GENERAL INFORMATION

CONFERENCE, SHOW DATES AND HOURS

Mon., March 27 – Education	**1:00 pm – 5:00 pm**
Tues., March 28 – Education	**8:00 am – 5:00 pm**
Wed., March 29 – Show Day	**10:00 am – 5:00 pm**
Thurs., March 30 – Show Day	**10:00 am – 4:00 pm**

Exhibitor personnel are allowed entry into the exhibit hall one hour before Show opening.

EVENT MANAGEMENT OFFICE

The 2023 Amusement Event Management Office will be located in Central Hall 3, at the Las Vegas Convention Center. The office will be open Sunday, March 26th and continue in operation through Thursday, March 30, 2023.

INSTALLATION OF EXHIBITS

Freeman will begin moving in freight at 8:00 am, Sunday, March 26, 2023. Please refer to the freight target listing schedule under the **Shipping Information** section of the Online Exhibitor Guide for your move-in date and time.

Exhibitors may begin setting up their booth following the delivery of their freight on their assigned target date.

The setup schedule is as follows:

Monday, March 27	8:00 am – 5:00 pm
Tuesday, March 28	8:00 am – 5:00 pm

In addition, no one under the age of 17 (including infants) will be allowed on the show floor at any time during installation or dismantling. This is the policy of the Las Vegas Convention Center, as well as for your safety and protection.

If you have any questions concerning the installation of exhibits, please contact Event Management.

DISMANTLING OF EXHIBITS

Dismantling will commence at 4:00 pm on Thursday, March 30, 2023. Please notify your booth personnel that early dismantling will jeopardize your company's participation in future Expos, and loss of seniority points. All exhibit material must be packed, labeled and made ready for shipment by **12:00 pm on Friday, March 31, 2023.**

Any unprepared materials will be returned to the drayage company's warehouse or, at its discretion, will be shipped to the exhibit via carrier of the drayage company's selection at the exhibitor's expense.

Freeman will maintain a Service Desk throughout the course of the Expo. This desk will supply labels, the Material Handling Agreement, etc. and assist you in scheduling your removal.

The service desk will have personnel available to accept labor orders for dismantling. Orders for labor during dismantling must be placed by 2:00 pm, Wednesday, March 29, 2023.

Fire regulations require that booth power be disconnected within one hour after the close of the Expo. Any exhibitor requiring electrical service after 4:00 pm on Thursday, March 30, must make special arrangements with the Electrical Service Desk no later than 12:00 noon on Wednesday, March 29.

All outbound shipments must have a Material Handling Agreement showing correct count of pieces, weight, destination and billing. A sample Material Handling Agreement will be displayed at the Service Desk.

Freeman will ship your freight the best way possible. Should you wish to ship via specific carrier, you must name that carrier on the Material Handling Agreement and contact carrier.

If you have any questions concerning shipping or dismantling, please resolve them at the Freeman Service Desk during the Expo to avoid problems later.

OFFICIAL DRAYAGE CONTRACTOR

The following has been designated as the official drayage company:

Freeman
6555 West Sunset Road
Las Vegas, NV 89118
702-579-1700 469-621-5604
freemanlasvegases@freeman.com

SHIPPING INSTRUCTIONS

Please refer to the **Shipping Information** section of the Online Exhibitor Guide concerning advance and direct shipments.

OFFICIAL DECORATOR

The following has been designated as the official decorator:

Freeman
6555 West Sunset Road
Las Vegas, NV 89118
702-579-1700 469-621-5604
freemanlasvegases@freeman.com

The official decorator will have furniture and other decorative accessories available for rental. Appropriate forms for this type of service are contained in the Freeman Exhibitor Services Guide. You will save time and avoid inconvenience by ordering as early as possible.

PLEASE NOTE: SPECIAL DISCOUNTS WHEN ORDERING IN ADVANCE

CLEANING SERVICE

Any exhibitor wishing continuous porter service, special cleaning service, waxing, shampooing, etc. may order such services through Freeman. An order form and rate schedule are listed on the Freeman Exhibitor Services Guide.

LABOR

FREEMAN will have labor staff available during the period of installation and dismantling. Please place your order for labor as early as possible to avoid overtime charges.

All labor is adequately paid and exhibitors are requested not to give tips or additional payments (including unwanted display material). Any demands for such payment should be promptly reported to Event Management.

