



Booth Rules and Regulations

Booth Approval Forms

This is required for *all* booths – regardless of booth type – and must be submitted with booth diagrams, hanging sign details, or any other necessary information by September 29, 2023.

Carpet / Flooring

NOT required in all booths. Carpet is not included with booth space. Exhibitors may bring their own or rent carpeting from GES if you would like to carpet your booth.

Storage

Storing booth items behind drapery is prohibited due to fire regulations. If needed, storage can be arranged through GES.

Important Definitions

In-Line Booths have only one side (two sides if the booth is on a corner) exposed to an aisle and are generally arranged in a series along a straight line. These booths are typically in increments of 10ft x 10ft (3.05m x 3.05m). Individual 10ft x 10ft booths may be combined to form larger in-line booths (e.g. 10ft x 30ft).

Corner Booths are in-line booths that are exposed on two sides due to their location on the corner of an aisle. These are still considered in-line booths and the same guidelines apply.

Peninsula Booths have three sides facing aisles. There are two types of these booths:

1. *Split Island Peninsula*, which backs up to another peninsula booth with a shared back wall.
2. *End-Cap Peninsula*, which is on the end of a row of booths and shares side walls with two in-line booths.

Island Booths are exhibit spaces surrounded by aisles on all four sides. Island booths do not include any drapery and do not have back walls.

Multi-Story Booths are exhibit spaces that have a second story.

Enclosed or Covered Areas are exhibit spaces that are enclosed by four walls and/or a ceiling.

Canopy / Ceiling refers to an exhibit component supported over an exhibitor's space for decorative purposes.

Pop-Up Tents are collapsible tents with four legs and a canvas cover. These are not allowed.

Hanging Signs and Ceiling Rigging refer to anything hung or rigged above an exhibit space.

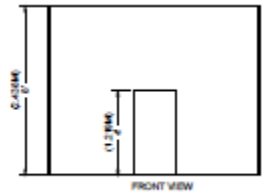
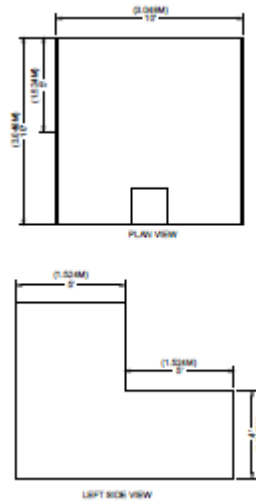
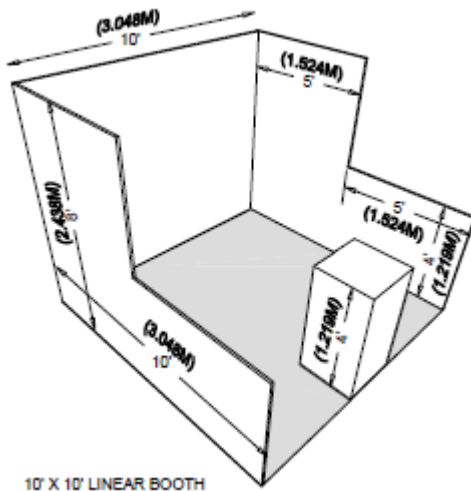
Fire Equipment refers to building fire hoses, fire extinguishers, and audible or visual devices (strobes and alarms). These are part of the structure, must always remain visible and accessible, and cannot be covered by exhibit components.



