



LAS VEGAS CONVENTION CENTER

Building Users Manual



This manual details the guidelines for the North, Central and South halls. They have been put in place to ensure the safety of your exhibitors and attendees, provide the most efficient experience for you, and to preserve the facility for your future events. Since policies have a way of changing, your 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 LVCC or Las Vegas in general.

Meet the Team – Convention Services



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Facility Contact Information

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Centerplate Food & Beverage Services	702-943-6779	Fax: 702-943-6782
COX Business	702-943-6500	
FedEx Office	702-733-2898	
Las Vegas Convention Center (LVCC) Main Number	702-892-0711	
Safety and Fire Prevention Office	702-892-7413	
Customer Safety Department	702-892-7400	

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- Armed Security Guard Request Form
- Certificate Of Liability Insurance (sample)
- Drones/Unmanned Aerial System (UAS) Form
- Food and Beverage Sampling Policies and Guidelines
- Food and Beverage Sampling/On-site Preparation Approval Form
- Helicopter Landing Request Form
- Roof Access for Equipment Installation Form
- Sustainable Event Planning – Best Practices

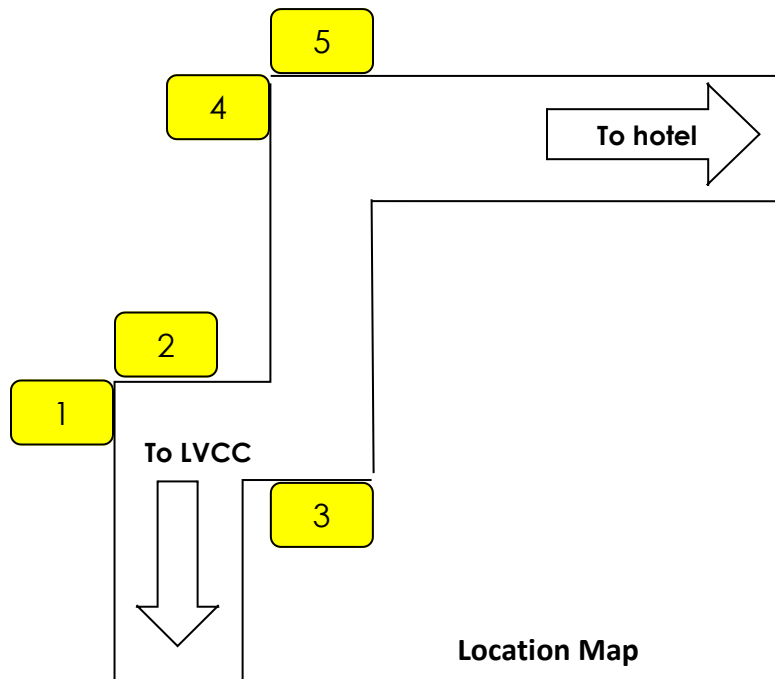
Advertising/Sponsorships

- 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 percent (15%) of Lessee's gross revenue.
- Lessee will be required to furnish the LVCVA with a list of all advertising sold in public areas 30 days prior to the first day of move-in, including a rate card and copy of invoice.
- Banners and signage may be attached to the facility only in approved locations. Contact your convention services manager (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 concourse, Central concourse 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

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 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 (4") clear border.
- For temporary/cosmetic wraps on elevators a permit is required from the State of Nevada. Contact your CSM for more details.

Las Vegas Convention Center (LVCC) SKYBRIDGE LIGHTBOX ADVERTISING



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 percent commission to the LVCC for public area advertising as specified in their lease.

Lightbox Specifications

Produced graphic dimensions must be created as a 60" w x 60" h print to fit lightbox appropriately. However, the visible opening of the print that will be displayed will only reflect 58" w x 57 ¾" h of the 60" w x 60" h image.

LVCVA Sign Shop staff will coordinate insertion and removal of the graphics into the lightboxes pre-show 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
702-892-0711

Include your show name AND show dates on delivery information. Lessee must allow the LVCVA Sign Shop at least 5 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.

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 convention services manager (CSM) for a price quote.

American Express Lounge

- The American Express Lounge provides American Express Platinum, Business, and Corporate Card Members with a productive retreat while attending events at the Las Vegas Convention Center. Whether you need somewhere quiet to meet, a break from the trade show floor, Wi-Fi, or coffee and snacks, American Express is there to support you. American Express Lounge is committed to Sustainability. Please ask them how. You can find the American Express Lounge located on the left after entering through the Central Hall main entrance.

Americans with Disabilities Act – ADA

- The lessee, its sub lessees and contractors must comply with the ADA as indicated in the lease agreement. All permanent aspects of the facility are the responsibility of the Las Vegas Convention and Visitors Authority (LVCVA). Access to any given show and the services they are providing are the responsibility of the Lessee.
- [Access Las Vegas brochures](#) and [ADA Accessibility Maps](#) are available. Contact your convention services manager (CSM) for copies.
- Under ADA's regulations, the definition of "service animal" is limited to a dog or a miniature horse that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.
- Under the ADA, "comfort," "therapy" or "emotional support" animals do not qualify as service animals.

Animals

- Service animals are always welcome. Refer to the Americans with Disabilities Act for the definition of a service animal.
- Permission for any animal to appear in a show or booth must first be approved by show management, then by the convention services manager (CSM).
- It is the animal owner's responsibility to clean up after the animal while on facility property.
- Animals, with the exception of fish, are not allowed in the building overnight.
- A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad-form property damage coverage, including broad-form contractual liability, naming Las Vegas Convention and Visitors Authority (LVCVA) as additional insured must be provided.

Balloons

Show management and your convention services manager (CSM) must approve the use of balloons.

Indoors

- Helium balloons, including columns and arches, must be tethered.
- Helium gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved fire prevention stands with the regulators and gauges protected from potential damage.
- 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.

Bike/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

- Bike/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 bike/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, taillight, 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" x 8" visible at least four (4) 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 (3) electric carts per company.

Bike/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 Las Vegas Convention and Visitors Authority (LVCVA) management.
- Use of extension cords from inside building to vehicles is prohibited.
- All cart charging stations shall have a functional ground fault circuit interrupter (GFCI) to prevent electric shock to personnel.

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 Las Vegas Convention and Visitors Authority (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 or artificial 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
<https://www.ascap.com/>

Broadcast Music, Inc. (BMI)
General Information: 800-925-8451
<https://www.bmi.com/>

SESAC
General Information: 800-826-9996
<https://www.sesac.com/>

Building Checklist

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

- Approved floor plans
- Approve 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 (EACs)
- Submit show security schedules, locator form and weapons request form
- Submit list of advertising sold in public spaces
- Submit written Health and Safety plan

Catwalk Access

Individuals or companies requesting catwalk passes need prior approval from show management and the convention services manager (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 Grand 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)

No edible CBD products may be sold or distributed at the LVCC, including as free samples, regardless of the THC concentration of the products. Non-edible CBD products, such as oils and topicals, may not be sold at the LVCC but may be distributed or provided as free samples on the condition that the product is not adulterated or misbranded in any way. The LVCVA encourages you, on behalf of your exhibitors, to consult with your legal counsel before allowing the distribution of non-edible CBD products. Smoking CBD products at the LVCC is strictly prohibited and violators will be trespassed from the LVCC property.

