

BUILDING USERS MANUAL

LAS VEGAS
**convention
center**

Las Vegas

CONVENTION CENTER





January 1, 2012

Welcome to Las Vegas and the Las Vegas Convention Center!

This 2012 edition of the Building Users Manual has been compiled to assist you in your efforts to produce a successful show. Current policies and procedures are contained within, as well as rules and regulations related to safety, fire code, etc.

A Convention Services Manager (CSM) is assigned specifically to your show to act as your liaison with various departments of the Convention Center throughout your entire planning process. If you have any questions about any of the items covered in this manual, please contact your **Convention Services Manager** first. He/she will be able to handle your inquiry quickly and efficiently on your behalf.

Since policies have a way of changing, your assigned CSM will ask you for your e-mail address so we can keep you informed of any revisions. Your CSM will also handle any special requests and answer any questions you may have about the facility.

Thank you for allowing us to be the venue for your event. We wish you continued success.

Sincerely,

Melissa Smith
Director of Convention Services
Las Vegas Convention and Visitors Authority

- MEET THE TEAM -

CONVENTION SERVICES



MELISSA SMITH

Director of Convention Services

msmith@lvcva.com

Ph (702) 892-2943

Fax (702) 892-2933



KEVIN AIVAZ

Convention Services Manager

kaivaz@lvcva.com

Ph (702) 892-2969

Cell (702) 477-9222

Fax (702) 892-2933



BRANDY CHISNALL

Convention Services Manager

bchisnall@lvcva.com

Ph (702) 892-7525

Cell (702) 250-4732

Fax (702) 892-2933



PATRICK COYNE

Convention Services Manager, CEM

pcoyne@lvcva.com

Ph (702) 892-2904

Cell (702) 400-2143

Fax (702) 892-2933



LEIGH EINSTOSS

Convention Services Manager, CEM

leinstoss@lvcva.com

Ph (702) 892-2920

Cell (702) 235-1317

Fax (702) 892-2933



WILLIAM FLANGAS

Convention Services Manager

wflangas@lvcva.com

Ph (702) 892-7513

Cell (702) 285-3804

Fax (702) 386-7126



HELEN LAVINE

Convention Services Manager

hlavine@lvcva.com

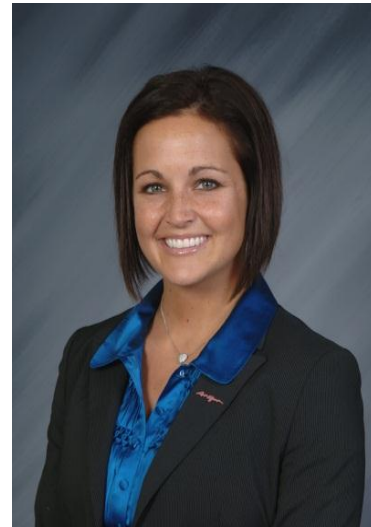
Ph (702) 386-7103

Cell (702) 806-3026

Fax (702) 386-7126



TERESA LUGOWSKI
Convention Services Manager
tlugowski@lvcva.com
Ph (702) 892-2924
Cell (702) 845-4011
Fax (702) 892-2933



JAMIE McNUTT
Convention Services Manager, CEM
jmcnutt@lvcva.com
Ph (702) 892-7602
Cell (702) 235-1342
Fax (702) 386-7126



DEANNE STONEY
Convention Services Manager, CEM
dstoney@lvcva.com
Ph (702) 892-2941
Cell (702) 400-2237
Fax (702) 892-2933

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BUILDING GUIDELINES

ADVERTISING AND CUSTOM SIGNAGE

ADVERTISING

- Commercial exhibitor advertising is not allowed in the public areas of the convention center, including parking lots, without payment of additional compensation to the LVCVA.
- The current rate for all public areas is fifteen percent (15%) of show management's gross revenue.
- You will be required to furnish the LVCVA with a list of all advertising sold in public areas 30 days prior to the first day of move-in, including a rate card and copy of invoice.

CUSTOM SIGNAGE

Banners and signage may be attached to the facility only in locations and by approved methods. Please contact your Convention Services Manager with questions.

❖ **PROHIBITED**

- Permanent facility and commercial signage may not be visibly blocked in any manner. This includes directional graphics, emergency exits, rest rooms, concessions, exhibit hall signs, exhibitor service signs, commercial advertising, etc.
- The beams in the grand lobby, central concourse and south halls are not approved as weight bearing structures.
- The hanging of signs and banners from the tubular space frame, located at the plaza entrance and Gold Lot rest rooms building, will not be allowed.
- Hanging or placing signs or banners from the Paradise Road Pedestrian Bridge, from any of the Desert Inn bridges, the monorail or from the South Ballrooms is prohibited.
- Signs and banners are not permitted on the light poles on LVCVA property. Banners, posters or advertising on light poles off LVCVA property is a violation of state or county codes and will be removed at the expense of the lessee. The lessee may also be cited and fined, and it will be the lessee's responsibility to bill the offending exhibitors.
- Show signs and/or decorations may not be attached to the permanent facility graphics, and the removal of such is strictly prohibited.

❖ **ADHESION**

- Nails, screws and duct tape will not be used to hang signs and banners on walls.
- Any signs placed on windows (i.e. static cling, foam core, etc.) must not leave residue on the window surface.
- Stickers are not allowed on facility property.
- Signs and banners placed outside of the building, such as the bus canopies, must lie flat against the building and be properly secured.

❖ **ADDITIONAL PLANNING NOTES**

- When there are multiple events in the building your Convention Services Manager will approve the appropriate locations for all banners/signage in public areas.
- Freestanding signs (i.e. kiosks, meter boards, etc.) must have a base design that is approved by the Convention Services Manager and the LVCVA Fire Prevention Office. Show floor plans shall indicate proposed location of all freestanding signs, both within any exhibit hall, lobby or plaza. Placement of freestanding signs requires approval of the Convention Services Manager and the LVCVA Fire Prevention Office.

AEROSOL CANS

- Aerosol cans for display purposes must be properly identified and empty.
- Containers of flammable liquids are prohibited from display or use within the facility.
- The Convention Services Manager must approve aerosol cans used for demonstration purposes.
- Spray painting is not permitted within any Las Vegas Convention Center exhibit hall.

AIR CONDITIONING AND HEATING

- The Las Vegas Convention Center provides heating or cooling in the exhibit halls during show hours. The LVCC charges a fee per hall, per day, for cooling and heating during non-show days.
- Contact your Convention Services Manager for a price quote.

ANIMALS

❖ DOMESTICATED ANIMALS

- Seeing/eye assistance animals are always welcome.
- Permission for any domesticated animal (cat, dog, etc.) to appear in a show or booth must first be approved by show management, then by the Convention Services Manager.
- The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc).
- A separate certificate of insurance must be submitted in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured.
- Animals will not remain in the building overnight.
- A trainer must accompany animals at all times. It is the animal owner's responsibility to clean up after the animal while on LVCVA property.

❖ NON-DOMESTICATED ANIMALS

- Will be considered on an individual basis.
- Contact your Convention Services Manager for assistance.

BALLOONS

Show management and your Convention Services Manager must approve the use of balloons.

HELIUM BALLOONS

❖ PERMITTED

- Helium balloons larger than 36 inches separate or tethered, are allowed in the exhibit halls.
- Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit.

❖ PROHIBITED

- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts, however smaller air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Balloons may not be released out-of-doors due to airport flight patterns in the area.

❖ ADDITIONAL PLANNING NOTES

- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved Fire Prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the service contractor, cleaning contractor or the LVCVA.

BOOTH SET-UP

- An exhibitor has the option of contracting the set-up 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 exhibitor company.

BROADCAST AND PUBLICATIONS

- The Las Vegas Convention Center does not regulate, control, approve or disapprove any broadcast, performance or publication of music or any other audio or visual presentation.
- We do not play or perform any music, nor do we offer referrals to anyone who does.

❖ **LICENSING INFORMATION**

- If the Lessee or an exhibitor wishes to use copyrighted material, it will be necessary for you to make arrangement with the ASCAP, BMI or SESAC for license to perform such copyrighted music or material or otherwise qualify for an exemption.
- Please contact the following agencies for more information:
 - American Society of Composers, Authors and Publishers (ASCAP)**
Licensing: (800) 652-7227
General Information: (800) 505-4052
 - Broadcast Music, Inc. (BMI)**
General Information: (800) 925-8451
 - SESAC**
General Information: (800) 826-9996

BUILDING CHECKLIST

Timing	Action
6 Months Out	Submit Proposed Floor Plans
6 Months Out	Approve Hanging Signs and Banners
60 Days Out	Submit Written Plan for Pyrotechnics
60 Days Out	Submit name/contact information for rigging foreman to LVCVA Director of Engineering and Facility Projects
60 Days Out	Submit Traffic Plan
30 Days Out	Provide Insurance Certificates
30 Days Out	Submit Detailed Lobby Plans
30 Days Out	Submit List of Exhibitor Appointed Contractors
30 Days Out	Submit Show Security Schedules, Locator Form and Weapons Request Form
30 Days Out	Submit List of Advertising Sold in Public Spaces

Contact your Convention Services Manager for additional information.

CATWALK ACCESS

Individuals or companies requesting catwalk passes shall have approval from show management and the Convention Services Manager.

❖ **PROCESS**

- Catwalk passes can be obtained from the LVCVA Security Dispatch located on the Grand Concourse across from Hall C3.
- A current driver's license or valid state I.D. will need to be presented before any pass is issued.
- The driver's license/I.D. will remain at the Security Dispatch until all passes have been accounted for and turned in to Dispatch.
- Catwalk passes are issued and returned on a daily basis.
- All lost passes must be reported. There will be a charge of \$100 for a first time lost pass. A second lost pass by the same individual or company will be charged \$500. The retained identification will be returned upon total accountability of the passes.
- Individuals found in a catwalk area without a current approved pass or in possession of an unauthorized pass will be trespassed from LVCVA property and may be prosecuted according to Nevada Revised Statutes.

CHILD CARE

- Child care facilities shall not be permitted at the Las Vegas Convention Center unless Lessee obtains specific permission to have child care from the appropriate Nevada government entities.

CONCEALED WEAPONS

- Nevada Revised Statute 202.3673 prohibits possession of firearms of any type on LVCVA property.

CONCRETE/ASPHALT ANCHORING

- Drilling and anchoring in concrete is prohibited.
- Please coordinate with your Convention Services Manager for asphalt anchoring.

CONTACT INFORMATION

Administration/Leasing	(702) 892-2940
Aramark Food & Beverage Services	(702) 943-6910
FedEx Office	(702) 943-6780
Las Vegas Convention Center	(702) 892-0711
Las Vegas Monorail	(702) 699-8200
Registration Services	(702) 386-7828
Fire Prevention Office	(702) 892-7413
Security Dispatch	(702) 892-7400
Speed Check Advance (Bags To Go)	(702) 943-8120
Smart City Networks	(702) 943-6080
Traffic Office	(702) 892-7415

WEBSITES

- LVCVA Corporate Website LVCVA.com
- LVCVA Consumer Website VisitLasVegas.com

SOCIAL MEDIA

- [Twitter.com/lvcva](https://twitter.com/lvcva)
- [Twitter.com/vegas](https://twitter.com/vegas)
- [Facebook.com/lasvegas](https://facebook.com/lasvegas)
- [Youtube.com/lasvegas](https://youtube.com/lasvegas)

DIGITAL ADVERTISING

- The LVCVA is pleased to announce an exciting new improvement to the Las Vegas Convention Center that can enhance your show and provide an additional revenue opportunity through digital signage ad space. We have partnered with Smart City to provide this high-tech digital experience throughout our building for our show clients and your exhibitors
- The digital signage network consists of 12 video walls throughout the North, Central and South Hall public areas. Please contact Jennifer Stefano with Smart City Networks for more information
 - Phone: 702-943-6533
 - Email: jstefano@smartcity.com

ELEVATORS AND ESCALATORS

❖ PROHIBITED

- Freight is not permitted on passenger elevators.
- The transportation of dollies, oversized luggage, boxes or freight and tool boxes on escalators is prohibited.

❖ FREIGHT ELEVATOR LOCATIONS

- Freight elevators for contractor use are located near freight door 10 and in the west lobby. Freight for the 2nd floor in the south halls must be transported via the south hall ramps.

EMERGENCY STAFF

- LVCVA Security staff is trained to handle emergency situations. The Security Office is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.
- To report an emergency, please call **(702) 892-7400**. Dialing 911 will delay the response of medical personnel who may not be able to find or get to the location of the emergency.
- We have a nurse on standby during event hours on scheduled event dates. Las Vegas Convention Center Security Officers are trained first responders and are CPR/AED certified. They are supplemented by officers who are state certified Emergency Medical Technicians (EMT's) who are on duty during periods of heavy activity in the Las Vegas Convention Center.

EXCLUSIVES

- The LVCC has three exclusive partners: Aramark, Smart City Networks and FedEx Office.
- For more information on our Building Partners please visit <http://www.lvcva.com/Exclusives>

LVCVA EMPLOYEE ACCESS

- The Convention Services Manager will work with show management to allow access to leased space to LVCVA personnel in order for them to perform their work-related duties.

EXIT SIGNS

- Building exit signs must be illuminated and visible at all times.
- Exit signs may not be turned off.
- Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so 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.
- If an exit is not to be used (by permission of your Convention Services Manager), a sign stating, "This is not an Exit," must be posted with directions to the nearest available exit.
- There will be no power interruption to the emergency sockets within an exit sign. The LVCVA emergency power supply will not be used as a secondary power source for temporary signs.

