



Dear Exhibitor,

Thank you for choosing to exhibit at IBS Las Vegas Show, June 15-17, 2019 at the Las Vegas Convention Center! We are looking forward to the event and with your participation are confident that the show will be extremely successful!

We are very pleased to present the Exhibitor Manual online at [www.theshowhelper.com](http://www.theshowhelper.com). Please go through this manual carefully so you don't miss important deadlines and announcements!

**IMPORTANT DEADLINES:** Many forms have due dates, so be sure to verify the important dates in which they must be submitted. You can find this information on each order form you submit.

**EXIBITOR REGISTRATION:**

- An Exhibitor Booth Staff badge provides access to the Exhibit Hall floor during designated hours.
- **Exhibitor badges are for booth staff only. They cannot be given to clients or attendees.**
- Primary Contacts do not automatically receive a badge. If you will be onsite, you must add your name to the exhibiting company's badge list.
- As an exhibitor at IBS Las Vegas, you are entitled to an allotment of staff badges based on the number of booths rented. The formula is as follows: 1 booth = 5 badges; 2 booths = 10 badges; 3-4 booths = 16 badges; 5-6 booths = 22 badges; 7-9 booths = 30 badges; 10-12 booths = 40 badges; 13 or more booths = 52 badges. If allotment is reached, additional badges can be purchased for \$45 through May 21st / \$55 after May 21st.
- IBS Exhibitor Model Allotment, 4-8 booths= 6 model passes, 9-11 booths=12 model passes, 12-15 booths=18 model passes, 16+booths=30 model passes. If allotment is reached, additional badges can be purchased for \$50 through May 13 / \$60 after May 13
- Register by **May 13, 2019** to receive your badges in the mail. Please note booths must be paid in full for badges to be mailed.
- No one under the age of 15 will be issued an exhibitor badge and will not be permitted onto the show floor.

**AVOID LONG LINES** by arriving *at least* 30 minutes prior to the exhibit hall opening its doors to the attendees. Again, all exhibitors must enter through the Exhibitor Entrances.

**DECORATING SERVICES:** We, the Show Management, suggest you use the provided decorator services. We also encourage shipping items well in advance to the warehouse provided by Freeman; by doing so, your freight will be waiting for you in your booth upon your arrival; details are located in the ***General Contractor & Shipping*** section.

**PRESS ROOM:** Please bring your press kits directly to the Press Room on Friday during setup. For more information, contact Katie Scally at (212) 895-8414 or via email at [kscally@questex.com](mailto:kscally@questex.com)

Our entire show management team is available to assist you in any way possible. Please refer to the Show Management Staff page of the manual to find the appropriate person to direct your questions to. For specific questions regarding the Exhibitor Manual, please contact the IBS Las Vegas Operations Team at 212-564-8823 or at [questions@theshowhelper.com](mailto:questions@theshowhelper.com).

We look forward to seeing you in Las Vegas!

Regards

**IBS Las Vegas Show Management Team**

# IBS LV SHOW SCHEDULE

## **Exhibitor Move-In:**

**Pavilions & Multi Booths (800sq ft or larger) By Confirmed Appointment ONLY**

Wednesday June 12, 2019 Email Jen Bain, [jbain@cwmet.com](mailto:jbain@cwmet.com)

## **All Other Exhibitors**

Thursday June 13, 2019 8:00 AM - 5:00 PM

Friday June 14, 2019 8:00 AM - 5:00 PM

## **Hand Carry Move-In:**

Thursday June 13, 2019 8:00 AM - 5:00 PM **ONLY**

Friday June 14, 2019 8:00 AM - 4:00 PM **ONLY**

**All exhibits must be fully installed by June 14 at 5:00 PM**

For concerns or questions regarding the move in schedule please email them to:

[questions@theshowhelper.com](mailto:questions@theshowhelper.com)

You can also download the vendor order forms for the show at [www.theshowhelper.com](http://www.theshowhelper.com)

