



## CONVENTION AND VISITORS AUTHORITY

### ANIMALS

- Permission for any domesticated animal (cats, dogs, etc.) to appear in a show or booth must first be approved by show management then by the Convention Services Manager.
- The following criteria must be met before the animal is allowed on property:
  - The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc).
  - 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 Las Vegas Convention and Visitors Authority as additional insured.
  - Animals will not remain in the building overnight.
  - A trainer must accompany animals at all times.
- Non-domesticated animals will be considered on an individual basis. Call the Convention Services Manager for further details.
- Seeing eye/assistance animals are always welcome.
- Pet owners are responsible for cleaning up animal waste.



## CONVENTION AND VISITORS AUTHORITY

### BALLOONS/STICKERS

- Show management and the Convention Services Manager must approve the use of balloons.
- Helium balloons larger than 36 inches, either separate or tethered, are permitted in the exhibit halls. Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored. Helium balloons may not be used for handouts. Smaller air-filled balloons may be used for decoration and/or handouts.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown around the exhibit hall.
- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved safety stands with the regulators and gauges protected from potential damage.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the service contractor, cleaning contractor or the LVCVA.
- Balloons may not be released out-of-doors due to airport flight patterns in the area.
- Stickers are prohibited on property.



## CONTRACTOR & VENDOR REQUIREMENTS

**Any** show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. Permits are issued on an annual basis.

1. ANNUAL CONTRACTOR FEE \$250.00

3. CERTIFICATE OF INSURANCE

- Workers' Compensation Coverage in the State of Nevada  
**If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or [www.eicn.com](http://www.eicn.com)**
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, **naming the Las Vegas Convention and Visitors Authority as additional insured.**

4. LEGAL COMPLIANCE – SIGNATURE REQUIRED BELOW

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

**The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 3 hereof.**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Please select which category of business your company performs (select all that apply).

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Audio Visual/Lighting         | <input type="checkbox"/> Exhibit House/Tradeshow Exhibits | <input type="checkbox"/> Production                      |
| <input type="checkbox"/> Cleaning                      | <input type="checkbox"/> Fire Protection                  | <input type="checkbox"/> Security/Private Investigator   |
| <input type="checkbox"/> Destination Management        | <input type="checkbox"/> Floral/Plants                    | <input type="checkbox"/> Temporary Staffing              |
| <input type="checkbox"/> Display/Design                | <input type="checkbox"/> General Contractor               | <input type="checkbox"/> Tents/Pavilions/Temp Structures |
| <input type="checkbox"/> Electrical                    | <input type="checkbox"/> Install/Dismantle (I & D)        | <input type="checkbox"/> Theatrical/Rigging              |
| <input type="checkbox"/> Entertainment/Talent/Modeling | <input type="checkbox"/> Labor                            | <input type="checkbox"/> Transportation                  |
| <input type="checkbox"/> Equipment/Furniture Rental    | <input type="checkbox"/> Photography/Videography          | <input type="checkbox"/> Misc./Other*                    |

\*If Misc./Other selected, please list the category(s) here:

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Web Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

- Submit the form above with an original signature by an appropriate company designee
- Include certificate of insurance and worker's compensation as described above
- Make check payable to the Las Vegas Convention and Visitors Authority
- Return this form with a check for \$250 for the annual fee to the following address:

Director of Convention Services  
Las Vegas Convention and Visitors Authority  
3150 Paradise Road  
Las Vegas, NV 89109

Direct questions to the Convention Services Department, LVCVA  
Phone (702) 892-2915 Fax (702) 892-2933

Have you provided all of the following AS ONE SUBMISSION:

- Contractor Fee
- Certificate of Insurance with Appropriate Coverage
- This Form with Appropriate Signature

All documentation must be received **BEFORE** work may commence  
on the property of the Las Vegas Convention Center or Cashman Center

