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**Welcome** to the International Pizza Expo Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at International Pizza Expo. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The **Main Menu** is designed to transport you to that section of the manual when you click on the section. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

## GENERAL INFO

### DATES & TIMES

#### Move-in

Sunday, March 17	1:00 PM – 8:00 PM	Exhibitors permitted show floor access until 10:00 PM, no in and out after 8:00 PM
Monday, March 18	8:00 AM – 8:00 PM	Exhibitors permitted show floor access until 10:00 PM, no in and out after 8:00 PM

#### Show Days

Tuesday, March 19	10:00 AM – 4:30 PM	Exhibitors permitted show floor access at 7:00 AM
Wednesday, March 20	10:00 AM – 4:30 PM	Exhibitors permitted show floor access at 7:00 AM
Thursday, March 21	10:00 AM – 3:00 PM	Exhibitors permitted show floor access at 7:00 AM

#### Move-out

Thursday, March 21	3:01 PM – 10:00 PM	Exhibits must remain set until show close at 3:00 PM
Friday, March 22	8:00 AM – 12:00 PM	All exhibitors must be completely moved out by 12:00 PM

### EXHIBIT HALL LOCATION

Las Vegas Convention Center, West Halls  
300 Convention Center Dr.  
Las Vegas, NV 89109

[www.pizzaexpo.com](http://www.pizzaexpo.com)

This is a non-smoking building. Smoking is strictly prohibited in the exhibit hall, lobbies, and meeting rooms.

### SHOW MANAGEMENT CONTACTS

Click [here](#) for a full list of Show Management.

### HEALTH & SAFETY

If you have any health and safety questions, please reach out to a member of the International Pizza Expo team for assistance [here](#). A first aid station is located onsite in the LVCC West Hall on the first floor, next to the food hall, off the main atrium lobby.

VENDORS

Click on vendors to get more information.



**FREEMAN**

*Furnishings, Material Handling, POV/Cart Services, etc.*

[LINK TO WEBSITE](#)

[EMAIL](#)

888.508.5054



**SODEXO**

*Catering / Sample Guidelines*

[CATERING KIT](#)

[SAMPLE GUIDELINES](#)

[EMAIL](#)

702.943.6779



**EventSphere**

*Hotel Accommodations*

[BOOKING LINK](#)

[EMAIL](#)

844.296.9952



**COX BUSINESS**

*Internet Services*

[ORDER FORM](#)

[ORDER ONLINE](#)

855.519.2624



**SOA**

*Booth Security*

[ORDER FORM](#)

[EMAIL](#)

702.386.8065



**MARSH / TOTAL  
EVENT INSURANCE**

*Insurance Provider*

[ORDER FORM](#)

[SAMPLE COI](#)

[EMAIL](#)



**SMARTSOURCE**

*Audio / Visual*

[ORDER FORM](#)

[EMAIL](#)

877.876.4111



**NATIONAL PLANT &  
FLORAL**

*Plant & Floral Rental*

[ORDER FORM](#)

[EMAIL](#)

702.956.8011



**MARITZ GLOBAL EVENTS**

*Lead Retrieval*

[ORDER FORM](#)

[EMAIL](#)



**LOWE REFRIGERATION**

*Refrigeration / Freezer Rental*

[CATALOG](#)

[ORDER FORM](#)

[EMAIL](#)

770.461.9001



**OSCAR &  
ASSOCIATES**

*Photography / Videography*

[ORDER FORM](#)

[EMAIL](#)

312.922.0056



**PHOENIX INT'L  
BUSINESS LOGISTICS**

*International Shipping & Customs Broker*

[ORDER FORMS & INFO](#)

[EMAIL](#)

## SHOW PLANNER

Click on items to get more information and link to the website or form.

### ASAP



UPDATE SHOW DIRECTORY  
LISTING  
[EXHIBITOR HUB](#)

### JANUARY



9<sup>th</sup>

LEAD RETRIEVAL TIERED  
PRICING DEADLINES  
[ORDER FORM](#)

- Tier 1: On or before 1/9/24  
Tier 2: 1/10/24 – 2/20/24
- Tier 3: After 2/20/24

### FEBRUARY

5<sup>TH</sup>

SODEXO  
CATERING ORDER AND  
FOOD/BEVERAGE SAMPLING  
FORM DEADLINE

- [Catering Order](#) | [EMAIL](#)
- [Sampling Form](#) | [EMAIL](#)

### SHIPPING



FREEMAN ADVANCE  
WAREHOUSE SHIPPING  
BEGINS February 16<sup>th</sup>, 2024.

- Accepted through Wednesday,  
March 13<sup>th</sup> without surcharge.

SHOW SITE SHIPPING BEGINS  
March 17<sup>th</sup>, 2024.

- Shipment arriving before this  
date may be refused by the  
facility.

### FEBRUARY

18<sup>TH</sup>



COX BUSINESS  
[ORDER ONLINE](#)

20% Early Ordering Discount Ends –  
Final order and payment must be  
received 30 days prior to the listed  
event start date.