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

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.
- 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 Las Vegas Convention and Visitors Authority (LVCVA) as additional insured. Subject to final approval by your convention services manager (CSM) and legal Counsel.

Contractor and Vendor Requirements

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

Annual Contractor Fee: \$250

Certificates of Insurance (COI) - See sample

- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability.
- Automobile Liability in the amount of one million dollars (\$1,000,000) for any auto.
- Workers' Compensation Coverage in the State of Nevada with minimum of one million dollars (\$1,000,000) limit. If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com

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

Contractor Photo Identification

The Las Vegas Convention and Visitors Authority (LVCVA) is a participant in the Exhibition Services & Contractors Association (ESCA) Exhibition Industry Worker Identification System (WIS). This WIS badge system 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 and space at all times. Therefore, all exhibitor appointed contractors (EACs) (e.g., contractors, suppliers and vendors) who work on site at the LVCC must be identified with the WIS badge on their person. Please note the following exception: All trade union workers are temporarily exempt from obtaining a WIS badge. Permanent exceptions include all contract security employees and LVCVA building partners: Centerplate, COX Business and FedEx Office.

The ESCA has been retained by the LVCVA to administer this 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 www.ESCA.org for a complete overview of the process involved in registering for badges. The WIS badge is a web-based program designed for contractors to order employee badges.

WIS Badge Pricing

ESCA Member (Full-time Employees)	\$18*	Temporary Access Badges (ESCA Member)	\$10**
All Others	\$25*	Temporary Access Badges (All Others)	\$15**

*Expires after three (3) calendar years.

**Expires after one (1) calendar year.

If you have any questions about registering your company, assigning your WIS administrator, or using the WIS program, please send an email to wis@esca.org, or feel free to contact Mitt Arnaudet directly, at 972-971-1140 or by email: mitt@esca.org.

ESCA-WIS Identification Badge



EXP. 12/2019



EXP. 12/2020

The WIS 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 on January 26, 2021 updates 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 on January 21, 2021. The updated regulations are available for review at <http://dir.nv.gov/OSHA>.

Drones/Unmanned Aerial Systems (UASs) 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 lbs.
- Drones/UASs are restricted to within your defined booth space only.
- Drones/UASs are prohibited from flying over populated areas.
- Drones/UASs must be flown in a fully enclosed area (including ceiling) using netting, plastic or other safety measure. Tethering is not an approved safety measure. Netting should be of a flame-retardant material and must be sturdy enough to prevent the UAS from breaking or escaping the enclosure.
- Drones/UASs are prohibited from flying within 18” of any building structure including sprinklers.

Outdoor Use Without Being Fully Enclosed

- For outdoor use of a drone/UAS that is not operated within a fully enclosed area, please refer to the FAA website for more information. <https://www.faa.gov/uas/>.

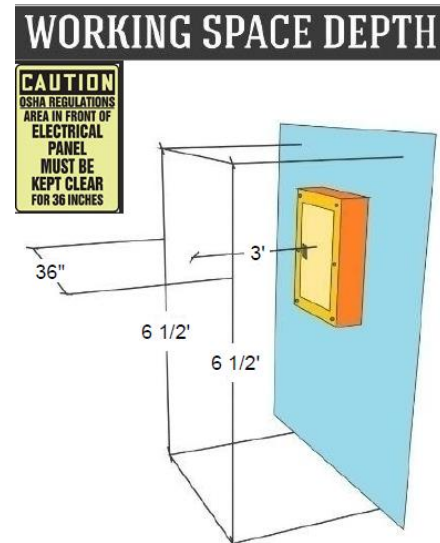
Electrical Rooms

- Electrical rooms are restricted access areas. Any person requiring access must contact Security. The Engineering department will meet with the requesting person to determine the need, scope of work and duration. If access is approved, all materials, equipment, debris & trash will be removed.
- No items, equipment or materials are permitted to 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.
- **The transportation of dollies, oversized luggage, boxes, or freight and tool boxes on escalators is prohibited.**
- Freight elevators for contractor use are located near freight door 10, the North Lobby and in the service corridor of the West hall.
- Freight for the 2nd floor in the South halls must be transported via the South hall ramps.
- Cosmetic wraps/clings or advertising of any type are not permitted on escalators.

For temporary/cosmetic wraps on elevators a permit is required from the State of Nevada. Contact your CSM for more details and see the Notification of Intent to Install Temporary Cosmetic Wraps form at <http://dir.nv.gov/MCS/Forms/Home/>

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 convention services manager (CSM) is responsible for keeping show management and official service contractors (OSC's) 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.
- Report via text message: Text LVCC and your message to 78247.

Emergency Action Plan (EAP)

- It is recommended that an EAP be submitted to your CSM 10 days prior to the first day of move-in.
- EAP's 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 utilized 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.

Employee Access

- Las Vegas Convention and Visitors Authority (LVCVA) reserves for its representatives, agents and concessionaires, free access and the right to enter any portion of the leased premises.

Exclusive Services

Las Vegas Convention and Visitors Authority (LVCVA) has three exclusive building partners:

FedEx Office

FedEx Office operates three business centers conveniently located within the building. The business centers are near the main entrance of Central hall, in the Central hall concourse and in the South hall Lobby, and can assist with a variety of services for your event. Services include consultation on signs and graphics; high-speed/high-volume printing; traditional printing and copying; business cards; posters and banners (including grand format printing); fax services; packing and shipping; computer and internet access; and an array of office supplies. The business center also offers secure storage, coat and bag check, equipment rental and scooter rental.

A FedEx Office team member can consult with you prior to your arrival on property to coordinate all your printing needs in advance of your event. Your sustainability printed materials will be conveniently waiting for you at the FedEx office when you arrive for your event. The business center is open 8 a.m. to 5 p.m., seven days a week; however, hours are subject to change based on event need. Please contact the FedEx Office Business Center at 702-733-2898 for additional information. Or, visit the [FedEx website](#) for information and to submit your print projects online.

Centerplate

Centerplate is the exclusive food and beverage provider for the LVCVA. It is a leading global event hospitality company and it's thrilled to be your exclusive hospitality partner at the Las Vegas Convention Center (LVCC). Centerplate's style is collaborative and the Las Vegas team is delighted to work with you to ensure your experience at the LVCC is smooth, successful and enjoyable. It's committed to delivering the finest food, amenities and service to impress your guests. Its goal is to provide world-class hospitality for every one of its guests. Please contact Centerplate for more information at 702-943-6779.