FIREARMS ON DISPLAY

❖ EXHIBIT FLOOR POLICIES

- Any exhibitor displaying firearms at a trade show must contact the Las Vegas Metropolitan Police Department.
- The company shipping the firearms to the exhibitor must have a Federal Firearms License.
- All firearms displayed must have the firing pins removed.
- Live ammunition is prohibited. Blanks 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 gun that it has been inspected and is safe.
- Firearms are checked in and stored in a secure area with contract security guarding after hours.
- If any firearms are going to be sold from the show, please refer to "[Gun Show Policies and Procedures](#)" in the Public Events section

GREENING INITIATIVES

- The Las Vegas Convention & Visitors Authority (LVCVA) is committed to building on our current successes and maintaining a proactive approach towards future sustainable activities such as recycling, green purchasing, education and conservation programs. [Read more about our Sustainable Initiatives here.](#)

HAZARDOUS MATERIAL

- All hazardous materials brought into the facility must be labeled and accompanied by the applicable MSDS (Materials Fire Prevention Data Sheet) which must be produced upon request. It is highly recommended that the MSDS be submitted at the same time floor plans are submitted.
- The Lessee is responsible for the handling and removal of hazardous materials used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event.
- Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility.
- The Lessee is responsible for the tracking of all hazardous material brought into the facility.
- Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.

HEAVY EQUIPMENT PROCEDURES

Show management must provide the LVCVA a list and obtain approval for all equipment weighing over 250,000 lbs. A site plan is required showing locations of each piece of heavy equipment.

❖ FLOOR LOAD LIMITS

- Heavy equipment being brought into Halls S3, S4, C3, C3 Concourse, and C4.1, may require advance review and approval by a structural engineering firm at the expense of show management and/or the exhibitor.
- The floor weight load limit for Halls S3-S4 is 300 pounds per square foot. Halls C3, C3 Concourse and C4.1 have weight restrictions in designated areas. Please contact your Convention Services Manager for additional information.

❖ MOVEMENT OF EQUIPMENT

- Equipment with smooth tracks over 250,000 lbs. must be moved on one inch plywood outside and inside of building
- Equipment with cleated tracks over 250,000 lbs. must be moved on one inch steel plates outside and inside of building.
- LVCC personnel must be present in either case. Meetings must take place between the LVCC and the general contractor to determine routes and method of movement.

HELICOPTERS

- Lessee or exhibitors requiring helicopter usage on LVCVA premises shall provide insurance coverage of \$10 million Aircraft Liability including passenger liability.
 - *A Certificate of Insurance naming the Las Vegas Convention and Visitors Authority as additional insured must be provided thirty (30) days prior to the use of the facility for landing a helicopter.*
- [Complete a Helicopter Landing Request Form.](#)
- Contact your Convention Services manager regarding landing sites.

INDOOR AIR QUALITY

- All forklift trucks, platform lifts, boom lifts and other motorized equipment utilized for the move-in and move-out of events shall utilize cleaner burner alternative fuel than gasoline. The alternative fuel shall be electric, natural gas, and/or propane fuel. All refueling, changing of propane/natural gas bottle/containers or recharging of these vehicles must be conducted outside the facility.
- Any vehicles that are utilized to deliver freight directly into the facility for move-in or move-out shall turn the vehicle off upon arriving at the final location. No vehicle should be allowed to sit and idle in the facility.
- The use of any special equipment (such as cranes, large lift trucks, etc.) in the facility for move-in and move-out shall be coordinated with the Convention Services Manager 30 days in advance, so provisions can be made to ensure proper ventilation is maintained. If the existing ventilation system cannot provide adequate air exchanges, the service contractor shall provide means of ventilation at their expense.
- All equipment utilized for move-in and move-out shall be kept in compliance with all governing laws and regulations at all times.

INTERNATIONAL REPORT

- Thirty (30) days after the last show day, the Lessee will provide a report to the LVCVA indicating the number of attendees by country of origin and number of exhibitors by country of origin.

JANITORIAL AND CLEANING SERVICE

- Lessee will receive the leased area in a clean state and is required to return the leased area in the same condition (i.e., trash and floor tape removed).
- The LVCVA will clean public areas, meeting rooms and rest rooms during the leased period.
- Areas used for exhibits, general sessions (exhibit halls), including parking lots, show offices, registration areas or meeting rooms used for storage or work rooms are the responsibility of the Lessee.
- All other janitorial and cleaning service, through move-in, show and move-out is the responsibility of the Lessee.
- Excessive cleaning and trash removal will result in an additional cost to be invoiced to Lessee. Any building damages incurred will be repaired and labor/materials invoiced to Lessee.

KEYS/CARD ACCESS LOCKS

- If you require meeting room keys, please submit your request three weeks prior to your event and you will receive them at no extra charge.
- Each unreturned metal key will be charged back to you at \$20.00 per lost key. There will be no charge for unreturned key cards.
- Please note that the LVCVA assumes no responsibility for any items left in the meeting rooms regardless if locks have been changed or if keys have been issued to Show Management. You may consider contracting with your security company to ensure the security of these rooms.

LOBBIES

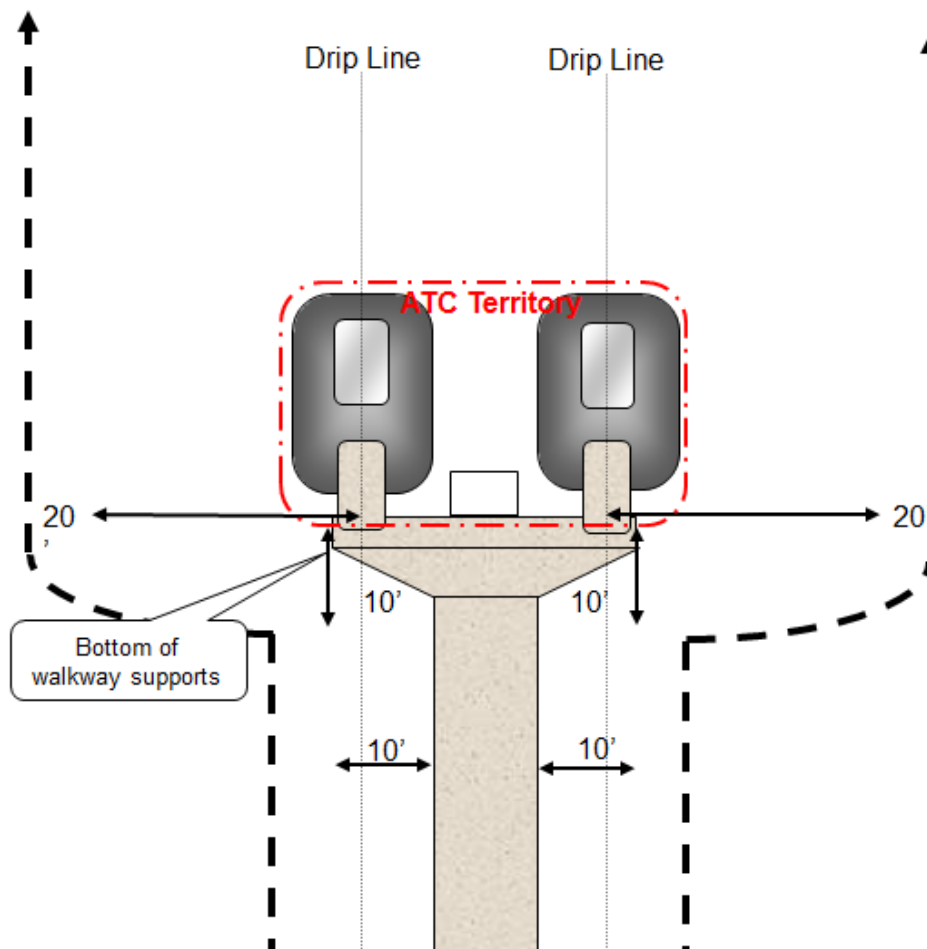
Lobbies are not leased space and must always be kept open for public access and used within certain guidelines set forth by the LVCVA.

❖ GUIDELINES

- No carpet or flooring may be placed on the existing carpet in the lobbies or public areas without prior approval from your Convention Services Manager.
- Electric carts and bicycles may not be used on any carpeted area in the Las Vegas Convention Center unless Visquene is placed on the carpet.
- Carts/forklifts are not allowed on the second floor.
- Neon signs may not be covered or turned off without the permission of the Convention Services manager.
- LVCVA management reserves the right to determine areas to be used by each show and resolve any conflicts in the event the lobbies/plazas are to be shared by two or more shows.
- To accommodate the comfort of attendees, the LVCVA will configure seating in all lobbies and public areas one (1) day prior to show opening. The location and arrangement of seating will be at the discretion of LVCVA management and will remain as configured for the entirety of the show.

MONORAIL – LIMITS OF APPROACH

If a client is leasing space in the parking lots or utilizing other outdoor space, the Convention Services Manager 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 upwards. 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 Automatic Train Control (ATC) Territory from above.

OUTDOOR EXHIBITS

❖ AISLE AND CLEARANCE REQUIREMENTS

- Parking lots used for exhibits that will have tents, pavilions, trailers or sprung structures must have 24-foot clear perimeter around it for fire and emergency vehicle access.
- Booths that will have tents, pavilions, trailers or sprung structures must be on a 10-foot wide aisle.
- Fire apparatus access points must have a minimum unobstructed vertical clearance of 13 feet 6 inches.
- Installation and dismantling of tower cranes require a 300-foot clear zone. We recommend that tower cranes not be installed within 300 feet of Desert Inn Road and Paradise Road.

❖ APPROVALS AND PERMITTING

- When pavilions are planned for installation in LVCC parking lots, the LVCVA Director of Engineering must be called (702-892-7440) for utility clearance and removal of utility poles. “Call Before You Dig” must also be contacted before set-up starts.
- A permit is required from the Clark County Fire Department in order to erect or operate an air supported temporary membrane structure or tent having an area in excess of 200 square feet or a canopy in excess of 400 square feet. A canopy is defined as a temporary structure of fabric or pliable material supported by any means except air of the contents it protects and is open without side walls on 75% or more of its perimeter.
- A permit is required from the Clark County Fire Department in order to erect Temporary Exhibition Structures including all multi-level and platform exhibits greater than 400 square feet and other exhibit structures that have solid (hard shell) sides not governed by the Southern Nevada Building Code or Clark County Fire Code. [Guidelines for Temporary Exhibition Structures.](#)
- Please contact the Clark County Fire Department for additional information.
 - <http://www.clarkcountynv.gov/depts/fire/pages/default.aspx>

❖ ADDITIONAL PLANNING NOTES

- Outdoor exhibits must have an approved floor plan and these plans must show the location of any enclosed structure.
- When parking lots are used for outdoor exhibits or events, the current daily rate per day will be charged.
- Temporary rest room facilities may be required for outdoor exhibits.
- When parking lots are used for outdoor exhibits or events, client will be charged back for the cost of open trash boxes and portable trash compactors.

PAGING

- Show paging is available for all of the exhibit halls.
- The LVCVA will provide a mixer and microphone and place where specified by show management, either on the show floor or in a meeting room.
- If the location for show paging on the show floor is not near available power, show management will need to provide an electrical drop.

ROOF ACCESS

❖ RULES AND REGULATIONS

- All persons desiring roof access must first obtain authorization and a special roof access pass. A pass may be obtained by contacting the Convention Services Manager.
- Persons accessing the roof without a pass will be considered a trespasser and will be denied future access. All persons accessing the roof areas will be given a list of rules to follow while on the roof.
- Access to the roof areas must be through designated locations. There will be no access of the roof areas via a man lift. Everything placed on the roof must have the contractor's name, booth number and show name.
- Foot traffic over roof surfaces must be via mats where provided.
- No penetrations of the roof surface are permitted.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for support of a show, must be placed on designated platforms and removed during the move-out of that show.
- Blocking or taping open any roof access doors will be grounds for trespass from property.

SATELLITE/ANTENNA INSTALLATION

❖ RULES AND REGULATIONS

- Satellite pads are available on the roof of Halls C1-C5, N1-N4, and S3-S4. Any contractor or exhibitor requiring access to roof must first obtain permission from show management and the Convention Services Manager as well as obtain a roof access and catwalk pass.
- Roof access passes expire at the end of each day. No work is permitted on the roof during inclement weather. No work is permitted on the roof after 5:00 p.m. All roof hatches will be secured at this time
- All satellite cabling must be handled by Smart City Networks, the LVCVA's telecommunications provider.
- All satellite dishes must be placed on a ¾" carpeted piece of plywood.
- Equipment can only be mounted on roof platforms, not on any other roof surface.
- The mounting of equipment on antenna masts is permissible where available. Contact your Convention Services Manager 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.

❖ PROHIBITED

- The use of sandbags or cinder blocks is prohibited.
- Cable may not be laid through roof hatches.
- Aluminum clad Flooded Jacked Cable is not permitted.

SEGWAYS, SKATEBOARDS, IN-LINE/ROLLER SKATES & SCOOTERS

- The use of skateboards, in-line skates, roller skates, scooters (either motorized or foot-powered) are not permitted on LVCVA property.
- Segways can be used on property by persons with disabilities. Use of segways within the Las Vegas Convention Center is permitted with permission from Show Management and the LVCVA Convention Services Manager.

SERVICES

The Las Vegas Convention Center offers a spectrum of high quality services complimenting its convention and meeting facilities. With full service kitchen facilities, two restaurants with seating for over 1,300, 18 concession stands, and two Starbucks cafes, every culinary need can be met with a taste of Las Vegas. Event services include a master antenna system, local, cable and closed circuit television and audio recording rooms at a nominal fee; convention housing services provided at no cost to the association; convention housing services provided at no cost to the association; registration services operated on a fee basis; and badges and badge holders available upon request. Complimentary wireless Internet access is available in designated areas of the convention center. For more information please visit our [website](#).