- [Internet / Network Order Form](#)
- [Voice / Video Order Form](#)
- [Wi-Fi Hotspot Order Form](#)

### FEBRUARY

20<sup>TH</sup>



FREEMAN EARLY BIRD  
DEADLINE  
[ORDER ONLINE](#)

- Booth Furnishing
- Utilities / Electrical
- Labor
- Flooring
- Signs & Graphics

### FEBRUARY

27<sup>th</sup>



PHOTO / VIDEO SERVICES  
OSCAR & ASSOCIATES  
Discount Rate Ends  
[ORDER FORM](#)

### EXHIBITOR

FORMS



- [EAC Portal & EAC COI Form](#)
- [Refrigeration Order Form](#)
- [Exhibitor Insurance Form](#)
- [Hanging Sign Labor and Equipment Rules](#)
- [Aerial Labor and Equipment Rules](#)
- [Hanging Sign and Booth Variance Form](#)
- [Meeting and/or Event Space Request](#)
- [Photography/Video/Broadcasting Approval](#)

### BEFORE YOU ARRIVE

- Submit Certificate of Insurance
- Coordinate Hotel & Travel
- Register Booth Personal in Advance
- Update Show Directory Exhibitor Profile and/or Listing
- **NEW PROCESS!** Submit EAC Notification Form & EAC Certificate of Insurance
- Submit Food Sampling & Beverage Approval Form
- Download App

## INSURANCE

Exhibitors must maintain insurance that meets the requirements below and provide proof to International Pizza Expo before the show.

International Pizza Expo does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitors obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading, and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), Las Vegas Convention Center (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [CLICK HERE FOR AN EXAMPLE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – International Pizza Expo 2024 Freeman, Las Vegas Convention Center" and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates March 19 – March 21, 2024.



Submit your insurance documents online, through the [Exhibitor Hub](#). Be sure the name of the attachment reflects the name of the insured exhibiting company.

### NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. [CLICK HERE](#).



#### *Certificate Holder Information should be listed as:*

International Pizza Expo  
31910 Del Obispo, Ste 200  
San Juan Capistrano, CA 92675

## REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

## BOOTH REGULATIONS

### CONSTRUCTION/DESIGN

#### **NEW!** Pizza Expo Is Now a “Cubic Content” Show

Cubic content refers to the use of space rules in a standard booth space. This means exhibitors can build their exhibit within the entire width, depth and up to the maximum allowable height, depending on the booth type. **A line-of-sight booth design is no longer required.** See booth type and examples on following pages.

All exposed exhibit components extending above the 3’ high pipe and drape sidewalls must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.

#### **Pizza Expo Is a “No Concrete” Show**

Floor covering is required in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations. Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.

#### **Early Teardown Policy**

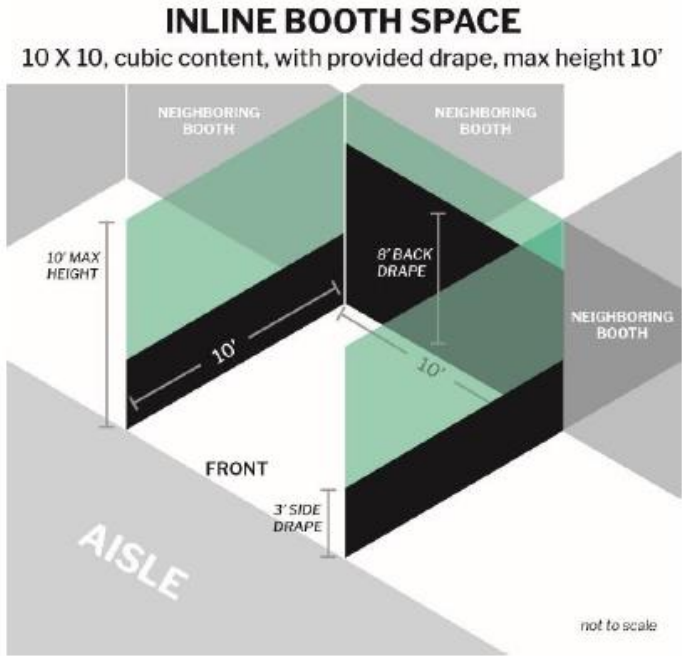
Early booth breakdown is strictly prohibited. International Pizza Expo is committed to eliminating these practices from the show floor on the final day of the tradeshow. Please keep this in mind when making staffing decisions and travel arrangements.

