ISSUES COMMON TO ALL BOOTH TYPES

Structural Integrity – All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/removal equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

Flammable and Toxic Materials – All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be tested to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire-safety and environment which must be adhered to. Refer to “Fire and Safety Exhibit Guidelines in the LVCC Building User’s Manual for more details.” Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Containers of flammable liquids are prohibited from display or use in the facility. Combustible/flammable materials must not be stored beneath display vehicles.

Electrical – Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “50” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in accordance with guidelines established by the Environmental Protection Agency and the facility.
- Power strips (multi-plug connectors) should be UL approved, where built-in overload protectors.

Refer to the “Utilities” and “Halogen Lamp Restrictions” sections in the LVCC Building User’s Manual for more details.

Lighting – Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trains, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- All truss structures require plans to be submitted to the Fire Prevention Office 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21. Depending on size, attachments and weight, facility may require a 3rd party engineer stamp of approval. The engineer stamp of approval must include wind load and seismic load. This will be at the exhibitor’s expense. Please send to boothplan@lvccas.com.

- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Show Management.
- Lighting that spires, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Reduced lighting for theater areas should be approved by Show Management, the utility provider and the exhibit facility.

Refer to the “Utilities” section in the LVCC Building User’s Manual for more details.

Storage – Fire regulations in most exhibit facilities prohibits storing shopping, literature, empty packing containers, or packing materials behind backdrops or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.
- 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.
- Reduced lighting for theater areas should be approved by Show Management.
- Two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, where built-in overload protectors.

Refer to the “Utilities” and “Halogen Lamp Restrictions” sections in the LVCC Building User’s Manual for more details.

Oversized/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 LVCC. Exhibitors may have logistical issues if bringing in equipment, vehicles, mobile buildings, etc. that are self-propelled, towed or trained with dimensions wider than 8 feet 6 inches, taller than 14 feet, larger than 70 feet, have more than 10 feet of overhang, or weight more than 80,000 pounds. These loads and other oversized vehicles such as aircraft, heavy equipment, mobile/manufactured homes and buildings will require special routing arrangements. Exhibitors are encouraged to contact a 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. Any Dimensional Vehicle Permits Office at 800.552.2127 or visit their website at www.ndot.state.nv.us or email them at ndotpermits@sid.csw.gov.

Flammable Materials – All exhibitors must be aware of the local regulations concerning flammable materials. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Terms and Conditions

Signs on Exhibits or Products – Refer to the Terms and Conditions, §43, NON-EXHIBITING COMPONENT USE, for more details.

2020 PRELIMINARY SCHEDULE OF EVENTS

**MOVE-IN SCHEDULE**

| Monday, September 21 – Saturday, September 26
| Sunday, September 27

- Exhibit Halls Open 9 a.m. – 5 p.m.
- Opening Session 10 a.m.
- Conference Sessions 8 a.m. – 12:15 p.m.
- Exhibit Halls Open 9 a.m. – 5 p.m.
- Conference Sessions 8 a.m. – 12:15 p.m.
- Exhibit Halls Open 9 a.m. – 5 p.m.

**MOVE-OUT SCHEDULE**

| South Hall 3
| Thursday, October 1 – Friday, October 2
| North Halls, Central Halls and South Hall 1 and South Hall 2
| Thursday, October 1 – Saturday, October 3

**OVERVIEW FLOOR PLAN AND EXHIBIT CONSTRUCTION GUIDELINES**

Americas with Disabilities Act (ADA) – All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line 800.514.0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle (Note: a standard wheelchair should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry to use hydraulic lifts to trailer exhibits
- Aerial double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a multi-level exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair
- To avoid heavy fines by the U.S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Booth Guidelines are from IAEE’s Guidelines for Display Rules & Regulations.
In-line booths, also called “linear” booths are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Refer to the "Lighting and Sound," "Air Conditioning," "Machinery Equipment," for more details.

Height – Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 10 feet (3.05 meters).

Hanging Signs – Hanging signs are prohibited for in-line booths.

Set-Back for Sight-Lines – All display fixtures over 4 feet (1.22 meters) in height and placed within 10 linear feet (3.05 meters) of an adjoining exhibit must be confirmed to the rear 5 feet of the exhibit space to avoid blocking your neighbor’s visibility. Exhibitors with larger spaces, 10 linear foot (3.04 meters) or more, may extend booth fixtures, signage, and other display items all the way to the front line of their exhibit booth, provided that these items are at least 10 linear feet away from any neighboring booth.

Exhibit Booths — An Extended Header Booth is an in-line booth 20 feet (6.10 meters) or longer with a center extended header. This maximum restriction for in-line booths apply to Extended Header Booths. An extended center header is subject to a maximum height of 8 feet (2.43 meters), a maximum width of 20 percent of the length of the booth in this case, 4 feet (1.219 meters), or 20 percent of 20 feet, and a maximum depth of 1 foot (0.305 meters) for the horizontal support area. The vertical panel must be positioned no more than 9 feet (2.743 meters) from the back wall.

A perimeter booth is an in-line booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Height – Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16 feet (4.88 meters).

Intent – Outer perimeter booths do not back up to another exhibitor’s booth. Display back walls and materials over 16 feet will not interfere with or obstruct from any other exhibitor booth.

Hanging Signs – Hanging signs are prohibited for in-line in-line booths.

Set-Back – Display fixtures over 4 feet (1.22 meters) in height and placed within 10 linear feet (3.05 meters) of an adjoining exhibit must be confirmed to the rear 5 feet of the exhibit space to avoid blocking your neighbor’s visibility. Exhibitors with larger spaces – 30 linear feet (9.14 meters) or more may extend booth fixtures, signage, and other display items all the way to the front line of their exhibit booth; provided that those items are at least 10 linear feet away from any neighboring booth.

Booth Demonstrations and Sound/Music

Demonstrations. As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange display equipment, product presentation, audio-visual presentations, and demonstration areas to ensure compliance.

Exhibitors should be aware of local regulations regarding fire safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (0.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music – In general, exhibitors may use sound equipment in their booths as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. The maximum decibel level for equipment or sound amplification will be 80db measured at the critical listening position.

Sound devices should be arranged so as not to obstruct sight lines of neighboring exhibitors. Refer to the "Lighting and Sound," "Air Conditioning," "Machinery Equipment," for more details.
**Metric Conversion**

To convert feet to meters:
Multiply the number of feet by 0.3048
Example: 10 ft. x 0.3048 = 3.048 m

To convert meters to feet:
Multiply the number of meters by 3.281
Example: 10 m x 3.281 = 32.81 ft

To convert square feet to square meters:
Multiply the number of square feet by 0.0929
Example: 100 sq. ft. x 0.0929 = 9.29 sq. m

To convert square meters to square feet:
Multiply the number of square meters by 10.76
Example: 10 sq. m x 10.76 = 107.6 sq. ft

Example: 10 ft. x 0.3048 = 3.048 m

Example: 9.15 m x 3.281 = 30 ft.

Example: 10 ft. x 0.3048 = 3.048 m

Example: 9.29 sq. m x 10.76 = 100 sq. ft.

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Note: Current floor plans are available at www.MINEXpo.com