## **Professional Show Days:**

Saturday June 15, 2019 11:00 AM - 6:00 PM

Sunday June 16, 2019 10:00 AM - 6:00 PM

Monday June 17, 2019 10:00 AM - 4:00 PM

## **Exhibitor Move-Out:**

Monday June 17, 2019 4:00 PM – 10:00 PM

Tuesday June 18, 2019 8:00 AM – 12:00 PM

**All carriers must be checked in no later than 9 PM Monday, June 17 and 11 AM on Tuesday, June 18.**

**All freight must be removed from the floor no later than 12PM Tuesday, June 26**

## **Hand Carry Move-Out:**

Monday, June 17, 2019 4:00 PM - 8:00 PM **ONLY**

## **Registration:**

Thursday June 13, 2019 8:00 AM- 5:00 PM

Friday June 14, 2019 8:00 AM - 5:00 PM

Saturday June 15, 2019 8:00 AM - 6:00 PM

Sunday June 16, 2019 9:00 AM - 6:00 PM

Monday June 17, 2019 9:00 AM - 4:00 PM

**Exhibitor registration will be located at the Main Entrance of the Show.**

**For safety concerns, children under the age of 15 are not permitted on the show floor at any time!**

# MOVE-IN / MOVE-OUT INFORMATION

## Move-In

- **Freight Handling & Unloading Information**

IBS Las Vegas Show Management will again PAY for the first 300lbs. per exhibiting company, brought into the exhibit hall by the Official show Decorator. *Exhibitors will not receive the first 300lbs when using the cartload service.*

**A. CONTRACT CARRIERS, CARS OR TRUCKS WITH TRAILERS, BOBTAILS AND SEMIS**

All contract carriers, cars or trucks with trailers, bobtails and semis, **MUST** go through the Loading Dock to receive freight handling instructions. Show Management will pay for the first 300 lbs.

**B. PASSENGER VEHICLES (POVs)**

This loading dock is for passenger cars, pickup trucks, SUVs, mini-vans and station wagons. NO bobtails, NO trailers, NO semis, NO outside carriers. The Decorator will deliver them to your booth and charge you for per trip; cartload service does not receive the 300lbs per exhibiting company. See Cartload Service for pricing under the Material Handling section of the kit.

- **Hand Carry - No Material Handling Service Provided**

If you choose to carry your own materials into your booth you are forfeiting the material handling service provided by Show Management. Hand carry can **ONLY** come through Convention Center Lobby. Exhibitors may hand carry their merchandise from a privately-owned vehicle. All vehicles must be parked in a parking lot; no curbside parking allowed. **No wheeled carts of any kind are allowed on the carpet.**

**For the complete list of Hand Carry Guidelines: Please check the Material Handling & Shipping Information section of the manual.**

<b><u>Hand Carry Move-In:</u></b>			
Thursday	June 21, 2018	8:00 AM - 4:00 PM	<b><u>ONLY</u></b>
Friday	June 22, 2018	8:00 AM - 4:00 PM	<b><u>ONLY</u></b>
<b><u>Hand Carry Move Out</u></b>			
Monday	June 25, 2018	4:00 PM - 8:00 PM	<b><u>ONLY</u></b>

- **Warehouse freight is moved in first.** Freight sent directly to the Show will be received on a first come, first served basis.
- **All exhibitors and exhibitor-appointed contractor personnel must be badged.** Badges are available for pick up during posted registration hours. We must receive your insurance certificate and all outstanding balances paid before any badges will be distributed. Badges are not transferable. Each exhibitor must pick up his/her own badge.
- Exhibitors arriving after the posted set up times **WILL NOT** be allowed into the hall and must return the next morning. Those in the hall at the end of official posted time may remain to finish work in progress, but for security reasons, once you leave the hall, you cannot return.
- **All exhibits must be fully installed during the published Move in times ONLY.** Those exhibitors who have not arrived or made set up plans by this time will either have their booths erected by show management at prevailing rates, or the exhibit will be removed from the floor.
- All crates and boxes must be labeled empty and ready for removal by the published time on the Show Schedule.
- **Bring copies of your orders** (labor, electrical, carpeting furniture, etc.) with you to the show to avoid discrepancies. Bring any billing issues to the attention of the vendor and Show Management immediately.
- **Tables and chairs must not be removed from booths in which the decorator has placed them.** In the event that you ordered furniture and none was delivered, notify the desk personnel at the Exhibitor Service Desk at once. Do not move the furniture from a neighboring booth into yours. If furniture was delivered to your booth but none was ordered, please notify the desk personnel at the Service Desk at once. Do not remove the furniture yourself. If you didn't place a furniture order and "borrow" furniture from a neighboring booth, you will be charged for the furniture once it is in your booth.

## Move-Out

**No exhibitor is permitted to dismantle a display before the close of the last show day.** Dismantling of an exhibit prior to the close of the show will result in compromising the exhibitor's position in any future Questex Events.

**All exhibitors are responsible to complete a bill of lading and return it to the Decorator Service desk.** The returning of crates and packing materials precede the loading of outbound freight. All freight must be removed from the exhibit hall by published move out times on the Show Schedule. Freight arrangements must be made to comply with this deadline. Show Management will make shipping arrangements for any remaining freight, to be returned to the best available address on the official show carrier at prevailing rates.