#### **Show Colors**

Backwall & Side Drape: Red

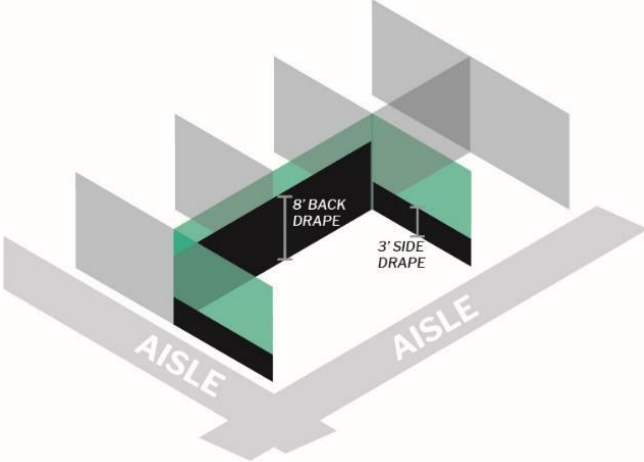
Aisle Carpet: Red

Standard / Linear / Inline Booth Guidelines

<p><b>Definition and/or Dimension</b>                  A standard booth is a booth generally arranged in a straight line and have only one side exposed to an aisle, meaning there are neighbors on either side of the booth space. Also known as linear or inline booths.</p> <p>Standard booths are commonly 10ft deep and multiples of 10ft wide, i.e. 10ft x 10ft, 10ft x 20ft, 10ft x 30ft, etc.</p>	 <p><b>INLINE BOOTH SPACE</b>                  10 X 10, cubic content, with provided drape, max height 10'</p> <p>The diagram illustrates a 10x10 inline booth space. It shows a central booth with a 10' front edge and a 10' depth. The booth is flanked by neighboring booths. Key features include:                 <ul style="list-style-type: none"> <li>10' MAX HEIGHT</li> <li>8' BACK DRAPE</li> <li>3' SIDE DRAPE</li> <li>FRONT edge</li> <li>aisle on the left side</li> <li>NEIGHBORING BOOTH labels on the top and right sides</li> </ul>                 The text 'not to scale' is present in the bottom right corner of the diagram.</p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall</li> <li>• 3' high pipe and drape side walls</li> <li>• 11" x 17" booth identification sign with company name and booth number</li> <li>• Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1)</li> </ul> <p>All other equipment, furnishings and services are the responsibility of the exhibitor.</p>	<p><b>"Wiggle Room" Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitors booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Use of Space - Cubic Content Rule</b>                  Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 10ft.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>Exposed Surfaces</b>                  All exposed exhibit components extending above the 3' high pipe must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p><b>Floor Covering</b>                  Floor covering is required in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p> <p>Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.</p>	<p><b>Required Forms</b>                  Certificate of Insurance                  Exhibitor Appointed Contractor (EAC)                  Food &amp; Beverage Sample Form</p>
<p><b>Hanging Signs</b>                  Hanging signs are not permitted in standard / inline booths.</p>	

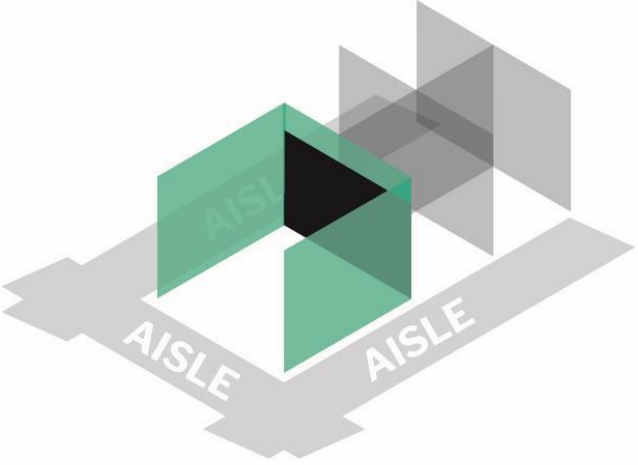


Corner Booth Guidelines

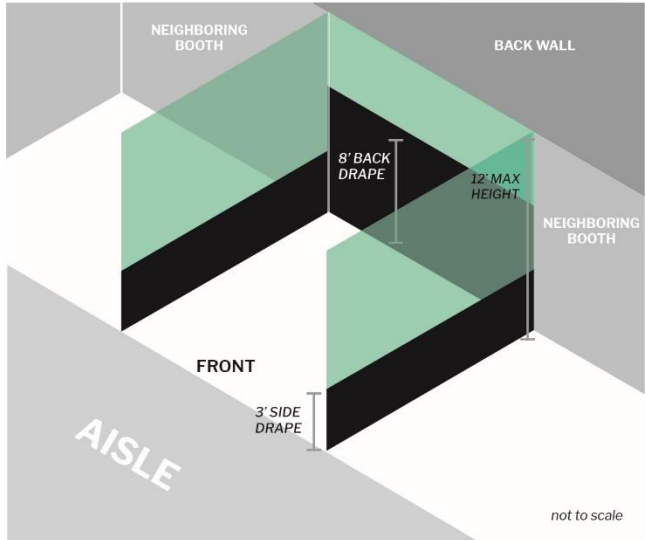
<p><b>Definition and/or Dimension</b> A corner booth is a standard booth exposed to the aisle on two sides.</p>	<p style="text-align: center;"><b>CORNER BOOTH SPACE</b> aisles on 2 sides; cubic content w/ provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall</li> <li>• 3' high pipe and drape side wall (between neighboring booth)</li> <li>• 11" x 17" booth identification sign with company name and booth number</li> <li>• Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1)</li> </ul> <p>All other equipment, furnishings and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space - Cubic Content Rule</b> Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 10ft.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>"Wiggle Room" Factor</b> The width and depth of your booth structure should be designed so any side adjacent to another exhibitors booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Floor Covering</b> Floor covering is required in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p> <p>Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.</p>	<p><b>Exposed Surfaces</b> All exposed exhibit components extending above the 3' high pipe must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p><b>Hanging Signs</b> Hanging signs are not permitted in corner booths.</p>	<p><b>Required Forms</b> Certificate of Insurance Exhibitor Appointed Contractor (EAC) Food &amp; Beverage Sample Form</p>