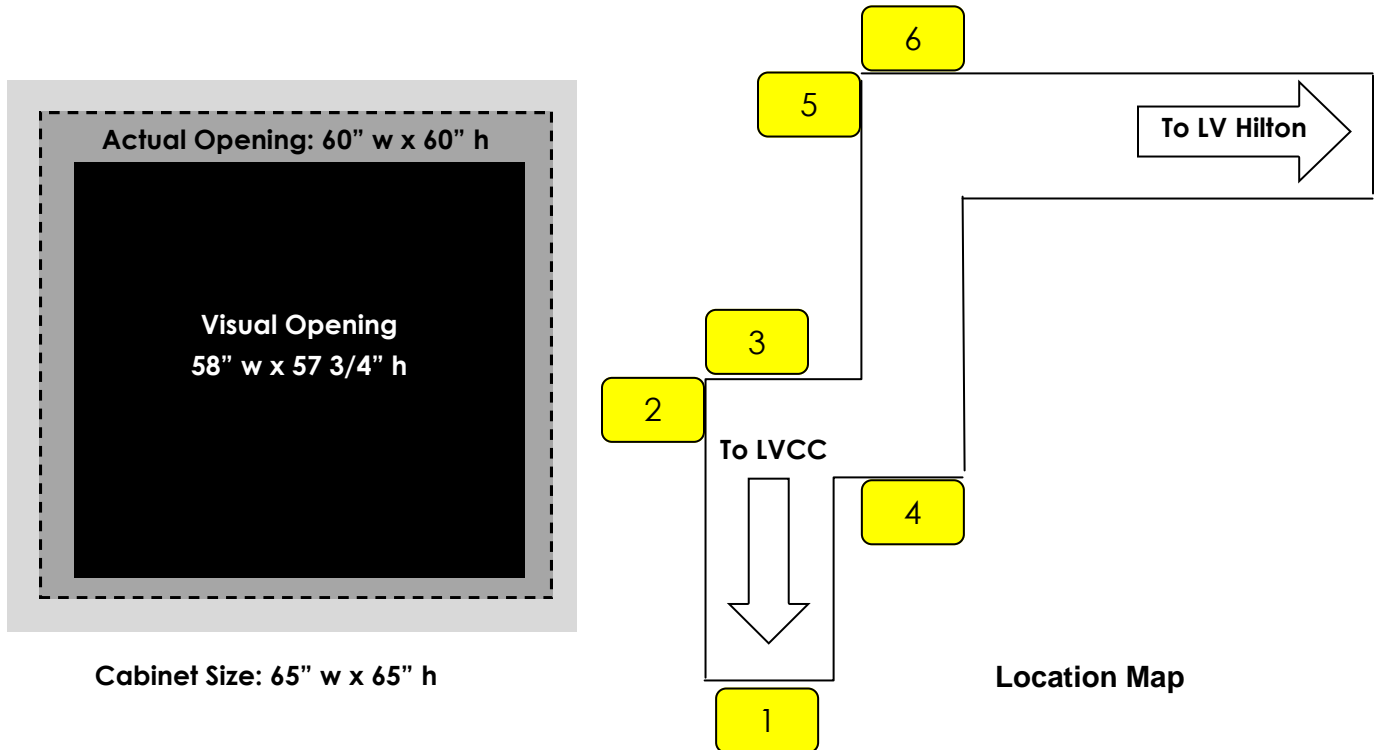


SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS

- Your service contractor will handle the shipping and receiving of all goods to the Las Vegas Convention Center.
- Please note that the LVCC has no storage facilities in the building and is unable to accept any goods shipped to the facility for Show Management or any exhibiting company

SKYBRIDGE LIGHTBOX ADVERTISING

Lightbox advertising includes six (6) backlit displays located on the skybridge that connects the Las Vegas Hilton to the Las Vegas Convention Center.



Production requirements for lightbox graphics include a professionally produced material called duratrans. The attached Las Vegas-based vendor list is provided for easy reference. However, event producers may use any production vendor of their choice, regardless if they are on the attached list or not, as long as appropriate duratran materials are utilized in the production of the graphics. It is the responsibility of the Lessee to work directly with a qualified printer for artwork submission, deadlines and payment of duratran graphics. The event producer is responsible for the payment of the standard 15% commission to the Las Vegas Convention Center for public area advertising as specified in their lease.

LVCVA Sign Shop staff will coordinate insertion and removal of the graphics into the lightboxes pre-and-post show. If graphics are to be returned to the event producer, please ensure specific instructions are provided. Standard practice will be to remove and discard all graphic materials after completion of show, unless otherwise instructed.

Lightbox Specifications:

Cabinet Size: 65" w x 65" h
 Actual Opening Size: 60" w x 60" h
 Visual Opening Size: 58" w x 57 3/4" h

Duratrans Delivery Information:

LVCVA
 Attn: Sign Shop
 3150 Paradise Road
 Las Vegas, NV 89109
 702-892-0711

Please include your show name AND show dates on delivery information. Lessee must allow the LVCVA Sign Shop at least 5 business days for installation of duratrans.

Please contact your Convention Services Manager for a list of available areas and qualified printers.

SECURITY STANDARDS PROGRAM

- The LVCVA Minimum Security Program establishes standards for the assignment and performance of contract security companies operating on LVCVA property. The minimum standards assure that all events occurring on LVCVA property are conducted in a safe and secure environment.
- Clients are encouraged to communicate with the LVCVA Security Department as early as possible before the event to ensure ample time is allotted for the preparation of a comprehensive security plan. Phone: 702.892.7407

SOUND LEVELS

- The Las Vegas Convention Center 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 or is determined to be offensive or otherwise violates the terms of the lease agreement and the building policies.

TRANSPORTATION & TRAFFIC PLANS

- Please forward the following traffic plan information to your Convention Services Manager for approval at least sixty (60) days prior to your first move-in day:
 - Name of transportation company
 - On-site contact name and telephone number
 - Number and destination of buses
 - Number of routes
 - Location of bus staging
 - Schedule of shuttle service
 - Las Vegas Metropolitan Police traffic control schedule
 - Any special requirements
 - Any ADA transportation information
 - Any potential challenges
- The LVCVA has established standard traffic plans. If you anticipate heavy or unusual vehicle traffic during your show, contact your Convention Services Manager.
- No out of state limousine/transportation companies may operate in Nevada without proper licenses and permits.

❖ OVERSIZE/OVERWEIGHT VEHICLES AND LOADS

- The State of Nevada requires special truck permits to move exceptionally large or heavy loads on all roads throughout the State, including those into and out of the LV Convention Center.
- You may have logistical issues if you need to bring in any single item, vehicle, piece of equipment, building, etc. that, either self-propelled, towed or trailered, is wider than 8'6", taller than 14', longer than 70', has more than 10' of overhang, or weighs more than 80,000 pounds.
- These loads and other unregistered vehicles such as airplanes, floats, boats, mobile/manufactured homes and buildings will require special planning and routing arrangements. In any case, this can be a costly affair, so plan early and contact a reliable heavy transporter at least 90 days in advance of any required movement. The transporter will coordinate with the appropriate authorities: State permits, city traffic, utilities, pilot escorts, and law enforcement.
- For more information, contact Nevada DOT Over Dimensional Vehicle Permits Office at 800-552-2127 and visit their website at:
www.nevadadot.com/business/trucker/overdimensional/ .

UNION LABOR DISPUTES

- It is the responsibility of the trade show general contractor 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 LVCVA personnel may be issued a Trespass Notice and escorted from the Las Vegas Convention Center. If any information is received, or incidents observed, notify the LVCVA Department of Security at telephone number 702-892-7400.

VEHICLES

- Vehicles on display from automobile dealers must have a Nevada DMV Off Premise Display License. Proof of license must be provided upon request.
- 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 in excess of one-quarter their capacity or contain in excess of 19L (five gal.) 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 used to power auxiliary equipment shall be permitted to be kept in service.
 - Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - 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 exhibit 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.
 - No leaks underneath vehicles.

EXHIBITION AND MEETING SPACE

Please visit [the LVCVA website](#) for capacity details and floor plans for all meeting rooms and exhibit halls. To view certified room diagrams at Las Vegas Convention Center, [click here to download the MeetingMatrix Certified Room Diagrams](#).

MEETING ROOMS

❖ **EXHIBITS IN MEETING ROOMS: N101-N120, C201-206, 201-264, S101-118, S201-233**

- Carpeting can be placed on top of building carpet in the meeting rooms with permission from the Convention Services Manager. Visquene must be laid between the building carpet and the carpet being installed. Use only non-residue tape. No sub-flooring is allowed for exhibits.
- When moving freight or equipment in these areas the existing carpet must be protected by the use of approved runners or Visquene.
- No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings.
- Nothing may be affixed to meeting room walls or doors without approval of the Convention Services Manager.
- No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, exit signs or exits.
- All exhibits being set in these rooms must have an approved floor plan. These floor plans must be submitted to the LVCVA Convention Services Manager at least 60 days in advance of set up.
- Nothing can be affixed to meeting room walls or doors without approval of the CONVENTION SERVICES MANAGER.
- Anyone in the process of designing exhibits or displays for these meeting rooms are encouraged to contact the Convention Services Manager for clarification of all rules and regulations.
- Closet and utility rooms are not included with any meeting room. These are for LVCVA use only.
- Meeting room air walls will be moved only by LVCVA personnel. Air walls must be configured prior to laying carpet over building carpet. Contact your Convention Services Manager if you need assistance.

❖ **EXHIBITS IN MEETING ROOMS: C201-C206, N201-264, Diamond Offices 1-4, S101-S233**

- Exhibitor crates and pallets must be placed on rollers or Visquene.
- Installation of flooring and trussing is only permitted with approval from the Convention Services Manager
- Events in second floor meeting rooms involving mass or group rhythmic activities must have advance approval. Contact your Convention Services Manager for further information.

❖ **MEETING ROOM EQUIPMENT (provided)**

When multiple shows are scheduled, equipment is available to the extent of inventory that is shared between all shows.

BLEACHERS

Bleachers are available for a fee. Please contact your CONVENTION SERVICES MANAGER for details.

CHAIRS

Chairs are the gray stacking type and available for meeting room sets to the extent of our inventory. At the base, chairs are 20 x 20 inches.

EASELS

The Convention Center provides easels to the extent of our inventory. Note: Easels are not the type that will hold a flip chart.

LECTERNS

Standing lecterns are provided free of charge to the extent of our inventory.

MICROPHONES

The LVCC will provide wired microphones including podium/microphones, lavalieres, aisle, and table microphones at no charge to the extent of LVCVA inventory. All wireless microphones must be supplied by an A/V contractor.

RISERS

The Convention Center sets panels for a stage/dais if required. Panels are 4' x 8' and are available in heights of 16", 24", and 32". The next size ranges from 36" to 48" in two inch increments. The platform is two-sided. One side is carpet in a multi-pattern of black, gray and white. The other side is black vinyl. All skirting is black. The LVCVA will utilize to the extent of the inventory. According to code, side and back rails are required for stages above 32".

TABLES

Table sizes are 18" x 8', 30" x 8', and 6' rounds, all 30 inches high. The tops are gray and are hard plastic. They do not come draped or skirted.

❖ **MEETING ROOM EQUIPMENT (NOT provided)**

DRAPED/SKIRTED TABLES

If a draped head table or skirted table is required, it must be ordered from the Service Contractor. The Convention Center has plastic tables, and they cannot be draped, as there is no way to staple into them. The Convention Center does not provide linens or skirting.

AUDIO/VISUAL EQUIPMENT

All projectors, screens, overheads, VCRs, etc., are ordered through the audio/visual contractor. Four line inputs may be set in one room without a sound operator. A fifth input requires an operator which must be ordered from the audio/visual contractor.

FLIP CHARTS/MARKERS/POINTERS

Flip charts, markers, and pointers must be obtained from the audio/visual contractor.

PADS/PENCILS

The Convention Center does not provide pads or pencils.

PIPE/DRAPE

The Convention Center does not provide pipe and drape.

COCKTAIL TABLES

The Convention Center does not provide cocktail tables.

❖ **ADDITIONAL PLANNING NOTES**

- Each meeting room is allowed one (1) no-charge setup per day. Check with the Convention Services Manager for multiple setup fees.
- To make audio recordings of your meetings, the LVCVA has five line level output patch bays for recording meetings. There is a \$25 charge per record room, or room combo, per day, to use the patch bay. Patch cables used for recording are the responsibility of the recording company contracted by the client requiring recording. Patch cable connectors, needed for patch bay use, are a male XLR type with pin two hot. Signal provided at patch bay is a "line" level. Record companies are not allowed to place their recording equipment in the meeting rooms or hallways. In addition, recording companies are required to meet all LVCVA contractor requirements. Contact your Convention Services Manager for additional information on recording room fees and order forms.

SHOW POWER IN MEETING ROOMS

- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles in each room. (See below for listing of available show power.)

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	
N2533	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	

CONTRACTOR RULES AND POLICIES

BADGES/CONTRACTOR PHOTO IDENTIFICATION

The Las Vegas Convention and Visitors Authority (LVCVA) is pleased to join other convention centers throughout the United States in requiring the ESCA Exhibition Industry Worker Identification System (WIS) Badge in order to gain access to LVCVA properties (Las Vegas Convention Center and Cashman Center).

Effective November 10, 2010, this new identification badge system allows the LVCVA to improve the overall security of our facilities, their licensees and guests.

Safety and security are top priorities at the LVCVA, and we believe that this badge system will be another effective way for us to safeguard the building. The WIS badge will enable us to closely monitor all access to the facilities and it will help ensure proper review of all staffing is established and monitored each day.

It is our belief, everyone in the hospitality industry should be aware of who has access to their facility and space at all times. This is why all Exhibitor Appointed Contractors (e.g. contractors, suppliers and vendors) who work on-site at the Las Vegas Convention Center and Cashman Center must now be identified with the WIS badge on their person. **Please note the following exception: At this time, all trade union workers are temporarily exempt from obtaining the WIS Badge. Permanent exceptions include all contract security employees and LVCVA building partners - Aramark, Smart City and Fed Ex.**

Show staff, exhibitors and attendees will continue to use the show-issued credential.