**BE ADVISED THAT CLARK COUNTY AND THE CITY OF LAS VEGAS REQUIRE ALL CONTRACTORS TO OBTAIN A BUSINESS LICENSE WHEN WORKING AT EITHER THE LAS VEGAS CONVENTION CENTER OR CASHMAN CENTER. CONTACT THE FOLLOWING FOR FURTHER INFORMATION:**

Clark County Department of Business License  
500 Grand Central Parkway, Third Floor  
Las Vegas, NV 89155  
702-455-0174  
[www.clarkcountynv.gov](http://www.clarkcountynv.gov)

City of LV Dept. of Finance & Business Services  
400 Stewart Avenue  
Las Vegas, NV 89101  
702-229-6281  
[www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)



## CONVENTION AND VISITORS AUTHORITY

### MULTI-LEVEL AND/OR COVERED EXHIBITS

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Safety Office no later than 45 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.
- Multi-level or covered areas are required to be limited to dimensions, which do not exceed 1,000 square feet in contiguous area. Definitions:
  - Multi-level – Any occupied second story or greater area 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 is not recognized as acceptable for use under fire sprinkler systems by fire code.
  - Contiguous – Any area or combination of areas which are not separated by a clear ten (10) foot fire break. This measurement is made horizontally.
  - Fire break – A clear non-combustible space at least ten (10) feet in width surrounding the exhibit or exhibit space on all sides.
  - Means of Egress – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- If additional multi-level or covered contiguous area is required in excess of 1,000 square feet, a fire sprinkler system shall be installed under the entire area and every level of a multi-level exhibit.
  - A Nevada State licensed fire sprinkler contractor must install fire sprinkler systems.
- If additional multi-level or covered area is required in excess of 1,000 square feet without the use of a fire sprinkler system, contiguous areas limited to 1,000 square feet may be separated by a minimum ten (10) foot fire break on all sides.
  - The fire break shall be void of any combustible displays, furniture or other material, which could abet transfer of fire from one area to the other.
  - Exception: The fire break may be spanned by a single bridge, catwalk or structure that shall not exceed 48 inches in width and shall be constructed of fire resistant or non-combustible materials.
- Multi-level or covered areas shall not have any additional deck, ceiling or covering installed above for any purpose unless a fire sprinkler system is installed in each level of the exhibit.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two remote means of egress. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served.
- 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.
- Exhibits with multi-levels, covered or roofed 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 and must be installed in accordance with NFPA 72.
- Any single level exhibit over 1000 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 LVCVA Safety Office for approval prior to the exhibit coming onto LVCVA property. Please send plans to the LVCVA Safety

Office at 3150 Paradise Road, Las Vegas, NV 89109. Plans may be faxed to 702.892.2919. Plans may also be submitted in CAD or PDF format via e-mail to: [Boothplans@lveva.com](mailto:Boothplans@lveva.com). Booth plans are required to be submitted for each show, regardless if the booth has been approved for any past show by the LVCVA Safety Office.

- Any upper deck area to be occupied must have an approved plan with an engineering stamp.
- After hours fire watch must be provided for covered areas exceeding 300 square feet. The booth fire watch must have the capability to contact in-house Security Dispatch by radio or other acceptable audible means.
  - Fire watch coverage is to commence with installation of upper deck, or ceiling, and continue during non-show hours until the upper level or ceiling is removed.
  - Assigned fire watch staff must be trained and qualified in the use of fire extinguishers. Contract security, or the fire watch contractor, is responsible for the verification of qualification of fire watch personnel.
  - Fire watch personnel will be responsible for immediate notification by radio to LVCVA Security Dispatch giving the exact location and description of the problem.
  - Fire watch personnel may be assigned to multiple contiguous exhibits, based upon not more than one-minute response to any location involved.
  - Fire watch personnel, prior to start of assignment, shall inspect locations and condition of fire appliances and become familiar with the building, including location of available exits.
  - Cost and method of payment of fire watch is to be negotiated between the contractor supplying the service and show management and/or the exhibitor requiring such services.



