



*Las Vegas Convention Center*

# FACILITY GUIDE



This manual contains the guidelines for the North, Central, South and West halls. They have been put in place to ensure the safety of your exhibitors and attendees, to provide the most efficient experience for you, and to preserve the facility for your future events. Since policies have a way of changing, your convention services manager (CSM) will ask you for your contact information so we can keep you abreast of any revisions. He or she will also handle any special requests and answer any questions you have about the Las Vegas Convention Center (LVCC) or Las Vegas in general.

## MEET THE TEAM – CONVENTION SERVICES



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## Code of

# CONDUCT

- 1. SAFETY FIRST** – Follow all safety guidelines and instructions. Report any hazards or unsafe behaviors to LVCC staff immediately.
- 2. RESPECT AND COURTESY** – Treat all building occupants with respect, regardless of their role, background or beliefs. Avoid language that is offensive, discriminatory or harmful.
- 3. ZERO-TOLERANCE POLICY** – Any form of discrimination, harassment or bullying, whether based on race, gender, age, disability, national origin, religion or sexual orientation, will result in immediate removal.
- 4. REPORTING CONCERNS** – Visitors should report any issues or concerns to convention center staff. If you see something that violates this code, report it to LVCVA Security personnel at 702-892-7400.
- 5. PROFESSIONAL BEHAVIOR** – All people, whether LVCC employees, visitors or non-LVCC workers, are expected to always conduct themselves professionally and respectfully. Please refrain from casual or inappropriate conversations and behavior.
- 6. APPROPRIATE ATTIRE** – Wear appropriate attire while on LVCVA property. This includes, but is not limited to pants/shorts, shoes and shirts, and must always be worn.
- 7. ALCOHOL AND DRUGS** – The consumption of alcohol is permitted only in designated areas. The use or possession of illegal drugs is strictly prohibited.
- 8. CLEANLINESS** – Keep the venue clean. Use the provided trash receptacles and recycling bins. Workers should ensure that their respective areas are clean and organized.
- 9. PRIVACY AND PHOTOGRAPHY** – Ask for permission before taking photographs or videos of individuals or property. Respect privacy requests as well as event rules/regulations. Workers should not share confidential information or images without permission.
- 10. COMPLIANCE WITH LAW** – All building patrons, regardless of purpose on LVCVA property, must adhere to local, state and federal laws while at the convention center.
- 11. PROHIBITED ITEMS** – The possession of unauthorized items, including, but not limited to, weapons, drugs and property, is strictly forbidden and will result in immediate removal from the LVCC.
- 12. NO UNAUTHORIZED ACCESS** – Entry into restricted areas without proper clearance will result in immediate removal and potential legal action.
- 13. MANDATORY IDENTIFICATION** – Event badges or proper company/union identification must be visibly displayed while on LVCC property. Failure to present IDs when asked will result in removal from the premises.
- 14. RESPECT FOR PROPERTY** – Any form of vandalism, theft or misuse of property will result in immediate removal and potential legal action.
- 15. PROPERTY REMOVAL** – No individual is allowed to remove any property, materials, equipment or items belonging to the convention center or any events occurring on LVCC premises without show management approval. Violators will be trespassed and could face potential legal action.
- 16. SMOKING** – Smoking indoors is prohibited. Smoking outdoors, including vaping, is not allowed on LVCC property except in designated smoking areas.
- 17. CONSEQUENCES FOR VIOLATIONS** – Violations of the code may result in warnings, temporary bans or permanent removal from the LVCC campus at the discretion of the LVCVA management.
- 18. AMENDMENTS** – This Code of Conduct is not intended to be all inclusive, and may be updated as needed to address new challenges and to ensure the well-being of the facility and its occupants.

**FACILITY CONTACT INFORMATION**

**CONTACT**

**PHONE**

Administration/Convention Services	702-892-2860
Food & Beverage Services	702-943-6779
COX Business	702-943-6500
FedEx Office	702-733-2898
Las Vegas Convention Center Main Number	702-892-0711
Safety and Fire Prevention Office	702-892-7413
Customer Safety Department	702-892-7400
Facility Phone Number	702-892-0711

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## ADVERTISING/SPONSORSHIPS

- Advertising of any type is not allowed in the public areas of the facility, including parking lots, without payment of additional compensation to Las Vegas Convention and Visitors Authority (LVCVA).
- The current rate for all public areas is 15% of lessee's gross revenue. This does not apply to digital signage purchased package(s) or transportation system advertising assets described separately below. See [Transportation Systems](#) section for advertising and sponsorship opportunities.
- Lessee will be required to furnish the LVCVA with a list of all advertising sold in designated public areas 30 days prior to the first day of move in.
- Banners and signage may be attached to the facility only in approved locations. Contact your CSM with questions.
- When there are multiple events in the building, your CSM will approve the appropriate locations for all banners/signage in public areas.
- Show floor plans shall indicate proposed location of all freestanding signs, both within any exhibit hall, lobby or plaza. Placement of freestanding signs requires approval.
- Nails, tacks, screws and tape cannot be used to hang signs and banners. Stickers are not allowed on property.
- Any approved signs placed on windows (e.g., static cling, foam core, etc.) must not leave residue on the window surface.
- Permanent facility digital signage screens and commercial signage may not be visibly blocked in any manner. This includes directional signage, emergency exits, restrooms, concessions, exhibit hall signs, commercial advertising, etc.
- The beams in the Grand, Central concourses and South halls are not approved as weight-bearing structures.
- Hanging or placing signs/banners from the Paradise Road pedestrian bridge, from any of the Desert Inn bridges or from the South meeting rooms is prohibited.
- Signs and banners are not permitted on the light poles on property.

- Advertising is NOT permitted on escalator treads, handrails or side panels.
- No screens and/or advertising materials should block the meeting room screens.

## LVCVA Digital Screen Advertising Terms

- LVCVA will have up to five minutes' worth of content that could include the following messages:
  - Building-related information
  - Destination highlights and information
  - Advertising from national advertisers
    - Show management will be able to preapprove a list of national advertisers to ensure that there are no conflicts at least 10 business days prior to show date.
  - If a digital advertising package is not purchased, LVCVA content, including its advertisers, will run on all screens during show dates.
  - Show management's content will display two hours before the show start time and one hour after the show's end time.
  - Testing video content will take place the day before the scheduled run date. If you would like to run your content on an educational day (prior to exhibit date/start date), it is recommended to purchase a full day.

The LVCVA reserves the right to review supplied content and decline if content is false, fraudulent, misleading, deceptive or libelous; relates to an illegal activity; contains explicit sexual material, obscene or harmful to minors; or uses language that is obscene, vulgar or profane.

## File Requirements

- The recommended video file length for all screens is :08.
- All static images should be in JPEG format, saved as a .jpg, with final resolution to the specific pixels.
- All videos should be in mp4 format, saved as a .mp4 (not .mov), with a final resolution to the specific pixels.
- Videos should be encoded with H.264 encoding and saved at medium quality.

- Screens do not support audio playback. Special arrangements for audio on the West Hall Lobby Spectacular may be available and authorized by the LVCC and show producer.
- The West Hall Lobby Spectacular screen is currently not programmable for live content; however, this feature might be available in the future.
- For content tracking and scheduling purposes, artwork files should be labeled as follows:
- Final agenda changes must be submitted three business days prior to meeting start time to avoid a \$500 rush fee per screen.
- At this time, custom fonts, text and background colors are currently not available.
- Shows may not turn off meeting-room agenda screens.
- Advertising content will not run on meeting-room/hallway screens when session information is displayed.

*Show/Event Name\_Company Name\_Content Descriptor\_Content Resolution\_Version #*  
*Example: Retail Association\_ABCShoes\_VisitBooth777\_5700x2700\_1*

## Advertising Content Timeline and Fees

- Advertising content for screens (except for meeting room agenda screens) should be delivered 15 business days prior to the show's start date. This is to leave adequate time for content testing and scheduling. Content received after the cutoff date will incur a \$500 rush fee per file.

## Meeting Room Agenda Content, Timeline and Fees

- Meeting-room agenda information will be posted at no charge to shows. Shows may also provide one show logo that will appear at the bottom of the screen below the agenda at no charge.
- If displaying meeting room agenda information is not desired, the LVCVA will insert a show-provided logo at no charge that will run in rotation with LVCVA's promotional content. The show's logo graphic may not contain any other advertising, sponsorship or exhibitor logos.
- If the show provides alternate graphics beyond the free logo, this will be considered advertising and a cost for meeting-room screens will be provided.
- Agenda information must be received by the LVCVA at least 10 business days prior to the event start date and must be formatted as per the example spreadsheet. Agenda information not submitted during this time period or in the proper format will be rejected.

## Digital Screen Scheduling and Contact Information

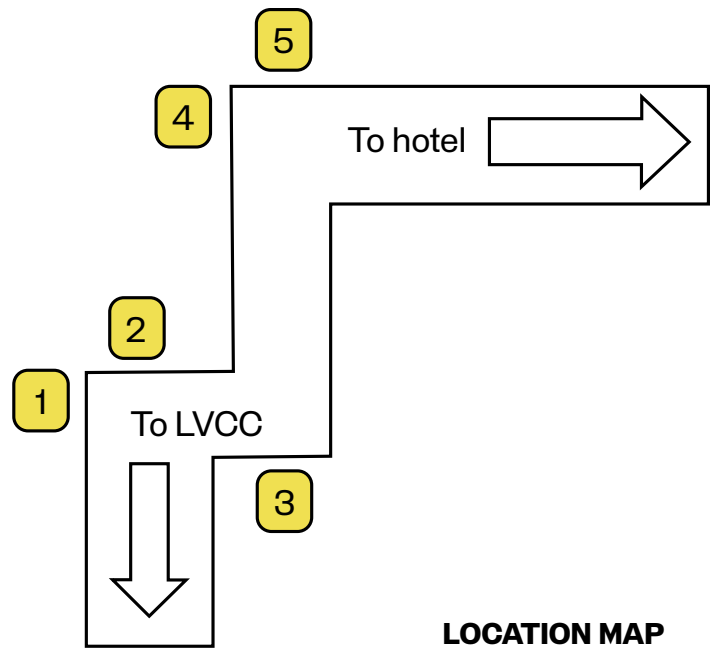
- Ventech Solutions (VTS) is the on-site management company for content scheduling and questions regarding digital screens' specifications and file formats. Once you have secured advertising space for your event, please reach out to VTS as they will provide you with a link to upload creative files.

*Email: [LVCC.DigitalSignage@Ventech.Solutions](mailto:LVCC.DigitalSignage@Ventech.Solutions)*  
*Phone: 702-892-2929*

## Clings

- Use of wall clings must be approved in advance by your CSM.
- Only approved materials can be used. Ask your CSM or official service contractor (OSC) for substrate specifications.
- All clings must be installed/removed by the OSC or an approved vendor.
- The OSC, or approved vendor, is responsible for any chargeback for repairs of damages incurred during installation or removal of wall cling.
- Clings on glass doors must be see-through or have a four-inch clear border and must not cover any installed stickers (i.e. Automatic Door). Clings are not allowed on escalator glass.
- Cosmetic wraps/clings or advertising of any type are not permitted on any escalators or elevators.





Production requirements for lightbox graphics include a professionally produced material used for backlit display boxes. Event producers may use any production vendor of their choice, as long as appropriate materials are used in the production of the graphics. It is the responsibility of the lessee to work directly with a qualified printer for artwork submission, deadlines and payment of graphics. The event producer is responsible for the payment of the standard 15% commission to the LVCC for public-area advertising as specified in their lease.

**Produced graphic dimensions must be created as a 60 inch wide by 60 inch high print to fit lightbox appropriately.** However, the visible opening of the print that will be displayed will only reflect 58 inches wide by 58.75 inches high of the 60 inch wide by 60 inch high image.

LVCVA Sign Shop staff will coordinate insertion and removal of the graphics into the lightboxes pre and post-show. Standard practice is to remove and recycle all materials after completion of show, unless otherwise instructed.

### Graphic Sign Delivery Information

*LVCVA | Attn: Sign Shop  
3150 Paradise Road | Las Vegas, NV 89109*

Include your show name AND show dates on delivery information. Lessee must allow the LVCVA Sign Shop at least five business days for installation of their graphic signs.

## 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.

*NOTE: For any questions or exemption requests, please contact your convention services manager.*

## AIR CONDITIONING

- The facility provides cooling or heating in the exhibit halls during show hours. Fees are charged per hall, per day, for cooling during non-show days. Contact your CSM for a price quote.

## AMERICANS WITH DISABILITIES ACT – ADA

- The lessee, its sublessees 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. 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 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.