The Exhibition Services & Contractors Association (ESCA) has been retained by the LVCVA to administer this program and to maintain an online database of all registered contractors and workers in the local exhibition industry. We recommend companies go online to www.ESCA.org for a complete overview of the process involved in registering for the badges. Please visit <http://www.esca.org/wis.php> to download a PDF overview of the WIS Badge system, to view video demonstrations of working within the system or to register your company's Administrator(s).

The WIS Badge is completely web-based program designed for contractors to order employee badges online from the convenience of their own office on a 24/7 basis. To obtain identification badges for (1) Full-Time employees, (2) Part-time workers, as well as (3) Temporary Access Badges for new employees and workers, please follow the link below to start the process.

<https://www.workeridbadge.com/>

Each company will need to name a staff member as their administrator who will be responsible for editing the badge records of their employees.

WIS Badge Pricing:

ESCA Member (Full-Time Employees)	\$10.00
All Others	\$15.00
Temporary Access Badges	\$ 7.00
Replacement of Lost Badges	\$25.00

Life of the WIS Badge is three (3) years from the date of issue. Life of Temporary Access WIS Badges is one (1) calendar year beginning January 1st – December 31st.

Badge orders generally arrive in 7-10 business days. Expedited shipments arriving in five (5) days or less may be requested. Additional charges may apply.

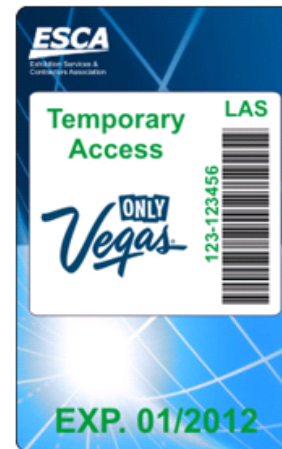
Should any difficulties be encountered with obtaining an Administrator USER ID and PASSWORD, Mitt Arnaudet, WIS National Administrator, ESCA Member Services Director may be contacted to provide additional assistance regarding the process at (972) 447-8210 or by email: mitt@esca.org.

For additional information or questions regarding ESCA-WIS at the Las Vegas Convention Center and Cashman Center, please contact:

Melissa Smith
LVCVA Director of Convention Services
msmith@lvcva.com

Ray Suppe
LVCVA Director of Security
rsuppe@lvcva.com

LVCVA / ESCA-WIS Identification Badge



www.esca.org/wis.php

The cost of the badges is as follows:

ESCA Member Full-Time Employee	\$10.00 badge life 3 years from date of issue
All Others	\$15.00 badge life 3 years from date of issue
Temporary Access Badge	\$ 7.00 badge life is 1 calendar year (if ordered after October 1, will be good for following calendar year)
Replacement of Lost Badge	\$25.00 badge life 3 years from date of issue

Please read the **Worker ID System Overview** or view the **WIS Training Demo Videos** prior to working in the system. Mitt Arnaudet would be happy to assist with any questions and/or issues you may encounter.

Mitt Arnaudet
WIS National Administrator
ESCA Member Services Director
Email: mitt@esca.org
Direct: 972-477-8210

BIKE/CART POLICY

All bikes and carts operated on LVCVA property must be registered annually with the LVCVA Security Department. Included in the registration process is an annual safety inspection which will be completed at time of registration.

❖ ANNUAL REGISTRATION AND INSPECTION

- Bike/carts can be registered at any time and permits are valid from January 1st through December 31st each year. The annual fee is \$10.00.
- Registered vehicles will be issued a permit which will be conspicuously mounted near the ignition of the cart or the main frame of the bicycle.
- All bike/carts will be safety inspected at time of registration. The following are the requirements all vehicles must adhere to while operating on LVCVA property:
 - Carts – Name of company operating cart must be prominently displayed on cart.
 - Carts – Must have functional headlight, taillight, horn, brakes, and locking on/off switch.
 - Bicycle permits are registered to companies only, not individuals.
 - Bicycles – Must have a mounted red flag at least 8" x 8" visible at least four (4) feet above the seat and reflectors visible from the front and rear.
- Companies which are approved to operate on LVCVA properties and are listed on the Exhibitor Appointed Contractor listing (EAC) may register/operate up to three (3) 3-wheeled carts per company. This limit does not apply to on-site, show specific general contractors.

❖ CART CHARGING

- Charging of Electric Carts:
 - Cart charging location will be designated by LVCVA management.
 - Cart charging inside the building is prohibited.
 - Use of extension cords from inside building to vehicles is prohibited.

❖ PROHIBITED/RESTRICTIONS

- Cart and bicycle traffic during events in the building may be restricted to certain areas and times. Areas of high pedestrian traffic should be avoided.
- Carts are prohibited from driving on the sidewalk areas of the North and Central Plazas and the porte cochere, specifically the areas north of freight door #1 and east of Paradise and Convention Center intersection. Exceptions to this rule are carts needed to operate on the plazas to perform essential functions, i.e. setting up displays, delivering publications and all emergency vehicles.
- At no time are carts permitted to enter parking lots that are designated for vehicle parking. Parking lots can be accessed when designated as exhibit space.
- No bicycles/carts are allowed on carpeted second floor areas.
- Carts/bicycles are prohibited from blocking entrances to buildings, stairways, handicapped ramps or main thoroughfares.
- Use of electric carts on carpet is permitted only when carpet is protected by appropriate material.

❖ SAFETY

- Reporting of Accidents/Incidents – Accidents involving any carts/bicycles must be reported immediately to the LVCVA Security Department at (702) 892-7400.
- Bicycles and carts are to be operated in a safe manner at all times.
 - General – Bike/carts shall not be operated in a manner that may endanger passengers or other individuals or cause damage or harm to the LVCVA property.
 - Speed limits – Operators shall not exceed speed limits for motorized vehicles. Operators must reduce speed while making turns and during inclement weather conditions. In crowded pedestrian area, operators must park or proceed at a slow walking pace. Reduce speed when turning, crossing slopes, or when on bumpy, wet or soft surfaces.
 - Passenger Limit and Load Capacity – Do not exceed the passenger limit and load capacity designated by the vehicle's manufacturer.
 - Passenger Safety – Passengers must keep their head, legs and arms within the cab.
 - Carrying Cargo – Cargo must not extend more than one foot from either side of the front. Cargo that extends more than three feet from the rear of the cart must be flagged with a bright colored material. All cargo must be secured.
 - Roadway – Direction of travel, speed limits, flow of vehicle traffic and all roadway signage must be adhered to at all times.

- Bike/cart operators failing to follow LVCVA Building Rules and Regulations may be asked to surrender the Bike/Cart permit and operators subject to trespass.

Bike/cart operators are responsible for complying with this policy and all other state and local laws pertaining to the use of bicycles/carts.

CONTRACTOR RULES AND POLICIES

❖ BUILDING DAMAGE

- Service Contractors are charged \$.002 per gross square foot of exhibit space leased per show. This fee is used to cover minor building damage that occurs during a trade show or convention.
 - Prior to the event, Show Management and the Service Contractor will be afforded the opportunity to inspect the leased space to identify any existing damage. During or immediately following an event, damage reports will be made for each occurrence of damage sustained. Damage of incidental nature will be covered under the above assessment with no further charges due. Damage exceeding a cost of **\$500** will be deemed as substantial. Any damage incurred of a substantial nature will be invoiced to the Service Contractor at the current time and materials rate.
 - The Service Contractor's Account Executive, the LVCVA Convention Services Manager and the Director of Engineering will review any reports of substantial damage prior to invoicing. Substantial damage that can be associated with an EAC will be invoiced to that company.
 - In the event of a dispute, Show Management and the Service Contractor will meet with the Director of Convention Services and the Director of Engineering. Mutual agreement will be reached to the satisfaction of all parties

❖ CLEANING

- A clean building is provided at move-in unless arrangements are made between the Service Contractor and the building for an early move-in. If this is done, it is the responsibility of the service contractor making the request to make sure the building is returned clean. This includes all stairwells, parking lots, roads and catwalks utilized by the service contractor and show.
 - Your cleaning personnel must be on site on the first day of move-in through the last day of move-out.
 - The LVCVA provides compactors. They are placed around the building, at Freight Doors 4, 7, 15, 24, 26, 35, and 40. Your personnel will pick up the trash in the hall and take it to those compactors. When full, LVCVA Client Services personnel will call the compactor in to be emptied by Republic Services. All compactors are self-dumping with ramps. The compactor bays of all compactors utilized during any phase of show activity must be cleaned and clear of debris as each one is changed out and on the last day of move-out. Failure to do so may result in an additional fee.
 - All cardboard boxes must be broken down when placed in the compactors. Cleaning companies should order open trash dumpsters for those shows having heavy cardboard trash (i.e., a furniture show) as the cardboard will fill the compactor too fast and there will be delays due to the ordering of the change out of the compactor.
 - All wood (pallets, display materials, etc.) is to be placed in designated bulk trash areas. At a minimum, bulk trash must be removed on the first show day and on the final day of move-out. It is your responsibility to have bulk trash removed from our property.
 - When cleaning, during move-in and move-out, no piles of trash may be left in the building overnight.
 - Orange Lot 1 (the freight and staging area), the docks by Doors 7 and 8, the North Road (doors 15 through 24), South Hall Doors 26-35, Red Lot dock doors 36-40 and South Hall second level truck dock doors 43-52 must be kept clean and free of debris during move-in, show, and move-out.
 - Parking lots or other external areas used for exhibits are to be cleaned and maintained by cleaning contractor.
 - Areas around all freight doors should be checked to make sure all pallets and miscellaneous items are removed prior to show opening and during move-out.
 - The tracks of the freight doors are to be cleaned out each night.
 - No gas vacuums are allowed inside the building without permission from the Fire Prevention Office.

- LVCVA Client Services personnel clean common use areas, i.e., rest rooms, hallways of meeting rooms and meeting rooms when used for meetings. The LVCVA does not clean meeting rooms or the hallways when area is utilized for exhibits or when the rooms are used as offices, store rooms, or by the service contractor. Your personnel must pick up exhibitor material in hallways. We do not clean behind the registration counters.
- The LVCVA provides 40-gallon waste containers, upon show management approval, throughout the exhibit hall on the first day of the show, but it is your responsibility to empty and replace the liners. It is recommended that clear liners be utilized.
- All items must be removed from building, including discarded booth furniture that the clients have left behind. All left over publications must be removed.
- All tape and residue must be removed from the floors during move-out. Clear tape is not to be used on exhibit hall floors.
- Trash must be removed from behind draped areas.
- All residue must be removed from glass/windows both internal and external if unauthorized or poor quality materials are used.
- Paint spills, hydraulic leaks, or anything of this nature should be handled immediately by the service contractor/cleaning contractor.
- It is the responsibility of the service contractors to clean the catwalks at the completion of each show. It is also required that the service contractor maintain the catwalks in a clean and safe environment during move-in and move-out. No items may be thrown off the catwalks (i.e. equipment, trash, etc.).

❖ **FLOOR PLANS**

- Floor Plans for the Exhibit Halls, Lobbies, Genera Sessions and Meeting Room exhibits must be submitted (30) days before the start of move-in. Plans may be submitted to boothplans@lvcva.com
- When it becomes necessary to revise an approved floor plan, please highlight all changes on the plan and re-submit.

❖ **FIRE PREVENTION RULES AND REGULATIONS**

- All operators on LVCVA property must have successfully completed an approved course of instruction regarding the safe operation of forklifts, scissor lifts and boom lifts. The Employers Insurance Company of Nevada, the Department of Industrial Relations (Department of Preventative Safety) or the National Safety Council can provide assistance to an employer for the development of this certification program. The certification of successful completion of this course must be in the driver's possession while operating a forklift on LVCVA property. LVCVA Security officers will make random checks for proof of certification and failure to provide such proof will result in the operator being prohibited from further operation of a forklift on the property.
 - Forklifts are not permitted in the tunnel area located below the Hall C3 Concourse.

❖ **TRAILER & EMPTY STORAGE**

- Service Contractor trailer storage is only permitted in the parking lots with the prior approval of the Director of Convention Services or the LVCVA Convention Services Manager.
 - No parking, storage, or staging of any type, vehicle or equipment, is authorized under the meeting room overpass next to Desert Inn Road.
 - The Aramark loading dock area south of freight door #3 must be clear of any storage and staging.
 - A red line has been painted along the south side of Orange 1 Lot parallel to Desert Inn Road. The purpose of this area is to protect traffic on Desert Inn Road from falling objects. Trucks, trailers, forklifts, crates and equipment may not be parked or left south of these red lined areas. All vehicles, including forklifts and high lifts, must also remain clear of any red painted curb areas.
 - All empty crates must be kept a minimum of 40' from the building in their designated areas with the exception of the north halls, which must be 20' from the building on the north road side only.
 - Empty crates may be staged on the North Road in their designated areas, and stacked no higher than 16'. Storage and equipment is not permitted in the striped areas of the North Halls.
- Crates may be stored on the upper level ramp outside Halls S3 and S4 in their designated areas. With Convention Services Manager approval, crates may be stored at a maximum height of 16' under the South Hall ramp.

- On the North Road, vehicular traffic is from east to west, with only emergency access from Paradise Road eastbound.
 - Pedestrian crosswalks have been striped between the Las Vegas Hilton and the Skywalk entrance. Crosswalks must remain clear at all times. Trucks, trailers, forklifts, crates and equipment may not be parked or left in the striped areas.
 - A 20 foot clear area around fire hydrants must be maintained along North Road and throughout the Las Vegas Convention Center.
 - The area north of the LVCVA Warehouse must remain clear at all times with no truck marshaling.