# AUTHORIZED CONTRACTORS

## AUDIO VISUAL

### *MetroMultiMedia*

52 Forest Ave, Suite 6, 2<sup>nd</sup> Fl  
Paramus, NJ 07652  
Phone: (201) 340-2290  
Fax: (201) 340-2108  
info@metromultimedia.com

## CATERING

### *Centerplate*

3150 Paradise Road  
Las Vegas, NV 89109  
Phone: 702-943-6779  
exhibitorcateringlvcc@centerplate.com

## CONVENTION CENTER

### *Las Vegas Convention Center*

3150 Paradise Road  
Las Vegas, NV 89109  
Phone: 702-892-0711

## ELECTRICAL & PLUMBING

### *Freeman*

6555 W Sunset Rd  
Las Vegas, NV 89118  
Phone: (702) 579-1700  
Email: [FreemanLasVegasES@freeman.com](mailto:FreemanLasVegasES@freeman.com)

## FLORAL / PLANT RENTAL

### *Spring Valley Floral*

P.O. Box 760  
Valley Cottage, NY 10989  
Phone: (845) 268-7555  
Fax: (845) 268-6570

## GENERAL CONTRACTOR

### *Freeman*

6555 W Sunset Rd  
Las Vegas, NV 89118  
Phone: (702) 579-1700  
Email: [FreemanLasVegasES@freeman.com](mailto:FreemanLasVegasES@freeman.com)

## HEALTH PERMITS (permanent makeup)

Southern Nevada Health District  
P.O. Box 3902  
Las Vegas, NV 89127  
Phone: (702) 759-0677

## INSURANCE

### *Show Insurance Inc.*

3737 Park East Dr #204  
Beachwood, Ohio 44122  
Phone: (440) 349-6650  
Fax: (440) 815-2154  
info@showinsurance.com

## MARKETING

### *Getvamp, LLC*

(Signage, Printed Materials & Promotional items)  
3033 Circle Court  
Cleveland, Ohio 44113  
Phone: (216) 566-5953  
Fax: (866) 728-3775

## PHOTOGRAPHER

### *Oscar Einzig Photographer, Inc*

717 S. Wells, 5<sup>th</sup> Floor  
Chicago, IL 60607  
Phone: (312) 922-0056

## SECURITY

### *DTA Security Services, LLC*

6362 McLeod Suite #5  
Las Vegas, NV 89120  
Phone: (702) 650-2298  
Fax: (702) 446-6777

## SHIPPING - INTERNATIONAL

### *Phoenix International Business Logistics*

1201 Corbin Street  
Elizabeth, NJ 07201  
Phone: (908) 355-8900  
Fax: (908) 355-8883

## SHIPPING - DOMESTIC

### *TS Shipper*

Phone: (216) 566-5953  
Email: [info@tsshipper.com](mailto:info@tsshipper.com)

## SHIPPING - DOMESTIC

### *Freeman Transportation*

Phone: 1-800-995-3579

## SHOW CASE RENTAL

### *American Fixture & Display Corp*

14-04 130<sup>th</sup> Street  
College Point, New York 11356  
Phone: (718) 463-2176  
Fax: (718) 463-4302

## TRAVEL AGENT- Par Avion

Phone: (866) 364-9514  
Intl: (310) 590-4735  
Fax: (310) 649-3554

# GENERAL INFORMATION

(alphabetical by subject)

## **ATTENDANCE:**

Attendance at IBS Las Vegas is open to the *Professional Salon Industry Only*. Attendees are required to provide proof of affiliation within the beauty industry. Registrations for attendees may be purchased in advance here: <http://www.ibslasvegas.com/attend>

## **BADGES:**

The exhibitor registration area will be located at the main entrance of the show. Temporary work passes will be available to "helpers" for scheduled move-in and move-out times only. Temporary work passes may be obtained from Show Management or at the exhibitor registration area. Refer to the "REGISTRATION INFORMATION" section of this manual for additional information.

**Please note: Badges and Work Passes are nontransferable.**

## **EXHIBITOR SERVICES AREA:**

An Exhibitor's Service Desk will be located in the back of the exhibit hall. This area will have service representatives for labor, furniture, freight, electrical, phones etc. After you have checked in at the Exhibitor Registration Desk, check your booth and if anything is missing, please visit the service desks and confirm your pre-ordered services and equipment. The service desks will be open during move in, the show and move out.

The person in charge of your exhibit should carefully inspect and personally sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. *Do not put it off!* Once the Show has ended, it becomes very difficult to resolve differences.