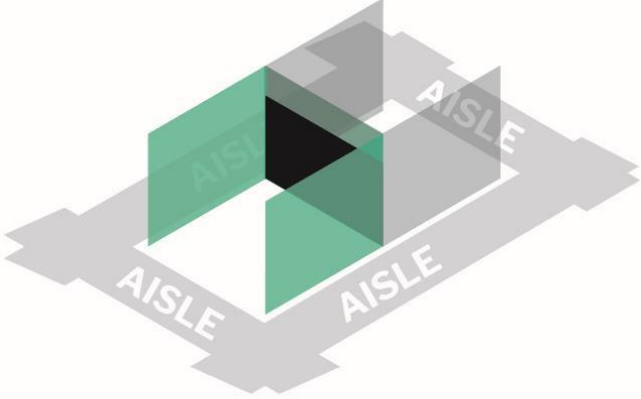
Peninsula / End Cap Booth Guidelines

<p><b>Definition and/or Dimension</b> An endcap or peninsula booth is exposed to the aisle on three sides. End cap booths are comprised of two booths and peninsula booths are comprised of at least four booths.</p>	<p style="text-align: center;"><b>PENINSULA BOOTH SPACE</b> cubic content, aisles on 3 sides, with provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall</li> <li>• 11" x 17" booth identification sign with company name and booth number</li> <li>• Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1)</li> </ul> <p>All other equipment, furnishings and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space - Cubic Content Rule</b> Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 12ft without a hanging sign.</p> <p>Graphics over ten feet (10') high must be set back at least five feet (5') from adjacent booths.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>"Wiggle Room" Factor</b> The width and depth of your booth structure should be designed so any side adjacent to another exhibitors booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Floor Covering</b> Floor covering is required in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p> <p>Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.</p>	<p><b>Exposed Surfaces</b> All exposed exhibit components extending above the 3' high pipe must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p><b>Hanging Signs</b> Hanging signs are permitted in peninsula booths, 400 sq. ft or larger, with Show Management approval. Submit your Hanging Sign request via <a href="#">Hanging Sign and Booth Variance Form</a>, also found in the Exhibitor Hub.</p>	<p><b>Required Forms</b>  <b>Certificate of Insurance</b>  <b>Exhibitor Appointed Contractor (EAC)</b>  <b>Food &amp; Beverage Sample Form</b></p>


**Perimeter Booth Guidelines**

<p><b>Definition and/or Dimension</b> A perimeter booth is a standard booth that backs to a wall of the exhibitor facility rather than another exhibit.</p>	<p style="text-align: center;"><b>PERIMETER BOOTH SPACE</b> booth backs up to wall in event space, max height 12'</p>  <p style="text-align: right;"><i>not to scale</i></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall</li> <li>• 3' high pipe and drape side walls</li> <li>• 11" x 17" booth identification sign with company name and booth number</li> <li>• Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1)</li> </ul>	
<p><b>Use of Space - Cubic Content Rule</b> Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 12ft.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>"Wiggle Room" Factor</b> The width and depth of your booth structure should be designed so any side adjacent to another exhibitors booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Floor Covering</b> Floor covering is required in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p> <p>Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.</p>	<p><b>Exposed Surfaces</b> All exposed exhibit components extending above the 3' high pipe must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p><b>Hanging Signs</b> Hanging signs are not permitted in perimeter booths.</p>	<p><b>Required Forms</b> Certificate of Insurance Exhibitor Appointed Contractor (EAC) Food &amp; Beverage Sample Form</p>

Split Island Booth Guidelines

<p><b>Definition and/or Dimension</b> A split island booth is a booth exposed to the aisle on three sides and shares a common backwall with another split island booth.</p>	<p style="text-align: center;"><b>SPLIT ISLAND BOOTH SPACE</b> w/ provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall</li> <li>• 11" x 17" booth identification sign with company name and booth number (for companies 400sqft and under)</li> <li>• Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1)</li> </ul>	
<p><b>Use of Space - Cubic Content Rule</b> Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 20ft without a hanging sign.</p> <p>Graphics over ten feet (10') high must be set back at least five feet (5') from adjacent booths.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>"Wiggle Room" Factor</b> The width and depth of your booth structure should be designed so any side adjacent to another exhibitors booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Floor Covering</b> Floor covering is required in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p> <p>Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.</p>	<p><b>Exposed Surfaces</b> All exposed exhibit components extending above the 3' high pipe must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p><b>Hanging Signs</b> Hanging signs are permitted in split island booths, 400 sq. ft or larger, with Show Management approval. Submit your Hanging Sign request via <a href="#">Hanging Sign and Booth Variance Form</a>, also found in the Exhibitor Hub.</p>	<p><b>Required Forms</b> Certificate of Insurance Exhibitor Appointed Contractor (EAC) Food &amp; Beverage Sample Form</p>

