

LAS Vegas



LAS VEGAS
CONVENTION
CENTER
EXHIBITOR
RESOURCE
GUIDE



Facility Contact Information

CONTACT	PHONE
Administration/Convention Services	702-892-2860
American Express Business Lounge	702-943-6990
Food & Beverage Services	702-943-6779
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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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.

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, except for 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.

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/>

CBD (Cannabidiol/Cannabinoid)

With the evolution of federal, state, and local laws regarding the display, distribution, sampling, and other consumption of CBD, marijuana, and/or tobacco products, the LVCVA provides the following policies and procedures for guidance and direction.

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.

No Synthetic CBD may be produced, distributed, sold, or offered for sale at the LVCC. Synthetic CBD means any cannabinoid that is produced artificially, whether from chemicals or from recombinant biological agents (such as yeast or algae) and which is not derived from a plant of the genus Cannabis.

THC (Tetrahydrocannabinol)

THC, including Delta-7, Delta-8, Delta-10 and any other structural, optical, or geometric isomers of Delta-9, is a Schedule I Controlled Substance under Nevada law. The distribution, sale, promotion or offer to sell, transport, import, or other related acts related to THC is a Category-C Felony.

Event management must actively monitor and prohibit the sale, promotion for sale, distribution, or related acts of THC products, including Delta-7, Delta-8, Delta-9, and Delta-10 products. 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.

Drones/Unmanned Aerial Systems (UASs) Guidelines

UASs – Unmanned aerial systems includes all 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.

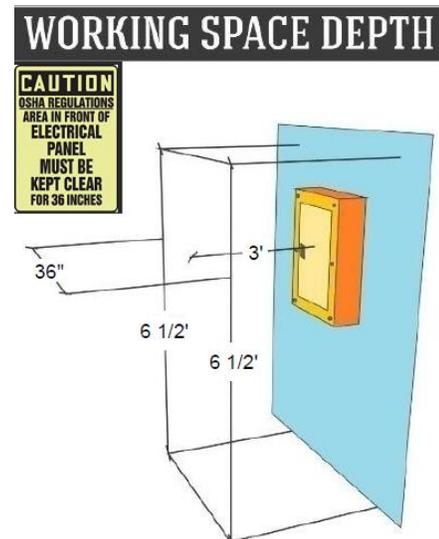
- Drones/UASs are prohibited from flying over-populated areas.
- Drones/UASs must be flown in a fully enclosed area (including ceiling) using netting, plastic or other safety measure. Tethering is not an approved safety measure. Netting should be of a flame-retardant material and must be sturdy enough 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 Panels

- Access to all electrical panels must be maintained per NEC and any applicable local fire, building and safety codes.



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.

Exclusive Services

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

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

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

- Cox Business has exclusive labor rights for all non-electrical cabling under flooring associated with the extension of telecommunications and networking services, which includes, but not limited to, coax, fiber and/or any cabling that transmits voice, data or video. Any violations are subject to a non-compliance fee.

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.

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.
- 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 thirty (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.
- If your booth is demonstrating, sampling or using a hookah, the following items are required:
 - Keep a 5lb ABC (2A:30BC) fire extinguisher at the booth. The fire extinguisher must have a current inspection tag. Extinguishers may be obtained from the show or a local company.
 - A metal (non-combustible) bucket for hot coals.
 - The hookah must be placed on a stable, non-combustible surface (table, stand, stool, etc.). The hookah cannot be placed directly on a carpeted surface.
 - Keep all combustible materials (boxes, plastics, etc.) a minimum of three (3) feet away from the hookah.

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.
- General information to be included on all plans:
 - Name and address of the property
 - Name of the room or location
 - Point of contact with phone number & email address
 - Move-in and move-out dates
 - Type of event (show name)
- 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

The Las Vegas Convention Center's Food and Beverage Division is operated by Sodexo Live! (Formerly known as Centerplate). Our exclusive agreement prohibits outside food and beverage unless approved for exhibiting (sampling size/permits required). The style is collaborative, and the team is delighted to work with you to ensure your experience at the LVCC is smooth, successful, and enjoyable. Committed to delivering the finest food, amenities, and service to impress your guests. Our goal is to provide world-class hospitality for every one of our guests.

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 twenty-four (24) inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than ten (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 thirty (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](#).
- 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.

Freight

- All freight, interior and exterior, must remain 3 feet away from all brick, block and masonry wall.

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/>

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](https://vegasmeansbusiness.com)

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.