## CONVENTION AND VISITORS AUTHORITY

### FIRE AND SAFETY EXHIBIT GUIDELINES

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure the criteria in bold below are met during installation of the exhibit.
- All means of entrance and exit must be clear and free from obstruction at all times.
- **Each hard wall booth must be a minimum of nine (9) 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 hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. 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 of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3). The upper deck, if occupied, must be rated at 100 psf live load. 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 which cannot be treated to meet the requirements may not be used.**
- **Halogen and quartz lamp use must be reviewed with the Convention Services Manager and the Safety Office. See Halogen Lamp Restriction in this section.**
- Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
  - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
  - 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. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
  - Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
  - 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 de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
  - Vehicles shall not be moved during exhibit hours.
  - 36" 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.
  - No Leaks underneath vehicles.
- **Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.**
- Vehicles in the building for loading or unloading must not be left with engine idling.

- Except for equipment that uses LPG 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 Convention Services Manager and the Safety 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 (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
  - When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility of public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
  - When approved, LPG (propane) containers complying with UL 147A *Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies*, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
  - Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager.
  - All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS in this section) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
  - The after-hours, overnight storage of any LPG (propane) 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.
  - Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
  - No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
  - Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.
- Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Multi-Deck 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. (2003 NFPA 101, 13.7.4.3.2)
- **Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.**
- Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.
  - Vented fireplaces cannot be burned since venting directly outdoors is not possible.
  - Only enclosed fireplaces will be approved for burning, 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 burning.
  - 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.



- Candles may be used for decorative purposes for events with food service (1 candle per table) where the candles are supported by/on substantial non-combustible bases so located as 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 Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit. Intended use of candles for decorative purposes must be listed in the “Application for Food Preparation Within Exhibits” and submitted to the Safety Office.



## CONVENTION AND VISITORS AUTHORITY

### FOOD PREPARATION WITHIN EXHIBITS

- Temporary exhibition and display cooking is only permitted within the limitations given below. Production cooking operations require food preparation within permanent commercial cooking facilities with permanent commercial cooking ventilation.
- Whenever food is prepared within an exhibit, an Application for Food Preparation within Exhibits form should be completed and forwarded to your Convention Services Manager and ARAMARK. Upon receipt of this form, your Convention Services Manager will forward the information to LVCVA Safety personnel for review.
- Cooking operations are permitted with the following limitations:
  - All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
  - All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended 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 that produces grease laden vapors shall be provided with a fire extinguishing system installed according NFPA 17A and an exhaust duct system complying with the currently adopted Mechanical Code.
  - All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of 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 Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
    - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
    - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
    - The volume of cooking oil per appliance is not to exceed 3 gallons.
    - The volume of cooking oil per booth is not to exceed 6 gallons.
    - Deep-fat fryers shall be electrically powered and have a shut-off switch.
  - Other appliances for exhibition cooking shall also be limited to 288 square inches in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
  - A minimum of (1) Class-K fire extinguisher shall be provided within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
  - A minimum of (1) Class 2A-30BC Fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.
  - Solid fuels including charcoal and woods, i.e. hickory, mesquite is prohibited within exhibit halls.

- LP-gas used for displays and demonstrations is limited to cylinders not exceeding the nominal 5-pound size (12 lbs water capacity), maximum 2 per booth. Additional cylinders must be located 20 feet apart.
- Banquet Serving:
  - Banquets are to follow the same guidelines as Exhibition and Display Cooking.
- Food Warming:
  - This operation at exhibitions is limited to maintaining the temperature of pre-cooked food or beverages at or below 200° F. Flame devices utilized for food warming shall be separately permitted as open flame devices. Such devices shall be for stationary use only and shall be enclosed or installed in such a manner as to prevent the flame from contacting any combustible materials. Such flame devices utilized for food warming shall not be located in unoccupied rooms or otherwise left unattended. Chemical heat (Sterno) is allowed in occupied rooms or halls during the permitted hours of the event. It shall be used in accordance with the manufacturers' instructions. Mobile warming carts, using chemical heat may be used in accordance with the manufacturers' instructions. Chemical heat may not be used in warming carts that are not manufactured for chemical heat devices.