Cox Business

ADVANCED CONVENTION SERVICES

Cox Business is the exclusive full-service provider for all data, voice and cable TV services at the LVCC.

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.
- 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 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. The upper deck of multilevel exhibits that is greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 lbs. 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.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- 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.
 - 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.
 - Vehicles shall not be moved during show 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.
- There shall be no leaks underneath vehicles.
- Model/modular home displays in trade shows must be reviewed with the convention services manager (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 (propane), 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 (propane), 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 (propane) on property must be approved prior to arrival by the Safety and Fire Prevention Office.
- When approved, LPG (propane) containers having a maximum water capacity of 12 lb. [nominal 5 lb. 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 (propane) 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 (1220mm) or by a barrier between the devices and the public.
- 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.
- 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 of the building.
- 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 Safety and Fire Prevention Office and the CSM prior to arrival on property. No outside LPG (propane) 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 which 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.
- Lighters/torches used for demonstration require an open flame permit from [Clark County Department of Building and Fire Prevention](#). 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 in order 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.
- 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 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 and Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit.

Firearms on Display – Trade Shows

- Exhibitors displaying firearms, at a trade show, must notify the convention services manager (CSM).
- All firearms must be disabled to prevent the firing of the weapon.
- Live ammunition is prohibited. Inert or dummy ammunition may be used.
- The exhibitor must contract with a certified firearms expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.
- During nonexhibit hours, firearms must be secured. Options include: cable lock, locked display cabinet, or security guard assigned to the booth.
- Vendors/attendees will not have loaded weapons inside the building or on the show floor unless authorized by the vice president of customer safety or his/her designee.

Floor Plans

Floor plans are required for all areas including exhibit halls, lobbies, meeting rooms, outdoor plazas, parking lots and must be approved.

- 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.
- Floor plans must be approved by Safety and Fire Prevention and the convention services manager (CSM).
- Submit all floor plans to the Safety and Fire Prevention Office for approval via email at 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.

Food and Beverage

Centerplate retains the exclusive right to provide, control and retain all food and beverage services within the Las Vegas Convention Center (LVCC). Outside food and beverage may not be brought into the facility for consumption or distributed 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. Approval from both Las Vegas Convention and Visitors Authority (LVCVA) and Centerplate must be received prior to finalizing your plans.

Exhibition and Display Cooking

Temporary exhibition and display cooking are only permitted within the limitations given below.

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, e.g., Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturer's operating instructions. Equipment listed or designed for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e., grills that exceed 288 square inches (2' x 1' max.) that produces grease-laden vapors, must have a fire extinguishing system installed and an exhaust duct system complying with the currently adopted Mechanical Code.
- All single-well cooking equipment (deep-fat fryers), operations using combustible oils or solids, shall meet all the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2' x 1' max.).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and fire retardant treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
 - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
 - The volume of cooking oil per appliance is not to exceed three (3) gallons.
 - The volume of cooking oil per booth is not to exceed six (6) gallons.
 - Deep-fat fryers shall be electrically powered and have a shut-off switch.
- Other appliances for exhibition cooking shall also be limited to 288 square inches (2 square feet) in area. Examples are induction cooktops, ranges, electric warmer, single burner ranges, or multiple burner ranges.
- A minimum of one (1) Class-K fire extinguisher shall be located within 30 feet of each deep-fat fryer and each grill or other appliance producing grease-laden vapors.
- A minimum of one (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sautéing, braising, stir fry, convection cooking, warming of food, and all other like applications.
- Solid fuels, including charcoal and woods, are prohibited within exhibit halls.

Food Sampling Information

The Southern Nevada Health District enforces regulations for the sampling of food during trade shows.

A Food and Beverage Sampling /Onsite Preparation Approval form must be completed by exhibitors who are giving away free food or beverage, and emailed to foodprepandsample@lvcva.com. Approval from both Las Vegas Convention and Visitors Authority (LVCVA) and Centerplate must be received prior to finalizing your plans.

Once the form has been submitted, a member of the Centerplate management team will contact you.

- All items to be given away are limited to sample sizes.
 - Nonalcoholic beverages: 3 oz.
 - Food items: 2 oz.
- Any food or beverage items not directly manufactured by the exhibitor must be purchased from and supplied by Centerplate.
- If sampling of open food or beverage is conducted at a booth, both a hot-water hand-washing station and a sanitizing station will be required.
- Hand-washing and sanitation stations may be purchased through Centerplate or provided by the exhibitor. If provided by the exhibitor, contact the Southern Nevada Health District or refer to its website for the requirements; southernnevadahealthdistrict.org.
- Hot water for hand-washing will be provided by Centerplate. Hot-water refill station(s) will be available on the show floor. Check with show management for the location(s).
- If any alcoholic beverages are to be served, exhibitors must contact Centerplate and follow the Nevada Department of Taxation guidelines regarding liquor at trade shows. All alcoholic beverages must be served by a Centerplate bartender, TAM certified. Some exceptions may apply.

If you have any questions, contact Centerplate at 702-943-6779 or email exhibitorcateringlvcc@centerplate.com.

GBAC Star Accreditation

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

This third-party accreditation focuses on:

- Having the best procedures in place that will uphold strict cleaning protocols for infectious disease
- Making handwashing facilities and/or sanitizing systems easily accessible to everyone
- Masks and social distancing mandates and recommendations that help prevent the spread of infectious diseases
- The proper training of employees to carryout 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 raffle/gaming inquiries, please contact the Nevada State Gaming Control Board at 702-486-2020. <https://gaming.nv.gov/>

Gun Show – Public Events

- Lessee is responsible for hiring Las Vegas Metropolitan Police Department (LVMPD) staff for specific weapon check-in detail. Contact LVMPD's events planning section at 702-828-3442.
- Concealed firearms are prohibited on property as provided in N.R.S.202.3673.
- The LVMPD will zip tie 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 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 the serial number on the receipt matches the firearm. The show security desk should be near the LVMPD desk; if a discrepancy is discovered, LVMPD can handle the situation.
- 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@lvca.com or call 702-892-7413.

Hand Carry

- Exhibitors may hand carry their merchandise from their vehicle.
- All vehicles must be parked in a parking lot; curbside parking is not allowed.
- The use of hand carts and dollies is not allowed.

Health & Safety Protocols

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

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

Heavy Equipment Procedures

Show management must provide the facility a list and obtain approval for all equipment weighing over 250,000 lbs. 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:** 100 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 Hall 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 *smooth* tracks over 250,000 lbs. must be moved on one-inch plywood outside and inside of building.

Equipment with *cleated* tracks over 250,000 lbs. must be moved on one-inch steel plates outside and inside of building.

Prior to movement of heavy equipment, the facility and the official service contractor (OSC) must coordinate routes and method of movement.

Helicopters

- Lessee 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 Administrative 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.