## 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 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 the LVCVA as additional insured must be provided.

## BALLOONS

Show management and your 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.
- 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.

## **BICYCLE/CART POLICY**

All bikes and carts operated on property must be registered annually with the Customer Safety Department. Included in the registration process is an annual safety inspection that will be completed at time of registration.

### **Annual Registration and Inspection**

- Bicycle/carts can be registered at any time and permits are valid from January 1 through December 31 each year. The annual fee is \$10.
- Registered carts will be issued a permit that will be conspicuously mounted near the ignition of the cart or the main frame of the bicycle.
- All Bicycle/carts will be safety inspected at time of registration. The following are the requirements all vehicles must adhere to while operating on property:
  - Carts – Name of company operating cart must be prominently displayed on cart.
  - Carts – Must have functional headlight, tail light, horn, brakes, and locking on/off switch.
  - Bicycle permits are registered to companies only, not individuals.
  - Bicycles – Must have a mounted red flag at least 8 inches by 8 inches and visible at least four feet above the seat, reflectors visible from the front, and rear and a working headlight if used after dark.
- Companies that are approved to operate on property and are listed on the exhibitor appointed contractor (EAC) listing may register/operate up to three electric carts per company.

### **Bicycle/Cart Operations**

- Cart and bicycle traffic during events in the building may be restricted to certain areas and times. Areas of high pedestrian traffic should be avoided.
- At no time are carts permitted to enter parking lots that are designated for vehicle parking. Parking lots can be accessed only when designated as exhibit space.
- No carts/bicycles are allowed on second floor areas.
- Use of carts/bicycles on carpet is permitted only when carpet is protected by reinforced Visqueen®.
- Reporting of Accidents/Incidents – Accidents involving any carts/bicycles must be reported immediately to the Customer Safety Department at 702-892-7400.

- While operating a cart or bicycle, cellular phone usage is prohibited.
- Bicycles and carts are to be operated in a safe manner at all times.

### **Cart Charging**

- Cart charging location will be designated by LVCVA management.
- Use of extension cords from inside the building to vehicles/carts is prohibited.
- All cart charging stations shall have a functional ground fault circuit interrupter (GFCI) to prevent electric shock to personnel.
- Cart charging is not allowed at any time on carpet.
- Exemption: ADA Mobility Scooters (Scootaround scooters) that have a gel-sealed battery are allowed to be charged on carpet.

*NOTE: For any questions or exemption requests, please contact your convention services manager.*

## **BOOTH SETUP**

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

## **BROADCAST AND PUBLICATIONS**

- The LVCVA does not regulate, control, approve or disapprove any broadcast, performance or publication of music, or any other audio or visual presentation.
- The facility retains the right to regulate the volume of any sound, whether it be music, voice, or special effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms or the rules and regulations of the lease agreement.
- If the lessee or an exhibitor wishes to use copyrighted material, it will be necessary to make arrangements with the ASCAP, BMI or SESAC for license to perform such copyrighted music or material, or otherwise qualify for an exemption.

- Contact the following agencies for more information:

[American Society of Composers, Authors and Publishers \(ASCAP\)](#)

*Licensing: 800-652-7227*

*General Information: 800-505-4052*

[Broadcast Music, Inc. \(BMI\)](#)

*General Information: 800-925-8451*

[The Society of European Stage Authors and Composers \(SESAC\)](#)

*General Information: 800-826-9996*

## **BUILDING CHECKLIST**

The following items are required 30 days prior to the first day of move-in:

- Approved floor plans
- Approved hanging signs and banners
- Submit written plan for pyrotechnics
- Submit traffic plan
- Submit helicopter landing form
- Provide insurance certificates
- Submit list of exhibitor appointed contractors
- Submit show security schedules, locator form and weapons request form
- Submit list of all advertising/sponsorships in non-leased/public spaces, including all restrooms in leased spaces.
- Submit written emergency action plan
- Submit staking plans

## **CATWALK ACCESS**

Individuals or companies requesting catwalk passes need prior approval from show management and the CSM.

- All catwalk and roof access locations must remain secure. Taping or blocking open access will be grounds for trespass from property.
- Catwalk passes can be obtained from the Customer Safety Department in the Central concourse across from Hall C3 or at the West Hall security office outside of exhibit hall W1.
- You must be 18 years or older to obtain or use a catwalk pass.

- A current driver's license or valid state ID, ESCA/WIS ID, or trade union badge will need to be surrendered before any pass is issued.
- Catwalk passes are issued and returned on a daily basis.
- Catwalk passes are not transferrable and cannot be loaned to another person.
- All lost passes must be reported. There will be a charge of \$100 for a first-time lost pass. A second lost pass by the same individual or company will be charged \$500. The retained identification will be returned upon total accountability of the passes.

Individuals found in a catwalk area without a current approved pass or in possession of an unauthorized pass will be trespassed from property and may be prosecuted according to Nevada Revised Statutes.

## **CBD (CANNABIDIOL/ CANNABINOID)**

With the evolution of federal, state and local laws regarding the display, distribution, sampling and other consumption of CBD, marijuana and/or tobacco products, the LVCVA provides the following policies and procedures for guidance and direction.

No edible CBD products may be sold or distributed at the LVCC, including as free samples, regardless of the THC concentration of the products. Nonedible 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 nonedible 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.

No synthetic CBD may be produced, distributed, sold, or offered for sale at the LVCC. Synthetic CBD means any cannabinoid that is produced artificially, whether from

chemicals or recombinant biological agents (such as yeast or algae), and which is not derived from a plant of the genus cannabis.

### **Kratom**

Kratom items are to be displayed only. No products made or derived from Kratom may be consumed or sampled on the show floor, including as free samples.

### **THC (Tetrahydrocannabinol)**

THC, including Delta-7, Delta-8, Delta-10 and any other structural, optical or geometric isomers of Delta-9, is a Schedule I Controlled Substance under Nevada law. The distribution, sale, promotion or offer to sell, transport, import, or other related acts related to THC is a Category-C Felony.

Event management must actively monitor and prohibit the sale, promotion for sale, distribution, or related acts of THC products, including Delta-7, Delta-8, Delta-9 and Delta-10 products. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

For Information on marijuana, [click here](#)

## **CHEMICALS**

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable safety data sheet (SDS).
- A list of chemicals, including all SDS, must be included with your booth plan submittal to [boothplans@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.

## **CHILD CARE**

Child care facilities shall not be permitted at the facility unless lessee obtains appropriate licensing, permits and inspections from the following Clark County entities:

- Clark County Child Care Licensing

- Southern Nevada Health Department
- Clark County Department of Building & Fire Prevention
- Company must provide insurance in the amount of \$10 million naming the LVCVA as additional insured. Subject to final approval by your CSM and legal counsel.

## **CONTRACTOR AND VENDOR REQUIREMENTS**

Any show appointed and/or exhibitor appointed company providing a service and/or supervision during conventions, trade shows and events at the facility must obtain an annually issued EAC permit and comply with the following:

**Annual Contractor Fee: \$250**

### **Certificates of Insurance (COI) — Requirements and Sample COI**

- General liability in the amount of \$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 \$1,000,000 for any auto and/or hired and nonowned.
- Workers' Compensation Coverage in the state of Nevada comes with a minimum of \$1,000,000 limit. If the home state of the contractor does not have a reciprocal agreement with the state of Nevada, contact employers to obtain proper coverage.  
*Phone 888-682-6671 or [www.employers.com](http://www.employers.com)*
- Apply for [EAC permit](#).

### **Business License**

ALL CONTRACTORS MUST OBTAIN A BUSINESS LICENSE WHEN WORKING AT THE LVCC.

Clark County Department of Business License

*500 Grand Central Parkway, Third Floor*

*Las Vegas, NV 89155*

*702-455-0174*

[clarkcountynv.gov](http://clarkcountynv.gov)

## Contractor Photo Identification

The LVCVA is a participant in the Exhibition Services & Contractors Association (ESCA) Worker Identification & Security Program. This ESCA badge program allows the LVCVA to improve the overall security of our facilities, its licensees and guests.

Everyone in the hospitality industry should be aware of who has access to their facility at all times. Therefore, EACs (e.g., contractors, suppliers and vendors) who work on site at the LVCC must be identified with the ESCA badge on their person. Please note the following exception: All trade union workers are temporarily exempt from obtaining a ESCA badge. Permanent exceptions include all contract security employees and LVCVA building partners: Food & Beverage, COX Business and FedEx Office.

The ESCA has been retained by the LVCVA to administer the ESCA Badge Program and to maintain an online database of all registered contractors and workers in the local exhibition industry. We recommend companies to go online to [badge.esca.org](http://badge.esca.org) for a complete overview of the process involved in registering for badges. The ESCA badge is a web-based program designed for contractors to order employee badges.

## ESCA Badge Pricing

*ESCA Member (Full-time Employees): \$22\**

*All Others \$30\**

*\*Badge life is three calendar years.*

*Temporary Access Badges (ESCA Member): \$15\*\**

*Temporary Access Badges (All Others) \$20\*\**

*\*\*Badge life is one calendar year.*

If you have any questions about registering your company, or using the ESCA badge program, please send an email to [badge@esca.org](mailto:badge@esca.org), or feel free to call 972-777-9282.

## ESCA Identification Badge



The ESCA badge does not grant the bearer access to any events in any venues. The badge merely verifies that the individual is approved to enter the venue if they are being employed by a contractor working on the specific event. Security for specific events is still in force, and all workers must be cleared to enter the events via the normal security protocol in effect for the specific events and venues.

## Training Requirements

The Nevada Department of Business & Industry, Division of Industrial Relations announced updates on January 26, 2021, to Section 618 of the Nevada Administrative Code (NAC) related to occupational safety and health training requirements for workers in the convention services industry. The updated regulations provide guidance and details on the statutory requirements found in Nevada Revised Statute sections 618.9920 – 618.9931. This statute established requirements for certain workers and supervisors in the convention services industries to obtain training on relevant safety and health issues within 15 days of starting work in the industry. Workers who perform construction, installation, maintenance, operation, repair or removal of trade show or exhibition displays must be trained. All construction and general industry 10- and 30-hour training programs approved by the Nevada Occupational Safety and Health Administration will satisfy the training requirements for the convention services industry.

The newly adopted sections of the NAC became effective January 21, 2021. [Click here](#) to review any updates.

## DRONES/UNMANNED AERIAL SYSTEMS (UAS) GUIDELINES

UASs – Unmanned aerial systems includes all of the following:

- All drone/UAS operators must comply with all FAA requirements.
- UAV – Unmanned Aerial Vehicle
- RPAS – Remotely Piloted Aircraft System
- RC Model Aircraft
- Drone

UASs are allowed to be used indoors or outdoors with the following requirements:

- Exhibitors must have approval from show management.
- A [Drone 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 overpopulated 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 inches of any building structure including sprinklers.
- Regardless of purpose, (including but not limited to marketing materials and/or show content) any use of UASs/drones requires Aviation Liability Insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. Enclosed exhibits on the show floor are exempt from aviation insurance requirement.

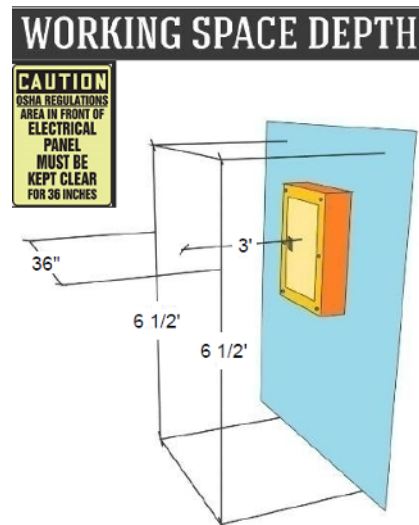
### Outdoor Use Without Being Fully Enclosed

- For outdoor use of a drone/UAS that is not operated within a fully enclosed area, refer to the [FAA website](#) for more information.

*NOTE: For any questions or exemption requests, please contact your convention services manager.*

## ELECTRICAL ROOMS

- Electrical rooms are restricted access areas. Any person requiring access must contact Security. The Facility Maintenance Department will meet with the requesting person to determine the need, scope of work and duration. If access is approved, the contractor is responsible for removing all materials, equipment, debris and trash.
- No items, equipment or materials may be stored in electrical rooms.
- No modifications, alterations, reconfiguration or other means of change is allowed to any LVCVA electrical equipment.



## ELECTRICAL PANELS

- Access to all electrical panels must be maintained per NEC and any applicable local fire, building and safety codes.