## **HOUSING & TRAVEL**

Par Avion is the official travel agent for IBSLV. Par Avion has made special arrangements for housing with a number of hotel facilities. For your convenience, they have been selected on the basis of competitive pricing, reputation, and proximity to the event site.

Please refer to the Housing Form located in the Travel section of the manual for more information

## **SECURITY:**

Show Management will provide a 24-hour guard service from the move-in of freight until the removal of all crates and materials on the last move out day. Although we do our best to deter theft, Show Management is not responsible for lost or stolen items. **Security for individual booths and their contents is the responsibility of each Exhibitor.** Exhibitors in need of individual booth security should contact DTA Security Services directly at 702-650-2298 to make arrangements.

All Exhibitors and booth personnel must have Exhibitor Badges in order to have access to the Exhibit Hall. Badges are not transferable. Exhibitors will have access to the exhibit hall one hour prior to the opening of the show and ½ hour after the show closes each show day. **DO NOT SCHEDULE APPOINTMENTS WITH ATTENDEES ON THE SHOW FLOOR PRIOR TO THE SHOW OPENING OR AFTER SHOW CLOSING.**

### **Security Tips:**

- If you have a product which you allow people to try out, be sure that each potential customer is supervised. To avoid theft, consider asking for a credit card or license as a form of deposit from people who you allow to demo your product.
- Remove small items on a nightly basis.
- Hire a private duty security guard or rent a security cage.
- Have replacements available either on-site, at a local distributor or on stand-by at your office for overnight shipment.
- Do not list contents on outside of boxes (e.g.: *Box 1 - Personal Computer*)
- Carry a detailed list of what you ship, in which box it was packed and repack in the same manner. Keep a copy in your office and check your shipment when it returns.

**STANDARD BOOTH EQUIPMENT:**     *(In-Line of Linear Booths)*

The following standard booth equipment is provided to one or more standard 10x10 booth in a straight line at no additional cost:

**Booth Equipment**

Aisle carpet  
8' high draped back wall  
3' high draped side rail  
One 8' draped table per 10'x10'  
One wastebasket  
One 500 watt outlet  
First night cleaning  
Two side chairs  
44" x 7" one line booth identification sign

**Show Colors**

Black / Tuxedo  
black drape  
black drape  
black drape

**STANDARD BOOTH EQUIPMENT:**     *(Island / Flat Booths)*

The following standard booth equipment is provided to four or more booths surrounded by aisles on all four sides booth at no additional cost:

**Booth Equipment**

Aisle carpet  
One wastebasket  
First night cleaning  
300 lbs of Show Site Material Handling per exhibitor  
\* Straight Time Only.

**Show Colors**

Black / Tuxedo

**Important Notice:**

Standard booth equipment cannot be exchanged for other decorating equipment. The service contractor will pick up unwanted or unused booth equipment. Other exhibitors cannot use this equipment.

**SHOW MANAGEMENT STAFF:**

International Beauty Show / International Esthetics, Cosmetics & Spa Conference  
 757 Third Avenue, 5th Floor  
 New York, NY 10017

Name	Show	Title	Office #	Fax	Email
Amanda Butcher	Spa	Sr. Marketing Coor.	212.895.8276	212.895.8209	abutcher@questex.com
Briana Urquijo	Spa	Sales Assoc. (M-O, Q, V-Z)	212.895.8285	212.895.8209	burquijo@questex.com
Cathy Marchese	Spa	Sr. Marketing Mngr.	212.895.8233	212.895.8209	cmarchese@questex.com
David Wahl	IBS	Education	-	-	dwahl@questex.com
Diane Waltersdorf	Spa	Conf. Manager	203.992.4375	212.895.8209	dwaltersdorf@questex.com
Jane Pravda	IBS	Sales Executive (F-M, U-V)	212.895.8428	212.895.8209	jpravda@questex.com
Jennifer Bain	IBS/Spa	Operations	212.564.8823		jbain@cwmet.com
Kathy Gruttadauria	Spa	Show Director	212.895.8294	212.895.8209	kgruttadaria@questex.com
Katie Scally	IBS/Spa	Show Coor.	212.895.8414	212-895.8209	kscally@questex.com
Linda Keller	Spa	Sales Executive (#-D)	212.895.9497	-	lkeller@questex.com
Liz Hitchcock	Spa	Sales Executive (E-L)	212.895.8256	-	lhitchcock@questex.com
Liza Wylie	IBS/Spa	VP	203.227.9875	-	lwylie@questex.com
Lynne Boccuzzi	Spa	Sales Executive (P,R-U)	203.652.0516	203.652.0536	lboccuzzi@questex.com
Natasha Bhalla	IBS	Sr. Conf./Marketing Mngr	212.895.8259	212.895.8209	nbhalla@questex.com
Rick Rosalina	IBS/Spa	Operations	212.564.8823	212.591.8316	rrosalina@cwmet.com
Susan Borkowski	IBS/Spa	Sr. Evt/Ops Coor.	212.895.8234	212.895.8209	sborkowski@questex.com
Tina Kassimis	Spa	Group Marketing Dir.	212.895.8248	212.895.8209	tkassimis@questex.com
Tracy Holloway	IBS	Sales Executive (A-E,W-Z)	212.895.8229	212.895.8209	tholloway@questex.com
Veronica Gonnello	IBS	Sales Director (N-T)	212.895.8244	212.895.8209	vgonnello@questex.com
<b>Reg</b>					
Connie Karadimas	IBS/Spa		-	-	regmanager@questex.com
<b>Finance</b>					
Mary Barry	IBS/Spa	A/R Manager	617.219.8347	617.663.6397	mbarry@questex.com
Anne Collins	IBS/Spa		617.219.8323	617.663.6397	acollins@questex.com
Steve Jaillet	IBS/Spa		617.219.8360	617.663.6397	sjaillet@questex.com
Julia Barry	IBS/Spa		617.219.8304	617.663.6397	jbarry@questex.com