Rules and Regulations for Specific Booth Types

In-Line Booth Rules

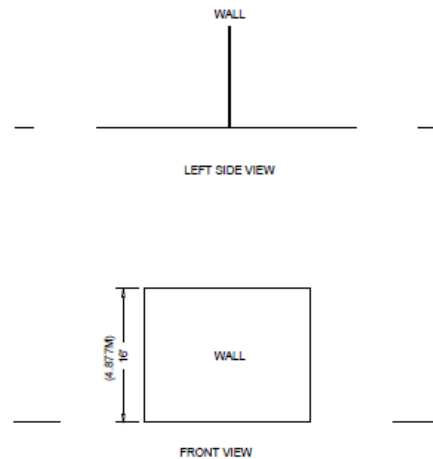
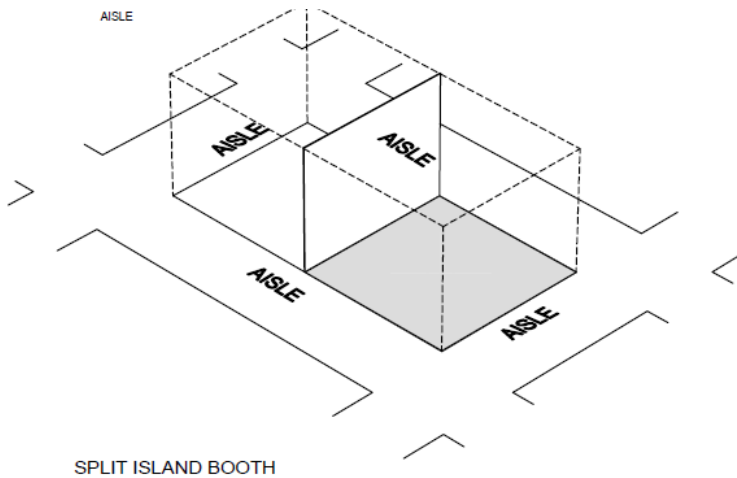
- Must be constructed with enough space to allow for utility service at the rear of the booth (back drape, rails, and power drop, if applicable).
- Pop-up tents are not allowed.
- Line-of-Sight Rules
 - Within the first 5ft of the booth from the aisle, items must be no taller than 4ft, as it blocks sight lines.
 - Note: When three or more in-line booths are used in combination as a single exhibit space (for example, 10ft x 30ft), the 4ft height limitation is applied only to the portion of exhibit space that is within 10ft of an adjoining booth or aisle.
 - Within the rear 5ft of the booth, items must be no taller than 10ft.
 - Note: Drapes are 8ft tall. Any portion of the exhibit extending over the top of the drapes are visible behind the booth and must have a finished back with no logo or identification.
- Any signage or side wall facing a neighboring booth cannot have logos or identification and any side wall must be finished.
- The entire booth must be ground-supported. No aerial rigging or hanging signs are permitted in in-line booths.





Peninsula (or "Split Island") Booth Rules

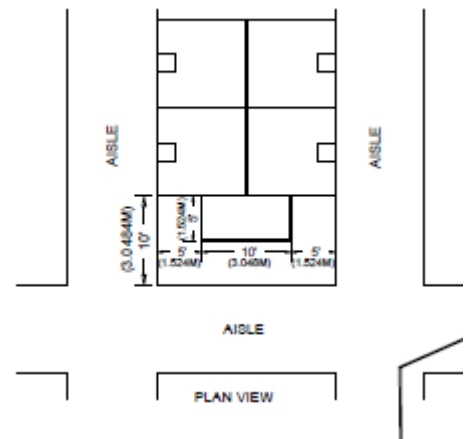
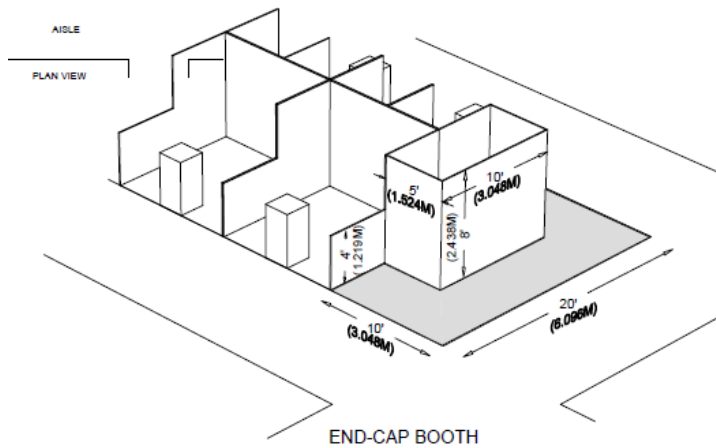
- Must be constructed with enough space to allow for utility service at the rear of the booth (back drape, rails, and power drop, if applicable).
- Pop-up tents are not allowed.
- Hanging signs and aerial rigs are allowed but must be submitted in advance for approval.
- If approved, hanging signs and aerial rigs must be set back 10ft from an adjacent booth and can be no higher than 20ft from the top of the sign to the floor.
- Booth structure height may not exceed 16ft.
- Peninsula booths share a backwall, which includes 8ft pipe and drape.
- Multi-story booths are prohibited if they are in a Split Island or Peninsula configuration.
- Line-of-Sight Rules
 - o Any signage or side wall facing a neighboring booth must not contain any logos or identification.
 - o Any side walls must be finished, and the back wall of any booth must be finished carpentry.