## ELEVATORS AND ESCALATORS

- Freight is not permitted on passenger elevators.
- All temporary elevators are required to have a permit through the State of Nevada Department of Business and Industry Division of Industrial Relations Mechanical Compliance Section.
- **The transportation of dollies, oversized luggage, boxes, freight, and/or tool boxes on escalators is prohibited.**

- Freight elevators for contractors' use are located near freight door 10 in the North Lobby, on the West Hall loading dock and in the service corridor of the West Hall. Freight for the second floor in the South Hall must be transported via the South Hall 3-4 ramp.
- Cosmetic wraps/clings or advertising of any type are not permitted on any escalators or elevators.
- No carts are permitted on passenger elevators or where signs are posted.
- Elevators and man-lifts for demonstration within booths may require a permit from the state of Nevada.
- If elevator/lift only moves up and down without exiting onto a level that is separate from the entry level, a permit from the state of Nevada is not required. A detailed booth plan needs to be submitted to [boothplans@lvcva.com](mailto:boothplans@lvcva.com).
- Due to the permitting requirements issued from the State of Nevada Mechanical Compliance Section, LVCVA ADA lifts for temporary stage builds and bleachers have been decommissioned. Contact your convention services manager for alternative options or [click here](#) for more information.
- EAPs should contain, at a minimum, the following information:
  - Listing of emergency contacts, including key personnel and response team members.
  - Response protocols for events including, but not limited to:
    - Active Shooter/Hostile Event Response (ASHER)
    - Bomb Threat
    - Cyber Attack
    - Severe Weather
    - Earthquake
    - Labor Disputes
    - Power Outage
    - Building Evacuation
    - Shelter in Place
    - Details of any mass notification systems that will be used during the show.
    - Primary and secondary reunification/assistance locations.
- If necessary, the Customer Safety Department and/or your CSM will assist you in developing your plan.

## EMERGENCIES

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

- Customer safety staff is trained to handle emergency situations. The Customer Safety Department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.
- The CSM is responsible for keeping show management and OSCs informed of decisions relating to emergency events in progress.
- All emergencies should be reported to the Customer Safety Department first.
- Dialing 911 will delay the response by medical personnel who may not be able to find or get to the location of the emergency.
- To report an emergency via text message, please send to 702-505-4555.

## EMERGENCY ACTION PLAN (EAP)

- It is recommended that an EAP be submitted to your CSM 30 days prior to the first day of move-in.

## EMPLOYEE ACCESS

- The LVCVA reserves for its representatives, agents and concessionaires, free access and the right to enter any portion of the leased premises.

## EXCLUSIVE SERVICES

The LVCVA has four exclusive building partners:

### Cox Business

Cox Business is the exclusive full-service telecommunications provider of internet, voice and cable TV service for the LVCVA. Our on-site team members are available for consultation and support leading up to and throughout your event. Contact our team to discuss solutions to provide reliable and convenient access for your demonstrations, attendees and staff. Our services include wired and wireless networks that can be customized based on your needs and budget for a successful event.

*Please contact our sales team online at [Cox Business](#) or call for more information at 702-943-6500.*



## FedEx Office

FedEx Office operates 4 business centers conveniently located within the building. The business centers are near the main entrance of Central Hall, in the Central Hall Concourse, the South Hall Lobby and in West Hall across from W2. We 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 as well as an array of office supplies. The business center also offers secure storage coat and bag check, equipment rental, conference room 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 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. Hours are subject to change based on event need. You may also visit the [FedEx website](#) for information and/or submit your print projects online at [www.fedex.com](http://www.fedex.com)

## Food & Beverage

The Las Vegas Convention Center's Food & Beverage Division is operated by Sodexo Live! and is the exclusive food and beverage provider. Las Vegas Food & Beverage is a leading global event hospitality company and thrilled to be your exclusive hospitality partner. The Las Vegas team is delighted to work with you to ensure your experience here is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests. Our goal is to provide world-class hospitality for every one of our guests. For more information or to place an order, please contact us at 702-943-6779 or [exhibitorcateringlvcc@sodexo.com](mailto:exhibitorcateringlvcc@sodexo.com).

## EXIT SIGNS

- Building exit signs must be visible at all times.
- Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so that the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.

## FIRE AND SAFETY EXHIBIT GUIDELINES

- For outdoor structure Information please see [Outdoor Exhibits](#).
- All means of entrance and exit must be free from obstruction at all times.
- Any individuals observed blocking, taping or propping open a door with any type of object and/or leaving the door unsecured, will be trespassed from property.
- Each hard-wall booth must be a minimum of nine inches from the booth line for access to electrical.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- All fire extinguishers and emergency exits must be always visible and accessible. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
- Exhibit booth construction shall meet the requirements. The upper deck of multilevel exhibits that is greater than 300 square feet (28 square meter) will need at least two remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 pounds per square foot. All materials used in exhibit construction, decoration or as a temporary cover must be certified as flame retardant, or a sample must be available for testing. Materials that cannot be treated to meet the requirements may not be used.
- For safety and operational efficiency, the Las Vegas Convention and Visitors Authority Fire Prevention personnel reserve the right to access and inspect all electrical components within exhibitor booths, including those integrated into prefabricated structures. This access is crucial to ensure compliance with safety regulations, identify potential hazards, and facilitate necessary maintenance or emergency procedures. Exhibitors are expected to maintain clear and unobstructed access to all electrical installations throughout the duration of the show.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.

- If the booth contains a display with moving machinery:
  - A designated safety zone that is clearly marked where attendees should not enter or stand shall be present.
  - If needed, physical barriers/guards are required to separate attendees from moving, spinning, pinching or crushing parts.
  - Manufacture-installed guards must remain in place and cannot be altered or removed.
  - Highly visible signage indicating hazards and restricted areas.
  - Must ensure that trained staff members are present to monitor attendees and prevent unsafe behavior.
  - Machinery must be equipped with easily accessible emergency stop buttons.
  - Operational controls must be locked or out of reach of attendees to prevent unauthorized use.
  - Staff should also be trained in emergency response in case of accidents.
  - At no time should the moving parts of the machinery extend/intrude into designated aisles outside of the booth footprint.

([OSHA 1910.212 and 1910.219](#))

- Any single-level exhibit over 1,000 sq ft must submit a booth plan to the Safety and Fire Prevention Office for approval. Submit plans to [boothplans@lvcva.com](mailto:boothplans@lvcva.com).
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- The Fire Prevention office will only allow exhibitors to display air compressors (without load) to show their product. All other compressor needs must be handled by an official service contractor to ensure proper drops to exhibit booths with pneumatic products.
- Use of halogen fixtures must comply with our halogen lamp restrictions.

## VEHICLES ON DISPLAY

- Fuel-tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
- Fuel is limited to one-quarter its tank or five gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and

the disconnected battery cable shall then be taped. Batteries required to demonstrate auxiliary equipment shall be permitted to be kept in service.

- Auxiliary batteries not connected to engine starting system may be left connected.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible. See [Electric Vehicles \(EV\)](#) for more information.
- External chargers or batteries are recommended for demonstration purposes.
- No battery charging is permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or defueling of vehicles is prohibited inside the building. Outdoor defueling requires a permit and must follow CCFD guidelines. Contact your CSM for more information.
- Vehicles shall not be moved during show hours.
- 36 inches of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Vehicles placed in lobbies and meeting rooms must have approval of the CSM.
  - Visqueen must be used under vehicles on display in lobbies and meeting rooms.
- Model/modular home displays in trade shows must be reviewed with the CSM. In addition, a floor plan of the model/modular home must be submitted to the Safety and Fire Prevention Office.
- Vehicles in the building for loading or unloading must not be left with engine idling.
- Except for equipment that uses LPG (propane) or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the CSM and the Safety and Fire Prevention Office. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG inside and outside the facility.
- Any use of LPG on property must be approved prior to arrival by the Safety and Fire Prevention Office.

*NOTE: For any questions or exemption requests, please contact your convention services manager.*

When approved, LPG (propane) containers having a maximum water capacity of 12 pounds [nominal 5-pound LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is in an area, the containers shall be separated by at least 20 feet.

- Any exception to the first two requirements above must be submitted for review and approval by the Safety and Fire Prevention Office and the CSM.
- All LPG containers must be separated and inaccessible to the public. Cooking and food warming devices within exhibit booths shall be isolated from the public by not less than 48 inches (1,220 mm) or by a barrier between the devices and the public.
- The after-hours, overnight storage of any LPG container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
- Propane cylinders awaiting use should be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in designated locations outside the building.
- No dispensing from or refilling of LPG containers will be permitted inside the convention facility.
- Use of LPG outdoors must be approved by the Safety and Fire Prevention Office and the CSM prior to arrival on property. No outside LPG will be permitted in any areas where building exits discharge or fire department access is required.
- When requested, areas enclosed by solid walls and ceilings must be provided with approved smoke detectors that are audible outside the area of the booth. A fire watch may be required. (See [Multilevel and/or Covered Exhibits](#) for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet.
- A one-day supply of giveaway disposable lighters may be kept in the booth.
- Exhibitors who plan to demonstrate fuel-burning appliances on property must have approval from the CSM 30 days prior to the event.
- Fireplaces must be listed as ventless or self-venting for indoor use to obtain approval for use inside the facility.
- Only enclosed fireplaces will be approved for use,

meaning the fireplace must be enclosed with a glass front, or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.

- Screen-front fireplaces will not be approved for use.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.
- Fire pits that are not fully enclosed with a glass front or a protective heat/contact barrier will require an [Open-Flame Permit](#) from Clark County Fire Department. Natural gas and approved LPG (propane) quantities will be allowed for use within the halls. A barrier is required to prevent an attendee/exhibitor from coming into contact with an open flame.
- Please see the [Fireplace and Fire Pit Display form](#) for details on obtaining an Open Flame Permit along with the [Fire Watch Requirements form](#).
- Candles may be used for decorative purposes for events with food service (one candle per table) where the candles are supported by/on substantial noncombustible bases located to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Safety and Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit.
- If your booth is demonstrating, sampling or using a hookah, the following items are required:
  - Keep a 5-pound ABC (2A:30BC) fire extinguisher at the booth. The fire extinguisher must have a current inspection tag. Extinguishers may be obtained from the show or a local company.
  - Keep a metal (noncombustible) bucket for hot coals.
  - The hookah must be placed on a stable, noncombustible surface (table, stand, stool, etc.). The hookah cannot be placed directly on a carpeted surface.
  - Keep all combustible materials (boxes, plastics, etc.) a minimum of three feet away from the hookah.

## **FIREARMS ON DISPLAY – TRADE SHOWS**

- Exhibitors displaying firearms at a trade show must notify the Convention Service 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 by cable lock, locked display cabinet, or assigning a security guard 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.

## **FLOOR MARKING**

- All floor marking inside of the building or on concrete outside of the building, needs to be done with chalk only. Spray chalk can be used outside on the concrete areas but must be cleaned completely by the end of move-out. Any paint used on the asphalt areas must be removed and any marks covered with either black paint or seal coat material.
- The "NO FREIGHT AISLE" tape is no longer allowed in the LVCC. "NO FREIGHT AISLE" stickers are currently still allowed, but their use should be as minimal as possible.

## **FLOOR PLANS**

- Floor plans are required for all areas including exhibit halls, lobbies, meeting rooms, outdoor plazas, parking lots and must be submitted in .dwg and .dxf format together at the same time.
- Floor plans must be drawn to scale and include all structures, obstructions, exits, aisles and booths.
- Booth and aisle dimensions must be indicated on all floor plans.
  - General information to be included on all plans:
  - Name and address of the property
  - Name of the room or location

- Point of contact with phone number and email address
- Move-in and move-out dates
- Type of event (show name)
- Floor plans must be approved by Safety and Fire Prevention and the CSM.
- Submit all floor plans to the Safety and Fire Prevention Office for approval via email at [boothplans@lvcva.com](mailto:boothplans@lvcva.com). A copy of the approved floor plan will be returned. If denied, reasons will be noted on the returned plan.

## **FOG MACHINES**

- Use of all fog machines must be preapproved by the Safety and Fire Prevention Office. A demonstration of the fog machine and its intended use must be given to the office at least 48 hours in advance.
- The fog machine must be UL listed or equivalent (for its intended use).
- Fog-generating fluids must be nonhazardous and stored in the original containers that were provided by the manufacturer. The safety data sheet for fog fluid must be sent to the Safety and Fire Prevention Office for approval in advance of the event move-in.
- The SDS must remain in the booth/event location at all times.
- The facility reserves the right to limit the amount of haze produced by a show. A haze schedule, including days for testing and show hours, must be provided 30 days prior to first day of use. After hours haze activity requires coordination with a third party vendor. Fees will apply.