Hot Works

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

Any hot works activity used for the installation/dismantling of a show, MUST be preapproved by the Safety and Fire Prevention Office. The office will issue a hot works permit to the person/persons performing the hot works. The permit will be valid for one shift or until the completion of the project, whichever is first. The permit is job specific and may not be transferred to another task or carried over to the next shift.

The following will be required of the person/persons performing the work:

- Before beginning work, the work area shall be visually observed by the person performing the hot works and the person issuing the hot works permit. The permit tag checklist shall be completed jointly, then signed by the worker and the person issuing the hot works permit. The hot works site will be inspected for:
 - Removal of flammable materials from the area;
 - Clear of combustible materials and/or ensure combustible materials are protected;
 - Ensure floor and wall openings are protected;
 - Ensure floors and surfaces are swept clean of dust and debris;
 - Walls and partitions are non-combustible or protected;
 - Determine the number and locations of fire watch and fire extinguishers
- The hot works permit tag shall be posted in the area of the work activity in a plainly visible location for the duration of the work.
- No hot works activities will be allowed when the fire protection system covering that area is out of service.
- No welding, cutting, grinding or heating activities shall be performed where the applications of flammable paints or other compounds, or heavy dust concentrations create a hazard.
- All hot works shall require at least two persons: one conducting the hot works activity, and one to function as a fire watch. The entity conducting the hot works activity shall provide the fire watch.
- The fire watch shall continue for a minimum of 30 minutes (up to a maximum of three hours) after the conclusion of hot works activities. The duration of fire watch shall be determined by the Safety and Fire Prevention Office based on the hazards associated with the hot works activity.
- Hot works conducted in areas not observable by a single person (i.e., multiple levels where sparks and slag can fall to a lower unobserved level) shall have additional personnel assigned to fire watch to ensure that all exposed areas are monitored.
- Individuals designated to fire-watch duty shall have fire extinguishers of at least 10 lbs. ABC dry chemical readily available. The entity conducting the hot works activity shall provide the extinguisher.
- Fire-watch persons will have recent training in fire safety, fire extinguisher use and emergency reporting.
- Persons assigned to fire-watch duty shall understand emergency reporting procedures and have means to contact the control center.

- At the end of the shift or completion of the work, the area shall be inspected by worker(s) and/or fire watch and found to be free from sparks, fire, smoke, etc.
- When the work has been completed (including the required fire-watch period), the released hot works permit shall be signed off by the person responsible and delivered to the Safety and Fire Prevention Office.

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

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

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

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 convention services manager (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.

Insurance and Indemnity

- As the lessee, you must provide Las Vegas Convention and Visitors Authority (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 sample Certificate of Insurance.
- Contact your convention services manager (CSM) for assistance.

Janitorial and Cleaning Service

- 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 rest rooms 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.
- Primary cleaning chemical must be 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 oversites identified after the fact.
- Excessive cleaning and trash removal will result in an additional cost to be invoiced to lessee.

Keys/Key Cards

- Submit meeting room key request to your convention services manager (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 Las Vegas Convention and Visitors Authority (LVCVA) assumes no responsibility for any items left in the meeting rooms regardless if locks have been changed or if 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 and one day prior. 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 for Central, North and West halls must be approved by LVCVA 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 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 convention services manager (CSM).
- Las Vegas Convention and Visitors Authority (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.

Marijuana/THC

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

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

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

Meeting Rooms

- Carpeting/flooring can be placed on top of building carpet in the meeting rooms with permission from the convention services manager (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 by the use of visqueen. Forklifts and electric carts are not permitted on the second or third floor. All freight and materials must be moved via pallet jack or hand cart by the official service contractor (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.
- 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.
- Closets in meeting rooms are for Las Vegas Convention and Visitors Authority (LVCVA) use only.
- Meeting-room air walls will be moved only by LVCVA staff. Air walls must be configured prior to laying carpet over building carpet.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles and floor boxes in each room. (See below for listing of available show power.)
- Cables and wires must be routed above doorways – not across the threshold.

Meeting Room Equipment – Provided

- The following equipment is provided at no charge and is available to the extent of inventory, with the exception of bleachers/tiered seating:
 - **Bleachers/Tiered Seating**
Please contact your CSM for details.
 - **Chairs**
Chairs are the gray stacking type and available for meeting room sets. At the base, chairs are 20 x 20 inches.
 - **Easels**
Easels are available upon request. Note: Easels are not the type that will hold a flip chart.
 - **Lecterns**
Lecterns – standing only

- **Risers/Staging**

Panels are 4' x 8' and are available in heights 16", 24", 32", and 36"-52" in 2" increments.

- **Tables**

Table sizes are 8' x 18", 8' x 30" and 6' rounds; all 30" high. Tables are hard plastic and gray in color. They do not come draped or skirted.

Show Power in Meeting Rooms

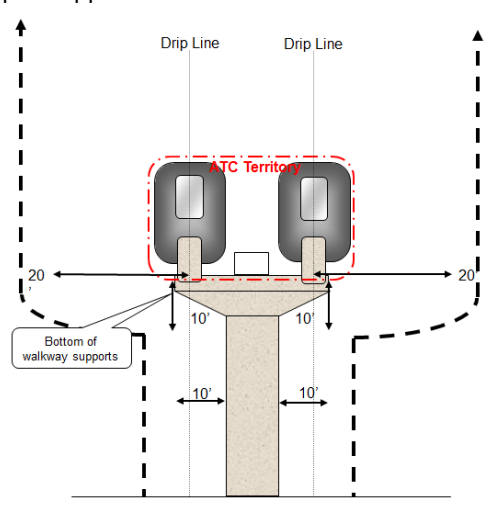
Room #	Show Power Plugs, 208V/3Ph	Other Show Power Connection, 208V/3Ph
C102-C107	NONE	
C201-C206	NONE	
N101-N103	60 Amp	
N104/105/106	NONE	
N107-N110	60 Amp	
N111	60 Amp	125 Amp
N112	60 Amp	100 Amp
N113-N117	60 Amp	
N118	NONE	
N119-N120	60 Amp	
N201	60 Amp	100 Amp
N202-N210	60 Amp	
N211	60 Amp	100 Amp
N212-N218	60 Amp	
N219	60 Amp	100 Amp
N220-N228	60 Amp	
N229	60 Amp	100 Amp
N230-N231	60 Amp	
N232	60 Amp	60 Amp
N233-N245	60 Amp	
N246	60 Amp	200 Amp
N247-N249	60 Amp	
N250	60 Amp	60 Amp
N251	60 Amp	
N252	4 – twistlock 20 Amp	
N253	4 – twistlock 20 Amp	100 Amp camlock
N254-N255	4 – twistlock 20 Amp	
N256	4 – twistlock 20 Amp	100 Amp camlock
N257-N259	4 – twistlock 20 Amp	
N260-N261	4 – twistlock 20 Amp	100 Amp camlock
N262-N263	4 – twistlock 20 Amp	
N263C	NONE	
N264	4 – twistlock 20 Amp	100 Amp camlock
Dmd 1-Dmd 4	NONE	
S101-S118	60 Amp	
S201-S218	60 Amp	
S219-S220		100 Amp camlock
S221	60 Amp	
S222-S223		100 Amp camlock
S224-S233	60 Amp	