Island Booth Guidelines

<p><b>Definition and/or Dimension</b> An island booth is any size booth that is exposed to aisles on all four sides but is typically 20' x 20' or larger.</p> <p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>All island booths are provided a raw space</li> <li>Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1)</li> </ul> <p>All equipment, furnishings and services are the responsibility of the exhibitor.</p>	<p style="text-align: center;"><b>ISLAND BOOTH SPACE</b> aisles on 4 sides</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>Use of Space – Cubic Content Rule</b> Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 20 ft without a hanging sign.</p> <p>If an exhibitor plans to have structures taller than 20ft, please submit details for review by Show Management using the <a href="#">Hanging Sign and Booth Variance Request Form</a>, also found in the Exhibitor Hub.</p>	<p><b>Floor Covering</b> Floor covering is required in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p>
<p><b>Hanging Signs</b> Hanging signs are permitted in island booths, with Show Management approval. Submit your Hanging Sign request via <a href="#">Hanging Sign and Booth Variance Form</a>, also found in the Exhibitor Hub.</p>	<p><b>“Wiggle Room” Factor</b> Since island booths do not have any adjacent booths, the “wiggle room” rule is not applicable.</p>
<p><b>Multi-Level Exhibits</b> A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p> <p>Please submit multi-level exhibits details to Show Management using the <a href="#">Hanging Sign and Booth Variance Request Form</a>, also found in the Exhibitor Hub.</p>	<p><b>Required Forms</b>  <b>Certificate of Insurance</b>  <b>Exhibitor Appointed Contractor (EAC)</b>  <b>Food &amp; Beverage Sample Form</b></p>

## Booth Package Upgrades

## Signed Peninsula / End-Cap Booth Upgrade

## What's Included?

- (1) 96" x 44" double sided sign with full color exhibitor logo
- Rigging labor to hang sign

## To Know

Show Management will email company contact for an up to date copy of company logo. Show Management will order, pay and coordinate the hanging of the sign.

Exhibitor DOES NOT need submit hanging sign request form for this sign.

## Gold Coast Exhibitor Booth Upgrade

## What's Included?

- (1) banner, gold background with exhibitor logo in black. Size of banner dependent on size of booth: 12ft x 12ft (for booths 400sqft) & 12ft x 18ft (for booths larger than 400sqft)
- Gold mylar drape behind booth
- Rigging labor to hang sign & gold mylar drape

## To Know

Show Management will email company contact for an up to date copy of company logo. Show Management will order, pay and coordinate the hanging of the sign. Exhibitor DOES NOT need submit hanging sign request form for this sign.

Additional signage may be hung from the banner provided, with Show Management approval. Submit your Hanging Sign request via the [Hanging Sign and Booth Variance Form](#), also found in the Exhibitor Hub.

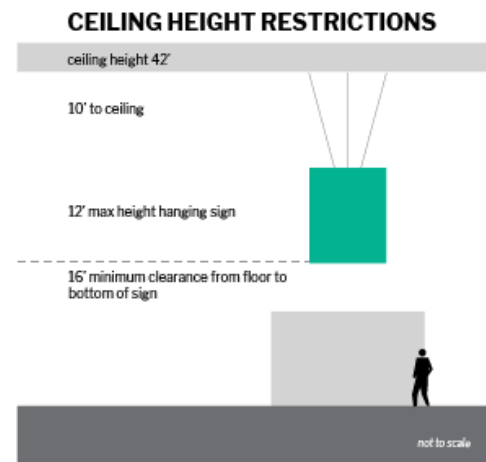
## Hanging Signs & Airborne Objects

Hanging signs & airborne objects are permitted in all island, split island, and peninsula / end-cap booths that are 400 sq. ft. or larger, with Show Management approval. All other standard booth types do not qualify for hanging signs and graphics, regardless of size. The exception to this rule is if you purchased a signed peninsula / end-cap booth package; a sign will be created and hung above your booth by Show Management.

All signage is to be hung at a height of 16ft from the floor to the bottom of the sign to ensure consistency throughout the show floor. Size of the signage itself can be up to 12ft tall. See diagram to the right.

Hanging Signs should be placed 10ft away from neighboring booths.

Any booth design variance from this rule must be submitted to Show Management and receive approval. Submit a [Hanging Sign and Booth Variance Request Form](#) with your design details and request, also found on the Exhibitor Hub.



### Approval Process

All hanging signs must be approved by Show Management. Please submit your sign details for review via the [Hanging Sign and Booth Variance Form](#), also found on the Exhibitor Hub. Please be sure to include a rendering of your sign within your booth space.

### Rigging Orders

Freeman is the official service provider for hanging sign and airborne object (truss) rigging. Exhibitors may not assemble or install hanging signs or truss.

Once approved by Show Management, the exhibitor will need to place appropriate orders for rigging and hanging sign or truss work via [Freeman Online](#), as well as completing the "Structural Integrity Statement". Be sure to complete an electrical order if your hanging sign or truss requires electrical via [Freeman Online](#).

All rigging plans must be submitted to the Freeman Rigging Manager three (3) weeks prior to move-in, in DWG format.