❖ UTILITIES

- Las Vegas Convention Center fire hydrants may not be used to fill water trucks.
- The LVCVA landscape irrigation system may contain liquid fertilizer and connecting to it in any way for any purpose is prohibited.
- Please advise the LVCVA Director of Engineering prior to connecting an air compressor to the convention center.
- Please observe the following policies with regard to electrical/lighting service:
 - For safety and conservation reasons, the LVCVA will now enforce the following requirements of our existing 24-hour show power policy:
 - All exhibit power shall be shut off no later than one (1) hour after trade shows, conventions or event closing and will be turned on prior to three (3) hours before opening. Electrical power usage and timing for registration and service desk areas will be determined by show management, the service contractor's electrical contractor, and the Convention Services Manager.
 - In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor for 24-hour power.
 - A copy of the list of exhibitors requiring 24-hour power, with outlets listed, must be provided to the Convention Services Manager three weeks prior to each convention or trade show. In the event it is determined by the LVCVA Director of Engineering that there is an excessive amount of 24-hour power in use, the department may require the service contractor to provide on site electrical labor for all hours, including move-in and move-out, that the trade show, convention, or event is not in operation.
 - Do not trip breakers or turn off any lights in lobbies or common areas. If the client requests this, advise the LVCVA electrical department and they will provide the necessary service.
 - Do not remove our light bulbs and replace them with yours.
 - Advise the LVCVA electrical department before you turn out any lights over booths in the exhibit halls.
 - Do not use the door tracks in meeting rooms to hang track lights.
 - Flat cables run underneath carpet in the halls must be identified with yellow caution tape.
 - Do not hang show lights (i.e. for exhibit booths, general session) from the catwalks without permission from LVCVA Director of Engineering and the Convention Services Manager.
 - All electrical panels shall be re-secured after use. All dead front covers, panel board covers, KO seals, and hardware securing covers to the enclosures shall be re-installed to maintain the integrity of electrical equipment. All show power cables coming from electrical panel interiors, shall be removed after each show and panels shall be re-secured accordingly.
 - All light fixtures throughout the exhibit halls that were unplugged before or during a show shall be plugged back into their designated receptacles after the show has ended. Any calls received in engineering for a "light out" due to a fixture left unplugged from the previous show shall be forwarded back to the service contractor for immediate service at their own expense.
 - Whenever electrical circuits are intentionally turned off for a show by show electricians, either by turning off circuit breakers or by turning off light switches, these circuits should be identified and marked by the show electricians, so our in-house electricians are aware of the situation. This prevents us from turning on circuits accidentally during a show. Placing red tape with a company name and the date lights were turned off on the circuit breaker or switch is all that is needed.
- Service contractors will replace all drain covers immediately after the show has ended.

❖ **ADDITIONAL PLANNING NOTES**

- Nothing may be hung from or attached to the roof system of the Las Vegas Convention Center without approval from the LVCVA Director of Engineering & and the Director of Facilities Projects. The Las Vegas Convention Center has a suspended load limits procedure. (Refer to “Rigging” in this section for further information.)
- Do not attempt to walk on the beams in the lobbies and Grand Concourse. These beams are hollow and will not support the weight of a person.
- During move-in and move-out, the stained cement areas in front of the South Hall concession stands must be protected (i.e. carpet face-down, pipe & drape, etc.).
 - Do not place “No Freight Aisle” tape directly onto the stained cement flooring.
- Carpeting can be placed on top of building carpet in the meeting rooms and lobby areas with permission from the Convention Services Manager. Visquene must be laid between the building carpet and the carpet being installed. Use only non-residue tape. All carpet must be pre-cut, cutting is not allowed over building carpet.
 - When carpeting stairs, please contact your CONVENTION SERVICES MANAGER for approval.
- Freight door #1 will be limited when there is other show activity in the building. Contact the Convention Services Manager to coordinate use of freight door #1.
- Due to security concerns, all catwalk and roof access locations must remain secure. Taping or blocking open an access will be grounds for trespass from property.
- The use of low tack, self-adhesive Visquene is not permitted on lobby or hallway carpeting. Low residue, cloth gaffer tape is recommended
- Any trailer being used as an onsite office, workspace or storage unit must have prior approval from the LVCVA Director of Engineering and Convention Services Manager. It must also have a 2x2 sign readily visible to identify its owner.

CONTRACTOR AND VENDOR REQUIREMENTS

Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. [The Contractor and Vendor Permit](#) application must be completed annually.

- **ANNUAL CONTRACTOR FEE** \$250.00
- **CERTIFICATE OF INSURANCE**
 - Workers’ Compensation Coverage in the State of Nevada
 - **If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.employers.com**
 - General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.
- **LEGAL COMPLIANCE – SIGNATURE REQUIRED BELOW**
 - For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.
- **BUSINESS LICENSE**
 - Clark County and the City of Las Vegas require all contractors to obtain a business license when working at either the Las Vegas Convention Center or Cashman Center. Contact the following for additional information: See next page.

Clark County Department of Business License
500 Grand Central Parkway, Third Floor
Las Vegas, NV 89155
702-455-0174
www.clarkcountynv.gov

City of LV Dept. of Finance & Business Services
400 Stewart Avenue
Las Vegas, NV 89101
702-229-6281
www.lasvegasnevada.gov

****All documentation must be received before work may commence on the property of the Las Vegas Convention Center or Cashman Center. ****

FLORAL/PLANT CONTRACTORS RULES

- To prevent damage to the building, floral and plant operations may not be staged on any carpeted area in the Las Vegas Convention Center without prior approval from the Convention Services Manager. If approval is granted, Visquene must be placed over all carpeted areas.
- If you have made arrangements for a floral contractor and are unable to provide them with a staging area on the exhibit floor, please contract your Convention Services manager for detailed procedures.

RIGGING

- Rigging plans must be submitted to riggingandsprinkler@lvcva.com
- The Lessee/Show Manager is responsible for any hoist motor and rigging, including signs used in conjunction with an event. The Lessee/Show manager, or their designee, is responsible for the overall rigging plan that is done in accordance with the suspended load limits procedure as prepared by LVCVA's structural engineering consultant. Lessee/Show Manager will ensure that the weight load limits provided are not exceeded.
- Lessee/Show Manager shall supply the name of the individual responsible for all rigging to the LVCVA Director of Engineering and the Director of Facility Projects 60 days prior to the start of any rigging work. This person will be responsible for all rigging installations and removal.
- Lessee/Show Manager will ensure only trained and qualified riggers are used.
- Lessee/Show Manager will ensure all hoist motors and rigging apparatus are inspected before they are installed. At a minimum, all hoist motors must be visibly inspected yearly and weight tested every two years by a certified inspector. Certification papers for hoist motors must be provided within one hour of request.
- Lessee/Show Manager will be responsible for any damage occurring from improper rigging.
- Lessee/Show Manager must obtain written permission from the LVCVA Director of Engineering and the Director of Facility Projects for special or unusual rigging weights, motor apparatus or items not normally hung, such as vehicles, boats, etc.
- Carpet and/or burlap material and any other material used to protect a beam against steel cables, chains for rigging point, shall be removed after the show. Lessee/Show Manager will be responsible for the removal of such items and for any costs involved. After area is cleaned, the Lessee/Show Manager can contact the Convention Services Manager for an inspection of the area or hall.
- All rigging structures hung more than three feet above the floor must have safety devices as a backup. The backup device must be capable of sustaining the load for which it is providing backup.
- Any weight loads requiring professional evaluation shall be sent to the LVCVA Director of Engineering and the Director of Facility Projects with weight loads clearly marked on the prints. A structural engineering firm selected by the LVCVA must approve the prints. Lessee/Show Manager will be responsible for the cost of having the prints evaluated. A copy of the evaluation will be sent to the LVCVA Director of Engineering and the Director of Facility Projects prior to show move-in.
- Any weight load exceeding the building load limit is subject to removal at the Lessee/Show Manager's expense.
- Transformers weighing more than 25 pounds per square foot will not be permitted on catwalks. This weight restriction also includes large dimmer apparatus. Storing large amounts of electrical cables, storage boxes and other materials in one area may exceed the weight restriction as well.
- Rigging apparatus, supports, or devices used for hanging truss made of non-metal material such as span set straps or nylon rope shall not be used near house light fixtures. The minimum

distance shall be three (3) feet. This also applies to safety or backup supports, cables or straps. Only chain or aircraft cable may be used.

- House light fixtures with emergency lights shall not be covered or shielded without permission from the LVCVA Director of Engineering and the Director of Facility Projects. Gels shall not be placed on any emergency light fixture.
- No rigging apparatus shall be hung in such a way that it deflects the air flow or affects the temperature of the cooling and heating systems in the exhibit halls, meeting rooms or hallways of the Las Vegas Convention Center.
- Ground/floor based rigging/truss is not permitted without each leg of the structure terminating at floor level via footing or base plate. Rigging/truss structures that require jointed legs will only be permitted with jointed legs that consist of two legs with joints and two legs that make up a flat mating surface that bolt together.
- Rigging/truss that is exceedingly large in design, rigging/truss that supports abnormal loads of weight, or rigging/truss that has non-uniform distribution of weight or hardware shall have an implemented, supplemental, support system that connects in to the facility overhead rigging points. Such systems shall be designed, reviewed and approved by a licensed engineer.
- The following items are specific to rigging in the South Halls:
 - Using cable trays as support devices for rigging, signs, and electrical cables shall not be permitted.
 - The first floor steel beams cannot be used for any rigging or hanging purposes. This includes signs and/or cable guides.
 - Cable trays cannot be used for temporary staging or storage of any material other than which it was designed (telephone cable, fiber cable and television cable).

- SECTION 4 -

FEDERAL AND STATE GUIDELINES

ADA – AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act is a civil rights act providing equal opportunity in the areas of employment, state and local government services, public accommodations, transportation and telecommunications.

- 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 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 for copies.

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 their respective event.
- If Show Management or exhibitors are tax-exempt, the State of Nevada requires a copy of the following on file with the LVCVA
 - Nevada tax-exempt sales tax permit providing the evidence of non-taxability
 - U.S. Government tax-exempt sales tax permit
- Please contact the Nevada Department of Taxation at (702) 486-2300 for further details.

NON-SMOKING POLICY

- In accordance with the Nevada Clean Indoor Air Act, the Las Vegas Convention Center is a non-smoking facility

RAFFLES

- For raffle/gaming inquiries, please contact the Nevada State Gaming Control Board.
- Stacey Cohen 702-486-2020
- Christie Marusich 702-486-3495

INSURANCE AND LEASING

INSURANCE AND INDEMNITY

- As the Lessee, you must provide the LVCVA with a copy of the show's insurance certificate for liability and workers compensation insurance thirty (30) days prior to the first move-in date or as otherwise set forth in the Lease Agreement.
- The certificate must list the total days leased in the facility and include all indicated coverage set forth in the Lease Agreement, including commercial general liability and automobile liability.
- All issuing insurance companies must have authorization to do business in the State of Nevada. This certificate of insurance must state that the LVCVA is an additional insured.
- Automobile liability coverage referenced in the Lease Agreement is required to remove the exception from coverage for vehicle incidents set forth in most Commercial General Liability policies.
- Contact your Convention Services Manager for assistance.
- See sample [Certificate of Insurance](#)

LEASE

- You have thirty (30) days from the day you receive the lease to sign and return it. You must advise us if you cannot meet this deadline.
- Meeting rooms used for exhibits are charged at double the current rate. Meeting rooms subleased for meetings will be charged fifteen percent (15%) of the sublet rate or the minimum daily rate, whichever is greater. Final charges for meeting rooms will be determined at the close of the show.
- The LVCVA has retained certain exclusives. These include but are not limited to telecommunications, food service and business center services. Contact your Convention Services Manager if you have any questions about LVCVA exclusives.
- Standard meeting room equipment such as tables and chairs will be provided at no charge. Special equipment such as bleachers will be invoiced at the current rate.
- You must furnish the LVCVA in writing a list of companies (i.e. I&D, florists, EACs, etc.) who are providing a service to you or your exhibitors. You are responsible to make sure they are properly licensed and insured and authorized to work in the LVCC or Cashman.
- All lobbies, concourses, skywalk and pedestrian bridge are included as leased space but are considered to be public space at all times. Commercial exhibits are not permitted in such public spaces.
- Tents, pavilions or exhibits are prohibited in any rainwater swale area.
- Payments of fees, advance deposits or invoices may be accepted by credit card without limitation if payment is received on or before the thirtieth (30) calendar day after the invoice date. Payment methods accepted include cash, check, money order, ACH, wire, and all major credit and debit cards; however, the LVCVA reserves the right to restrict credit card transactions on past due accounts.

PARKING LOT GUIDELINES

PARKING

❖ GENERAL INFORMATION

- The current parking fee is \$10.00 per space with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can get their ticket stamped for reentry.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect.
- Overnight parking is prohibited on Las Vegas Convention Center property. Vehicles left on the property overnight will be towed at the owner's expense.
- When not used as part of an outdoor exhibit, the only parking lot where privately owned, enclosed vehicles (i.e., box vans, RVs, enclosed trailers, etc.) are permitted to park is the Gold Lot.
- Parking lot capacities are available upon request.
- 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 for paid parking dates.
- LVCVA Management will determine the number of parking spaces and location within the controlled parking area for Show Management. A reasonable number of parking passes that allow access or egress for paid parking spaces will be given to Show Management. The LVCVA will provide adequate signage to reserve the spaces.

