

# 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 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.
- 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.** You would be required to pay this before departing. 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	HEIGHT			
	8'	10'	12'	16'
1 Booth	•			
2 Booths	•			
3 Booths	•			
4 Booths LINEAR		•		
4 Booths PENINSULA		•		
4 Booths ISLAND		•		
5 Booths		•		
6 Booths LINEAR			•	
6 Booths PENINSULA			•	
6 Booths ISLAND			•	
7 Booths LINEAR			•	
7 Booths PENINSULA			•	
8 + Booths LINEAR			•	
8 + Booths PENINSULA				•
8 + Booths ISLAND				•

### Special Note:

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

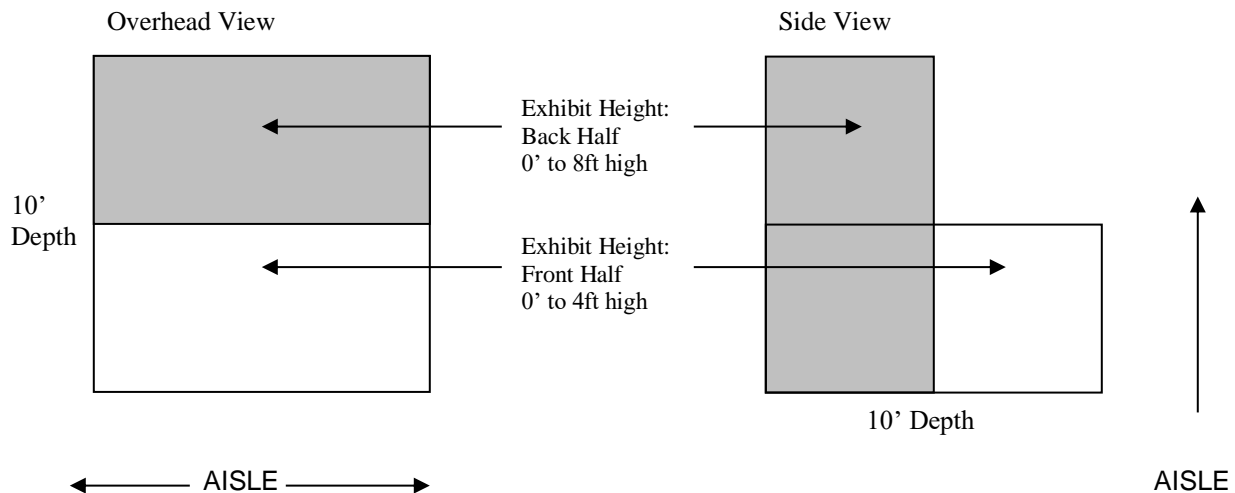
Please refer to the sightline restrictions rule below.

**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 –**

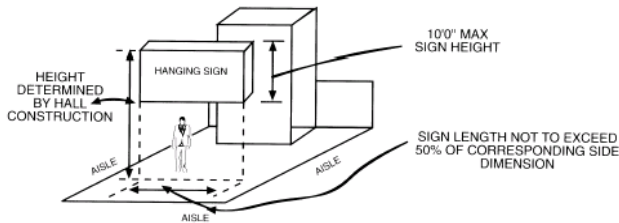


## **BANNERS:**

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.

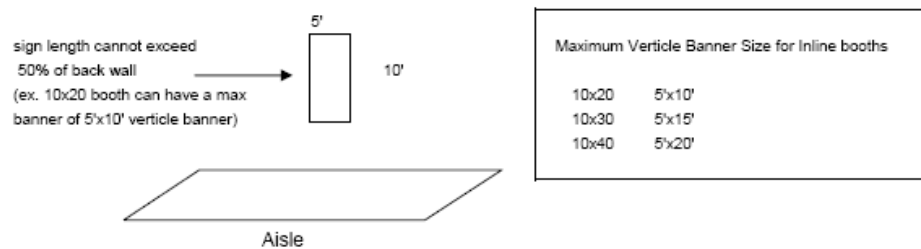
### **Peninsula Booths:**

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.

## **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 and consumed in the designated areas for food service on the show floor.

for additional information email Centerplate at [exhibitorcateringlvcc@centerplate.com](mailto:exhibitorcateringlvcc@centerplate.com) or call 702-943-6779

## **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.

## **GRATUITIES:**

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. **Tipping 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 under Other Contractors as well as the statewide directives for body art, salons, and spas. Please contact the Environmental Health Department (702.759.0677) with any further questions. No permanent makeup activities will be allowed without this certificate of approval being available for inspection.

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

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

For more information on 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 with Rainprotection via the link in the Insurance section of the kit.**

## **LITERATURE DISTRIBUTION:**

Wandering into the aisle to approach attendees and distribute products and/or the offer to perform sampling or any type of service is prohibited.

Should complaints arise and tradeshow management recognizes that booth staff is soliciting attendees outside of their booth, the following enforcement policy will be implemented:

- a) First Infraction: Show management will warn exhibitor by copy of a Distribution Violation Form.
- b) Second Infraction: Show management will present a Distribution 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 fine.
- c) Third Infraction: The Distribution Violation form will be revised and an additional \$500 fine will be imposed. Should the Third infraction occur, Show Management additionally reserves the right to impose rope and station around the booth in question, so booth staff is fully aware of their sales boundary.

## **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 Jennifer Bain by (f) 917-591-8316 or by email: [jbain@cwmet.com](mailto:jbain@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 through 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 are 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 an Exhibit Management approved sound governing device to the system which will automatically maintain the Show's decibel 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 cooperation this year is imperative to all of us. Unfortunately, repeat offenders have resulted in our having to take these drastic actions.