Hanging signs should be shipped to the Freeman Advance Warehouse, using the Hanging sign shipping label.

## Hanging Sign Request Form

### Drones

A Drones / Unmanned Aerial System (UAS) [request form](#) located within the [Building User's Manual](#) must be completed prior to the event and submitted to the LVCC Convention Services by [email](#). For questions or additional information, please call 702.892.2860.

### Lighting/Truss

For hanging truss & lighting equipment, official services contractor (Freeman) responsibilities include:

Freeman personnel/employees:

- Must operate all chain motors, including the final trim.
- Only be allowed in aerial lifts.
- Only will be allowed to operate mechanized equipment.
- Must assemble and disassemble any and all overhead rigging including assembly of all trusses, attachment, and disassembly of light fixtures to truss, installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.

Freeman electricians will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources. Freeman stagehands install and dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

For ground supported truss & lighting equipment, official services contractor (Freeman) responsibilities include:  
Freeman personnel/employees:

- Will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Must assemble and disassemble as well as install and dismantle all electrical hanging signs.

### Balloons or Inflatables

Inflatables must be anchored, and exhibitors must have prior written approval by Show Management. Any cost incurred for removal of lost inflatables will be the responsibility of the exhibitor. Exhibitors are not permitted to hand out inflated balloons as giveaways. Helium balloons are not allowed in the hall, unless approved by Show Management and the Fire Marshall.

## FREIGHT & DELIVERIES

Exhibitors have two options for shipping in freight, to the Freeman Advanced Warehouse or directly to show site. Whenever possible, it is recommended that exhibitor freight is shipped to the Freeman Advanced Warehouse, to ensure booth freight is delivered to the exhibitors booth when move in begins, for timely set up. Please review the [material handling information](#) when determining which location to ship your freight to.

### Warehouse Address

Freeman will accept booth freight at the warehouse from Friday, February 16<sup>th</sup> through Wednesday, March 13<sup>th</sup>. Freight received after March 13<sup>th</sup> will be charged an additional after deadline charge. Warehouse hours are Monday through Friday, 7:00 AM to 2:30 PM. The Freeman warehouse will be closed on Monday, February 19, 2024, in observance of Presidents' Day. Click [HERE](#) for the advance warehouse shipping label.

Exhibiting Company Name / Booth #  
International Pizza Expo 2024  
C/O Freeman  
6675 W Sunset Road  
Las Vegas, NV 89118  
USA

### Direct to Site Address

Freeman will receive shipments at the show site address beginning Sunday, March 17<sup>th</sup>. Materials arriving before this date may be refused by the facility. Click [HERE](#) for the show site shipping label.

Exhibiting Company Name / Booth #  
International Pizza Expo 2024  
Las Vegas Convention Center  
C/O Freeman  
300 Convention Center Dr  
Las Vegas, NV 89109



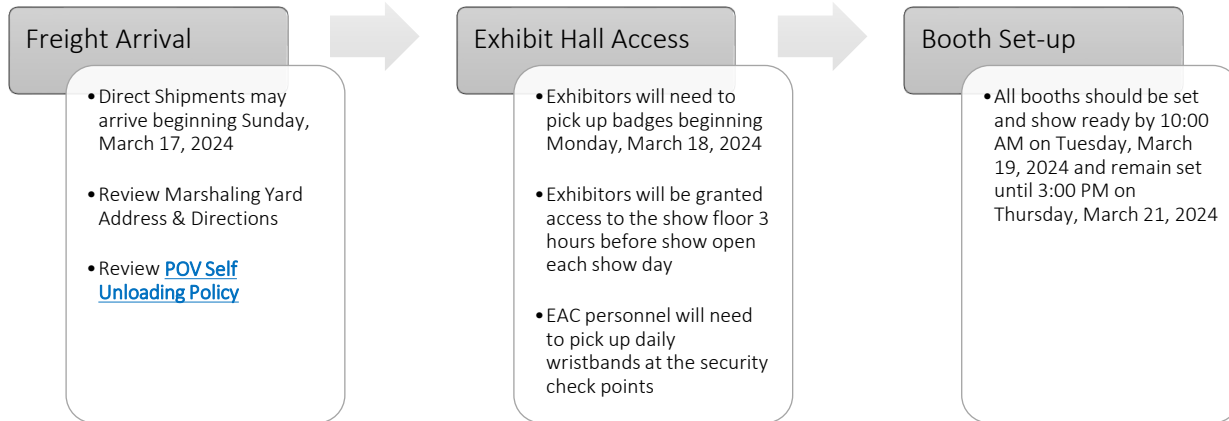
## Marshaling Yard Directions & Map

**This location does not accept deliveries.** This location is only for the staging of trucks delivering to and picking up from the convention center. All carriers must first check into the marshaling yard and wait to be dispatched by a Freeman staff member. See Marshaling Yard Map and details [HERE](#).