# RULES & REGULATIONS

(alphabetical by subject)

*The intent of these guidelines is to establish a consistent appearance for the show and to provide a fair and reasonable opportunity for each exhibitor to use as much of their available floor space as possible without interfering with the rights of others.*

## **BOOTH & DISPLAY REGULATION:**

**Display Guidelines** – IECSC & IBS Show Management is committed to producing industry events with the highest degree of professionalism, integrity and quality for our exhibitors and visiting salon and spa professionals alike. To that end, **the following Booth Guidelines will be enforced.**

- All tables within your booth area must be draped and/or skirted. Exhibitors **cannot** utilize the booth's side drape as skirting for tables.
- **All booths must be carpeted or have flooring.**
- All signs must be professionally produced and/or created.
- The use of corrugated boxes, unlabeled bins, etc. to display and/or sell merchandise is prohibited.
- Unsightly storage of inventory within your booth area is not permitted.
- Booth attendants, manufacturers, salesmen or representatives, including models or other supportive personnel must conduct business only within their booth space. Printed matter may not be distributed in any area of the show floor except within the confines of their booth.
- Should any exhibitor misrepresent any product or article in a booth, Questex LLC may forthwith and without any liability, terminate their contract and require Exhibitor to remove exhibit from the premises.
- No contracted exhibitor or educator of IECSC & IBS may hold events of conflicting interest during conference activities and hours.
- Management urges all exhibits and displays to convey a professional and high-quality image. Professionally produced exhibits are encouraged.

This policy will be enforced at all Management events. Failure to comply with the above guidelines will result in Show Management's intervention that may impact exhibitor booth placement at future Management events.

## **In addition to the guidelines listed above, the LVCC and Questex LLC prohibit the following:**

- The use of untreated cardboard boxes or wooden crates as display fixtures is prohibited.
- Nothing will be tacked, nailed, screwed or otherwise attached to the columns, walls, floors, furniture or other properties of the building. Anything in connection therewith necessary or proper for the protection of the building equipment or furniture will be at the expense of the Exhibitor.
- Serving of alcoholic beverages in exhibit booth or exhibit areas by Exhibitors will not be permitted.
- Show Management suggests **No Balloons**. If you must have balloons, see the LVCVA Rules and Regulations regarding Balloons. If a balloon gets loose, goes to the ceiling and ignites a sprinkler, you will be responsible for all damages that occur due to the sprinklers coming on. No BLIMPS, skates or skateboards allowed anywhere in the Convention Center.
- Fountains, and other water containers used for decorative purposes, must be waterproofed and inspected by the LVCC.
- The use of glitter is not permitted in the facility. A cleaning fee will be assessed for any use of glitter.
- There is "**NO SMOKING**" allowed anywhere in the Exhibit Hall or Classrooms. That includes cigars, cigarettes, and smokeless tobacco. Please go outside to smoke.