❖ RULES AND REGULATIONS

- All parking attendants and traffic control personnel will be provided by LVCVA for standard traffic patterns.
- Parking is prohibited at all loading docks, dumpsters, compactors, entrances to buildings, along drives, crosswalks, hashed-out areas, fire hydrants, building perimeter red-lined areas, spaces posted with signs, red curbs, yellow curbs, or anywhere the vehicle constitutes a safety or other hazard. All drives are fire lanes unless marked for parking. A vehicle parked on a sidewalk is subject to removal. Vehicles must be parked in a marked parking space at all times.
- No shuttle bus/truck staging with long term engine idling (Clark County, NV Board of Health, APC Reg:Sec 45.1) is permitted along the South Drive or North Road at any point.
- Service contractor trailer storage in any parking lot is prohibited without the prior approval of the Director of Convention Services and the Convention Services Manager.
- When lot usage is for parking, a minimum number of ADA accessible parking spaces will remain and be determined by LVCVA management with traffic control personnel provided by the LVCVA.
- Individuals with special parking situations or concerns should inquire at the Traffic Operations Office for assistance at (702) 892-7415.

PARKING LOTS

- Parking lots are available for lease for use for outdoor exhibits and special events.
- If a portion of a lot is leased for ancillary or exhibit space, entrances/exits cannot be blocked or restricted. When parking lots are leased for exhibits and special events, a floor plan must be submitted for approval by the Clark County Fire Department, and when applicable, by the Clark County Building Division (See TG-65 Temporary Buildings in the Building Guidelines section.)
- Show Management is responsible for providing contract security.
- When lots are leased by Show Management for parking, lots may not be resold unless prior approval from the LVCVA Director of Convention Services has been received and then the charge can be no more than the LVCVA standard fee per vehicle.

PUBLIC EVENTS

GUN SHOW POLICIES AND PROCEDURES

- County Licensing Office may require a Federal Firearms License (FFL) and State of Nevada license before approving any gun show.
- The Lessee must obtain approval from the Las Vegas Metropolitan Police Department (Metro). Contact Metro's Firearms Section at telephone number (702) 229-3418 or fax number (702) 229-2785.
- The Lessee must make arrangements to have the Las Vegas Metropolitan Police Department on property during gun shows. Metro will usually request a table near the entrance where they can set up a computer to check serial numbers on handguns being brought into the show. The purpose of this check is to see if a handgun has been reported stolen or has been used in a crime, etc. Metro will also check the identification of the person bringing in the handgun to see if it matches that of the handgun's registered owner in their computer system. If the computer shows another person as owner, Metro will contact the registered owner and if the registered owner did not authorize the person carrying the weapon, an arrest will be made.
- Guns (handguns, rifles, shotguns, etc.) may be legally bought and sold at gun shows in Nevada and Clark County. In order to complete the sale the following requirements, as a minimum, must be met. The gun sale must go through a licensed dealer within the County. For example, an out-of-state company may not sell a gun to a Nevada resident. The Lessee must make arrangements to have a local licensed gun dealer on property to handle transfers.
- All gun buyers are required to have a "Brady Check" completed. A Brady Check consists of a five-day waiting period, but the check can be done through the local dealer. The dealer will check to see that the person does not have a criminal record and meets all requirements to own a gun. Brady Checks are done for handguns, rifles and shotguns. Requirements include: Person must be 18 years of age to buy rifle or shotgun or 14 years old and with a parent or legal guardian; person must be 21 years of age to purchase a handgun.
- If a gun buyer has a "Blue Card" (a local registration card showing authorization to own or carry a gun), that person can buy a gun and walk off the show floor with it after a Brady Check is completed. A Brady Check is not necessary if a person has a Nevada Concealed Weapons Permit.
- Show contract security is responsible for checking that the guns leaving the building have a receipt. The receipt must show the gun's serial number, and this is compared to the serial number on the gun to make sure they match. A show security desk should be located near the Metro desk so if a discrepancy is discovered Metro can handle the situation.
- For safety/fire purposes black powder is strictly prohibited to be inside the facility.

PUBLIC INVITED EVENT POLICIES AND PROCEDURES

- All requests for space for public events will be booked through the Marketing Division of the Las Vegas Convention Center. Requests for assistance in obtaining sleeping room blocks will be referred to the LVCVA Reservations Center.
- Unless otherwise specified in writing, the LVCVA shall be privileged to book similar events at any time.
- Vehicles on display from automobile dealers must carry Nevada DMV Off Premise Display License.
- The cost for parking lots, when used for commercial exhibits, is the minimum daily rate per area.
- Additional move-in/move-out requests, when granted by the Las Vegas Convention and Visitors Authority management, are for the service contractor activities only, i.e., carpeting, power drops, pipe/drape, hanging aisle signs, etc., and not to be used for exhibitor booth or product move-in.
- Lessee is responsible for complete security in all areas leased from the time of initial occupancy until completion of move-out. All security arrangements are to be submitted to LVCVA Director of Security thirty (30) days prior to show opening for approval.
- LVCVA operates paid parking at \$10.00 per vehicle, with in and out privileges, and assumes responsibility for traffic control. Show Manager will be given a limited number of show staff parking passes.

- Lessee is responsible for paramedics, ambulance, and/or first aid staffing and supplies as deemed necessary by the LVCVA.
- LVCVA Client Services personnel will clean common use (public) areas, i.e., meeting rooms, rest rooms, etc. All other janitorial and cleaning service, through move-in, show, and move-out, is the responsibility of the Lessee. Lessee will receive the leased area in a clean state and is required to return the leased area in the same condition, (i.e., trash and floor tape removed). Excessive cleaning and trash removal will result in an additional cost to be invoiced to Lessee. Any building damages incurred will be repaired and labor/materials invoiced to Lessee.
- Telephone service is the responsibility of Lessee and is available through Smart City Networks at (702) 943-6080 and fax (702) 943-6071.
- LVCVA has the right to collect all lost and found articles and all other articles left in the building or parking lot by persons attending any public event, for return to owner, or disposal thereof.
- Parades: If any portion of a parade takes place on LVCVA property, LVCVA management must approve the parade route. The Lessee is required to provide a parade route plan denoting streets and driveways completed by Highway Rentals, parade permit forms approved by Metropolitan Police Special Events Department, plus final approval by the Department of Transportation and/or Clark County. Certificates of insurance covering the State of Nevada, Clark County, LVMPD, and the LVCVA in the amount of \$1 million each are also required.
- Governmental organizations (City, County, State, or Federal) will be granted a 50% rental rate discount; however, governmental lessee must furnish a certificate of insurance naming the Las Vegas Convention and Visitors Authority as additional insured or a letter of self-insurance.
- Nevada Chartered Non-profit Fundraisers will be leased at 50% rental rate discount, plus labor and equipment rental charges as required. The documents necessary to qualify for the discount rental rate are:
 - Articles of Incorporation
 - Nevada State Non-Profit Charter
 - Proof of 501C3 Tax Exempt Status
- Ticketed Events: When a certified ticketing agency is not used, it is required that full face value for all advance tickets sold be deposited with LVCVA prior to pre-sale of tickets. Certified ticketing agency may be used for the pre-sale of tickets and a ticket manifest received with proof that all refunds will be accomplished by that agency. Should the certified ticketing agency not be the agency selling on site on the day of the event, an audit of the pre-sold tickets and on-site sales must be accomplished by LVCVA Finance Department at beginning and end of on-site sales. Performance bond may be required to ensure payment for services rendered by all parties.

SAFETY & FIRE PREVENTION

FIRE AND SAFETY EXHIBIT GUIDELINES

- All means of entrance and exit must be clear and 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 hose racks, 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 of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3). The upper deck, if occupied, must be rated at 100 psf live load. 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 which cannot be treated to meet the requirements may not be used.
- Halogen and quartz lamp use must be reviewed with the Convention Services Manager and the Prevention office. See Halogen Lamp Restriction in this section.
 - Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Fire Prevention Office.
 - Vehicles in the building for loading or unloading must not be left with engine idling.
 - Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Fire Prevention Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
 - When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
 - When approved, LPG (propane) containers complying with UL 147A *Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies*, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
 - Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Fire Prevention Office and the Convention Services Manager.
 - All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS in this section) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
 - 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.
 - Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
 - 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 LVCVA Fire Prevention Office and the Convention Services Manager prior to arrival on LVCVA property. No outside

LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.

- 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 Multi-Deck 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. (2003 NFPA 101, 13.7.4.3.2)
- Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.
- Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.
 - Vented fireplaces cannot be burned since venting directly outdoors is not possible.
 - Only enclosed fireplaces will be approved for burning, 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 burning.
 - 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 (1 candle per table) where the candles are supported by/on substantial non-combustible 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 Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit. Intended use of candles for decorative purposes must be listed in the "Application for Food Preparation within Exhibits" and submitted to the Fire Prevention Office.

FLOOR PLANS

Floor plans are required for all areas including exhibit halls, lobbies, meeting rooms, outdoor plazas and parking lots.

❖ FLOOR PLAN GUIDELINES

- Floor plans must be drawn to scale and include all structures, obstructions and booths. Final approval of floor plans for common areas, such as lobbies, outdoor plazas, and parking lots may be delayed if the building has multiple users.
- Lobby floor plans must be on a separate scaled drawing showing all booths, displays, kiosks, signs, vehicles, etc. Please note that all public areas may not be subleased space and all use of this space must be approved by the LVCVA.
- Floor plans should include the following scale for equipment for meetings and general sessions
 - Chair – 20" x 20"
 - Row Spacing from back of chair to front of chair – 18"
 - Staging – Any 4' x 8' configuration within the limits of our inventory.
 - Heights – 16", 24", 32" and 36" to 54" in 2" increments.
 - Tables – 8' x 18", 8' x 30", 72" round – all 30" high
- To most effectively use the lobby areas and the reconfiguration of the exhibit halls, we strongly suggest show managers consider using the telescoping overhead doors as the "Main Entrance." The banks of smaller walk-through doors are intended as Exits only and, by code, must not be held open by wedges, props, ties or any holders other than the magnetic self-releasing locks.

❖ SUBMITTAL INSTRUCTIONS

- All floor plans submitted to the LVCVA Fire Prevention Office for approval come from either the Lessee or the Lessee's service contractor
- The approval process for all floor plans is a two-step process. First, the LVCVA Fire Prevention Office must approve it. It is then forwarded to the Convention Services Manager. A plan must be "signed off" by both departments before it is considered an "Approved" plan.

- Once the Lessee has approved the floor plan, it should be labeled with a number and date and forwarded. Floor plans should be sent via e-mail (boothplans@lvcva.com) to the LVCVA Fire Prevention Office for approval. A copy of the approved floor plan will be returned approved or denied. Reasons for denial will be noted on the returned plan.
- When it becomes necessary to resubmit or revise a floor plan, please follow the above procedure. Number and date the revision and include a cover letter detailing the revised parts of the floor plan. Minor changes, such as booth or island sizes, may be faxed (702-892-2919) or e-mailed (boothplans@lvcva.com) to the LVCVA Fire Prevention Office for interim approval with a cover letter noting the plan that is changed and with a 1A, 1B, etc. designation. All of the interim changes can be combined in a final floor plan prior to move-in.
- Floor plans must be submitted and approved in advance before space is sold or assigned. This is to ensure that exits, aisles, fire protection equipment, etc. are clear and unobstructed. The Fire Prevention Office and the Convention Services Manager must approve any changes before they may be put into effect.

FOOD PREPARATION WITHIN EXHIBITS

Whenever food is prepared within an exhibit, an [Application for Food Preparation within Exhibits form](#) should be completed and forwarded to your Convention Services Manager and Aramark. Upon receipt of this form, your Convention Services Manager will forward the information to LVCVA Fire Prevention personnel for review.

❖ EXHIBITION AND DISPLAY COOKING

Temporary exhibition and display cooking is only permitted within the limitations given below.

- Production cooking operations require food preparation within permanent commercial cooking facilities with permanent commercial cooking ventilation.
- Cooking operations are permitted with the following limitations:
 - All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
 - All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended 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 that produces grease laden vapors shall be provided with a fire extinguishing system installed according to NFPA17A 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 of 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 square feet).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and Fire Resistance 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 24 inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
 - The volume of cooking oil per appliance is not to exceed 3 gallons.
 - The volume of cooking oil per booth is not to exceed 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 in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
 - A minimum of (1) Class-K fire extinguisher shall be provided within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
 - A minimum of (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.

- Solid fuels including charcoal and woods, i.e. hickory, mesquite is prohibited within exhibit halls.
- LP-gas used for displays and demonstrations is limited to cylinders not exceeding the nominal 5-pound size (12 lbs water capacity), maximum 2 per booth. Additional cylinders must be located 20 feet apart.

❖ **BANQUET SERVING**

- Banquets are to follow the same guidelines as Exhibition and Display Cooking.

❖ **FOOD WARMING**

- This operation at exhibitions is limited to maintaining the temperature of pre-cooked food or beverages at or below 200° F. Flame devices utilized for food warming shall be separately permitted as open flame devices. Such devices shall be for stationary use only and shall be enclosed or installed in such a manner as to prevent the flame from contacting any combustible materials. Such flame devices utilized for food warming shall not be located in unoccupied rooms or otherwise left unattended. Chemical heat (Sterno) is allowed in occupied rooms or halls during the permitted hours of the event. It shall be used in accordance with the manufacturers' instructions. Mobile warming carts, using chemical heat may be used in accordance with the manufacturers' instructions. Chemical heat may not be used in warming carts that are not manufactured for chemical heat devices.

FOOD SAMPLING INFORMATION FOR EXHIBITORS

The Southern Nevada Health District enforces regulations for the sampling of food during tradeshows. 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. A booth may bring hand-washing and sanitizing stations or they will be available by submitting an order to ARAMARK with all necessary company, booth and payment information. If an exhibitor is providing the hand-washing and sanitizing station, please contact the Southern Nevada Health District or refer to their website for the requirements <http://www.southernnevadahealthdistrict.org>

If exhibitors meet the criteria below, an Event Coordinator Permit will need to be obtained by show management. All applications should be made directly with the Southern Nevada Health District.