## **FOOD AND BEVERAGE**

Las Vegas Food & Beverage retains the exclusive right to provide, control and retain all food and beverage services within the LVCC. Outside food and beverage are not permitted without prior approval. Fees may apply.

### **Preparation Within Exhibits**

Whenever food or beverage is prepared within an exhibit, a [Food and Beverage Sampling/Onsite Preparation Approval Form](#) must be completed and emailed to [foodprepandsample@lvcva.com](mailto:foodprepandsample@lvcva.com). Approval from both LVCVA and the Food & Beverage Division 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 square feet) that produce 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) and 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 square feet).
  - 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 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 gallons.
  - The volume of cooking oil per booth is not to exceed six gallons.
  - Deep-fat fryers shall be electrically powered and have a shut-off switch.
  - Fry oil must be collected and disposed of by a third party vendor hired by the lessee.
- Other appliances for exhibition cooking shall also

be limited to 288 square inches (2 square feet) in area. Examples: induction cooktops, ranges, electric warmer, single- ranges or multiple-burner ranges.

- A minimum of one 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 Class 3A-40BC fire extinguisher shall be located within each booth with additional or other display cooking, such as baking, sautéing, braising, stir frying, convection cooking, warming of food, and all other like applications.
- Solid fuels, including charcoal and woods, are prohibited within exhibit halls.

*NOTE: For any questions or exemption requests, please contact your convention services manager.*

## 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 and emailed to [foodprepandsample@lvcva.com](mailto:foodprepandsample@lvcva.com) by exhibitors who are giving away free food or beverage. Approval from both the LVCVA and the Food & Beverage Division must be received prior to finalizing your plans.

Once the form has been submitted, a member of the Las Vegas Food & Beverage 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 our exclusive food and beverage provider.
- If sampling of open food or beverage is conducted at a booth, then both a hot-water hand-washing station and a sanitizing station will be required.
- Handwashing and sanitization stations may be purchased through the food and beverage division or provided by the exhibitor. If provided by the exhibitor, contact the [Southern Nevada Health District](#).
- Hot water for handwashing will be provided. 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 our Food & Beverage Division for approval and follow the Nevada Department of Taxation guidelines regarding liquor at trade shows. All alcoholic beverages must be served by our bartenders/servers who are TAM certified. Some exceptions may apply.

If you have any questions, contact the LVCVA's Food & Beverage Division at 702-943-6779 or email [exhibitorcateringlvcc@sodexo.com](mailto:exhibitorcateringlvcc@sodexo.com).

## FREIGHT

- All freight, interior and exterior, must remain three feet away from all brick, block and masonry walls.
- All freight/rigging/labor shacks inside of the exhibit halls will be metal only, and wooden shacks if used outdoors must remain at least 20' off of the building.

## GBAC STAR ACCREDITATION

The LVCC is among the first of convention centers in the nation to be accredited by the prestigious GBAC Star Accreditation Program, which 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.

## GAMING/RAFFLES

- For gaming/raffle inquiries, contact the Nevada State Gaming Control Board at 702-486-2020. <https://gaming.nv.gov/>

## GUN SHOW – PUBLIC EVENTS

- Lessee is responsible for informing the LVCVA that firearms will be displayed and/or for sale during the show, and for hiring an LVCVA Security Officer to be present at each guest entrance one hour before show opening each day and during show hours. Concealed firearms are prohibited on property as provided in N.R.S. 202.3673.
- Show will coordinate the zip-tying of all firearms that are cleared and taken into the show. The show manager is responsible for supplying the zip ties.
- Vendors/attendees must remove magazines or ammo clips from the weapon prior to entering the building. This applies to move-in/move-out activities as well as on show days.
- 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.
- Lessee must make arrangements to have a local licensed firearms dealer on property to handle transfers and conduct background checks. All firearm sales will go through this dealer.
- All sales of firearms or ammunitions must be conducted on the show floor.
- Show contract security is responsible for checking that all firearms leaving the building have a receipt and that the serial number on the receipt matches the firearm.
- Black powder is strictly prohibited on the premises.
- Contact the Safety and Fire Prevention office for approval to display or sell combustible or explosive products. Email: [boothplans@lvcva.com](mailto:boothplans@lvcva.com) or call 702-892-7413.

## HAND CARRY POLICY

As a customer of the Las Vegas Convention Center, (LVCC), we want to make you aware of our Hand Carry Policy. For those of you who drive to the event and wish to unload your product/materials and bring them to your booth, please be aware of the following procedures.

Exhibitors may hand carry their own materials into the exhibit space, provided they do not use material-handling equipment to assist them. Any labor used to hand carry must be performed by full-time company employees, and they must be prepared to show proof of employment.

Parking for loading/unloading must be performed from parking lots only. Curbside loading/unloading is prohibited. Parking on LVCC roadways is prohibited, and any unattended vehicles will be towed at the owner's expense. Only pickups or passenger vans will be allowed to park in LVCC parking lots for hand carry purposes. Any vehicles parked in the lots for hand carry are required to be personally owned vehicles; rentals are not allowed in the lots. Vehicles larger than pickups, vans or vehicles with trailers, must use the show's contractor for freight unloading. See the following examples of vehicles allowed/not allowed:



Escalators will no longer be allowed to move hand-carry materials, and all boxes and suitcases will need to use the available elevators without the use of freight-moving equipment.

### Approved for Hand Carry use:

- Lightweight luggage carts.
- Hanging garment racks for moving hanging garments ONLY.
- Pop-up displays in rolling cases.



### Not allowed for Hand Carry use:

- Hand carts, hand trucks, pallet jacks or any four-wheel cart or dolly. Garment racks loaded with boxes are not allowed.
- Access to the loading dock and/or freight doors.
- Any freight that cannot be hand carried by one person.

- Any freight moved by a moving or freight company, contractor, or any persons other than full-time employees of the exhibiting company.



It is show management's responsibility to ensure that the hand carry policy is enforced. This includes but is not limited to managing oversized vehicles in the parking lots and equipment compliance for hand carry use.

## HEALTH AND SAFETY PROTOCOLS

At the LVCC, the health and safety of our employees and guests are paramount. Our plan outlines our initiatives for cleaning and sanitization, 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).

## HEAVY EQUIPMENT PROCEDURES

Show management must provide the facility a list and obtain approval for all equipment weighing over 250,000 pounds. A site plan is required showing locations of each piece of heavy equipment.

Heavy equipment being brought into halls S3, S4, C3, C3 concourse and C4 may require advance review and approval by a structural engineering firm at the expense of show management and/or the exhibitor. This is due to varying weight limits in these areas.

The floor weight load limits are as follows:

- **West Halls 1-4, North Halls 1-4, Central Halls 1-5 (Exceptions Listed Below), South Halls 1-2**
  - 450 lbs. per square foot

- **West Hall**

- Flex Meeting Rooms/Meeting Rooms: 150 lbs. per square foot
- Loading Dock: 250 lbs. per square foot
- South West Lobby: 100 lbs. per square foot
- Outdoor Terrace: 125 lbs. per square foot

- **South Halls 3 & 4**

- 300 lbs. per square foot or AASHTO HS-20 truck (16,000 lbs. per wheel load)

- **Central Halls 3 & 4 (South Air Wall Pocket)**

- 250 lbs. per square foot or AASHTO HS-20 truck (16,000 lbs. per wheel load)

- **Central Hall 3 Concourse**

- 175 lbs. per square foot or maximum 1,500 lbs. per wheel load (light weight vehicle)

- South Halls 3/4 Lobbies and Meeting Rooms S201 – S233

- 100 lbs. per square foot or maximum 1,500 lbs. per wheel load (light weight vehicle)

- **All Other Elevated Floor Areas Not Specifically Mentioned**

- 50 lbs. per square foot of maximum of 1,500 lbs. per wheel load (light weight vehicle)

Any exhibit exceeding these limits will require special handling to distribute the load and LVCVA approval. This will require advanced review and approval by a structural engineering firm at the expense of the show management and/or the exhibitor.

## Movement of Equipment

- Equipment with any type of non-steel tracks over 250,000 pounds must be moved in and out of the building on one-inch plywood.
- Equipment with any type of steel tracks (cleated and noncleated) over 250,000 pounds must be moved on one-inch steel plates outside and inside of building. Equipment under 250,000 pounds may use one-inch plywood.
- Prior to movement of heavy equipment, the facility and the OSC must coordinate routes and method of movement.

## Forklift Safety

The following requirements are to ensure safe operations of forklifts at any LVCVA facilities:

- Seat belts must be worn any time the forklift is in operation.
- Obey all traffic rules (speed limit, stop signs, road directions, etc.)
- Upon entering and exiting building – slow down (stop if necessary) and SOUND HORN.
- Keep headlights on always during low visibility.
- The following are always prohibited while operating a forklift:
  - Cellphone use
  - Smoking
  - Eating or drinking
  - Ear buds use
  - Boom box or any Bluetooth wireless speaker devices use

## HELICOPTERS

- Lessees or exhibitors operating helicopters on property shall provide insurance coverage of \$10 million aircraft liability including passenger liability. Complete a [Helicopter Landing Request form](#).
- Shows do not require additional permits to land in one of the designated areas noted below. Safety and Fire Prevention will notify Clark County Department of Building & Fire Prevention of your intent to land a helicopter on our property, pursuant to our temporary heliport permit.
  - Blue lot 1
  - Silver lots 1 and 2
  - Bronze lots 1 and 3 and Entrance/Door 11
- Air traffic control communication must be established with the local airports for both takeoffs and landings.
- Appropriate fire extinguishing and grounding equipment must be supplied and maintained while the aircraft is on property.
- A windsock will be provided by the Safety and Fire Prevention Office in designated lots as needed.

*NOTE: For any questions or exemption requests, please contact your convention services manager.*



## 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 noncombustible or protected.
  - Determine the number and locations of fire watch and fire extinguishers.
- The hot works permit tag shall be posted in 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 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 person 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 pounds. 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 area specifically designed for these functions.

**When hot works is performed during a show or event, a hot works 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.

## INDOOR AIR QUALITY

- All forklift trucks, platform lifts, boom lifts and other motorized equipment used for the move-in and move-out of events shall utilize a cleaner burning alternative fuel than gasoline. The alternative fuel shall be electric, natural gas and/or propane fuel. Propane cylinders awaiting use shall be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in the designated location.

- Any vehicles that are used to deliver freight directly into the facility for move-in or move-out shall turn the vehicle off upon arriving at the final location. No vehicle shall be allowed to sit and idle in the facility.
- The use of any special equipment (such as cranes, large lift trucks, etc.) in the facility for move-in and move-out shall be coordinated with the CSM 30 days in advance so provisions can be made to ensure proper ventilation is maintained.
- Any special filtration request will be made 50 days prior to the event for consideration.
- For painting, use zero-VOC (volatile organic compound) or low-VOC paints, sealants, coatings, adhesives and finishes.
- Primary cleaning chemical must be an EPA-approved disinfectant, proven to prevent and/or significantly reduce the spread of infectious disease.
- Post-show checklist must be presented on the final day of move-out. This checklist will identify all leased areas, to include compactors and responsible grounds, as being returned cleaned and clear. The submittal of this checklist does not forgive oversights identified after the fact.
- Excessive cleaning and trash removal will result in an additional cost to be invoiced to lessee.
- If additional time is needed to complete the post show cleaning beyond the lease date/time, the OSC must submit a late move-out request form. Late move-out is subject to availability.

## INSURANCE AND INDEMNITY

- As the lessee, you must provide the LVCVA with a copy of the show's insurance certificate for liability and workers' compensation insurance 30 days prior to the first move-in date or as otherwise set forth in the lease agreement.
- The certificate must list the total days leased in the facility and include all indicated coverage set forth in the lease agreement, including commercial general liability and automobile liability.
- All issuing insurance companies must have authorization to do business in the state of Nevada. This certificate of insurance must state that LVCVA is an additional insured. [See certificate of insurance and sample.](#)
- Contact your CSM for assistance.

## JANITORIAL AND CLEANING SERVICES

- Lessee will receive the leased area in a clean state and is required to return the leased area in the same condition (e.g., trash and floor tape removed). The facility will clean public areas, meeting rooms and restrooms during the leased period. Areas used for exhibits, general sessions (exhibit halls), including parking lots, show offices, registration areas, or meeting rooms used for storage or work rooms, are the responsibility of the lessee.
- All other janitorial and cleaning service through move-in, show and move-out is the responsibility of the lessee. All cleaning materials/equipment must be stored in an approved area.