## DISPLAY HEIGHT CHART

# OF CONTIGUOUS BOOTHS	<u>HEIGHT</u>			
	<u>8'</u>	<u>10'</u>	<u>12'</u>	<u>16'</u>
1	•			
2	•			
3	•			
4 LINEAR		•		
4 PENINSULA		•		
4 ISLAND		•		
5		•		
6 LINEAR			•	
6 PENINSULA			•	
6 ISLAND			•	
7 LINEAR			•	
7 PENINSULA			•	
8 + LINEAR			•	
8 + PENINSULA				•
8 + ISLAND				•

### Special Note:

Exhibitor Displays that exceed 4ft in height must be placed appropriately to maintain sightline restrictions.

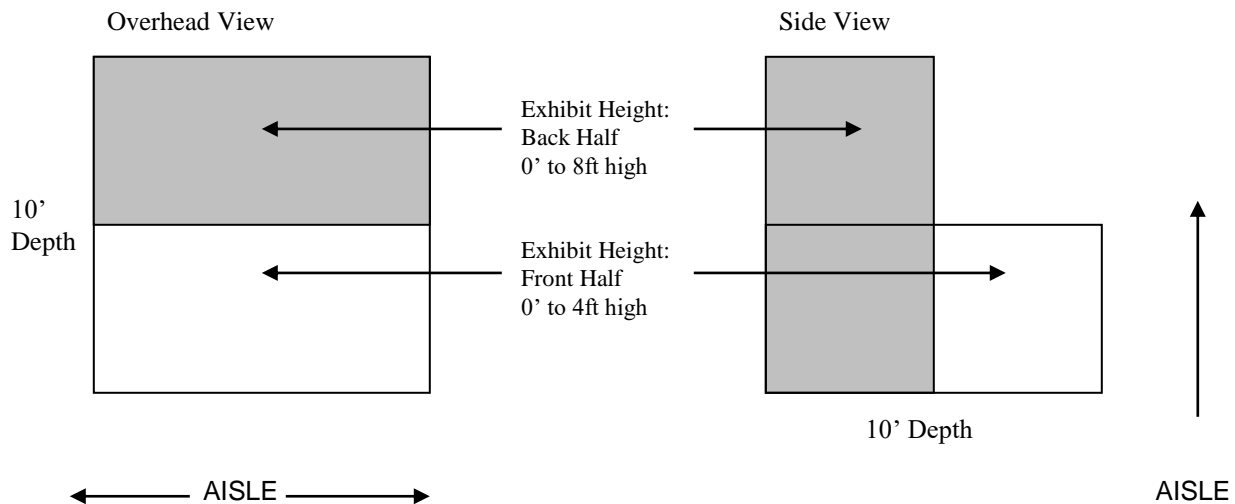
Please refer to the sightline restrictions rule below.

**Sightline Restrictions** - Display fixtures, over 4' in height, will need to be positioned at least 5' from an aisle so a clear line of sight extends for at least 20' from any adjacent exhibitor. Exhibitors must do this on all sides of the booth. A person standing 3' into the aisle, from a distance of 20', must be able to see 5' feet into an adjacent 10' x 10' booth (from the aisle towards the middle of the booth).

- All display components will need to be positioned in order that a clear line of sight as defined above is maintained.
- Any display component placed in violation of sightline policy will be removed at the exhibitor's expense.
- The sightline must be maintained from both sides of the booth.
- All display components must be professionally produced.
- Any display component exceeding 8' in height must have a finished backing or must be draped off at the exhibitor's expense.

Show Management has established the following sightline policy to give each exhibitor effective use of his space without interfering with the rights of neighboring booths.

### **Sample Booth Layouts –**

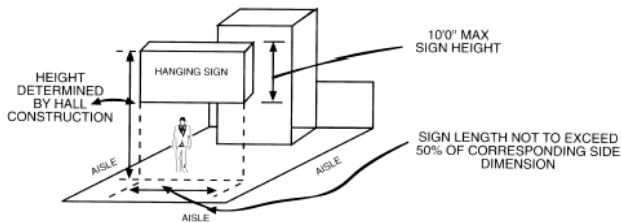


## **BANNERS:**

In an effort to maximize your exposure, inline booths of 200 square feet or more are now permitted to hang banners over your booth within the IBS & IECSC Guidelines. You must adhere to the below guidelines and Show Management must approve all banners prior to installation.