6555 West Serene Avenue  
Las Vegas, NV 89139

## Move-in & Move-Out Procedures

### Inbound Shipments & Booth Set-Up



### Self-Unloading / Hand Carry Policy

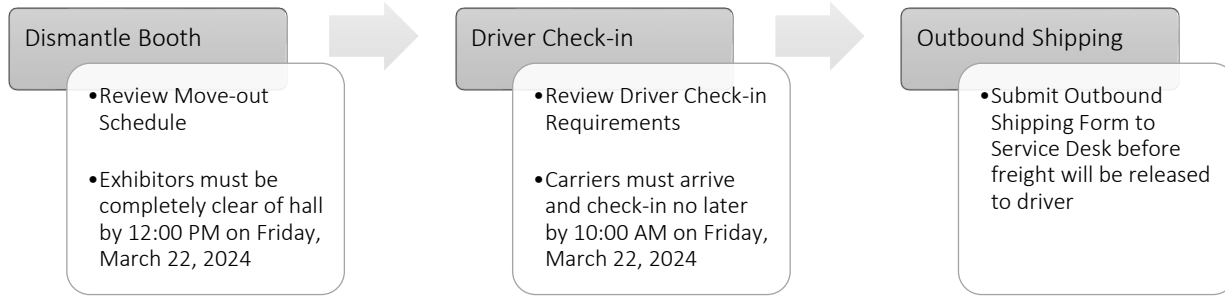
Hand carry is defined as small items that one person can carry, such as cartons or packages. Exhibitors may hand carry their booth materials from their personally owned vehicle (POV i.e. Car, van, or SUV) through the main entrance of the facility during move-in and move-out. Exhibitors must unload from the parking lot, not from the curbside. Any mechanical assistance is limited to a small dolly. When exhibitors choose to hand carry merchandise, they are not permitted access to the loading dock / freight door areas or use of a four wheeled dolly / cart. Click [HERE](#) for more information.

### Privately Owned Vehicle (POV) & Company Owned Vehicle (COV)

Vehicles that qualify as a POV or COV may utilize the POV / COV Check-In Area located behind the Las Vegas Convention Center West Hall, in the Yellow Lot. Freeman workers equipped with flat carts will assist exhibitors with unloading, designated as Cart Service, at the round-trip rate. Two people must be with the vehicle – one to accompany the product to the booth and one to remove the vehicle from the area – and the vehicle must be completely unloaded within 30 minutes of arrival at the unloading area. Vehicles that do not qualify for this service or that require mechanical assistance to unload will be directed to the marshaling yard. Please review the information about [POV's and Cart Service](#) prior to arrival.

*A POV is defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not cargo or freight. A COV is defined as a box truck under 24' or commercial van.*

## Booth Dismantle & Outbound Shipments



Every outbound shipment will require a material handling agreement and shipping labels. Freeman offers complimentary pre-printing of these items. To take advantage of this service, please complete Freeman’s Outbound Material Handling Authorization (MHA) and Shipping Labels on [Freeman Online](#). Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. *Please note: all third parties must pick up MHA/labels at the Freeman Service Desk.*

## Storage

### Empty Storage

Exhibitors are allowed to store empty containers or booth items within their booth space as long as it is not behind the booth drape or booth space. Storing items behind the booth drape is a fire hazard and storing items behind your booth is a tripping hazard in the show aisles. This will be strictly enforced by Show Management and the Fire Marshall onsite.

If an exhibitor needs to store empty containers outside their booth space until show close, they can do so with Freeman, at the exhibitor’s expense, using the “empty” stickers or take the container offsite to exhibitors hotel.

### Refrigeration/Freezer Storage

Refrigeration and freezer storage can be ordered [HERE](#). Please note that containers must be marked with the [Refrigerated Shipping Labels](#) or [Freezer Storage Shipping Labels](#) and be labeled properly with International Pizza Expo 2024, booth number and company name.

### International Freight

Phoenix Logistics, Inc. has been appointed as the official international freight forwarder and customs broker. For more information, please [e-mail](#) or download the [International Shipping Instructions](#).

## INSTALL/DISMANTLE & LABOR REGULATIONS

### Late Set-up

On Sunday, March 17 and Monday, March 18, exhibitors are welcome to stay in the exhibit hall until 10:00 PM to continue setting up their booth but must remain inside the exhibit hall until they leave the hall for the night. No re-entry will be allowed after 8:00 PM.

### Labor/Union Laws

Nevada is a right-to-work state. Labor jurisdiction and union rules are determined by the facility, state, and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitors must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved. Skilled and unskilled labor as needed or required can be arranged through the official service contractor Freeman at established rates.

Exhibitors may use full-time company personnel to set-up an exhibit, however they cannot operate heavy machinery or lift equipment. If full-time personnel are utilized, they are required to carry a photo ID as well as company identification, such as an insurance identification card or payroll stub.

Union labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs to your products.

### Forklifts

Forklift labor is an exclusive service provided by Freeman.

### Tipping

Freeman, the official service contractor of International Pizza Expo 2024, requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen-minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman.

### Painting

Spray painting is prohibited in the Las Vegas Convention Center.

Freeman is the official service contractor of International Pizza Expo 2024. As the official service contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services.

A full, detailed list of tasks exhibitors can and cannot complete within their booth are listed [HERE](#).