## KEYS/KEY CARDS

- Submit meeting room key request to your CSM at least five days prior to your event dates.
- Each unreturned metal key/proximity fob will be charged back to you at \$20 per lost key/fob.
- Please note that the LVCVA assumes no responsibility for any items left in the meeting rooms regardless of whether locks have been changed or keys have been issued to show management. You may consider contracting with your security company to ensure the security of these rooms.

## LIGHTING

Full lighting of exhibit halls, meeting rooms and public spaces will be provided on event days. During move in/out and non-event hours, lighting levels will be adjusted per LVCVA energy/sustainability policies.

## LOBBIES

Exhibit hall lobbies are not leased space and must always be kept open for public access and used within the below guidelines:

- All structures must be at least 18 inches below fire sprinkler heads.
- Structures erected in the lobbies must be approved by the LVCVA's fire prevention office.
- Covered structures in the South Hall lobbies may be approved on a case-by-case basis.

- If carpet is used to cover the existing carpet, Visqueen sheeting must be laid between the building carpet and the carpet being installed. Use only nonresidue tape.
- Electric carts and bicycles may be used when carpeted areas are protected by Visqueen.
- Carts/forklifts are not allowed on the second or third floors of the facility.
- Neon signs may not be covered or turned off without the permission of the CSM.
- LVCVA management reserves the right to determine areas to be used by each show and to resolve any conflicts in the event the lobbies/plazas are to be shared by two or more shows.
- Adequate materials must be in place to protect the polished concrete.
- Walk-thru doors may not be used to bring freight, rolling cases, etc.
- In order to preserve the quality of the polished concrete flooring, the only tape that is permissible in the West Hall Atrium and North lobby is blue painter's tape (3M, Scotch Blue, Frog tape). Double-sided tape can be placed on top of the blue tape to hold carpet in place.
- and electric carts are not permitted on the second or third floor. All freight and materials must be moved via pallet jack or handcart by the OSC.
- Exhibitor crates and pallets must be placed on Visqueen.
- Nothing may be affixed to meeting room ceilings, walls or doors.
- Structures erected in meeting rooms may not have any type of ceiling. Exceptions to this are West Hall flex rooms as follows: W102-W110, W203-W212, W228-W233, W303-W310 and W322-W327.
- All structures must be at least 18 inches below fire sprinkler heads.
- Fire extinguishers, exit signs or exits may not be blocked or obstructed.
- Meeting rooms used for exhibits must have approved floor plans. Submit all plans to [boothplans@lvcva.com](mailto:boothplans@lvcva.com).
- Closets in meeting rooms are for LVCVA use only.
- Meeting-room air walls will be moved only by LVCVA staff. Air walls must be configured prior to laying any type of temporary flooring over building carpet.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles and floor boxes in each room. [Click here to view list for show power in meeting rooms.](#)
- Cables and wires must be routed above doorways – not across the threshold.

## 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 removed 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](#).

## MEETING ROOMS

- Carpeting/flooring can be placed on top of building carpet in the meeting rooms with permission from the CSM. Visqueen must be used between the building carpet and the carpet being installed. Use only nonresidue tape.
- When moving freight or equipment in these areas, carpet must be protected using Visqueen. Forklifts

## Meeting Room Equipment & Guidelines

- **Amenities:** The LVCC does not provide notepads, pens or water/water bubblers. Note: There are water-dispenser stations available throughout the facility.
- **Audio/visual equipment:** All projectors, screens, computers, tablets, phone audio adapters, etc., are to be ordered through the audio/visual contractor.
- **Audio/sound operator:** Six-channel audio mixers patched to overhead speakers in North, Central and South halls are provided, to the extent of our inventory, unless other arrangements are made. West Hall meeting rooms have virtual mixers via a Crestron wall control panel, up to four audio lines. Note: If microphone/audio input count exceeds four in a single room, the AV contractor is to provide an operator.
- **Bleachers/tiered seating:** Please contact your CSM for details.

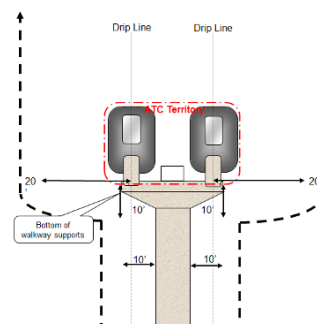
- **Bottled water:** The LVCC will provide complimentary bottled water at head table or lectern for session/meeting rooms only or upon request based on the quantity/location requested.
- **Chairs:** The LVCC has one style of chair, which is molded plastic in gray, 20 inch by 20 inch stackable-style hand available for meeting room sets to the extent of our inventory.
- **Draped/skirted tables:** If a draped head table or skirted table is required, it must be ordered from the service contractor or arranged with catering directly.
- **Easels:** The LVCC can provide easels to the extent of our inventory.
  - *Note: Easels are tripod style, not flip-chart style.*
- **Electrical:** If there are electrical requirements (other than a 110 outlet) you must order through the electrical contractor. This includes any extension cords.
- **Exhibitor rooms:** Exhibitors utilizing meeting rooms for suites/custom builds are to make all arrangements including cleaning services through the OSC. Note: Rooms that are subleased for meetings are subject to additional costs.
- **Food and beverage setup:** The convention center team places tables for any food and beverage functions served by Las Vegas Food & Beverage in meeting rooms and lobbies.
  - *Note: Unless for a show management event on the show floor, all tables for exhibitor events on the convention show floor must be ordered through the OSC.*
- **Flip charts/markers/pointers:** Flip charts, markers and pointers are to be provided by the AV contractor.
- **Lecterns/microphones:** A standing lectern and wired microphones are provided on a complimentary basis. Equipment provided to the extent of our inventory. Wireless microphones must be ordered from the AV contractor.
- **Meeting room keys:** Up to five meeting-room key cards/metal keys/fobs can be issued per room. Multiple rooms can be programmed to one specific key (excluding metal keys). Note: Metal keys and key fobs are chargeable at \$20 per unreturned key/fob.
- **Meeting room refresh:** Midday room refresh(es) will be conducted for education sessions/meeting rooms only. Room refresh consists of emptying trash cans, removing any trash from tables, replenishing bottled waters at head table/lectern, straightening chairs/tables, disinfecting high-touch surfaces, and

sweeping carpeted area as needed. Upon conclusion of the day/evening activity, all eligible rooms will receive a room refresh.

- *Note: Rooms with food and beverage will be serviced by the catering team.*
- **Staging:** The LVCC offers risers for a stage/dais if required. Risers are 4 feet by 8 feet and stage heights are 16, 24 and 32 inches. For larger stages, heights begin at 36 inches to 54 inches. The platform is two-sided. One side is carpet in a multipattern of black, gray and white. The other is a black vinyl. Steps and black skirting are included. Safety railing is required over 32 inches high.
- **Tables:** The LVCC table options are as follows: 8 feet by 18 inches, 8 feet by 30 inches, and 6-foot rounds. The tops are gray, plastic molded and set uncovered.
- **Trash containers:** The LVCC places 40-gallon waste containers in the meeting rooms. If you require smaller trash cans, you may order from the OSC, who is also responsible for the emptying. Note: Excessive trash, e.g., swag bags/registration/giveaways, etc., to be cleaned by contract cleaners.
- **Service contractor/I&D Company rooms:** Rooms that will have a custom/special set provided by a service contractor or I&D Company are responsible for all their equipment and cleaning.
- **Walls:** The LVCC prohibits adhesive backing materials to be placed on any painted surface or walls, clings preferred. If items are attached on walls, doors, glass, it is the OSC/show organizers' responsibility to remove at the conclusion of the show or there may be a charge-back to the lessee invoice for cleaning.

## MONORAIL

If a client is leasing space in the parking lots or using other outdoor space, the CSM must be apprised of plans for these areas. There are established "Limits of Approach" with respect to the area surrounding the monorail system. To ensure a safe working environment, work within this area is not permitted without prior approval.



## The Limits of Approach Are Defined as Follows:

- Within 10 feet horizontally of a monorail column, from ground level up to 10 feet vertically down from the bottom of the walkway supports that run the length of the guide way;

### OR

- Within 20 feet horizontally of a Las Vegas Monorail Station or the drip line on the monorail guide beam from a height of 10 feet below the bottom of the walkway supports upward. The drip line is the line that extends through the center of the monorail guide beam into the dynamic envelope of the automatic train control (ATC) territory. The area of concern extends from the ground up to and beyond the guide way due to the danger of objects falling into ATC territory from above.

## MULTILEVEL AND/OR COVERED EXHIBITS (INDOOR)

- See next section for Multilevel and/or Covered Exhibits (Outdoor).
- It is the responsibility of the EAC and anyone erecting a structure to ensure that all rules within this section are followed. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Safety and Fire Prevention Office no later than 30 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
- Multilevel or covered areas – Definitions:
  - **Multilevel** – Any occupied second story or greater, which is accessible by an approved means of egress.
  - **Covered Area** – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single-story exhibits with ceilings, upper-deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that are not recognized as acceptable for use under fire sprinkler systems by fire code.
  - **Means of Egress** – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.

- Multilevel or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:
  - The exhibit is used in an event where the duration is seven calendar days or longer.
  - The exhibit contains display vehicles.
  - The exhibit contains open flame.
  - The exhibit contains hot work.
- Any upper-deck area to be occupied must have an approved plan with an engineer stamp registered in the state of Nevada.
- Multilevel areas that are greater than 300 square feet or will occupy more than nine persons shall have at least two remote means of egress.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
- Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele. **Exception:** Areas less than 250 square feet shall have a 6 3/4 inch minimum clear tread depth at point 12 inches from the narrow edge. The riser shall be sufficient to provide a headroom of 78 inches minimum, but riser height shall not be more than 9 1/2 inches. Minimum stairway clear width at and below the handrail shall be 26 inches.
- Exhibits with multilevel or covered areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.
- Any single-level exhibit over 1,000 square feet or exceeding 300 square feet of contiguous covered area (see “covered area” definition above) and all multiple-level exhibits must submit a booth plan to the Safety and Fire Prevention Office for approval. Plans must be submitted in CAD format via email to [boothplans@lvcva.com](mailto:boothplans@lvcva.com).
- Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

*NOTE: For any questions or exemption requests, please contact your convention services manager.*

## MULTILEVEL AND/OR COVERED EXHIBITS (OUTDOOR)

All outdoor exhibits are subject to Clark County Building and Fire Codes. It is the responsibility of the exhibitor EAC to ensure all codes are met pursuant to Clark County Code sections 22.02 and 22.04, and Clark County Fire Code section 13.04.

- Clark County Fire permit is required when any temporary structure footprint is greater than 2,500 square feet and is constructed outdoors. Drawings prepared by a Nevada registered design professional and third-party inspections by a licensed AB contractor from the state of Nevada will be required for the permit.
- Any multi-level structure that is constructed outdoors, including structures less than 2,500 sq ft, will require drawings prepared by a Nevada registered design professional and a third-party inspection done by a licensed AB contractor from the state of Nevada.

## 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 follow all applicable laws regarding collection and/or remittance of taxes.
- Please contact the [Nevada Department of Taxation](#) at 702-486-2300 for further details.

## NONSMOKING POLICY

There is no smoking within the building or within 25 feet of any entrance, and there will be signage outside of every entrance with the no-smoking policy.

**Electronic cigarettes, electronic vaping devices, personal vaporizers, etc., are not permitted within the facility.**

## OFFICIAL SERVICE CONTRACTOR

### Building Damage

- OSCs or events acting as their own OSC, are billed per the LVCVA building damage policy. This .002 per square foot of leased space fee is used to cover minor building damage that occurs during a trade show or convention.

- Prior to the event, show management and the OSC will be afforded the opportunity to inspect the leased space to identify any existing damage. During or immediately following an event, damage reports will be made for each occurrence of damage sustained. Damage of incidental nature will be covered under the above assessment with no further charges due. Damage exceeding a cost of \$1,000 will be deemed substantial. Any damage incurred of a substantial nature will be invoiced to the OSC at the current time and materials rate.
- The OSC's account executive, Convention Services Manager (CSM) and Facility Maintenance will review any reports of substantial damage prior to invoicing. Substantial damage that can be associated with an EAC will be invoiced to that company.
- In the event of a dispute, show management and the OSC will meet with Convention Services & Facility Maintenance. A mutual agreement will be reached to the satisfaction of all parties.
- This policy applies to all internal and external areas, inclusive of loading dock, parking lots and cat walks.
- Must keep a three-foot distance from all exhibit hall perimeter walls and storage of crates and equipment.