**Contact ARAMARK for additional information and guidelines regarding the Clark County Health District rules and regulations.**



**CONVENTION AND VISITORS AUTHORITY**

**APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS**

Name of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate the food item(s) you wish to prepare:


Please indicate the process/equipment that would be used:


Please check box if decorative candles are to be used (1 candle per table):

No open flames will be permitted.

A 5ABC portable fire extinguisher will be required for each approved device.

A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

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This application is to ensure all fire and safety regulations are in place to enable cooking in your booth. In addition, the ARAMARK "Sample Food and/or Beverage Distribution" application must be completed and submitted to ARAMARK for food preparation approval. Once you receive this form back with a stamp of approval please forward to ARAMARK along with the Sample Food and/or Beverage Distribution form to fax # 943-6941 for the final approval.

**Please FAX this form to:** Convention Services Manager AND ARAMARK Sales Office  
Las Vegas Convention Center 702-943-6911  
**702/892-2933**

A Safety coordinator will call you to discuss your food preparation plans. **DO NOT** finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.

Approved	Denied
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**FOOD SAMPLING INFORMATION**

# FOR EXHIBITORS

Recently, the Southern Nevada Health District has started to enforced regulations for the sampling of food during tradeshow. ARAMARK would like to make each exhibitor aware of how this will impact booth operations during an expo.

If sampling of open food or beverage is conducted at a booth, both a hot water hand-washing station and a sanitizing station will be required. A booth may bring hand-washing and sanitizing stations or they will be available by submitting an order to ARAMARK with all necessary company, booth and payment information. The cost of each of these stations is \$25.00 plus tax. If an exhibitor is providing the hand- washing and sanitizing station, please contact the Southern Nevada Health District or refer to their website for the requirements <http://www.southernnevadahealthdistrict.org>

If exhibitors meet the criteria below, an Event Coordinator Permit will need to be obtained by show management. All applications should be made directly with the Southern Nevada Health District.

- **Exhibitors who are sampling food:**

- Exhibitors who are giving away free, open food or beverage
- Please inform the ARAMARK sales department before the event which exhibitors will be sampling food or beverage product and what that product is.
- Exhibitors are required to submit a sampling form and proof of insurance to ARAMARK. The form is attached to this document.
- If any food handling (such as cutting, portioning, or mixing) is done at the booth, a hand- washing station and a sanitizing station must be set up **at all times**.

- **Event Coordinators for a sampling show:**

- **Show management will need to obtain an Event Coordinator Application for Special Events and Trade Shows.** The application form is attached to this document with pricing included. The application should be made directly with the Southern Nevada Health District.
- Please inform the ARAMARK sales department before the event that this is a sampling show, the individual booths that will be sampling food or beverage product, and what that product is.
- If any food handling (such as cutting, portioning, or mixing) is done at individual booths, Event Coordinators will need to ensure all booths have a hand-washing station plus a sanitizing station set up **at all times**.
- If the product at a booth is pre-packaged, and not a potentially hazardous food (such as bottled water or supplements), this exhibitor is not required to be specified on the Event Coordinator Application.

**If you have any questions please contact the Southern Nevada Health District directly at 702-759-0620 or the ARAMARK sanitation manager, Alexis Barajas, at 702-943-6739.**



## CONVENTION AND VISITORS AUTHORITY

### HALOGEN LAMP RESTRICTION

LVCVA has experienced several fire safety incidents arising from the use of stem- and track mounted halogen light fixtures attached to exhibit booths where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains.