Exhibitors are free to choose any display company they wish to employ, provided they are accredited union shops and must provide Event Management with a Certificate of Insurance.

If you intended to have your display installed by a company other than Freeman, you must submit in writing the name of the contractor/display house, as well as a Certificate of Insurance, to Event Management by February 17, 2023.

STANDARD BOOTH EQUIPMENT

Each 10’ x 10’ booth will be set with 8’ high back drape and 3’ high side dividers.

OFFICIAL SIGN MAKER

Freeman has been designated as the official sign maker. Special sign requirements should be ordered in advance by completing the order form.

ELECTRICAL SERVICES

The following has been designated as the official decorator:

Freeman
6555 West Sunset Road
Las Vegas, NV 89118
702-579-1700 469-621-5604
freemanlasvegases@freeman.com

Appropriate forms for this type of service are contained in the Freeman Exhibitor Services Guide. General overall lighting is provided to exhibitors without charge. Should

you require electrical services for special lighting, outlets, spotlights and the operation of exhibitor's products, please complete the Electrical Order for Service, contained in the Freeman Exhibitor Services Guide.

FIRE DEPARTMENT REGULATIONS

All material used in the Exhibit Hall must be fireproofed and conform to all Fire Department regulations. No decorative paper, split bamboo draping, untreated cloth or carpeting, excelsior or polyurethane materials of any kind will be permitted. All exhibitors planning demonstrations requiring open flames, paint sprayers, any kind of compressed gas or explosive fuels, heat, etc., are urged to contact the Fire Marshall, giving all information so they can obtain approval in advance. No welding is permitted. Send copied of all correspondence to Event Management.

The storage of packing boxes, cartons, literature or any other material behind an exhibitor's booth is expressly forbidden at any time. Exhibitors will be permitted to retain in their booth a limited supply of literature or extra products sorted in containers beneath the draped tables.

Balloons and inflatables of any kind may not be used without the written consent of Event Management prior to the opening day of the Event.

Aerosol cans containing inflammable propellants/products are prohibited by the Dallas Fire-Rescue Department - By ordinance of the Fire Department. All other aerosol cans must be labeled as to their content and expellant. Empty cans should be used for display purposes when in doubt.

TELEPHONE SERVICE

If you require telephone service in your exhibit, please complete and return the Voice and Video Products Form contained within the Online Exhibitor Guide. Single-line terminal equipment, key sets (multi-line telephones) and data equipment can be ordered by completing the Voice and Video Products Form**.** The use of personally owned single-line instruments is permitted; however, line installation must be provided by the official telephone company.

The following has been designated as the official telephone/internet provider:

Cox Business – Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
855-519-2624 702-920-8255
www.tradeshow.coxhn.net
LVCC.orders@cox.com

SECURITY GUARD SERVICE

The following has been designated as the official security company:

Special Operations Associates, Inc. (SOA)
3405 Cambridge Street
Las Vegas, NV 89169
702-386-8065 702-386-9720
soa@soasecurity.com

Event Management will, by the employment of a reputable guard service, exercise due diligence in protecting the property of exhibitors from theft, damage by fire, etc. but does not assume the responsibility for such losses by exhibitors. Event Management has set forth the following procedures to be followed at this year's show:

- No cameras or videotaping will be allowed
- All persons entering or leaving the Exhibit Hall must wear a badge issued by Event Management during set-up, show days, and teardown
- All material entering and leaving the Exhibit Hall must be accompanied by a Material Handling Agreement or Merchandise Pass
- During installation/dismantling, no one will be allowed in the Exhibit Hall before 7:00 am.

In an effort to prevent losses of your material once it is inside the Exhibit Hall, Event Management offers the following suggestions:

- Insure your material and fixtures from the time they leave your display until their return
- List number of pieces in shipment of Bill of Lading and identify number of

crates/cartons/etc. DO NOT IDENTIFY CONTENTS

- Move your material into the Security Room provided by the Expo each night before leaving the building, if not using safety containers or special guards.

Consider special guard service for your booth for hours when you are not in attendance, if your material cannot be placed in a safety container or moved to a Security Room. The value of your material and the extreme inconvenience experienced when samples are lost make this a worthwhile investment.

Do not sell, give away or trade merchandise after the Expo. Re-crate and return to your display. Help eliminate the carrying of miscellaneous items through the front door after the show.