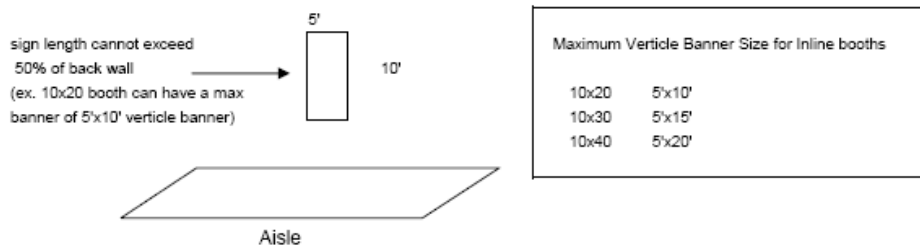
## **Peninsula Booths:**

Banner Size must not exceed 10ft in height and 50% of corresponding side dimension. Example Below:



## **In-Line Booths:**

Banner Size must not exceed 5ft in width and 50% of back wall dimension. All banners must be vertical **NO EXCEPTIONS**. Example Below:



Exhibitors must submit a written request that includes a diagram of their desired placement. All requests and questions should be directed to:

Jennifer Bain  
[jbain@cwmet.com](mailto:jbain@cwmet.com)  
Fax 917-591-8316

To save you time and money we recommend you talk with our operations department prior to production of any banner to ensure your banner is meeting the IBS and IECSC requirements.

## **Banner Production:**

Exhibiting companies that need help designing or printing banners / signage can contact Getvamp LLC, our official marketing & promotions company. Getvamp can be reach at 216-566-5953 or at [orders@getvamp.com](mailto:orders@getvamp.com)

## **EXHIBITOR APPOINTED CONTRACTORS (EAC):**

Exhibitors using the services of display firms / independent contractors must fill out the EAC approval form located in the "LABOR" section of the manual. Notification must include a current certificate of insurance that meets all hall specification. The contractor must abide by all LVCC, Show Management and Union Regulations

## **FIRE DEPARTMENT REGULATIONS:**

### ***Inherent Fire Retardant or Flame Retardant Treatment***

1. All decorations, drapes, signs banners, plastic displays, hay, straw, moss, split bamboo and other materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they are flat, with an overhang no greater the 6"
3. Oilcloth, tarpaper, sisal paper, nylon and certain other plastic materials cannot be flame retardant and their use is prohibited.
4. A flame test by the City of Nevada Fire Department may be performed when deemed appropriate. A certificate stating that all materials are flame retardant may be requested on site.

### ***Vehicles / Internal Combustion Engines on Display***

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicles tanks containing fuel are required to have locking gas caps or must seal the gas cap with tape. No more than one gallon of fuel is permitted per vehicle.
3. Tanks cannot be refueled or emptied inside the LVCC.
4. A properly tagged set of keys to each vehicle must be left with LVCC security prior to display.
5. All autos, trucks, vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

### ***Combustibles***

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.
3. Storage of loose materials, loose packaging materials, flammable or combustible mixtures, waste, liquids, etc., is prohibited.

### ***Obstructions***

1. Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles.
2. All aisles must be maintained at a minimum of 10 ft in width or unless otherwise approved on the floor plan.
3. All fire prevention and fire equipment in all public assembly areas shall have easy and unobstructed accessibility.

## **FOOD DISPLAYS AND FOOD SERVICE:**

All food and beverage must be purchased through the exclusive in-house catering provider. Exhibitors needing catering services or customized menus will need to email Centerplate at [exhibitorcateringlvcc@centerplate.com](mailto:exhibitorcateringlvcc@centerplate.com) or call 702-943-6779

Refer to the "BUILDING CONTRACTORS" section of this manual for additional information

## **GOOD TASTE & THE RIGHT OF OTHERS:**

Show Management may require an exhibitor to make changes to their exhibit if, in Show Management's opinion, the exhibit does not conform with prevailing standards of good taste. Any inappropriate displayed items will be removed at the cost of the exhibitor. Changes will also be required if the exhibit interferes with the rights of others.

## **GRATUITES:**

The Official Decorating Company and the LVCC request that exhibitors do not tip their employees. Any attempts made by an employee to solicit a gratuity for any service, should be reported immediately to a Show Management Show Office. **Tippling is not appropriate.**

## **HEALTH DEPARTMENT/PERMANENT MAKEUP**

If you are doing permanent makeup, you will need to submit a permit form and appropriate fees to the Clark County Health District; you will find further application information in the Other Contractors section of the kit. Please contact the Environmental Health Department (702.759.0677) with any further questions.

## **INSURANCE REQUIREMENTS (Required for All Exhibitors)**

Per your exhibit contract, exhibitors are required to provide a certificate of insurance.

### **Additional Insured:**

Questex LLC	Limit of Insurance:	\$1,000,000
c/o Show Insurance	Type of Insurance:	General Liability
3737 Park East Dr #204	Dates of Coverage:	See the Insurance Information section of the kit
Beachwood, Ohio 44122	Other Coverages:	Workers Compensations

For more information on all of the insurance required for exhibitors, please refer to your exhibitor agreement or the insurance notice located in the back of this section.