Unless otherwise stated in this policy, stem- or track-mounted halogen light fixtures installed in LVCVA facilities must:

1. Utilize one of the halogen bulb styles shown in Fig. 3 (Self-Shielded Bulbs – See Addendum N). These bulbs have an additional glass shield that is integrated with the bulb design and require no other shield as part of the light fixture; and
2. Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, but in no case exceeding 75 watts.

*Alternative Designs:*

The LVCVA will periodically review this policy and take into consideration any improvements in products and practices that provide appropriate levels of operational safety.

## DISAPPROVED HALOGEN BULBS



**Fig. 1. Linear Bulbs**



MR 11/16 Uncovered



Line Voltage



Low Voltage Bi-Pin

**Fig. 2 Non-Shielded Bulbs**

## APPROVED HALOGEN BULBS – 75 watts max



MR 11/16 Covered – low voltage



MR 16 Covered – line voltage



PAR 14, 16, 20, 30, and 38

**Figure 3. Self-Shielded Bulbs**





## CONVENTION AND VISITORS AUTHORITY

### HAZARDOUS MATERIAL

- All hazardous materials brought into the facility must be labeled and accompanied by the applicable MSDS (Materials Safety Data Sheet) which must be produced upon request. It is highly recommended that the MSDS be submitted at the same time floor plans are submitted.
- The Lessee is responsible for the handling and removal of hazardous materials used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event. Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility.
- The Lessee is responsible for the tracking of all hazardous material brought into the facility.
- Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.



## CONVENTION AND VISITORS AUTHORITY

### MEETING ROOMS

- Meeting rooms N101-N120 may be used for commercial exhibits with the following restrictions:
  - Carpeting can be placed on top of building carpet in the meeting rooms with permission from the Convention Services Manager. Visquene must be laid between the building carpet and the carpet being installed. Use only non-residue tape. No sub-flooring is allowed for exhibits.
  - Rips or tears in approved protective covering must be repaired immediately upon identification to prevent carpet damage.
  - When moving freight or equipment in these areas the existing carpet must be protected by the use of approved runners or Visquene.
  - No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings. Nothing can be affixed to meeting room walls or doors without approval of the Convention Services Manager.
  - No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, exit signs or exits.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles in each room.
- All exhibits being set in these rooms must have an approved floor plan. These floor plans must be submitted to the LVCVA Convention Services Manager at least 60 days in advance of set up.
- Nothing can be affixed to meeting room walls or doors without approval of the CSM.
- Anyone in the process of designing exhibits or displays for these meeting rooms are encouraged to contact the Convention Services Manager for clarification of all rules and regulations.
- Meeting rooms C201-C206, N201-N264, Diamond Offices 1,2,3, and 4 and S101-S233:
  - Tabletop exhibits, hospitality suites or registrations may be set in these rooms.
  - No exhibitor crates, wooden skids/pallets, hanging of signs or the building of a room with a ceiling within a meeting room will be allowed. Installation of flooring and trussing is only permitted with approval from the Convention Services Manager
  - Standard furniture such as desks, chairs, sofas and cocktail tables will be allowed in those rooms designated as hospitality suites.
  - GEM or MIS wall type installations must be used when subdividing these rooms. Under no circumstance will GEM or MIS type structures be allowed with a ceiling. All GEM or MIS walls must be 18 inches below automatic fire sprinkler heads.
- Closet and utility rooms are not included with any meeting room. These are for LVCVA use only.
- Meeting room partitions will be moved only by LVCVA personnel. Contact your Convention Services Manager if you need assistance.
- Each meeting room is allowed one (1) no-charge setup per day. Check with the Convention Services Manager for multiple setup fees. Meeting room setup information:
  - **STAGING:** The Convention Center sets panels for a stage/dais if required. Panels are 4' x 8' and are available in heights of 16", 24", and 32". The next size ranges from 36" to 54" in two inch increments. The platform is two-sided. One side is carpet in a multi-pattern of black, gray and white. The other side is black vinyl. All skirting is black. The LVCVA will utilize to the extent of the inventory. According to code, side and back rails are required for stages above 32".
  - **TABLES:** Table sizes are 18" x 8', 30" x 8', and 6' rounds, all 30 inches high. The tops are gray and are hard plastic.
  - **DRAPED/SKIRTED TABLES:** If a draped head table or skirted table is required, it must be ordered from the Service Contractor. The Convention Center has plastic tables, and they cannot be draped, as there is no way to staple into them. The Convention Center does not provide linens or skirting.