INSURANCE

The Expo Sponsors, the Show Committee, Event Management, their agents, the Las Vegas Convention Center and/or their respective agents will not be responsible in any way for injury that may occur to an exhibitor or his employers, nor for the safety of any exhibitor or material against theft, fire, water, accident, or any cause, nor for the loss or damage to goods consigned to its care.

Each exhibitor should arrange to have some place in its own booth to store any small articles of value. However, there is a security lock-up located on the Expo floor.

Exhibitors should consult their insurance companies for proper coverage on any material from the time it leaves their company until its return. In most cases, a rider can be added to your present policies for a nominal cost. Protect yourself, Act NOW!

LEAD RETRIEVAL

The following has been designated as the official registration company:

CompuSystems, Inc.
2651 Warrenville Road, Suite 400
Downers Grove, IL 60515
866-600-5323 708-344-4444
www.compusystems.com/order/

AUDIO VISUAL EQUIPMENT

The following has been designated as the official A/V provider:

Freeman
3325 W Sunset Road, Suite A
Las Vegas, NV 89118
702-352-1417 469-621-5604

FLORAL SERVICE

The following has been designated as the official Floral provider:

National Plant Floral
1001 E. Sunset #95814
Las Vegas, NV 89193
702-956-8011 702-956-8021
exhibitorservice@nationalplantfloral.com

Representatives will be available to service your needs during the period of installation and throughout the course of the Expo.

MODELS AND DEMONSTRATORS

Event Management has no objection to the use of models or demonstrators in the exhibitor's booths, provided they are properly clothed and dressed in good taste at all times. The wearing of scanty costumes will not be permitted. The Expo further requires that they limit their promotional activities, i.e., product demonstrations, dispensing of literature and/or product samples, to the confines of the exhibitor's booth.

Exhibitor personnel wearing costumes or banners containing the firm name must wear an outer wrap any time it is necessary to leave the confines of the exhibitor's booth. "Live entertainment" and/or dispensing of food or beverage are prohibited.

EXHIBITIONS, RAFFLES & PROMOTIONS

Exhibitors shall not permit exhibitions, raffles, donations or other promotional measure that require members or guests to be present at a specified location and time, and all unusual promotional plans must be approved by Event Management no later than thirty (30) days prior to the Expo.

The use or display of any printed materials, photographs or presentations which may be judged as lewd, lacking in dignity or not conducive to a business environment are strictly prohibited. This includes that all personnel, models or demonstrators must be properly clothed and appropriately dressed at all times. Event Management will give one warning to correct any violations. A continued violation will result in the disconnection of electrical power and draping off of the booth.

Exhibitors shall not use live animals in their exhibit. Advertisements or invitations to exhibitor functions may be distributed or displayed within the confines of your booth providing the event does not occur during Expo hours.

FOOD SERVICE

The following has been designated as the official Caterer:

Centerplate - Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
702-943-6779
angela.smith@centerplate.com

Centerplate offers you a variety of food service options. No food or beverage shall be brought onto the property. Exhibitors must have approval from Event Management before dispensing or distributing any food, snacks or beverages. Exhibitors shall not dispense or distribute food, beverage or throw-away items.

HOTEL RESERVATIONS

Event Management has reserved rooms and suites at the Westgate Hotel for exhibitors and trade visitors. Exhibitors wishing to reserve special suites are requested to communicate directly with Event Management for availabilities.

TRADE ADMISSION CREDENTIALS

Admission to the Expo will be restricted to bonafide business personnel only. All trade visitors will be required to register. Registrants will be closely scrutinized at the Registration Desk, and visitors not in the trade will be refused admittance.

EXHIBITOR ADMISSION CREDENTIALS

Exhibitor representatives who will be staffing the booth swill be required to have an exhibitor badge, which will admit them to the Expo during the Event, as well as installation and dismantling. Badges will NOT be mailed. Please go to registration to pick up your badges.

SALE OF PRODUCT/SAMPLE

Since the purpose of the Expo is to promote the industry generally, and to facilitate the exchange of information about new products and techniques, consistent with this objective, exhibitors in their contact with trade visitors are asked to refrain from selling at the Expo.

If you find it imperative to exchange or sell a sample to a prospective buyer, please keep the merchandise in your booth until the close of the Expo at 4:00 pm, Thursday, March 30, at which time it can be turned over to the purchaser. A receipt for the merchandise including a description and model number must be presented to Event Management so that a Merchandise Pass can be issued. No merchandise can leave the exhibit hall unless accompanied by an authorized receipt from the exhibitor.