### Cleaning

- The LVCVA mandates the use of environmentally friendly chemicals, waste requirements and equipment.
- A clean building is provided at move-in unless arrangements are made between the OSC and building staff for an early move-in. If this is done, it is the responsibility of the OSC making the request to make sure that the building is returned clean. This includes all stairwells, parking lots, roads and catwalks used by the OSC and show. A preapproved inspection sheet should be submitted to the Facility Services Department once move-out is complete.
- Building cleaning should include a disinfecting plan that focuses on frequent touch areas, exits, entrances and rooms/areas used by exhibitors and contractors that are the responsibility of the cleaning contractor. Your cleaning personnel must be on site on the first day of move-in through the last day of move-out. This includes any extended move-outs.
- The LVCVA provides compactors placed around the perimeter of the building at freight doors: 4, 7, 15, 24, 26 and 35, and on the east and west loading docks of the West Hall. Cleaning companies are expected to

- collect trash in exhibit halls, lobby areas occupied by booths, meeting rooms used for offices, exhibits, sub-leased by 3rd party and/or used for transport.
- Trash collection should be sorted for recyclable material, with trash going to compactors and recyclable materials being placed in preidentified containers provided by the LVCVA. When full, Facility Services will call the compactor or recycle container in to be emptied by Republic Services. The bays of all compactors used during any phase of show activity must be cleaned and clear of debris nightly and/or as each one is changed out and finally on the last day of move-out. Failure to do so will result in an additional fee.
  - Facility Services will place dual stream receptacles on the show floor for trash and recyclables. Cleaning contractors are to provide their own bags: clear for trash and blue for recyclables. Blue bags with recyclables are to be placed in a container provided by the Las Vegas Convention Center.
  - All cardboard boxes must be broken down when placed into the appropriate container. There are two compactors at the West Hall designated for recycling; one at freight door 405 labeled “Cardboard Only” and one at freight door 414 labeled “Recyclables.” Cleaning companies should order additional open trash dumpsters for shows that produce heavy cardboard trash or other materials (e.g., a furniture show, coverings).
  - All wood (pallets, display materials, etc.) and large trash items, (carpet rolls, Visqueen, bulk packing material, broken chairs, ladders, etc.) are to be placed in designated bulk trash open-top dumpsters provided by the cleaning contractor. At a minimum, bulk trash must be removed daily and on the final day of move-out. Bulk trash will not be allowed to remain on property throughout the duration of the lease. It is the responsibility of the cleaning contractor to remove bulk trash daily to ensure the surrounding area remains presentable and clear of debris. All bulk trash materials should be disposed of in the most environmentally safe manner, and data such as weights, types of materials, recycle rates, etc., is to be submitted to Facility Services.
  - Cleaning contractors are to adhere to all current and future LVCVA sustainability Initiatives.
  - When cleaning during move-in and move-out, no piles of trash may be left in or around the building overnight.
  - Parking lots and plazas or other external areas used for exhibits are to be cleaned and maintained by cleaning contractor.
  - The tracks of the freight doors, C-3 area, C3/4 and C4/5 open airwall storage areas and all airwall pockets are to be cleared and cleaned nightly.
  - Gas-powered vacuums are not allowed inside the building without permission from the Safety and Fire Prevention Office. Facility Services is responsible for common-use areas (e.g., restrooms, meeting room hallways and meeting rooms) when used for meetings. Facility Services does not clean meeting rooms or the hallways when area is used for exhibits/sub-leased, or when the rooms are used as offices, storerooms or by the OSC.
  - All third-party rental equipment such as office furniture, barricades and benches must be removed from building prior to end of leased move out time. If unclaimed, these items can be placed in bulk trash area for disposal.
  - Forty-gallon waste and recycling containers are provided throughout the exhibit hall on the first show day. It is the cleaning contractor’s responsibility to empty and replace the liners. If additional containers are needed, they can be requested, and Facility Services will drop off at a predesignated location so cleaning contractor can place where needed.
  - All items must be removed from the building, including discarded booth furniture that clients have left behind. Discarded or abandoned OSC equipment such as ladders, chairs and pallets must also be removed. All leftover publications must be removed. All air hoses, water lines, power sources and data lines must be removed from pillars and boxes prior to end of move-out.
  - All floor marking residue must be cleaned up completely by the end of move-out. Clear tape is not to be used on exhibit hall floors.
  - Trash must be removed from behind draped areas and gaps at columns and small recessed areas throughout the facility.
  - All residues must be removed from glass/windows, both internal and external, after the use of window clings and/or poor-quality coverings/advertisements.
  - Paint spills, hydraulic leaks, medical waste, or anything of this nature, should be handled immediately by the OSC/cleaning contractor. LVCC trash containers are not to be used for these purposes.
  - Contact your CSM for any biohazard cleanups.
  - It is the responsibility of the OSCs to clean the catwalks at the completion of each show. The OSC must also maintain the catwalks in a clean and safe

manner during move-in and move-out. No items may be thrown off the catwalks (e.g., equipment, trash, etc.).

- Any paint used on the asphalt areas must be removed and any marks covered with either black paint or seal coat material.

## Floor Plans

- Final floor plans for the exhibit halls, lobbies, general sessions and meeting-room exhibits must be submitted 30 days before the start of move-in. Submit to [boothplans@lvcva.com](mailto:boothplans@lvcva.com).
- Floor plans for exhibit halls and lobbies must be submitted as separate documents.
- When it becomes necessary to revise an approved floor plan, please highlight all changes on the plan and re-submit.

## Safety and Fire Prevention Rules and Regulations

- All operators on property must have completed an approved course of instruction regarding the safe operation of forklifts, scissor lifts and/or boom lifts, and meet all certification requirements. The certification of successful completion of this course must be in the driver's possession while operating a forklift on property.
- The Nevada Department of Business & Industry, Division of Industrial Relations announced on Jan. 26, 2021, updates to Section 618 of the NAC related to OSHA requirements for workers in the convention services industry. The updated regulations provide guidance and details on the statutory requirements found in Nevada Revised Statute sections 618.9920 – 618.9931. This statute established requirements for certain workers and supervisors in the convention services industries to obtain training on relevant safety and health issues within 15 days of starting work in the industry. Workers who perform construction, installation, maintenance, operation, repair or removal of trade show or exhibition displays must be trained. All construction and general industry 10- and 30-hour training programs approved by the Nevada Occupational Safety and Health Administration will satisfy the training requirements for the convention services industry.

- The newly adopted sections of the NAC became effective on Jan. 21, 2021. The current regulations are available for review at the [State of Nevada Department of Business & Industry website](#).

## Trailer and Empty Storage

- OSC trailer storage is permitted in designated parking lots (Orange 2 & Platinum 2) and must have prior approval from the Convention Services Department. A parking lot agreement must be executed prior to requesting trailer storage.
- No parking, storage or staging, of any type of vehicle or equipment, is authorized under the meeting room overpass next to Desert Inn Road.
- The designated area in Orange 1 Lot, north of Desert Inn Road, must remain clear of equipment, crates, forklifts, etc.
- All empty crates must be kept a minimum of 40 feet from the building in their designated areas except for the North halls, which must be 20 feet from the building on the north roadside only. No crate storage allowed against the Westgate building on North Road.
- Empty crates may be staged in designated areas and stacked no higher than 16 feet.
- Crates may be stored on the upper-level ramp outside halls S3 and S4 in their designated areas.
- Yellow lot loading dock: The upper area of the dock pad must be kept clear of all equipment, crates, usage etc. Items can be in this area when actively loading/unloading only; not for storage.

## Utilities

- Use of facility fire hydrants must have prior approval from the Convention Services Department.
- Use of the landscape irrigation system is not permitted.
- All exhibit power shall be shut off no later than one hour after trade shows, conventions or event closing, and will be turned on prior to three hours before opening. Electrical power usage and timing for registration and service desk areas will be determined by show management and the OSC's electrical contractor.
- In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor for 24-hour power.



- A list of exhibitors requiring 24-hour power, with outlets listed, must be provided to the CSM prior to the first day. In the event it is determined by Facility Maintenance that there is an excessive amount of 24-hour power in use, an electrician may be required during overnight hours.
- To preserve the condition of the flooring and not cause damage to the utility boxes throughout the West Hall, please ensure crates are not dragged or pushed along the floor.
- Any changes or adjustments to lobbies and/or common space lighting requires prior approval from the CSM.
- Facility light bulbs should not be removed or partially unscrewed. Lighting controls must be used to turn lights on/off.
- Use a [Lighting Request form](#) to advise the Facility Maintenance Department before turning out any lights over booths in the exhibit hall.
- Do not use the airwall tracks in meeting rooms to hang track lights.
- Flat cables run underneath carpet in the halls must be identified with yellow caution tape.
- Do not hang show lights (e.g., for exhibit booths, general session) from the catwalks without permission from Facility Maintenance and the CSM.
- All electrical panels shall be re-secured after use. All dead front covers, panel-board covers, KO seals, and hardware-securing covers to the enclosures shall be reinstalled to maintain the integrity of electrical equipment. All show power cables coming from electrical panel interiors shall be removed after each show, and panels shall be re-secured accordingly.
- All light fixtures throughout the exhibit halls that were unplugged before or during a show shall be plugged back into their designated receptacles after the show has ended. Any calls received in Facility Maintenance for a “light out” due to a fixture left unplugged from the previous show shall be forwarded back to the OSC for immediate service at their own expense. Please note that fluorescent bulbs should never be unplugged or removed.
- Whenever electrical circuits are intentionally turned off for a show by show electricians, either by turning off circuit breakers or by turning off light switches, they should be identified and marked by the show electricians, so our in-house electricians are aware of the situation, this prevents us from accidentally turning on circuits during a show. Placing red tape with a company name and the date when lights were turned off on the circuit breaker or switch is all that is needed.
- OSCs will replace all drain covers immediately after the show has ended.
- Work on energized panels of greater than 50 volts AC is only to be performed by a qualified electrician with arc-flash clothing (as per NFPA 70E), insulated tools, rubber gloves, and any other electrical protective equipment as required by OSHA.
- When working on electrical circuits, they shall be deenergized and lockout/tag-out applied. Lockout/tag out must be coordinated with the Facility Maintenance Department. Locks and tags shall be supplied by the contractor and shall be removed immediately upon completion of work.
- Do not attempt to walk on the beams in the lobbies and Central Concourse. These beams are hollow and will not support the weight of a person.
- Freight door 1 will be limited when there is other show activity in the building. Contact the CSM to coordinate use of freight door 1.
- The OSC may submit an early move-in/late move-out request to the Convention Services Department 14 days before the lease period begins. Submissions will be reviewed and approved depending on availability and if the requirements on the Early Move-In/Late Move-Out form have been met.
- Exhibitor freight is prohibited to enter leased space prior to the start of the lease period and all exhibitor freight must be out of leased space by the end of the lease period.
- No exhibitors or exhibitor appointed contractors (EAC) are allowed in the building during early move-in/late move-out; only the OSC.
- Early move in and late move out approved activity includes:
  - Floor marking
  - Electrical catwalk and floor work
  - Carpet
  - Drape
  - Hanging signs
  - AV in meeting rooms

- Truss/lighting
- Post show cleaning

[Click here](#) to review requirements and to request early move-in/late move-out.

## 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 [Multi level and/or Covered Exhibits \(Outdoor\)](#)
- All banner material used outside must be made of mesh material with a minimum of 30% 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 subfloor made of concrete onto the asphalt, Visqueen must be used under the pour and the surrounding area. Bonding agents are prohibited.
- All other poured concrete requiring framework (curbing, walls, etc.) will use 16 penny nails with wire to mount and secure all batter board, bracing, etc., in asphalted areas. Square, round or other standard stakes are not permitted to secure framework in asphalted areas. Mechanical forms are preferred. LVCVA exterior engineers are available for clarification.
- Reference Food & Beverage – Preparation Within Exhibits (p. 24) 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](#).

- Any exterior water use during shows will be metered. Please contact the CSM for coordination.
- LVCVA management reserves the right to make any changes on site that are deemed necessary without advance notice, for safety concerns.

## Tents and Canopies

All outdoor tents and/or temporary structures must be installed by facility approved EACs 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.
- Smoke alarms are required in all tents, membrane structures, and fully enclosed areas. Smoke alarms may be battery-operated and must be installed in accordance with NFPA 72 guidelines. It is the responsibility of the individual or organization setting up the tent, membrane structure, or fully enclosed area to ensure that the required smoke alarms are installed and properly maintained.
- Smoking shall not be permitted in any tents, canopies, or temporary membrane structures.
- Approved “NO SMOKING” signs must be conspicuously posted within these structures.
- 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

- 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 CSM; please contact [staking@lvcva.com](mailto:staking@lvcva.com) for approval.
- Final on-site staking approval must be obtained by the Facility Maintenance 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 a four-inch minimum of grade surface.
  - Fill rest of hole(s) with Aquaphalt® or equivalent and tamp until solid.
  - Cover areas approximately two inches around patched hole with a good grade of plastic-type n asphalt sealer with a maximum drying time of two hours.
- Staking in Orange lot is limited and strictly enforced.
- West Hall – All staking will not exceed 40 inches in depth. If additional anchoring is necessary, weights will be required.
- Staking in Yellow lot is prohibited.
- Overnight parking is prohibited on property. Vehicles left on the property overnight will be towed at the owner's expense.
- 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 the 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 CSM for paid parking dates.
- Your CSM will provide 15 complimentary show staff parking passes.