- CHAIRS: Chairs are the gray stacking type and available for meeting room sets to the extent of our inventory. At the base, chairs are 20 x 20 inches.
- MICROPHONES: The LVCC will provide wired microphones including podium/microphones, lavalieres, aisle, and table microphones at no charge to the extent of LVCVA inventory. All wireless microphones must be supplied by an A/V contractor.
- LECTERNS: Standing lecterns are provided free of charge to the extent of our inventory.
- AUDIO/VISUAL EQUIPMENT: All projectors, screens, overheads, VCRs, etc., are ordered through the audio/visual contractor. Four line inputs may be set in one room without a sound operator. A fifth input requires an operator which must be ordered from the audio/visual contractor.
- EASELS: The Convention Center provides easels to the extent of our inventory. Note: Easels are not the type that will hold a flip chart.
- FLIP CHARTS/MARKERS/POINTERS: Flip charts, markers, and pointers must be obtained from the audio/visual contractor.
- PADS/PENCILS: The Convention Center does not provide pads or pencils.
- PIPE/DRAPE: The Convention Center does not provide pipe and drape.
- COCKTAIL TABLES: The Convention Center does not provide cocktail tables.
- See complete list below of equipment inventory. Note: When multiple shows are scheduled, equipment is available to the extent of inventory that is shared between all shows.
- To make audio recordings of your meetings, the LVCVA has five line level output patch bays for recording meetings. There is a \$25 charge per record room, or room combo, per day, to use the patch bay. Patch cables used for recording are the responsibility of the recording company contracted by the client requiring recording. Patch cable connectors, needed for patch bay use, are a male XLR type with pin two hot. Signal provided at patch bay is a “line” level. Record companies are not allowed to place their recording equipment in the meeting rooms or hallways. In addition, recording companies are required to meet all LVCVA contractor requirements. Contact your Convention Services Manager for additional information on recording room fees and order forms.
- Events in second floor meeting rooms involving mass or group rhythmic activities must have advance approval. Contact your Convention Services Manager for further information.
- See Meeting Room Setup Request Form immediately following Equipment Inventory List.

## Meeting Room Setup Request Form

### Name of Tradeshow/Convention:

Company Name:	Meeting Room #:
Contact:	Date of Function:
Phone:	Start time:                      End time:
Email:	Number of Attendees:

### Room Set-up:

<input type="checkbox"/> Theatre	<input type="checkbox"/> Banquet	<input type="checkbox"/> U-shape	<input type="checkbox"/> Other
<input type="checkbox"/> Schoolroom	<input type="checkbox"/> Conference	<input type="checkbox"/> Hollow Square	