Room #	Show Power Plugs, 208V/3Ph	Floor Box 1 ea: 20A, 2P/3W, 120V 1 ea: 20A, 4P/5W, 208Y/120V	Floor Box 2 ea: 20A, 120V Duplex Recep's
W101	NONE		0
W102/W110	100 Amp	Two available	0
W103	NONE	Three available	0
W104	NONE	Three available	0
W105/W106	100 Amp	One available	0
W107-W109	NONE	Three available	0
W201-W202	100 Amp		0
W203,W212,W219,W224-W226	100 Amp		Two available
W204,W205,W206, W209- W211,W214,W217,W220	NONE		Three available
W207,W208,W215,W216, W218,W221,W227	100 Amp		One available
W213	NONE		Two available
W222	100 Amp		Three available
W223	NONE		One available
W228	100 Amp	Two available	0
W229	NONE	Three available	0
W230,W231	100 Amp	One available	0
W232	NONE	Three available	0
W233	100 Amp	Three available	0
W234-W243	NONE		0

Room #	Show Power P-100 A	FB2-B 1 ea: 20A, 2P/3W, 120V 1 ea: 20A, 4P/5W, 208Y/120V	FB3 2 ea: 20A, 120V Duplex Recep's
W301,W304,W305,W308, W309,W323,W326	NONE	Three available	
W302,W306,W322,W325	100 Amp	One available	
W303,W307,W310,W324,W327	100 Amp	Two available	
W311,W316,W317	100 Amp		Two available
W312,W315,W318	NONE		Three available
W313,W314,W319	100 Amp		One available
W320,W321	NONE		

Monorail – Limits of Approach

If a client is leasing space in the parking lots or using other outdoor space, the convention services manager (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 a distance of 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 exhibitor appointed contractor (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 (7) 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 engineering 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.
- 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.
- Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

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, 22.04, and Clark County fire code section 13.04.

Clark County Fire permit is required when:

- Temporary structure is greater than 2,500 square feet and less than 7,500 square feet that is constructed outdoors. Drawings prepared by a registered design professional with 3rd party inspections will be required for the permit

Clark County Building Permit is required when any one or more of the following conditions are present:

- Single story structures greater than 7,500 square feet
- Multi-Level with occupancy on an elevated level or has an occupied level 45 feet or more above finish grade
- Has an occupancy over 1,000 persons
- Is connected to and received structure support from an existing building

Nevada Department of Taxation

- The Nevada Administrative Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for its respective event.
- Please contact the Nevada Department of Taxation at 702-486-2300 for further details.

Nonsmoking Policy

- There is no smoking within the building, 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 (OSC)

Building Damage

- OSC's are billed per the LVCVA building damage policy. This 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 as 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 the director of engineering 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 the senior director of convention services and the senior director of engineering. 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

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 the building 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 Client Services 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.
- Las Vegas Convention and Visitors Authority (LVCVA) provides compactors placed around the perimeter of the building at freight doors: 4, 7, 15, 24, 26, 35 and on the east loading dock of the West Hall. Cleaning companies are expected to collect trash in exhibit halls, lobby areas occupied by booths, show offices, and areas used for transport and/or exhibits.

- 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, Client Services personnel 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.
- All cardboard boxes must be broken down when placed into the appropriate container. Cleaning companies should order additional open trash dumpsters for those shows having 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 have bulk trash removed from property daily to include ensuring surrounding area remains presentable 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. are to be submitted to Client Services.
- 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 vomitory 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.
- Client Services is responsible for common-use areas (e.g., rest rooms, hallways of meeting rooms and meeting rooms) when used for meetings. Client Services does not clean meeting rooms or the hallways when area is utilized for exhibits, 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 Client Services will drop off at a pre-designated 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 left behind 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 tape and residue must be removed from the floors during 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 bio-hazard clean-ups.

- It is the responsibility of the OSCs to clean the catwalks at the completion of each show. It is also required that the OSC maintain the catwalks in a clean and safe environment during move-in and move-out. No items may be thrown off the catwalks (e.g., equipment, trash, etc.).

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.
- 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 January 26, 2021 updates 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 on January 21, 2021. The updated regulations are available for review at <http://dir.nv.gov/OSHA>.

Trailer and Empty Storage

- OSC trailer storage is permitted in designated parking lots 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, 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 road side only.
- 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.

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 (1) hour after trade shows, conventions or event closing, and will be turned on prior to three (3) 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 the director of engineering that there is an excessive amount of 24-hour power in use, an electrician may be required during overnight hours.
- Any changes or adjustments to lobbies and/or common space lighting requires prior approval from the CSM.
- Facility lightbulbs should not be removed.
- Advise the Engineering Department before you turn out any lights over booths in the exhibit halls.
- 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 the director of engineering 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 engineering 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.
- 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 >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 de-energized and lockout/tag out applied. Lockout/tag out must be coordinated with the Engineering 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 Grand 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.

Outdoor Exhibits

- Parking lots used for exhibits that will have tents, pavilions, trailers or sprung structures must have a 24-foot perimeter aisle for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must be on a 10-foot-wide aisle.
- Temporary restroom facilities may be required for outdoor exhibits.
- Open trash containers/boxes are required when parking lots are used for exhibits. If containers are ordered through the facility, lessee will incur trash removal charges.

- For any **temporary assembly structures** see Please see Multilevel and/or Covered Exhibits (Outdoor)
- All banner material used outside must be made of mesh material (a minimum of 30 percent pass through) or slatted to allow for air to flow through.
- Installation and dismantling of tower cranes require a 300-foot clear zone. All tower cranes require FAA approval.
- If pouring a sub-floor made of concrete onto the asphalt, visqueen must be used under the pour and the surrounding area. Bonding agents are prohibited.
- Reference Food Preparation Within Exhibits for information on exhibition and display cooking.
- Reference Fire and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 10 gallons of gasoline or 60 gallons of combustible liquid (e.g., diesel) on property will require a [Clark County Permit](#).
- Las Vegas Convention and Visitors Authority (LVCVA) management reserves the right to make any changes on site that are deemed necessary without advance notice, for safety concerns.

Tents and Canopies

All outdoor tents and/or temporary structures must be installed by facility approved exhibitor appointed contractors (EAC's) and must submit and receive an approved staking plan before staking can occur. Staking plans should be submitted 30 days prior to staking@lvcva.com.

- All tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County permit. They must also have a 2A40BC fire extinguisher that has a current Nevada state inspection tag.
- All canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County permit. They must also have a 2A40BC fire extinguisher that has a current Nevada state inspection tag.
- Self-installed pop-up canopies requiring either weights or stakes must be lowered every evening at close of show and, depending on weather conditions, may need to be taken down; to be determined by facility on site.