## PARKING LOTS

## Truss Structures

- All truss structures require plans to be submitted to Safety and Fire Prevention 90 days in advance and must meet ANSI regulations E-1.21. Depending on size, attachments and weight, the 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(s) 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 OSC at their own expense.

## PARKING

- The current parking fee is \$15 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.

- When lots are used for a special event or exhibits, see [Outdoor Exhibits](#) guidelines.
- When parking lots are leased for exhibits and special events, a floor plan must be submitted for approval.
- Show management is responsible for providing contract security.
- Staking plans must be submitted to your CSM and approved prior to any staking/drilling in the parking lots. Send staking plans to [staking@lvcva.com](mailto:staking@lvcva.com) for review.
- Any exterior water use during shows will be metered. Please contact the CSM for coordination.
- Staking in Yellow lot is prohibited.
- Contract cleaners, selected by show management, are responsible for cleaning the lots.
- When lots are used for driving demonstrations, racing events or vehicle performance demonstrations, contact your CSM.
- The south and west perimeter of the Platinum lot must remain clear 28 feet from fence line. Only private vehicles will be permitted in that area.
- Any paint used on the asphalt areas must be removed. Any marks must be covered with either black paint or seal coat material.

## PERMITS

For assistance with Clark County Building and Fire Prevention permitting, contact the Safety and Fire Prevention Office at 702-892-7413 or [boothplans@lvcva.com](mailto:boothplans@lvcva.com).

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

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies with a footprint greater than 700 square feet
- Hot works
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles/fuel storage
- Open flames and candles not used for food warming
- Open-flame torches
- Flame effects and pyrotechnics
- Carnivals
- Outdoor, multilevel structures
- Outdoor structures over 2,500 square feet
- Structures with occupancy of more than 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. [Clark County Permit](#), a blanket permit, must be submitted to Clark County Building and Fire Prevention office by show management.

## PERSONAL MOBILITY DEVICES

Notice: Personal Mobility Devices Not Allowed on Property

Please be advised that only ADA-approved personal mobile devices are permitted on the premises. This policy is in place to ensure the safety and accessibility of all individuals within our facility. We kindly ask attendees to refrain from bringing any non-ADA personal mobility devices onto the property. This includes, but is not limited to, the following:

- Segways
- Manual Scooters
- Electric Scooters
- Skateboards
- Other Personal Mobility Devices

The speed limit for approved ADA personal mobility devices on the Las Vegas Convention Center property is always 5 miles per hour (mph) and electrical charging of any kind for personal mobility devices is not permitted indoors at any time. Charging is only permitted outside in designated areas.

Violation of this policy could result in being removed and trespassed from the Las Vegas Convention Center property.

We recognize the importance of providing an inclusive environment for all guests and contractors. Thank you for your cooperation and understanding in upholding this policy.

**Violation of this policy will include the following punitive actions:**

**1st Violation      Verbal warning**

**2nd Violation      Required to depart LVCC property for that day**

**3rd Violation      Trespass indefinitely**

*NOTE: There are no storage spaces available for ADA required personal mobility devices on the Las Vegas Convention Center property.*

Examples of prohibited devices:



## 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 LVCVA.
- Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by show management may be 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 Clark County Department of Building & Fire Prevention with the written plan of operations within 60 days of the scheduled event date. 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 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; and (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.

## RIGGING

The lessee/show manager will be responsible for adhering to the following rules and regulations as they pertain to rigging:

- The LVCVA's Facility Maintenance Department must be notified in advance of any weight loads that will reach the maximum capacity of rig points. Final rigging plans must be submitted to [LVCC Rigging Submittals](#) 14 days prior to the first move-in day.
- Ensure that the overall rigging plan is done in accordance with the suspended load limits procedure as prepared by LVCVA's structural engineering consultant. The weight load limits provided are not to be exceeded.
- Only qualified riggers may be used.
- When removing any rigging and electrical from the ceiling/catwalk, ensure all tie-back line is removed and no loose pieces are left hanging.
- Only electric hoist winches are allowed. Manual, nonelectrical hand-chain falls and hand-lever hoists are prohibited.
- All hoist motors and rigging apparatuses must be inspected before they are installed. At a minimum, all hoist motors must be visibly inspected annually and weight tested every two years by a certified inspector. Certification papers for hoist motors must be provided upon request.
- Carpet and/or burlap material used to protect beams against steel cables and chains for rigging points must be removed after the show.
- All rigging structures hung more than three feet above the floor must have safety devices as a backup. The backup device must be capable of sustaining the load for which it is providing backup.
- The catwalks have a weight restriction of 25 pounds per square foot; calculations must be made for transformers, dimmer apparatus, electrical cables and storage boxes to ensure that this weight is not exceeded.
- Rigging apparatus, supports or devices used for hanging truss made of nonmetal material such as span set straps or nylon rope shall not be used near house light fixtures. The minimum distance shall be three (3) feet. This also applies to safety or backup supports, cables or straps. Only chain or aircraft cable may be used.

- Ground/floor-based rigging/truss/drape that exceeds 16 feet in height must have an overhead support system that connects into the facility rig points unless there is an engineer stamped drawing indicating that this is not necessary.
- The following items are specific to rigging in the South Hall:
  - Using cable trays as support devices for rigging, signs and electrical cables is not permitted.
  - The first-floor steel beams cannot be used for any rigging or hanging purposes. This includes signs and/or cable guides.
  - Cable trays cannot be used for temporary staging or storage of any material other than which it was designed (telephone cable, fiber cable and television cable).

## Rigging Submittal Procedure

- Final rigging drawings shall be submitted electronically in either pdf or dwg format no fewer than 14 days prior to the first day of installation.
- All weight loads requiring professional evaluation shall be sent to [LVCC Rigging Submittals](#) with weight loads clearly marked on the plan. A copy of the evaluation will be sent back to the submitter and the CSM prior to rigging install.
- The booth layout, and associated rigging loads, shall be overlain onto the full rigging plans, and submitted as one complete file.
- Any changes made once submitted must be clouded, clearly stated and resubmitted for review.
- The point loads shall be shown on the booth layout plan at the point of hoist. The distributed loads shall also be shown on each purlin/beam/truss that will be used as a point of attachment. Use leaders/arrows to indicate method of distribution to purlin/beam/truss.

## ROOF ACCESS

- Anyone requiring roof access must obtain approval in advance. To do so, submit [roof access form](#) to [conventionservices@lvca.com](mailto:conventionservices@lvca.com).
- Once written approval has been given, go to the Facility Support office (near freight door 12) on the specified installation date to complete the process.
- Roof access is by appointment only. Standard appointment times are available seven days a week

between the hours of 7:30 a.m. to 3:30 p.m.

- A current driver's license or valid state ID, ESCA/WIS ID, or trade union badge must be surrendered before any pass is issued.
- Facility Maintenance staff will escort persons desiring roof access and unlock the associated roof hatch.
- Items placed on the roof must bear the contractor's name, booth number and show name.
- Anyone accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is restricted to designated areas and must have prior approval from Facility Maintenance.
- Fall protection must be used when required by OSHA.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Disconnecting of roof drains for any reason is prohibited.
- Show-related equipment must be removed during move-out of the show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.
- Satellite pads are available on the roof of halls C1-C5, N1-N4 and S3-S4.
- Roof access passes expire at the end of each day. No work is permitted on the roof during inclement weather or after dark.

## West Hall Only

- Roof access is limited to installation of satellite/ antenna installation. Two designated loading platforms are available, and roof access will only be authorized for the roof hatch immediately below the loading platforms. The access is via a fixed, 90-degree ladder. Those granted roof access must remain on the loading platforms; anyone found outside of the platforms will be trespassed. All cabling/wiring will be routed via only the designated and installed roof penetrations, no cabling/wiring will run through the roof access door, and no cabling/wiring can run across the roof from one platform to the other. Once loading platforms are determined to be at maximum use, no additional roof access will be granted.

## Satellite/antenna installation

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

## SECURITY

- The Customer Safety Department is responsible for the overall safety and security of the buildings and grounds. The department is available 24/7 at 702-892-7400.
- Show clients must furnish a staffing security plan to the LVCC. Customer Safety Department at [securityplans@lvccva.com](mailto:securityplans@lvccva.com) thirty (30) days before the first move-in day of the event to ensure ample time is allotted for review and revision.
- As part of the staffing plan provided, a Health and Safety plan must also be submitted prior to the event and should include the following information:
  - Health and Safety protocols for attendees, exhibitors, official show contractors specifically listing occupancy control measures, social distancing strategies, PPE requirements and symptomatic checking.
  - Specific cleaning and sanitizing strategies from cleaning contractor
- Contracted security services working at the LVCC must be current on all EAC permit requirements. Contract security companies must be licensed by the state of Nevada Private Investigators licensing

board to conduct business as a private patrolman per Chapter 648 of the Nevada Revised Statutes.

## Contract Security Standards of Performance

These standards of performance are distributed to all approved contract security companies that work at the LVCC to ensure the safety and security of all events. Violations of these standards may be documented by the Customer Safety Department and made available to the client.

- No person employed by or otherwise associated with any contracted company, vendor or other entity working on property, shall remove any product, material, or other items from the buildings, freight yards or service roads, without the written permission of the vice president of customer safety or his/her designee. This is to include material that is discarded, abandoned or given away. Any person in possession of such described material shall be presumed to be in possession of stolen property, regardless of the material's condition or usefulness, and will be subject to permanent removal from the LVCC and subject to arrest. Possession includes the movement of property into any parking lot or vehicle. Exceptions include a person's verifiable personal property, such as items necessary to perform one's job, lunch containers or clothing.
- Carts shall not be allowed within any parking lot except for such times as the lot is leased as exhibit space. Exceptions require the approval of the vice president of customer safety or his/her designee.
- Guards will ALWAYS display their Nevada PILB card on the front of their uniform.
- Guards will be properly groomed, neatly dressed in an approved uniform, and be readily identifiable to others.
- Guards must be briefed as to their duties at any post.
- Guards must be positioned on post in the most effective location to achieve the mission of that post.
- Guards must ALWAYS be alert and proactive in their duties.
- Guards must check for identification and deny access to those individuals without appropriate identification.
- Guards are expected to interact with the public from a standing position. One high chair, provided by the OSC, may be placed at each post for occasional relief periods. Low chairs are not permitted at any post.

- Guards are limited to one small bag for personal items at their post. All bags subject to search at any time.
- Guards shall not have their personal vehicles on post.
- Civilian coats, jackets or hats must not be worn over the uniform.
- Use of portable electronic devices must never distract a guard from his/her duties. Use must be limited to brief periods. Playing of games, videos or audible sounds is prohibited on post.
- Reading of books, newspapers or magazines is prohibited on post.
- No sleeping, smoking, eating or drinking (except water) on post. **SLEEPING GUARDS WILL BE REMOVED FROM THE PROPERTY INDEFINITELY.**
- Guards must remain on post until relieved or until “walk-off” time.
- Contract security will remain posted in accordance with the submitted and approved security staffing plan until move-out is completed.

The following information is provided to assist the client/contract security company in preparing a successful security placement plan to be reviewed by the vice president of customer safety.

- **Any individuals observed** blocking, taping or propping open a door with any type of object and/or leaving the door unsecured, will be trespassed from property.

## Lobby Doors

- The glass doors at the lobby entrances do not usually require the posting of contract security guards.

## Concourse Doors (hinged and roll-up doors accessing exhibit halls from the lobby and concourse areas):

- A minimum of one guard should be placed at each ingress/egress door.
- It is highly recommended that a rover guard be assigned to monitor all concourse doors to watch for propped doors or unauthorized entries.

## Meeting Rooms and Meeting Room Corridors:

- Requirement of a security presence will be based on use and activity.

## Perimeter Doors

- During event activity hours when the exhibit hall is occupied, a minimum of one guard will be posted at designated event ingress and egress points.
- During off-hours, guards are required to be posted at perimeter and concourse doors that are designated as entry points after show hours and overnight.
- During move-in/move-out, guards must be posted for any/all perimeter opened doors.