<input type="checkbox"/> Staging Size: (4' x 8' panels)  ___ depth  ___ width  ___ height  (16" or higher, using increments of 8")	<input type="checkbox"/> Head table for ___ Head tables are non- skirted.  <input type="checkbox"/> I will contact Exhibitor Services for skirted head tables	<u>Additional Tables:</u> (non-skirted)  18" x 8' quantity: ___  30" x 8' quantity: ___  6' Rounds quantity: ___  Location:	<u>Audio Visual:</u> ___ Podium with microphone ___ Hand-held microphone ___ wired lavalier ___ Table top microphone ___ Aisle microphone  <b>All mics are hard-wired only.                  For wireless mics, contact the                  show's official A/V company</b>
I will be ordering the following from the A/V contractor:			
<input type="checkbox"/> wireless mics    Quantity ___ <input type="checkbox"/> wireless lavalier    Quantity ___ <input type="checkbox"/> Screen <input type="checkbox"/> centered <input type="checkbox"/> offset <input type="checkbox"/> LCD projector with <input type="checkbox"/> front projection <input type="checkbox"/> rear projection <input type="checkbox"/> TV <input type="checkbox"/> VCR <input type="checkbox"/> A/V Cart <input type="checkbox"/> My laptop presentation has sound			
Will you be ordering food/beverage from Aramark? <input type="checkbox"/> yes <input type="checkbox"/> no Your Aramark contact is:			
<input type="checkbox"/> I will contact Smart City Networks to order telephone or internet service. (702) 943-6080			
Your LVCC Convention Services Manager is:			
To obtain a diagram of your room(s), please contact your Convention Services Manager			



## CONVENTION AND VISITORS AUTHORITY

### PARKING INFORMATION

A major function of the LVCVA Safety & Security Department is to ensure parking is as convenient as possible within constraints imposed by demand, available space, and cost.

#### **Parking Fees:**

When paid parking is in effect, the fee is \$10.00 with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can get their ticket stamped for reentry. Please display ticket stubs in view on your dashboard.

#### **Parking Space Designation:**

Parking is permitted in marked spaces only. Overnight parking is **not permitted**.

White Spaces designate general parking permitted with a proper pass or ticket stub.

Red Curbs designate fire lanes. Fire lanes are tow-away zones and must be kept clear at all times.

#### **Accessible Parking:**

Accessible parking spaces are provided and are designated as reserved by a sign showing the symbol of accessibility. Van accessible spaces are also available.

#### **Speed Limit:**

The speed limit at the Las Vegas Convention Center is **15 MPH** unless otherwise posted and **5 MPH** in the parking lots.

#### **Lost Your Vehicle?**

It's easy to do with over 5,500 parking spaces. Come to the LVCVA Security Dispatch Office located on our main concourse by the C Halls. The office is open 24 hours, and we will be happy to help you locate your vehicle.

**SUPERVISORY PERSONNEL REQUIREMENTS  
LAS VEGAS CONVENTION & VISITORS AUTHORITY**

Companies sending supervisory personnel to oversee installation of designed exhibits at shows at the Las Vegas Convention Center and/or Cashman Center may do so by providing LVCVA with the following certificates of insurance, a completed and signed Legal Compliance form, and answers to the questions listed below. **FAX INSURANCE FORMS AND THIS COMPLETED REQUEST TO THE LVCVA CONVENTION SERVICES DEPARTMENT AT 702-892-2933 PRIOR TO ARRIVAL ON PROPERTY.**

1. Certificates of Insurance:

- Workers' Compensation Coverage in the State of Nevada: If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or [www.eicn.com](http://www.eicn.com).
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.

2. Legal Compliance – Signature Required Below

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis. The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 2 hereof.

Name of Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_ Date \_\_\_\_\_

Web Address: \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax \_\_\_\_\_

3. Convention to be attended: \_\_\_\_\_

4. Dates staff will attend show: \_\_\_\_\_

5. Attending employees' names: \_\_\_\_\_

6. Company providing installation labor: \_\_\_\_\_

City: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

(Note: Your labor company must have a current Exhibitor Appointed Contractor permit from LVCVA. If they do not, we will contact them for the necessary fee, licenses, and insurance BEFORE work may begin on your installation.)

7. Photo ID is required to access exhibit halls/meeting rooms. Contact Convention Services for further information if your staff does not carry company photo ID. If a show requires badges for daily access (in addition to your photo ID), contact your labor company to request that they include your staff for daily badges.

**THANK YOU FOR YOUR PROMPT RESPONSE. ANY QUESTIONS, CALL 702.892.2915.**