Staking

- All staking needs to be drilled; no hand staking is permitted.
- Anchoring or staking into concrete is prohibited property wide.
- Trenching or digging is not allowed into the asphalt without the prior approval from a convention services manager (CSM); please contact staking@lvcva.com for approval.
- Final on-site staking approval must be obtained by the Engineering Department before any drilling and staking may begin.
- The asphalt must be returned to its original condition. LVCVA standards are:
 - Backfill existing hole(s) with clean, fine-type sand. Tamp to within four Inches (4") minimum of grade surface.
 - Fill rest of hole(s) within a half inch (.5") of surface with fine aggregate-type patching asphalt and tamp until solid.
 - Cover areas approximately two inches (2") around patched hole with a good grade of plastic-type asphalt sealer with a maximum drying time of two (2) hours.
- West Hall - All staking will not exceed 40" in depth. If additional anchoring is necessary, weights will be required.

Truss Structures

- All truss structures require plans to be submitted to Safety and Fire Prevention 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21. Depending on size, attachments and weight, facility may require a third-party engineer's stamp of approval. The engineer's stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense. Please send to boothplans@lvcva.com.
- If an exhibitor has their own ballast (weight), but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's official service contractor (OSC) at their own expense.

Parking

- The current parking fee is \$10 per space, with in and out privileges. Cash or credit cards are accepted. Anyone leaving the property and planning to return the same day can show their paid parking receipt for reentry. Reentry is subject to availability.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry.
- Overnight parking is prohibited on property. Vehicles left on the property overnight will be towed at the owner's expense.
- Privately owned, enclosed vehicles (e.g., box vans, RVs, enclosed trailers, etc.) are permitted to park in the Bronze and Platinum lots when available. Vehicles must fit within two parking spaces, lengthwise.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at 702-892-7400.
- All parking attendants and traffic control personnel will be provided by Las Vegas Convention and Visitors Authority (LVCVA) for standard traffic operations.
- Vehicles must be parked in a marked parking space.
- Paid parking dates are determined by building activity. If other shows are in the building at the same time, paid parking could be in effect during your move-in/move-out period. Check with your convention services manager (CSM) for paid parking dates.
- Your CSM will provide 15 complimentary show staff parking passes.

Parking Lots

- 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 convention services manager (CSM) prior to any staking/drilling in the parking lots
- 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.

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.

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

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies more than 700 square feet
- Hot works
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles/fuel storage
- Open flames and candles not used for food warming
- Open-flame torches
- Flame effects and pyrotechnics
- Carnivals
- Outdoor Multi-level structures
- Outdoor structures over 2,500 square feet
- Structures have occupancy over 1,000
- Structure is connected to and received structural support from an existing building

Clark County Building and Fire Prevention also provides blanket permits for multiple exhibitors applying for the same permit at the same show for: hot works, spray and dipping booths, cryogenic fluids, and compressed gases. Blanket permits must be submitted to Clark County Building and Fire Prevention office by show management. [Clark County Permit](#)

Personal Mobility Devices

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

Pyrotechnics and Special Effects

- Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Department of Building & Fire Prevention and Las Vegas Convention and Visitors Authority (LVCVA).
- Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by show management 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 the appropriate Clark County Department of Building & Fire Prevention with the written plan of operations within 60 days of the scheduled event date. Please contact the fire inspector directly via mail or telephone:

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

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

Rigging

The lessee/show manager will be responsible for adhering to the following rules and regulations as it pertains to rigging as indicated below.

- Las Vegas Convention and Visitors Authority's (LVCVA's) Engineering 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 conventionservices@lvcva.com, 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.
- Only electric hoisted winches are allowed. Manual, nonelectrical hand chain falls and hand lever hoists are prohibited.
- All hoist motors and rigging apparatus must be inspected before they are installed. At a minimum, all hoist motors must be visibly inspected annually and weight tested every two (2) 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 (3) 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 lbs. 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 engineered stamp drawing indicating that this is not necessary.
- The following items are specific to rigging in the South halls:
 - 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 less than 14 days prior to the first day of installation.
- All weight loads requiring professional evaluation shall be sent to conventionservices@lvcva.com with weight loads clearly marked on the plan. A copy of the evaluation will be sent back to the submitter and the convention services manager (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@lvcva.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 (7) days a week between the hours of 7:30 a.m. to 4:30 p.m.
- Engineering staff will escort persons desiring roof access and monitor roof activity.
- Items placed on the roof must have 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 prohibited.
- 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 means 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.

West Hall Only

- Roof access is limited to installation of satellite/antenna installation. Two designated loading platforms are available, roof access will only be authorized for the roof hatch immediately below the loading platforms. Those granted roof access must remain on the loading platforms, anyone found off the platforms will be trespassed. All cabling/wiring will be routed via only the designed and installed roof penetrations, no cabling/wiring will run thru the roof access door, 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 (3/4") 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 convention services manager (CSM) for further information.
- Roof walkways must be used when available.
- Satellite dish size is restricted to one meter (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 Las Vegas Convention and Visitors Authority (LVCVA) Customer Safety Department at securityplans@lvcva.com 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 Las Vegas Convention Center (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 trespass 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 display their Nevada PILB card on the front of their uniform AT ALL TIMES while on property.
- 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 particular post.
- Guards must be positioned on post in the most effective location to achieve the mission of that post.
- Guards must be alert and proactive in their duties AT ALL TIMES.
- 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 official service contractor (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

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 halls: Walk-through doors at freight doors 4 and 7
 - North halls: Walk-through doors at freight doors 18 and 24
 - South halls: Walk-through doors at 26, 34, 43 and 52
- 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.
- 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 date and times of assignment.
- Exhibitors utilizing booth guards must complete and submit the Armed Security Guard form.

Shipping & 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 official service contractor (OSC) will handle the shipping and receiving of all goods.

Sound Levels

- Las Vegas Convention and Visitors Authority (LVCVA) retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial effects to the extent that the same interferes with other lessees within the facilities.

Sustainability

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

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

Greener Meetings and Events

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

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

Greener Operation Strategies, 365-days a year

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

We Save Energy

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

We Conserve Water

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

We Reduce Waste

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

We Reduce Emissions

- The Las Vegas Monorail connects the Las Vegas Convention Center (LVCC) to six stations along Las Vegas Boulevard.

- RTC Transit provides services for conventions as well as regular stops near the LVCC.
- Taxis and rideshare services are available during events.
- The LVCVA utilizes electric-powered carts and propane fueled carts and lifts on the Las Vegas Convention Center campus.

On The Horizon

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

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

Tobacco

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

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

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

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

Traffic Plans

- Forward the following traffic plan information to your convention services manager (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 Network Companies that have an exclusive with a show may not distribute, advertise or place signage anywhere on Las Vegas Convention and Visitors Authority (LVCVA) property other than leased space.
- Traffic control personnel contracted for the show must wear a safety vest.