**Exhibitors that need coverage can register online at [www.showinsurance.com](http://www.showinsurance.com) or mail/fax the registration form to **Show Insurance Inc.****

## **OFFENSIVE MATERIALS:**

Show Management reserves the right to require Exhibitors to remove from their exhibit any materials, which it determines, at its discretion, to be inappropriate. This includes materials that may be offensive, disparaging, or discriminatory.

## **PHOTOGRAPHY & VIDEO TAPING:**

Unauthorized photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibits only.

## **PRODUCT STORAGE:**

You can store a limited amount of materials at your booth. All additional product / materials must be placed in the Decorator accessible storage trailers located on the docks for a fee. You will be able to retrieve your materials from this area at designated access times throughout the show for a fee. Please see the Accessible Storage form under Shipping Information for pricing. When removing material you must check in and out with the representative of the Official Decorating Company managing this area.

## **QUESTIONS AND ADJUSTMENTS:**

Any discrepancy in items and received any complaint or question concerning service, etc., must be reported to the appropriate vendor immediately upon noting the problem. Remember that items ordered, including labor, **MUST** be signed for at the time of receipt.

## **SOUND AND NOISE REGULATIONS:**

**Exhibitors with 6 or less contiguous booths are permitted** to use one TOA sound system for voice amplification only. The system is listed as Audio Equipment on Audiovisual order form. The sound volume, above the ambient level when measured from the adjacent aisle(s) and/or neighboring exhibitor(s), may not exceed an 80-db level on the sound meter.

**Exhibitors with theatres or a minimum of 7 or more contiguous booths** will be granted permission to utilize sound systems of their design provided a platform presentation or educational program is presented. The sound volume, when measured from the adjacent aisle(s) and/or neighboring exhibit(s), may not exceed an 85-db reading on the sound level meter.

### **Please Note:**

Exhibitors must notify show management in writing 30 days in advance of their intention to use a sound system. Send requests to Rick Rosalina by (f) 917-591-8316 or by email: [rrosalina@cwmet.com](mailto:rrosalina@cwmet.com)

## **SOUND AND NOISE VIOLATIONS:**

The following Sound System and Noise Rules are in effect for the IBS & IECSC: These rules will be strictly enforced.

1) **NO Live Bands or Musical Instruments will be permitted in any exhibitors' booth.** Only recorded music that can be controlled though a soundboard will be permitted. The use of whistles, horns, crickets and other similar noise devices is prohibited.

2) **Maximum Sound Level will be enforced at 85 decibels.** Show Management staff will conduct sound tests on all exhibitors' booths on the morning of the show opening. Please instruct your booth staff and contractors to this important Sound Check and plan to have someone available. Show Management will clearly mark the maximum level on the controls of the soundboards where 85 decibels is maintainable. Sound levels will be tested at a distance of 10 feet from the perimeter of the exhibit booth.

These restrictions are in place due to possible non-compliance with OSHA health and safety regulations that could potentially plague your firm from damage that any of your employees or show attendees might experience through excessive exposure to sound. There are very serious consequences to continuing infractions of these requirements, and we intend to take non-compliance very seriously.

3) **ALL speakers must be turned INTO the exhibit booth. No speaker should be facing out into the aisle.**  
Thank you for your cooperation!!

Should complaints arise and sound levels are found to be higher than the pre-set 85db maximums, the following **enforcement policy will be implemented:**

- a) **First infraction:** Show management will warn exhibitor by copy of a Noise Violation Form.
- b) **Second infraction:** Show management will present a NOISE VIOLATION NOTICE to the booth contact which must be signed by both parties to acknowledge that notice was issued, and there will be a \$150.00 fine.
- c) **Third infraction:** The Violation form will be revised and an *additional* \$500.00 fine will be imposed. Should the Third Infraction occur, Show Management additionally reserves the right to prohibit future sound reinforcement systems on its show floor by this exhibitor unless said company, at its own expense, attaches the an Exhibit Management approved sound governing device to the system which will automatically maintain the Show's db maximums. This will be STRICTLY ENFORCED.
- d) **Fourth infraction:** Show management reserves the right to pull all electrical lines that feed the sound system for the duration of the show, regardless of the date of the occurrence. Show management reserves the right to remove exhibitor booth personnel from the show floor should the noise infractions continue.

Show Management does NOT want to continually have to respond to complaints of noise violators, so your total cooperation this year is imperative to all us. Unfortunately, repeat offenders have resulted in our having to take these drastic actions.