❖ **EXHIBITORS WHO ARE SAMPLING FOOD**

- Exhibitors who are giving away free, open food or beverage
- Please inform the ARAMARK sales department before the event which exhibitors will be sampling food or beverage product and what that product is.
- Exhibitors are required to submit a sampling form and proof of insurance to ARAMARK. The form is attached to this document.
- If any food handling (such as cutting, portioning, or mixing) is done at the booth, a hand-washing station and a sanitizing station must be set up **at all times**.

❖ **EVENT COORDINATORS FOR A SAMPLING SHOW**

- **Show management will need to obtain an Event Coordinator Application for Special Events and Trade Shows.** The application form is attached to this document with pricing included. The application should be made directly with the Southern Nevada Health District.
- Please inform the ARAMARK sales department before the event that this is a sampling show, the individual booths that will be sampling food or beverage product, and what that product is.
- If any food handling (such as cutting, portioning, or mixing) is done at individual booths, Event Coordinators will need to ensure all booths have a hand-washing station plus a sanitizing station set up **at all times**.
- If the product at a booth is pre-packaged, and not a potentially hazardous food (such as bottled water or supplements), this exhibitor is not required to be specified on the Event Coordinator Application.

If you have any questions please contact the Southern Nevada Health District directly at 702-759-0620 or the ARAMARK sanitation manager, Alexis Barajas, at 702-943-6739.

HALOGEN LAMP RESTRICTIONS

LVCVA has experienced several fire safety incidents arising from the use of stem- and track mounted halogen light fixtures attached to exhibit booths where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains.

❖ RULES AND REGULATIONS

Unless otherwise stated in this policy, stem- or track-mounted halogen light fixtures installed in LVCVA facilities must:

- Utilize one of the halogen bulb styles shown in Fig. 3 (Self-Shielded Bulbs – See Addendum N). These bulbs have an additional glass shield that is integrated with the bulb design and require no other shield as part of the light fixture; and
- Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, but in no case exceeding 75 watts.

❖ ALTERNATIVE DESIGNS

- The LVCVA will periodically review this policy and take into consideration any improvements in products and practices that provide appropriate levels of operational safety.

DISAPPROVED HALOGEN BULBS



APPROVED HALOGEN BULBS – 75 watts max



MULTI-LEVEL AND/OR COVERED EXHIBITS

❖ RULES AND REGULATIONS

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Fire Prevention Office no later than 45 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.
- Multi-level or covered areas are required to be limited to dimensions, which do not exceed 1,000 square feet in contiguous area. Definitions:
 - Multi-level – Any occupied second story or greater area 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 is not recognized as acceptable for use under fire sprinkler systems by fire code.
 - Contiguous – Any area or combination of areas which are not separated by a clear ten (10) foot fire break. This measurement is made horizontally.
 - Fire break – A clear non-combustible space at least ten (10) feet in width surrounding the exhibit or exhibit space on all sides.
 - Means of Egress – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- If additional multi-level or covered contiguous area is required in excess of 1,000 square feet, a fire sprinkler system shall be installed under the entire area and every level of a multi-level exhibit.
 - A Nevada State licensed fire sprinkler contractor must install fire sprinkler systems.
- If additional multi-level or covered area is required in excess of 1,000 square feet without the use of a fire sprinkler system, contiguous areas limited to 1,000 square feet may be separated by a minimum ten (10) foot fire break on all sides.
 - The fire break shall be void of any combustible displays, furniture or other material, which could abet transfer of fire from one area to the other.

- Exception: The fire break may be spanned by a single bridge, catwalk or structure that shall not exceed 48 inches in width and shall be constructed of fire resistant or non-combustible materials.
- Multi-level or covered areas shall not have any additional deck, ceiling or covering installed above for any purpose unless a fire sprinkler system is installed in each level of the exhibit.
- Any upper deck area to be occupied must have an approved plan with an engineering stamp.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two remote means of egress. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served.
- 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 multi-levels, covered or roofed 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 and must be installed in accordance with NFPA 72.
- Any single level exhibit over 1000 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 LVCVA Fire Prevention Office for approval prior to the exhibit coming onto LVCVA property. Please send plans to the LVCVA Fire Prevention Office at 3150 Paradise Road, Las Vegas, NV 89109. Plans may be faxed to 702.892.2919. Plans may also be submitted in CAD or PDF format via e-mail to: Boothplans@lvcva.com. Booth plans are required to be submitted for each show, regardless if the booth has been approved for any past show by the LVCVA Fire Prevention Office.

❖ **FIRE WATCH**

- After hours fire watch must be provided for covered areas exceeding 300 square feet. The booth fire watch must have the capability to contact in-house Security Dispatch by radio or other acceptable audible means.
 - Fire watch coverage is to commence with installation of upper deck, or ceiling, and continue during non-show hours until the upper level or ceiling is removed.
 - Assigned fire watch staff must be trained and qualified in the use of fire extinguishers. Contract security, or the fire watch contractor, is responsible for the verification of qualification of fire watch personnel.
 - Fire watch personnel will be responsible for immediate notification by radio to LVCVA Security Dispatch giving the exact location and description of the problem.
 - Fire watch personnel may be assigned to multiple contiguous exhibits, based upon not more than one-minute response to any location involved.
 - Fire watch personnel, prior to start of assignment, shall inspect locations and condition of fire appliances and become familiar with the building, including location of available exits.
 - Cost and method of payment of fire watch is to be negotiated between the contractor supplying the service and show management and/or the exhibitor requiring such services.

PYROTECHNICS AND SPECIAL EFFECTS

Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Fire Department and the Las Vegas Convention Center.

- Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by Show Management may be permitted with the approval of the LVCVA and the Clark County Fire Department. Any pyrotechnic activity must comply with NFPA 1126 (*Standard for the Use of Pyrotechnics before a Proximate Audience*) and be approved and permitted by the Clark County Fire Department.

- Show Management is responsible for providing the Clark County Fire Department with the written plan of operations within 60 days of the scheduled event date. Please contact the Fire Inspector directly via mail or telephone:

**Clark County Fire Department
Fire Prevention Bureau
575 East Flamingo Road
Las Vegas, NV 89119
Telephone (702) 455-7122
Fax (702) 455-7347**

- The plan of operations shall provide the following:
 - Name of the person, group, or organization sponsoring the production
 - Date and time of day of the production
 - Exact location of the production.
 - Name of the person actually in charge of firing the pyrotechnics (i.e., the pyrotechnic operator).
 - Number, names and ages of all assistants who are to be present.
 - Qualifications of the pyrotechnic operator.
 - Pyrotechnic experience of the operator.
 - Confirmation of any applicable state and federal licenses held by the operator or assistant(s).
 - Evidence of the permittee's insurance carrier or financial responsibility.
 - Number and types of pyrotechnic devices and materials to be used, the operator's experience with those devices and effects, and a definition of the general responsibilities of assistant(s).
 - Diagram of the grounds or facilities where the production is to be held. This diagram shall show the point at which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device used in the performance, and the lines behind which the audience shall be restrained.
 - Point of on-site assembly of pyrotechnic devices.
 - Manner and place of storage of the pyrotechnic materials and devices.
 - Material safety data sheet (*MSDS*) for the pyrotechnic material(s) to be used.
 - Certification that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy.
- When you receive a permit for your plan from the Clark County Fire Department, please forward a copy of the plan and permit to your Convention Services Manager and the LVCVA Safety Office within 30 days of the scheduled event. After a permit has been granted, the permittee shall keep the plan available at the site for Fire Prevention inspectors or other designated agents of the authority having jurisdiction.
- Portable Fire-Fighting Equipment: Two or more fire extinguishers of the proper classification and size as approved by the authority having jurisdiction shall be readily accessible while the pyrotechnics are being loaded, prepared for firing, or fired. In all cases, at least two pressurized water or pump extinguishers shall be available. (*NFPA 1126*)
- Personnel who have a working knowledge of the use of the applicable fire extinguishers shall be provided by the permittee and present while the pyrotechnics are being handled, used, or removed.
- Fire detection and life safety systems shall not be permitted to be interrupted during the operation of pyrotechnic effects.
 - Exception No.1: 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.
 - Exception No.2: Fire detection and life safety systems shall be permitted to be interrupted during the operation of permanently installed pyrotechnic effects only for initial acceptance of the system. (*NFPA 1126.6.1.6*)
- Pyrotechnic devices and materials used indoors shall be specifically manufactured and marked for indoor use by the manufacturer.
- Airbursts shall comply with *NFPA 1126* and be subject to the following conditions:

- The airburst shall be suspended by a minimum 30-gauge metal wire that is attached securely to a secure support acceptable to the authority having jurisdiction.
- The airburst shall occur at a minimum height of three times the diameter of the effect.
- Where the effect is demonstrated, there shall be no burning or glowing particles below the 15-ft (4.6 m) level above the floor.
- During pyrotechnic activity the following items must be properly maintained:
 - Access:
 - Fire lane kept clear
 - Hydrants not blocked
 - Fire department connections clear
 - Standpipe connections clear
 - At least two fire extinguishers provided
 - Extinguishing equipment charged and in good working order
 - Warning signs
 - Exits:
 - All designated exits clear
 - Exits visible
 - Pyrotechnic Materials and Devices
 - Proper and current license in the possession of the pyrotechnic operator
 - Permit on site
 - Fire department briefed on proposed activity
 - Proper ventilation
 - Electrical:
 - Cords and connections in good condition
 - Power supply
 - Pyrotechnic firing mechanism in good working order
 - Flame Proofing:
 - Set and scenic materials treated for flame retardance
 - Burlap or other protective materials used for rigging treated for flame retardance.

SECURITY

To our Building Customers and Guests:

The events of September 11, 2001, and its aftermath have placed new expectations on public assembly facilities. Prior to 9/11, governmental agencies focused on the threat of chemical and biological agents and considered these the most likely weapon form to be used by terrorists.

These new challenges will test the mettle of all Americans. The Las Vegas Convention and Visitors Authority's (LVCVA) properties have taken action to create the highest level of assurance and comfort to the customers of the industry, including attendees and exhibitors. The members of the LVCVA Security Department will exceed the expectations of its building's visitors. The uniformed officer contingent (over 65 strong) brings more than 130 decades of professional law enforcement, fire protection, military and life safety experience to the Las Vegas Convention Center and Cashman Center properties. The competent, astute staff supports and enhances the contract security component by monitoring all building functions while continuing to assess risks 24 hours a day, seven days a week. In addition to the security officer element, the 24-hours security dispatch control center work group partners to provide the highest level of awareness needed to operate a public facility in a free and open society. Exclusive building contractors are an important part of the overall security component providing added eyes and ears.

Most venues have emergency plans and other planning procedures to establish and implement safety and security practices. Even in cases without terrorist threat, venues may face other serious threats, such as crowd behavior, natural disasters, etc.

After 9/11, the Security Department expanded and enhanced the LVCVA emergency response and safety initiatives. Although it is not expected these measures will guarantee all security systems are 100% effective, they have been established to heighten security awareness. Measures include:

- Mandatory ESCA-WIS photo identification badges worn by all individuals working on the property
- Restrictions placed on all access points to building systems areas
- Restricted access for specific vehicle types in parking areas
- Initiated a Rapid Response Incident Management Plan
- Developed and completed a Workplace Safety Plan
- Created building search logs and reinforced building evacuation procedures
- Provided building familiarization tours with local emergency first responders
- Liaison with the FBI Joint Terrorism Task Force
- Daily reviews of the Centers for Disease Control (CDC) websites
- On-campus presence of public safety agencies, such as the Las Vegas Metropolitan Police Department and Clark County Fire Department
- Staff partnership with the Southern Nevada Counter-Terrorism Center (Fusion Center)
- Full-time (in-house) explosive detection canine team

In embracing the concept of Homeland security, the LVCVA has continued its liaisons with other governmental agencies, public agencies, utilities and key businesses to develop protection strategies and response protocols.

Over 4,500 men and women comprise the Las Vegas Metropolitan Police Department (LVMPD). In addition, the Las Vegas destination is home to 7,000+ security professionals working in the hotel resort corridor. The Las Vegas Security Chiefs' Association represents these dedicated individuals.

The LVCVA is host to some of the largest gatherings of people in the world. Safety and security measures are now more overt in nature and extensive in options. The enhancements developed are repeatedly reviewed and evaluated for circumstantial and situational conditions.

The LVCVA Security Department serves as a liaison with the Las Vegas Metropolitan Police Department bureaus or sections: Tourist Crime Unit, Southern Nevada Counter Terrorism (Fusion) Center Gang

Crimes, Vice & Narcotics, Financial/Property Crimes, Homeland Security, FBI Joint Terrorism Task Force and Crime Stoppers of Nevada to ensure destination safety in our continued efforts to provide legendary customer service to each and every visitor.

Rossi T. Ralenkotter
President and CEO

SECURITY COMPANIES (PRIVATE)

Private security companies must be licensed by the State of Nevada Private Investigators Licensing Board to conduct business as a private patrolman per Chapter 248 N.R.S.