Union and Nonunion Labor Disputes

- It is the responsibility of the trade show official service contractor (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 Las Vegas Convention and Visitors Authority (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 tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle's engine, and the disconnected battery cable shall then be taped.
- Auxiliary batteries not connected to engine's starting system may be left connected.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
- External power is recommended for demonstration purposes.
- Battery charging is not permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited
- Vehicles shall not be moved during the show and will remain off while freight doors are closed.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exits or exit pathways.
- Vehicles placed in lobbies and meeting rooms must have approval of the convention services manager (CSM).
- Visqueen must be used under vehicles on display in lobbies and meeting rooms.

Weapons

- A personal or concealed weapon of any type is not permitted anywhere on the campus of the Las Vegas Convention Center (LVCC).

Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property(s).

Forms

- See following pages:

Armed Guard

**LAS VEGAS CONVENTION AND VISITORS AUTHORITY
CUSTOMER SAFETY DEPARTMENT
• ARMED SECURITY GUARD REQUEST FORM •**

3150 PARADISE ROAD
LAS VEGAS, NV 89109-9096
702-892-7400 FAX: 702-892-7410

DATE:

TO: LAS VEGAS CONVENTION AND VISITORS AUTHORITY, VICE PRESIDENT OF CUSTOMER SAFETY

FROM:
(Company Name)

SUBJECT: ARMED SECURITY GUARD REQUEST

We are requesting Security Officer be permitted to wear the below
(Please Print Name)

listed firearm at LAS VEGAS CONVENTION CENTER for the following event:

The above-named officer will be located at:
(Booth number(s), hall, and/or general area)

for the following reasons:

ON: (Use additional forms for more dates)

DATE: <input type="text"/>	TIME: <input type="text"/>	TO: <input type="text"/>
DATE: <input type="text"/>	TIME: <input type="text"/>	TO: <input type="text"/>
DATE: <input type="text"/>	TIME: <input type="text"/>	TO: <input type="text"/>
DATE: <input type="text"/>	TIME: <input type="text"/>	TO: <input type="text"/>

Check One →: In Uniform In Civilian Clothes (If concealed, submit proof of Nevada CCW permit)

State of Nevada Private Investigators Licensing Board (PILB) Registration #:

Registration Expiration Date: Firearm Expiration Date:

Firearm Serial #: Manufacturer:

Caliber: Color: Type: Semi-Automatic Revolver

Submission Checklist - I have included all of the following with this request:

- A color reproduction of the PILB card.
- A copy of the PILB verification document retrieved from the [PILB's on-line verification site](#).
- A copy our company's Use of Force Policy in effect at the time of request.
- I attest that my company has current and valid liability insurance that includes coverage for armed security personnel.
- I attest that my company has a current and valid registration as an Exhibitor Appointed Contractor with the LVCVA.

SECURITY COMPANY REPRESENTATIVE PRINT NAME / TITLE & SIGNATURE DATE

SHOW MANAGER REPRESENTATIVE PRINT NAME / TITLE & SIGNATURE DATE

Approved Disapproved
LVCVA Vice President of Customer Safety DATE

THIS REQUEST MUST BE SUBMITTED TO THE LVCVA CUSTOMER SAFETY DEPARTMENT 72 HOURS PRIOR TO THE DATE REQUESTED TO BE ON LVCVA PROPERTY.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE BROKER/AGENT	CONTACT NAME: _____ PHONE _____ FAX _____ (A/C, No, Ext): (A/C, No): E-MAIL _____ ADDRESS: _____														
INSURED COMPANY NAME (MUST EXACTLY MATCH NAME OF COMPANY) ADDRESS CITY, STATE, ZIP	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Carrier A Must have an AM Best Rating of A-VII or Better</td> <td></td> </tr> <tr> <td>INSURER B : Carrier A Must have an AM Best Rating of A-VII or Better</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Carrier A Must have an AM Best Rating of A-VII or Better		INSURER B : Carrier A Must have an AM Best Rating of A-VII or Better		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Each occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X					COMBINED SINGLE LIMIT (Each accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES:
 Each liability policy shall be endorsed to include the Las Vegas Convention and Visitors Authority, its officers, employees, and volunteers as additional insureds for both general liability and auto. These policies shall be primary and any other insurance carried shall be excess and non-contributing. (All deductibles and self-insured retentions shall be fully disclosed.)

CERTIFICATE HOLDER

CANCELLATION

LAS VEGAS CONVENTION AND VISITORS AUTHORITY 3150 PARADISE ROAD LAS VEGAS, NV 89109	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Must be signed by person authorized by insurer and licensed by the State of Nevada
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DRONES/Unmanned Aerial System (UAS)

Name of Event: _____ Date of Event: _____

Booth #: _____ Meeting Room #: _____

Name of Exhibiting Company _____

Contact Person/Title: _____

Phone: _____ Email: _____

Power Source: Battery or Other: _____

- Weighs less than 55 lbs.
- Will be flown in a fully enclosed area (including ceiling) using netting, plastic, or other safety measure. Tethering is not an approved safety measure. Netting must be made of material that is sturdy enough to prevent the Drone/UAS from breaking or escaping the enclosure.
- The demonstration will stay restricted to the booth space.
- Will maintain a distance of 18 inches away from any building structure including sprinklers.

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

- Exhibitors must have approval from show management.
- This form must be completed and submitted.
- Drone/UAS carrying weapons are prohibited.
- Drone/UAS may not be flown in lobbies, restaurants or other common areas.
- Drone/UAS are prohibited from flying over populated areas.

Outdoor Use Without Being Fully Enclosed

- You must obtain a waiver from the FAA. Waivers can be obtained by going to the FAA website, www.faa.gov/waiver_request/.
- UAS operators must obtain a Remote Pilot Certificate from the FAA.
- Must be less than 55 pounds, or if over 55 pounds, it must be registered with the FAA.
- Daylight-only operations.
- Must maintain visual line-of-sight at all times with the UAS (no operation from video unit allowed).
- No operations over people.
- One UAS per operator

I have read the Drone/UAS guidelines
Email to conventionservices@lvcva.com for approval
For info phone: (702) 892-2860



Food and Beverage Sampling Policy and Guidelines

Centerplate is the exclusive catering company at the Las Vegas Convention Center and is looking forward to serving all your catering needs. As such Centerplate is responsible for the safety of all food and beverage consumed, prepared and dispensed on property. At times specific business needs will require an exception to this exclusivity therefore the following guidelines have been provided.