## Freight Doors

- Security must be posted for any/all opened freight doors, including one guard per each opened freight door. This applies to move-in, show, move-out.
- Freight doors will not be opened unless contract security is posted.
- Freight doors will be closed if found to be without posted contract security.

## Parking Booths:

- If permission is granted to use LVCVA parking booths, the contract security company is required to maintain housekeeping standards. Failure to maintain housekeeping standards may result in denying future requests to use the booth.

## Designated Trash Doors

Each exhibit hall has a designated trash door. The doors are clearly marked with signage and a flashing blue strobe light above the door. Contract cleaners are restricted to using these designated doors when removing trash.

### Designated trash door locations

- Central Hall: Walk-through doors at freight doors 4 and 7
- North Hall: Walk-through doors at freight doors 18 and 24
- South Hall: Walk-through doors at 26, 34, 43 and 52
- West Hall: Walk-through doors at 403 and 406. Note: No blue strobe light in these areas.
- Customer Safety will not unlock a trash door unless a contract security guard is posted. For a greater level of security, two guards are recommended with one positioned inside, the other outside to verify the direct transport of containers to the nearest compactor/dumpster.

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- Customer Safety will immediately lock any trash door that is found with no guard posted.
- All trash containers are subject to search.
- Contract security guards posted at trash doors should be directed to conduct visual checks of carts (whales) to look for possible stolen property.

## Breaker Ratio

- A minimum of one supervisor or person designated as the group leader is required for every six guards on duty.

## Photo IDs

- All official trade associates and/or member affiliates, including but not limited to building employees, union workers or contractors needing access to exhibit halls, will be required at all times to display photo identification.
- This badging requirement does not apply to show staff, attendees or exhibitors who will continue to receive badges directly from the show/lessee.
- Contract security guards are expected to screen persons entering controlled areas for the required photo IDs. Customer Safety will support contract security guards in this enforcement as needed.

## Booth Guards:

- Booth guards must be hired from a state-licensed, EAC-approved/permitted company. Exhibitor staff or other unlicensed persons cannot perform security functions.
- Approved booth guards must carry written authorization from their employer confirming assignment to the booth to include dates and times of assignment.
- Exhibitors utilizing booth guards must complete and submit the [Armed Security Guard form](#).

## SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/ PRODUCT

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

## SOUND LEVELS

- The LVCVA retains the right to regulate the volume of any sound, whether it be music, voice, or special artificial effects to the extent that the same interferes with other lessees within the facilities.

## SUSTAINABILITY

### Greener Meetings and Events

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

- Offer plant-based food and biodegradable serveware options, resulting in a reduction of carbon emissions and waste byproducts.
- Utilize eco-friendly cleaning products.
- Maximize recycling of excess materials, including carpet, cables and more.
- Connect building clients with local community organizations, charities and nonprofits that 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.
- LED lighting conversions to reduce consumption by more than 1 million kWh per year.
- Building Management System (BMS) to control and monitor building energy efficiencies.
- Harnessing the Las Vegas sun energy by utilizing solar chargers on utility carts.

### We Conserve Water

- Using water-efficient products certified by [EPA WaterSense](#).
- Installing and maintaining native desert landscaping throughout our grounds saving more than 1 million gallons of water annually.

## We Reduce Waste

- Using a dual-stream process to capture mixed recyclables (paper, plastics, metals), diverting items from trash receptacles.
- Single stream compactors, such as metal and cardboard are used to produce cleaner recyclable commodities.
- Practicing Green Procurement processes to evaluate the environmental impact of the product and service prior to purchasing.
- Managing materials and repurposing used equipment no longer viable to the operations to benefit the community.
- Water bottle filling stations are placed throughout the property to reduce single use plastics.
- Solar-charged powered hand-sanitizer dispensers to reduce single-use batteries.
- Cigarette waste recycling converting cigarette butts into energy at 576 watts per pound.

## On the Horizon

LVCVA is committed to building on current successes and maintaining a proactive approach toward 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.

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. [Click here](#) to view the NRS tobacco products definitions.

For events open to the public, smoking tobacco products in any form, including, but not limited to, cigarettes, cigars, pipes and electronic smoking devices, at the LVCC is strictly prohibited. Violators will be removed 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 consent 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.

## Application For Event Specific Tobacco Licensing & Required Tax Forms

Applications must be submitted at least thirty days prior to first day of show. Applications submitted later than this will not be accepted.

Exhibitors selling or distributing cigarettes or Other Tobacco Products (OTP) must apply to the Department of Taxation and acquire an Event Specific Tobacco Licensing.

Exhibitors without an approval letter from the Department of Taxation cannot sell or distribute OTP, including roll-your-own (RYO) cigarette, or sell cigarettes. Any products without approval are subject to seizure.

Click here to complete the [Application for Event Specific Tobacco Licensing](#) and submit completed application to: [taxation-adminMSA@tax.state.nv.us](mailto:taxation-adminMSA@tax.state.nv.us)

Exhibitors are required to remit tax if making OTP sales at the trade show event. Tax must be remitted to the Department of Taxation using a [One-Time Other Tobacco Products \(OTP\) Excise Tax Return](#).

Exhibitors are required to remit tax if making unstamped cigarette sales at the trade show event. Tax must be remitted to the Department of Taxation using a [One-Time Cigarette Excise Tax Return](#).

## TRAFFIC PLANS

- Forward the following traffic plan information to your CSM for approval at least 30 days prior to your first move-in day:
- Name of transportation company
- Number of routes
- Number and destination of buses
- On-site contact name and telephone number
- Location of bus staging
- Schedule of shuttle service with staffing plan
- Any special requirements
- Any ADA transportation information
- Any potential challenges
- Las Vegas Metropolitan Police traffic control schedule/plan

## TRANSPORTATION SYSTEMS

The Las Vegas Convention Center offers convenient transportation solutions to enhance the visitor experience both on campus and off campus.

### Vegas Loop at Las Vegas Convention Center (LVCC)

The Vegas Loop at LVCC offers a unique experience using Tesla vehicles in underground tunnels for fast and free on-campus transportation.

The Vegas Loop at the Las Vegas Convention Center includes five convenient passenger stations:

- South Station
- Central Underground Station
- Central Plaza Station (connects to Encore Las Vegas)
- West Station
- Riviera Station

These are part of the growing Vegas Loop system, which is planned to expand to over 100 stations and 68+ miles of tunnel across Las Vegas.

#### Current Public Vegas Loop Stations:

- Encore Las Vegas
- Resorts World Las Vegas
- Westgate Las Vegas Resort & Casino

## Key Information:

Free On-Campus Rides:

- Travel between all LVCC stations is quick, convenient—and completely free.

Ticketed Rides to Encore, Resorts World & Westgate:

- A valid ticket is required for travel to/from public stations.
- View ticket pricing and purchase online at: [lvmloop.com/tickets](http://lvmloop.com/tickets)

*Please note: The Boring Company operates the public stations and sets all pricing. The LVCCVA does not control ticketing outside the LVCC campus.*

For group or bulk ticket inquiries, contact: [Ticket-support@lvmloop.com](mailto:Ticket-support@lvmloop.com)"

## Operating Hours:

Hours vary by event. View the most up-to-date schedule at: [lvmloop.com/operating-hours](http://lvmloop.com/operating-hours)

[Vegas Loop Map](#)

## Vegas Loop at LVCC hours of operation



## Las Vegas Monorail

The Las Vegas Monorail provides a quick and convenient connection along the Las Vegas Strip, linking riders to world-class restaurants, shows, shops, day/nightclubs, spas, hotels and casinos. Directly connected to the Las Vegas Convention Center as well as several resort hotels, the monorail is the most convenient way to get around the Strip in just minutes – without the hassles of traffic or wasted time. Trains arrive every four to eight minutes at each of the seven stations:

MGM Grand  
Horseshoe/Paris  
Flamingo/Caesars Palace  
Harrah's/The LINQ  
Boingo Station at Las Vegas Convention Center  
Westgate Resort & Casino  
SAHARA Las Vegas

## [Las Vegas Monorail Map](#)

Hours of operation are Mondays, 7 a.m. to midnight; Tuesday through Thursday, 7 a.m. to 2 a.m.; Friday through Sunday, 7 a.m. to 3 a.m.

Las Vegas' "green" public transportation choice, the monorail's electric trains are zero-emissions vehicles and provide significant reductions in vehicle miles and emissions for our Southern Nevada community. The monorail offers exclusive discounts to conventions and groups within the resort corridor to augment your transportation plan. Opportunities range from discount shopping carts for attendees and exhibitors, integrating monorail tickets into show registration and show badges, and numerous sponsorship and advertising options.

[Learn more](#) about monorail opportunities available to your event.

[Request](#) Monorail Discounts and Transportation Information

## Transportation System Advertising

The Las Vegas Monorail includes nine trains, seven stations and four miles of advertising, sponsorship and branding opportunities and is available through Intersection. Additional information can be found [here](#).

The LVCC Loop screen (Central Station) is also available for purchase through Intersection.

*For Loop or Monorail assets, availability and pricing, please contact Jon Roche : Jon Roche, VP/GM  
Jon.Roche@intersection.com | 215.281.1980*

## SHOW YOUR BADGE & SAVE

### Vegas Unlocked

The Las Vegas Convention and Visitors Authority is pleased to introduce its new Show Your Badge & Save Program, VEGAS UNLOCKED!

The LVCVA has negotiated some fantastic discounts around Las Vegas exclusive to our conventions and meetings visitors, making it convenient for show organizers to deliver added value directly to attendees.

Delegates will enjoy easy access to exclusive discounts on dining, entertainment, attractions, tours and more, ensuring both a productive and unforgettable stay in the world's No. 1 tradeshow destination! [View Current Offers](#)

Interested show organizers, meeting planners or group orders should scan QR code to take advantage.



For questions or more information, contact Jennifer Wilson: [jwilson@lvcva.com](mailto:jwilson@lvcva.com).

## UNION AND NONUNION LABOR DISPUTES

- It is the responsibility of the trade show OSC 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 property. If any information is received or incidents observed, notify the Customer Safety Department at 702-892-7400.

## VEHICLES ON DISPLAY

- Fuel-tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
- Fuel is limited to one-quarter its tank or five gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries required to demonstrate auxiliary equipment shall be permitted to be kept in service.
- Auxiliary batteries not connected to engine starting system may be left connected.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
- External chargers or batteries are recommended for demonstration purposes.
- No battery charging is permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.

- Fueling or defueling of vehicles is prohibited. Outdoor defueling requires a permit and must follow CCFD guidelines. Contact your CSM for more information.
- Vehicles shall not be moved during show hours.
- 36 inches of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Vehicles placed in lobbies and meeting rooms must have approval of the CSM.
- Visqueen must be used under vehicles on display in lobbies and meeting rooms.
- Electric vehicles are not allowed on the second or third floor of any building.
- Electric vehicles are allowed to be exhibited in first-floor lobbies and atriums.

Note: All non-commercially produced electric vehicles will be approved to be exhibited in lobbies and atriums on a case-by-case basis.

**The [Electric Vehicle Display form](#) must be completed and submitted to [boothplans@lvcva.com](mailto:boothplans@lvcva.com) for each electric vehicle exhibited.**

## WEAPONS

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

## Electrical Vehicles (EV)

The following are requirements that each exhibitor must follow to ensure the protection of life and property. If you have any questions or request exemptions, please contact your Convention Service Manager.

### Electric Vehicles Batteries

- All electric vehicle batteries must be charged in the range of no less than 20% and no higher than 50% while indoors.
- The main battery (high voltage battery pack) must be disconnected while the vehicle is indoors when possible.
- All aftermarket or DIY electric vehicles must disconnect their high voltage battery and 12 Volt battery.

### Charging

- Indoor electric vehicle charging is NOT allowed.
- All electric vehicle high voltage batteries must be charged outside in a designated area.
- No unattended battery charging.
- Charging location requirements:
  - Outdoors at least 30 feet from the building.
  - Area must be at least 10 feet from combustible materials, such as freight.
  - There must be a clear path to the charging area in case of emergency.

### Exhibition Booth

- All electric vehicles must have at least 10 feet of distance between other electric vehicles.
- Electric vehicles are not allowed inside meeting rooms.

## SUMMARY OF CHANGES

Added new bullet point to Fire & Safety Exhibit Guidelines regarding inspection of electrical components in exhibit booths.

Added new bullet point to Fire & Safety Exhibit Guidelines regarding booths containing moving machinery.

Changed verbiage regarding spiral stairs in Multilevel and/ or Covered Exhibits (Indoor).

Encore Las Vegas Loop Station added under Transportation Systems.