❖ RULES AND REGULATIONS

- The following requirements must be met in order for a private security company to work in the Las Vegas Convention Center:
 - The Las Vegas Convention and Visitors Authority require a \$250 annual fee from all independent service contractors providing a service at the Las Vegas Convention Center and Cashman Center. [See Contractors Rules and Policies section.](#)
 - Copy of current city/county business license on file with the LVCVA Security Department per local ordinance.
 - Copy of current certificate of insurance showing valid Nevada worker's compensation coverage.
 - A certificate of insurance for \$1 million naming the Las Vegas Convention and Visitors Authority as additional insured. (General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability.)
 - During the course of a show (to include move-in and move-out), LVCVA Security will be furnished a copy of all criminal, incident or injury reports which occur on this property. These are to be delivered to LVCVA Security during the shift in which the incident occurred or as soon as possible thereafter. Notify LVCVA Security immediately of any major offense or unusual activity which may require reporting, assistance or follow-up investigation.
 - Report all lost and found to the LVCVA Security.
 - Contract security agencies will keep LVCVA Security informed of any action taken against any person(s) or of any properties seized, recovered or found.
 - LVCVA door numbers will be used by contract security agencies for requests of assistance or for opening and closing areas (as requested by show management). All freight doors and pedestrian doors are clearly marked. In addition, the hall in which the doors are located will be identified.
 - Any deviations from these policies must have prior written approval from the LVCVA Director of Security.
- Security guards must have their Sheriff's work card prominently displayed on their uniform and any other documents that may be required by city/county ordinance or state law. They must be in a distinctive uniform approved by the State of Nevada Private Investigator's Licensing Board, the Metropolitan Police Department and the LVCVA.

❖ CONCEALED WEAPONS

- Concealed weapons or weapons of any type (firearms, nightsticks, mace, etc.) are not allowed on property. Possession of a firearm on LVCVA property may be approved as follows:
 - A letter to your Convention Services Manager from the organization/convention on their letterhead that is contracting your services requesting armed officers and the reason for the request. The [LVCVA Weapons Request Form](#) filled out in full with all information attached, including signature of the Show Manager
 - Armed security guards must be in uniform and wear a distinctive badge.
 - All security guards must display a Clark County Sheriff's card.

CONTRACT SECURITY STANDARDS OF PERFORMANCE

The LVCVA Minimum Security Program establishes standards for the assignment and performance of contract security companies operating on LVCVA property. The minimum standards assure that all events occurring on LVCVA property are conducted in a safe and secure environment. Clients are encouraged to communicate with the LVCVA Security Department as early as possible before the event to ensure ample time is allotted for the preparation of a comprehensive security plan.

❖ STANDARDS OF PERFORMANCE

These Standards of Performance are distributed to all approved contract security companies that work in LVCVA facilities.

- In a continuing effort to provide our customers with legendary service and decrease thefts, the following standards and policies will apply to all contract security companies working at LVCVA facilities. (Note: Violations of these standards may be documented by LVCVA Security and such documentation will be available to the client.)
 - It is the policy of LVCVA that no person employed by or otherwise associated with any contracted company, vendor or any other entity working on LVCVA property, shall remove any product, material, or other items from LVCVA buildings, freight yards, or service roads, regardless of how it was obtained without the written permission of the Director of Security or his 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 all LVCVA facilities 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, forklifts and other means of conveyance used in conducting the contractor's business shall not be allowed within any LVCVA parking lot except for such times as the lot is leased as exhibit space. Exceptions require the approval of the Director of Security or his designee.
- Guards will be positioned on post in the most effective location to achieve the mission of the post.
- Guards will be briefed as to their duties at any particular post.
- Guards will be alert and proactive in their duties at all times.
- Guards will remain on post until relieved or until "walk-off" time.
- All guards will be properly groomed.
- All guards will be neatly dressed in an approved uniform and be readily identifiable to others.
- Civilian coats, jackets or hats will not be worn over the uniform.
- Identification card including Sheriff's card will be displayed on the front of the uniform.
- Headsets, radios, iPods, cell phones and televisions are prohibited on post.
- Reading of books, newspapers or magazines is prohibited on post.
- Guards are limited to one small bag for personal items at their post. (All bags subject to search at any time.)
- No sleeping, smoking, eating or drinking (except water) on post.
- Guards are not permitted to sit while on post when there is activity at the post area with the exception of individual booth assignments.
- One chair with a seat level no lower than 30 inches may be placed at each fixed post to allow for occasional short term seating for the posted guard. Lower chairs are not permitted at any post.
- It will be the responsibility of contract management to inform their employees of this policy and standards. These standards may be freely posted, duplicated and distributed. Ignorance of the policy will not be a viable defense and trespass orders may be permanent.
- The following information is provided to assist the client in preparing a successful *security placement plan* to be reviewed by the Director of Security:
 - Lobby doors – The common lobby areas of the Convention Center are generally accessible to the public. The glass doors at the lobby entrances do not usually require the posting of contract security guards.
 - Concourse doors – the hinged and roll-up doors accessing exhibit halls from the lobby and concourse areas are another point of vulnerability. 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.

- Perimeter doors – The LVCVA facilities include hundreds of perimeter doors. These are necessary to allow for rapid evacuations in the case of an emergency. They can also be a point of vulnerability for security purposes. Some event plans allow for perimeter doors to be attendee ingress/egress points. All security placement plans should include coverage for 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.
- 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 entering and exiting these doors in order to control the movement of trash containers that can be used to transport stolen property.
- Designated trash door locations:
 - Central Halls – Walk-through doors at Freight Doors 3 and 6.
 - North Halls – Walk-through doors at Freight Doors 15 and 24.
 - South Halls – Walk-through doors at 26, 40, and 43
- LVCVA Security 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.
- LVCVA Security will immediately lock any trash door that is found with no guard posted.
- All trash containers 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.
- Freight doors
- Security must be posted for any/all opened freight doors, including one guard per each opened freight door.
- Contract security will remain posted until move-out is completed.
- Freight doors will not be opened unless contract security is posted.
- Freight doors will be closed if found to be without posted contract security.
- Early move-in/move-out activity is subject to compliance with the Security Companies section of this Building Users Manual.
- Move-in/Move-out: Contract Security must be posted for any/all perimeter opened doors, including one guard per each opened freight door commencing on the day and time early move-in begins.
- Off-Hours: Guards are required to be posted at perimeter and concourse doors that are designated as entry points after show hours and overnight.
- Photo ID's: The LVCVA Building Users Manual mandates the following:
 - 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 ID's. LVCVA Security will support contract security guards in this enforcement as needed.
- Meeting rooms – The assignment of guards at utilized meeting rooms is at the discretion of the client.
- Breaker ratio – A minimum of one supervisor or person designated as the group leader is required for every six guards on duty. This ensures that guards will get needed rest breaks.
- 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.



CONVENTION AND VISITORS AUTHORITY

APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS

Name of Event: _____

Dates of Event: _____ Booth Number: _____

Name of Exhibiting Company: _____

Contact Person/Title: _____

Phone: _____ FAX: _____

Email: _____

Please indicate the food item(s) you wish to prepare:

Two empty rectangular boxes for food item preparation.

Please indicate the process/equipment that would be used:

Two empty rectangular boxes for process/equipment used.

Please check box if decorative candles are to be used (1 candle per table)

No open flames will be permitted.

A 5ABC portable fire extinguisher will be required for each approved device.

A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

This application is to ensure all fire and safety regulations are in place to enable cooking in your booth. In addition, the ARAMARK "Sample Food and/or Beverage Distribution" application must be completed and submitted to ARAMARK for food preparation approval. Once you receive this form back with a stamp of approval please forward to ARAMARK along with the Sample Food and/or Beverage Distribution form to fax # 943-6941 for the final approval.

Please FAX form to both: Convention Services Manager AND Aramark Sales Office
Las Vegas Convention Center 702/943-6911
702/892-2933

A Fire Prevention coordinator will call you to discuss your food preparation plans. DO NOT finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.

Approved Denied



CONTRACTOR & VENDOR REQUIREMENTS

Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. Permits are issued on an annual basis.

1. ANNUAL CONTRACTOR FEE \$250.00

2. CERTIFICATE OF INSURANCE

- Workers' Compensation Coverage in the State of Nevada
If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.employers.com
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, **naming the Las Vegas Convention and Visitors Authority as additional insured.**

3. LEGAL COMPLIANCE – SIGNATURE REQUIRED BELOW

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 3 hereof.

Name of Company: _____

Address: _____

City, State, Zip: _____

Please select which category of business your company performs (select all that apply).

- | | | |
|--|---|--|
| <input type="checkbox"/> Audio Visual/Lighting | <input type="checkbox"/> Exhibit House/Tradeshow Exhibits | <input type="checkbox"/> Production |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Security/Private Investigator |
| <input type="checkbox"/> Destination Management | <input type="checkbox"/> Floral/Plants | <input type="checkbox"/> Temporary Staffing |
| <input type="checkbox"/> Display/Design | <input type="checkbox"/> General Contractor | <input type="checkbox"/> Tents/Pavilions/Temp Structures |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Install/Dismantle (I & D) | <input type="checkbox"/> Theatrical/Rigging |
| <input type="checkbox"/> Entertainment/Talent/Modeling | <input type="checkbox"/> Labor | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Equipment/Furniture Rental | <input type="checkbox"/> Photography/Videography | <input type="checkbox"/> Misc./Other* |

*If Misc./Other selected, please list the category(s) here:

By: _____
(Signature)

(Print Name)

Title: _____ Date: _____

Web Address: _____ Phone: _____

E-Mail Address: _____ Fax: _____

- Submit the form above with an original signature by an appropriate company designee
- Include certificate of insurance and worker's compensation as described above
- Make check payable to the Las Vegas Convention and Visitors Authority
- Return this form with a check for \$250 for the annual fee to the following address:

Director of Convention Services
Las Vegas Convention and Visitors Authority
3150 Paradise Road
Las Vegas, NV 89109

Direct questions to the Convention Services Department, LVCVA
Phone (702) 892-2915 Fax (702) 892-2933

Have you provided all of the following AS ONE SUBMISSION:

- Contractor Fee
- Certificate of Insurance with Appropriate Coverage
- This Form with Appropriate Signature

All documentation must be received **BEFORE** work may commence
on the property of the Las Vegas Convention Center or Cashman Center

BE ADVISED THAT CLARK COUNTY AND THE CITY OF LAS VEGAS REQUIRE ALL CONTRACTORS TO OBTAIN A BUSINESS LICENSE WHEN WORKING AT EITHER THE LAS VEGAS CONVENTION CENTER OR CASHMAN CENTER. CONTACT THE FOLLOWING FOR FURTHER INFORMATION:

Clark County Department of Business License Services
500 Grand Central Parkway, Third Floor
Las Vegas, NV 89155
702-455-0174
www.clarkcountynv.gov

City of LV Dept. of Finance & Business
400 Stewart Avenue
Las Vegas, NV 89101
702-229-6281
www.lasvegasnevada.gov



CONVENTION AND VISITORS AUTHORITY

HELICOPTER LANDING REQUEST FORM

Name of Show: _____

Exhibiting Company: _____

Booth Number: _____ Exhibit Hall: _____

Contact Name/Title: _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____

Proposed landing date, if known: _____

Proposed landing location, if known: _____

Type of helicopter: _____

This is an initial form of contact only. Once received, the Las Vegas Convention and Visitors Authority will contact you and advise you of insurance requirements, etc. You will then work with the LVCVA and the show's general contractor to finalize the details of the landing.

Please complete and fax this form to: LVCVA Convention Services Dept., 702/892-2933. **No helicopter will be permitted to land without authorization.**

Do not write below this line

Final landing date: _____ Time: _____ Location: _____

Contractor contact: _____ Cell #: _____

On-site exhibitor contact: _____ Cell #: _____

Take-off date: _____ Time: _____ Location: _____

Client#:

ACORD. CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 04/27/09
PRODUCER Wachovia Insurance Serv-AT, GA 4401 Northside Pkwy, Suite 400 Atlanta, GA 30327-3078 770 850-0050	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE	NAIC #
COMPANY NAME ADDRESS CITY, STATE, ZIP	INSURER A: Liberty Mutual Fire Insurance Compan	23035
	INSURER B: North River Insurance Company	21105
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR. INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PPD Ded:25000 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. AGT <input type="checkbox"/> LOC	EB265	04/19/09	04/19/10	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Gen Agg Cap \$10,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	AS265	04/19/09	04/19/10	COMBINED SINGLE LIMIT (Ea accidnt) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
B	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	SS303	04/19/09	04/19/10	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WC265 WA265	04/19/09 04/19/09	04/19/10 04/19/10	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Las Vegas Convention & Visitors Authority is listed as an Additional Insured for general liability where required by written contract.

CERTIFICATE HOLDER Las Vegas Convention & Visitors Authority 3150 Paradise Road Las Vegas, NV 89109	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE For WIS by: <i>Dagon Carney</i>
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WEAPONS REQUEST FORM

LAS VEGAS CONVENTION AND VISITORS AUTHORITY
SECURITY DEPARTMENT
3150 PARADISE ROAD
LAS VEGAS, NEVADA 89109
WEAPONS REQUEST

DATE: _____

TO: LAS VEGAS CONVENTION AND VISITORS AUTHORITY
DIRECTOR OF SECURITY

FROM: _____
Company Name

SUBJECT: WEAPONS REQUEST

We are requesting Security Officer _____ be
(Please Print Name)

permitted to wear the below listed firearm at:
_____ Las Vegas Convention Center _____ Cashman Center

for the following convention or event: _____.

The above named officer will be located at _____ for the

Following reasons: _____.

FROM: DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____

The following must be submitted with this request:

Work Card Number _____ Expiration Date _____

State of Nevada Firearm Safety Course # _____ Expiration Date _____

Firearm Serial # _____ Manufacturer _____

Caliber _____ Type _____ Color _____

Photostat copies of the Work Card, Firearm Safety Course and the Firearm Registration Card Attached.

Submission of this form must also include proof of insurance, which reflects that the security company providing armed security has a current insurance liability policy covering armed personnel. This is in addition to show management's approval.

THIS REQUEST MUST BE SUBMITTED TO THE LVCVA FIRE PREVENTION AND SECURITY DEPARTMENT 72 HOURS PRIOR TO THE DATE REQUESTED TO BE ON LVCVA PROPERTY.

REQUEST AUTHORIZED BY/TITLE
(Please Print)

(SIGNATURE)

SHOW MANAGER APPROVAL

____ Approved ____ Disapproved

LVCVA DIRECTOR OF SECURITY