- All samplers must adhere to the "new normal" standards of operation to include:
 - Social distancing
 - Self-service is prohibited unless items are packaged/lidded
 - *Prepackaged items must still adhere to sample size (see page 2)
 - *If not packaged, all samples are to be handled by an attendant to serve and not placed out for self service
 - *Attendants are not required to be a Centerplate employee.
 - Alcohol requires Centerplate bartender present
 - *Subject to change based on governor mandates and Southern Nevada health department guidelines*
- Outside food and beverage is prohibited unless the exhibitor is the owner, manufacturer or distributor of the product. The product must be germane to the show and be approved by Centerplate in advance. Outside food and beverage not approved by Centerplate is prohibited. This includes but is not limited to bottled water, bags of ice, alcoholic or non-alcoholic beverages, crew meals and packaged snacks etc.
- Southern Nevada Health Department requires the full set and use of a hand washing and sanitation station when sampling or preparing unwrapped food/beverage. You may provide your own station or purchase from Centerplate. {see page 2}
- A certificate of Insurance must be submitted to the Catering department at the Las Vegas Convention Center from each sampling client with the following:
 - Name Centerplate as additionally insured in the descriptions of operations box
 - General liability (\$1,000,000)
 - Workers Comp (\$1,000,000)
- Detailed information regarding sampled product must be communicated to Centerplate no later than 3 weeks prior to the show via the Food and Beverage Sampling/On Site Preparation Approval Form. {see page 2}
- Food preparation using heating/kitchen services must be disclosed to the Catering department and the Las Vegas Convention Centers Fire Prevention Team by the show deadline (refer to exhibitor kit for exact date). All heating elements are subject to approval. A description of size/equipment/processing procedure is required.
- Cash handling and point of sale food and beverage transactions not operated by Centerplate are not permitted. Order taking is permitted.*
- Alcohol must be purchased and dispensed by the Catering Department at the LVCC. No outside alcohol may be brought into the facility. This includes product owned or donated product.*
- The Southern Nevada Health District considers the use of CBD oil in food to be an adulterant, which is prohibited.

***Thank you for your attention to the above guidelines.
It is our pleasure to serve you!***

**Please contact your Catering Sales Representative for more information.*

Food and Beverage Approval Form



Food and Beverage Sampling / On-Site Preparation Approval Form

DO NOT include any credit card or personal information with this form

Centerplate and the Las Vegas Convention Center (LVCC) requires specific information for all on-site food and beverage preparation and dispensing to ensure compliance with Southern Nevada Health Department and fire safety codes.

Show: _____ Show Dates: _____

Company Name: _____ Booth #: _____

Contact Name: _____ On-Site Contact Number: _____

Email: _____

Proprietary product to be prepared/sampled: _____
Sampling products containing THC or CBD is prohibited*

- Food: 2oz. portion (Packaged or Attended)
Non - Alcoholic Beverage: 3oz portion (Packaged or Attended)- Alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your Centerplate sales representative for further information.
Demonstration: An exhibitor who does not manufacture, distribute or hold sole proprietorship of sampled product but wishes to use food and/or beverage to demonstrate their proprietary product is considered a demonstration. Please check here and a Centerplate Sales representative will be in contact.

Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or purchase from Centerplate.

Will you be purchasing a hand washing and sanitation kit from Centerplate?

- Yes, A Centerplate Sales Representative will reach out
No, I will provide my own

Will you be heating or cooking food?

- No
Yes, an LVCVA Fire Prevention coordinator will be in contact
Please list the heating or cooking equipment to be used:

By submitting this form, I acknowledge I have read and understand the food and beverage policies at the LVCC.

Email completed form to: foodprepandsample@lvcva.com

Approval from both LVCC and Centerplate must be received prior to finalizing your plans.

DO NOT include any credit card or personal information with this form. A Centerplate representative will follow up with you on any balance due. All policies will be strictly managed by the LVCC, Centerplate, and the Southern Nevada Health Department.

*Please contact your Catering Sales Representative for more information.

Helicopter Landing



HELICOPTER LANDING REQUEST FORM

Name of Show: _____

Name of Exhibiting Company _____

Exhibit Hall: _____ Booth Number: _____

Contact Person/Title: _____

Phone: _____ Email: _____

Proposed landing date, if known: _____

Proposed landing location, if known: _____

Type of helicopter: _____

This is an initial form of contact only. Once received, the Las Vegas Convention and Visitor's Authority will contact you and advise you of insurance requirements. You will then work with the LVCVA to finalize the details.

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

Helicopters will not be permitted to land without prior authorization.

This area for LVCVA use, please do not write below

Final landing date: _____ Time: _____ Location: _____

Contractor Contact: _____ Cell #: _____

On-site exhibitor contact: _____ Cell #: _____

Take-off date: _____ Time: _____ Location: _____

For info phone: (702) 892-2860
LVCVA reserves the right to update or change this policy without written notice

Roof Access



Roof Access for Equipment Installation

Name of Show: _____ Exhibiting Company: _____

Contact: _____ Booth #: _____ Exhibit hall: _____

Service Contractor Exhibitor EAC EAC company: _____

Mobile phone: _____ Email: _____

Install Date: _____ Install Time: _____

Removal Date: _____ Removal Time: _____

Description of equipment to be installed:

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

Will you require cabling? Yes No

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

Cox order #: _____

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

RULES AND REGULATIONS

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

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



SUSTAINABLE EVENT PLANNING – BEST PRACTICES

FOOD & DRINK

- Work with the F&B provider to incorporate options that are plant based.
- Request water in a water jug or refillable containers.
- Serve condiments and dressings in bulk.
- Does the amount of food ordered correspond to the number of participants?

REDUCE, REUSE, RECYCLE

- Request reusable dishware and cutlery from our F&B provider instead of plastic.
If disposables are required, request compostable items.
- Request napkins made from recycled paper.
- Replace flip charts and handouts with electronic projectors, electronic documents or white boards.
- When decorations are necessary, use reusable ones or ones that can be donated after the event.
- Work with local vendors to reduce shipping and packaging materials.
- Consult your LVCVA CSM to help identify local charities than can accept donations at the end of the events.

COMMUNICATIONS

- Use electronic communication to share who, what, when, where, and why about your event.
- Email presentations and meeting agendas ahead of time. Use a projector to display them, instead of printing them.
- For conferences, use mobile applications instead of printing programs and agendas.

ADVERTISING

- Reduce the impact of promotional flyers and materials by advertising electronically.
- If paper materials are needed, reduce the size and amount of flyers, print double sided and use recycled content paper.
- Use recyclable materials such as gator board vs foam core.

SUSTAINABLE EVENT PLANNING – BEST PRACTICES

TRANSPORTATION

- Encourage attendees to walk, carpool, use an event shuttle if offered, or use public transportation. Refer attendees to your event website for available options.
- Take advantage of the Las Vegas Monorail and its multiple stops along the resort corridor.
- Establish headquarter hotels within walking distance to your event when possible.

GIVEAWAYS

- Offer consumable, green-themed giveaways or gifts that can be used more than once.
- Use giveaways that are made with a high percentage of post-consumer materials.
- Use reusable bags.