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. Exceptions to this are West Hall flex rooms as follows: W102-W110, W203-W212, W228-W233, W303-W310 and W322-W327.
- 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**
Standing only with gooseneck light, power strip and LVCVA logo sign with space for Custom Logo - Cardboard "Card Stock" 17" Wide By 12" Tall.
 - **Microphones**
Wired microphones (lectern/microphones, lavalieres, aisle and table microphones). NOTE: Wired mics are patched into the rooms overhead sound system via an audio mixer unless other mixer arrangements are made in advance.
 - **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

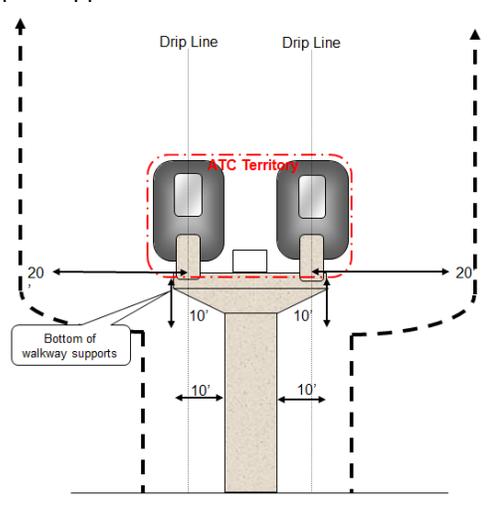
Room #	Show Power Plugs, 208V/3Ph	Other Show Power Connection, 208V/3Ph
C102-C107	NONE	
C201-C206	NONE	
N101-N103	60 Amp	
N104/105/106	NONE	
N107-N110	60 Amp	
N111	60 Amp	125 Amp
N112	60 Amp	100 Amp
N113-N117	60 Amp	
N118	NONE	
N119-N120	60 Amp	
N201	60 Amp	100 Amp
N202-N210	60 Amp	
N211	60 Amp	100 Amp
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 thirty (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 engineer 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.

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 [Multilevel and/or Covered Exhibits](#) (Outdoor)
- All banner material used outside must be made of mesh material (a minimum of thirty (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.
- All other poured concrete requiring framework (curbing, walls, etc.) will use sixteen (16) penny nails with wire to mount and secure all batter board, bracing, etc. in asphalted areas. Square, round or other standard stakes are not permitted to secure framework in asphalted areas. Mechanical forms are preferred. LVCVA exterior engineers are available for clarification.
- 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 ten (10) gallons of gasoline or sixty (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 thirty (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 Facility Maintenance 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 (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.
- Staking in the Orange lot is limited and strictly enforced.
- West Hall - All staking will not exceed 40" in depth. If additional anchoring is necessary, weights will be required.
- Staking in Yellow lot is prohibited.

Truss Structures

- All truss structures require plans to be submitted to Safety and Fire Prevention ninety (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 fifteen (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.
- Staking in Yellow lot is prohibited.
- 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 [Clark County Department of Building & Fire Prevention](#) with the written plan of operations within sixty (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 thirty (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.

Roof Access

- Anyone requiring roof access must obtain approval in advance. To do so, submit [roof access form](mailto:conventionservices@lcva.com) to conventionservices@lcva.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 3:30 p.m.
- 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
- Facility Maintenance staff will escort persons desiring roof access and unlock the associated roof hatch.
- 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 restricted to designated areas and must have prior approval from Facility Maintenance.
- 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 reason 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 or after dark.

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 outside of 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, and 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 thirty (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 highchair, 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 receptacles.
- 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 may 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.

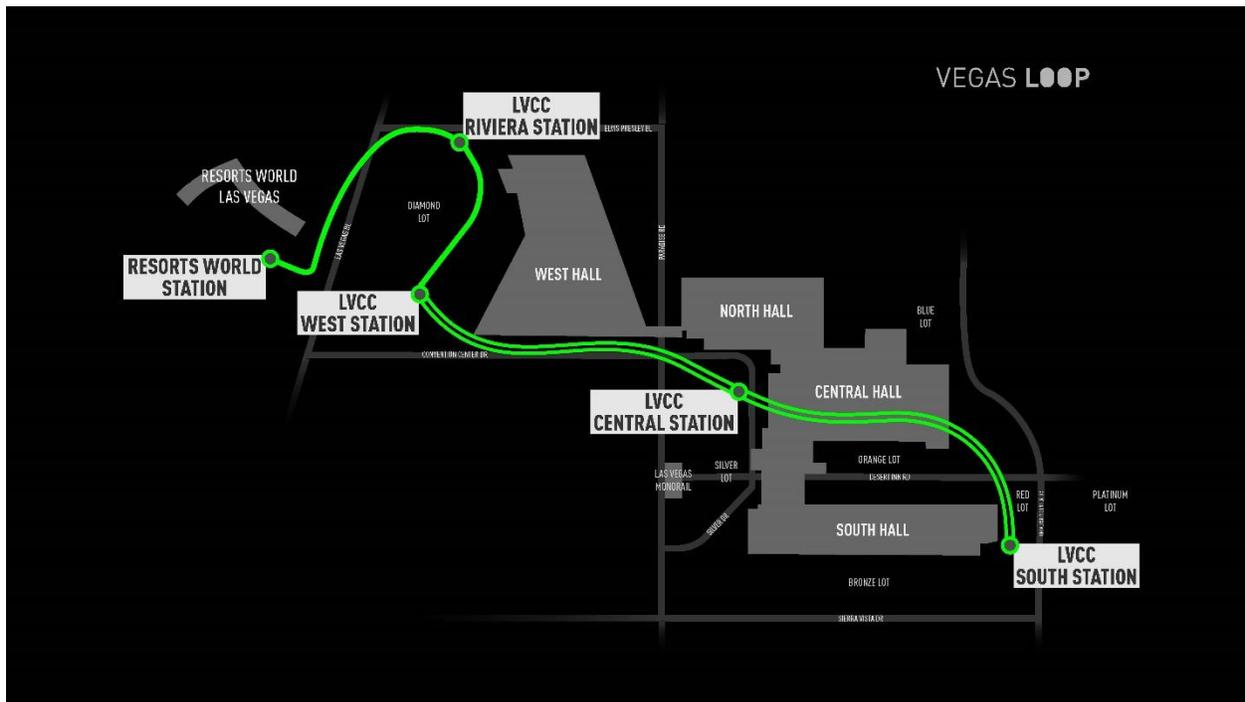
Event management must actively monitor and prohibit the unauthorized use, sale, and distribution of tobacco products at the LVCC by its exhibitors and show attendees. Failure to comply with this requirement shall constitute grounds to close the show and terminate the lease.

