current successes and maintaining a proactive approach toward future sustainable activities such as recycling, green purchasing, education and conservation programs.

Through our business operations – during both building events and the **LVCVA** daily employee administrative activities -- we are committed to minimizing waste and conserving natural resources.

#### **Greener Meetings and Events**

We partner with show producers, building clients, business partners and contractors to:

- Maximize recycling of excess materials, including carpet, techno trash, cables and more.
- Utilize eco-friendly cleaning products.
- Offer plant-based food options which can reduce carbon emissions and waste byproducts.
- Connect building clients with local community organizations, charities and nonprofits which can benefit from corporate social responsibility initiatives.

#### **Greener Operation Strategies, 365-days a year**

The **LVCVA** has implemented initiatives in the convention center that minimize waste and maximize resources not only during active building events, but all year long.

#### **We Save Energy**

- Reducing lighting intensity by 50% during event move-in/move-out periods.
- Powering off escalators on low-traffic days.
- Converting lighting fixtures to energy-efficient LED lamps.



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### We Conserve Water

- Utilizing low-flow toilets in nearly 100% of all bathrooms.
- Installing desert landscaping throughout the grounds, saving more than 1 million gallons of water annually.
- Using products certified by the EPA WaterSense program, which use less water and save energy.

### We Reduce Waste

- Using a dual-stream process that captures mixed recyclables (paper, plastics, metals, reusable dishware), diverting items from trash receptacles.
- Practicing environmental purchasing, in which the **LVCVA** evaluates the environmental and sustainability of the property it purchases. In addition, used equipment that is no longer viable to operation is auctioned to local vendors who many benefit from their use.

### We Reduce Emissions

- The Las Vegas Monorail connects the Las Vegas Convention Center (**LVCC**) to six stations along Las Vegas Boulevard.
- RTC Transit provides services for conventions as well as regular stops near the **LVCC**.
- Taxis and rideshare services are available during events.
- The **LVCVA** utilizes electric-powered carts and propane fueled carts and lifts on the Las Vegas Convention Center campus.

### On The Horizon

Moving forward, **LVCVA** is committed to building on current successes and maintaining a proactive approach towards future sustainable activities. As we continue to experience growth within our industry, we anticipate an even greater need to explore sustainable options and remain committed to our stakeholders, customers and community.

Please see [Sustainable Event Planning Best Practices](#) for assistance with sustainable meetings or [click here](#) for more information.

## TOBACCO

No cigarettes, smokeless products made or derived from tobacco, or any alternative nicotine product may be sold or distributed, including as free samples, at the **LVCC**.

For events open to the public, smoking tobacco products in any form including, but not limited to, cigarettes, cigars, pipes, and electronic smoking device, at the **LVCC** is strictly prohibited. Violators will be trespassed from the **LVCC** property.

For those events that are not open to the public, which are produced or organized by businesses relating to tobacco or a professional association for convenience stores, and which involve the display of tobacco products, the **LVCVA** may permit exhibitors, presenters, and attendees to smoke tobacco products at the **LVCC** but only with the **LVCVA's** express, written permission and only in designated areas of the **LVCC** as outlined in the lease agreement.

Event management must actively monitor and prohibit the unauthorized use, sale, and distribution of tobacco products at the **LVCC** by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.



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### **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](mailto: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

### **VEHICLE DISPLAYS**

There is a round trip spotting fee per vehicle. Please refer to the [SHIPPING/MOVE-IN & MOVE-OUT 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
- 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 POLICY**

- A personal or concealed weapon of any type is not permitted anywhere on the campus of the Las Vegas Convention Center (**LVCC**). Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property(s).