End-Cap Peninsula Booth Rules

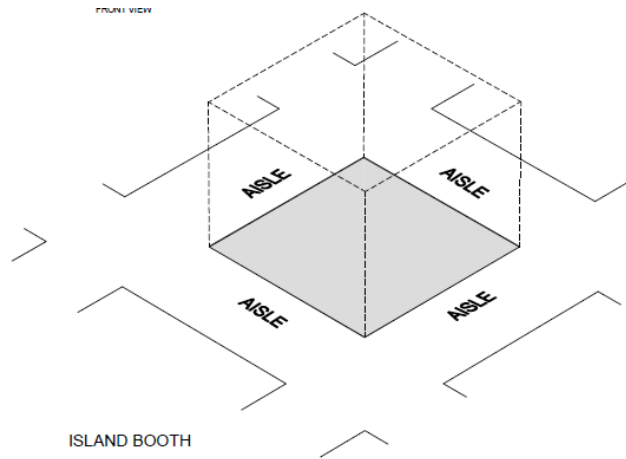
- Must be constructed with enough space to allow for utility service at the rear of the booth (back drape, rails, and power drop, if applicable).
- Pop-up tents are not allowed.
- Hanging signs and aerial rigs are allowed but must be submitted in advance for approval.
- If approved, hanging signs and aerial rigs must be set back 10ft from an adjacent booth and can be no higher than 20ft from the top of the sign to the floor.
- Booth structure height may not exceed 8ft, though exceptions may be made. Please submit a Booth Approval Form with desired booth structure for consideration.
- When an End-Cap Peninsula Booth backs up to two In-Line Booths, the back wall is restricted to 4ft high within 5ft of each side aisle to permit adequate line of sight visibility to the adjoining In-Line Booths (see example below for visual representation).
- Multi-story booths are prohibited in an End-Cap Peninsula configuration.
- Line-of-Sight Rules
 - o Any signage or side wall facing a neighboring booth must not contain any logos or identification.
 - o The center portion of the booth structure may extend from the back of the booth to the aisle.





Island Booth Rules

- Exhibitors are prohibited from installed roofed or multi-story exhibits without prior written approval from both Show Management and the Fire Marshal. Please submit the Booth Approval Form with the desired booth configuration for consideration.
- Hanging signs and aerial rigs are allowed with approval and must be no higher than 20ft from the top of the sign to the floor.
- Booth structure height may not exceed 20ft.
- Typical line-of-sight rules do not apply, as Island Booths have no neighboring booths. Exhibitors may use the full cubic content of their contracted exhibit space.



If a multi-level booth is being constructed, the following rules apply:

- All multi-level exhibits must submit a **Booth Approval Form** to Show Management as well as an exhibit plan to the LVCC's Fire Prevention office. This must be received by the LVCC by 45 days prior to the event.
- Plans must be submitted in .dwf, .dwg, or .pdf format via email to boothplans@lvcva.com.
- Previously approved plans must be resubmitted each year, as local regulations may change.
- Multi-level or covered contiguous areas larger than 1,000 square feet are required to have a fire sprinkler system installed by a Nevada state-licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit only when the following conditions apply:
 - o The exhibit is used in an event where the duration is seven (7) calendar days or longer.
 - o The exhibit contains display vehicles.
 - o The exhibit contains open flame.
 - o The exhibit contains hot works.
- Any upper deck area to be occupied must have an approved plan with a State of Nevada engineered stamp.
- Multi-level areas that are larger than 300 square feet or which will occupy more than nine persons shall have at least two (2) means of egress. (Spiral stairways are not an approved means of egress.)
- Multi-level, covered, or roofed areas exceeding 300 square feet will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside the area.
- Any covered area that is also enclosed – regardless of the area's size – will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside the area.
- Under certain circumstances, the Fire Prevention Office may require a fire watch for an exhibit.



Canopy / Ceiling Regulations

Exhibitors are cautioned when installing a display with a ceiling or canopy. Check with the LVCC's Fire Prevention Office to ensure the exhibit meets the required fire safety precautions, which may include smoke alarms, fire extinguishers, sprinkler systems, etc.

All canopies, false ceilings, and roofs must be approved by Show Management and the LVCC's Fire Prevention Office.

- Maximum diameter of canopy or false ceiling supports is 3in.
- Minimum height of canopy or false ceiling is 7ft.
- Maximum depth for canopy or ceiling across the front of the booth is 1ft.

Umbrellas and pop-up tents are prohibited.

Hanging Signs and Aerial Rigging

These are part of the overall exhibit presentation and are permitted *only* in Island, Peninsula, and End-Cap booth types 20ft x 20ft or larger. Hanging signs and aerial rigging are not permitted over In-Line or 10ft x 20ft End-Cap booths.

All hanging signs and aerial rigging must be approved in advance and must be shipped to the GES Advance Warehouse. **Any signs hung without approval will be removed at the exhibitor's expense.**

Exhibitors intending to use hanging light systems must include those items when submitting booth drawings for approval. No overhead lighting is allowed outside the boundaries of the exhibit space.

Please contact GES to order rigging and to confirm service availability. **All hanging signs must be shipped to the GES Advanced Warehouse prior to the event to receive discount pricing. Signs shipped direct to show site may not be able to be hung.**