Transportation Systems

The Las Vegas Convention Center offers convenient transportation solutions to enhance the visitor experience both on campus and off campus.

VEGAS LOOP

The Vegas Loop is an underground transportation system designed by Elon Musk's The Boring Company designed to quickly transport passengers throughout the 200-acre Las Vegas Convention Center campus in a fun and convenient way, free of charge. The system consists of two one-way, .8-mile-long tunnels built to accommodate all-electric Tesla vehicles driving at speeds of up to 35 mph. The LVCC Loop reduces a 25-minute walk to a less than two-minute ride.



Attendees can access the Vegas Loop at LVCC via four stations:

- South Station – Adjacent to South Hall, this station is located aboveground
- Central Station – Near the Central Hall Main Entrance, this station is located belowground and is accessible via escalator or elevator
- West Station – Adjacent to West Hall, this station is located aboveground
- Riviera Station – At the North side of the West Hall closest to Elvis Presley Drive, with direct access to Resorts World. This station is located aboveground.

The Vegas LOOP has officially opened the Resorts World Passenger Station, providing direct access to and from the Las Vegas Convention Center. Riders can now access the Resorts World station from any of the Convention Center stations (South Station, Central station, West Station, and Riviera Station).

There is currently no charge to travel between stations at the Convention Center or from The Convention Center to Resorts World Station.

Visit lvloop.com/tickets to purchase tickets for rides departing from Resorts World. Hours of operation will vary based upon event calendar at the Las Vegas Convention Center.

For more information, please visit our [website](#).

LAS VEGAS MONORAIL

The Las Vegas Monorail provides a quick and convenient connection along the Las Vegas Strip, linking riders to world-class restaurants, shows, shops, day/nightclubs, spas, hotels, and casinos. Directly connected to the Las Vegas Convention Center as well as several resort hotels, the Monorail is the most convenient way to get around the Strip in just minutes - without the hassles of traffic or wasted time. Trains arrive every 4-8 minutes at each of the seven stations:

MGM Grand

Bally's/Paris Las Vegas
Flamingo/Caesars Palace
Harrah's/The LINQ
Las Vegas Convention Center
Westgate Resort & Casino
SAHARA Las Vegas

[Las Vegas Monorail Map](#)

Hours of operation are Mondays, 7 a.m. to midnight; Tuesday through Thursday, 7 a.m. to 2 a.m.; Friday through Sunday, 7 a.m. to 3 a.m.

Las Vegas' "green" public transportation choice, the Monorail's electric trains are zero-emission vehicles and provide significant reductions in vehicle miles and emissions for our Southern Nevada community.

The Monorail offers exclusive discounts to conventions and groups within the resort corridor to augment your transportation plan. Opportunities range from discount shopping carts for attendees and exhibitors, integrating Monorail tickets into show registration and show badges, and numerous sponsorship and advertising options.

[Learn more about Monorail opportunities available to your event](#)

[Request Monorail Discounts and Transportation Information](#)

TRANSPORTATION SYSTEM ADVERTISING

The Las Vegas Monorail includes nine trains, seven stations and four miles of advertising, sponsorship and branding opportunities and is available through Intersection. Additional information can be found [here](#).

The LVCC Loop screen (Central Station) is also available for purchase through Intersection.

For Loop or Monorail assets, please contact Jon Roche for availability and pricing:

Jon Roche, VP/GM
Jon.Roche@intersection.com
215.281.1980

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).