



## Roof Access for Equipment Installation

Name of Show: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Booth #: \_\_\_\_\_ Exhibit hall: \_\_\_\_\_

Service Contractor  Exhibitor  EAC  EAC company: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

Install Date: \_\_\_\_\_ Install Time: \_\_\_\_\_

Removal Date: \_\_\_\_\_ Removal Time: \_\_\_\_\_

Description of equipment to be installed:

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

**Will you require cabling? Yes  No**

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

Cox order #: \_\_\_\_\_

Please complete this form and email it to [conventionservices@lvcvva.com](mailto:conventionservices@lvcvva.com) for approval.

### RULES AND REGULATIONS

- All persons desiring roof access must first obtain authorization and a special roof access pass.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is restricted to designated areas and must have prior approval from Engineering.
- Fall protection is required for all persons accessing the roof:
  - When on a sloped roof;
  - When within 10 feet of the edge of a flat roof;
  - When within 10 feet of an unprotected skylight; or
  - When otherwise required by OSHA 1926 Subpart M.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for a show, must be placed on designated platforms.
- Individuals blocking or taping open any roof access doors will be trespassed from property.
- **Equipment must be removed during move-out of show.**

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