Union	Definition of Jurisdiction
<b>Teamster Union</b>	Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services, and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at the exhibitor's expense.
<b>Carpenter Union</b>	Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.
<b>Electrical Union</b>	Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets, and install signs or headers that are lighted, unless they are permanently a part of the exhibit's back wall.

	Task	An Exhibitor Can	An Exhibitor Cannot
CONSTRUCTION	Use Power tools or other types of carpenter/construction equipment are not permitted in the building unless specific written approval is obtained in advance.	X	
	Exhibitor may choose to utilize own personnel to set up and dismantle exhibit.	X	
	Exhibitor may hire and EAC (Exhibitor Appointed Contractor to perform work.	X	
FREIGHT	Move any freight by hand carry.	If carried by one person	If required more than one person
	Move any freight from a vehicle larger than an Econoline van.		X
	Move any freight moved on equipment larger than a two-wheeled baggage cart.		X
ELECTRICAL	Plugin their own devices and equipment for properly ordered 110-volt electrical service of 1500 watts or less.	X	
	Plugin their own devices of 110 volt/ 1500 watts themselves.	X	
	Install or hang up to four small clip-on lights per booth.	X	

	Distribution of all electrical equipment necessary to provide electrical service.		X
	Connect modems, printers, computers and keyboards, test and tune own equipment, and run their own communications cable between machines in the same booth above the booth carpet.	X	
MERCHA NDISING	Test and tune equipment.	X	
	Unpack, pack, and arrange their merchandise and products in their exhibit.	X	
	Clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Las Vegas Convention Center labor.	X	

## Building Rules/Guidelines

It is strongly recommended that all exhibitors review and understand the Las Vegas Convention Center [Building User's Manual](#) especially for Fire Marshal requirements and specific policies and procedures that directly pertain to your booth design and demonstration plans.

## Safety

### Fire Marshal Requirements & Permitting

Please reference the Las Vegas Convention Center [Building User's Manual](#) for Fire Marshal requirements.

### OSHA Regulations

All exhibitors and hired third-party contractors, must comply with environmental laws and OSHA regulations, as detailed in the Las Vegas Convention Center [Building User's Manual](#).

### Hot Works

Hot works is any activity that creates a spark or uses flame, including but not limited to brazing, soldering, cutting, arch welding, oxy-fuel gas welding, hot taps and torches applied to roofing or flooring or any activity creating a spark. Any use of hot works activity for installation / dismantling of an exhibitor booth MUST be pre-approved by the Safety and Fire Prevention office, who will issue a hot works permit to the person / persons performing the hot works. Please contact the Safety and Fire Prevention Office for additional information at 702.892.7413.

## Cleaning

### Clean Floor Policy

Empty cartons and cases must be removed from your booth. **Cartons may NOT be stored behind curtains or in your booth.** The Freeman Service Center will provide "empty crate" stickers to affix to boxes, cases, and crates. Freeman will store and return them to your booth at show closing. The policy will be strictly enforced by Show Management and the Las Vegas Fire Marshal.

### Excessive/Bulk Trash

Exhibitors promoting giveaways from their booths which generate excessive trash are required to order porter service for their booth. Note these giveaway items do not include food and beverage sampling. Please review the cleaning order form on [Freeman Online](#) for this type of service. Any wooden crates, exhibit structure and/or large containers left on the show floor (no labeled as empty storage) will be subject to an additional fee for dismantling or disposal.

## Booth & Material Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of Show Management to remove the abandoned materials to ensure that Show Management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an

exhibitors booth past the move-out dates/times as published in the Exhibitor Service Manual.

### Care of the Facility

It is understood that exhibitors shall neither injure, no mar, nor in any manner deface the premises. Exhibitors will not be permitted to drive nails, hooks, tacks, or screws into any part of the building, put up decorations or adhesives that would deface the premises. All curtains, draperies and decorations made from textiles of combustible fibers, or any other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions. Exhibitors shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors, or representatives.

## EXHIBITOR APPOINTED CONTRACTOR

### EXHIBITOR APPOINTED CONTRACTOR PROCESS

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official of the show but provide a necessary service at show site for the Exhibitor.

International Pizza Expo recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations and will be assessed a fee. An administrative fee of \$300 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information etc.)

Should you have any questions regarding the process, please email [PizzaExpo@EACMgmt.com](mailto:PizzaExpo@EACMgmt.com).

### EAC CHECK-IN (PACIFIC STANDARD TIME ZONE)

- EACs must check-in at the EAC counter.
- Individuals picking up wristbands must show a form of identification (ESCA badge, company badge, business card, or apparel, etc.)
- **Wristbands can be picked up** starting Sunday, March 17, 2024, at 1:00 PM through Monday, March 18, 2024, at 8:00 AM.

### MOVE-IN AND MOVE-OUT SCHEDULE (PACIFIC STANDARD TIME ZONE)

- **Exhibitor Move-in:**
  - Sunday, March 17.....1:00 PM – 8:00 PM
  - Monday, March 18.....8:00 AM – 8:00 PM
- **Show Hours:**
  - EACs are not allowed on the show floor during show hours.
- **Exhibitor Move-out:**
  - Thursday, March 21 .....3:00 PM – 10:00 PM
  - Friday, March 22 .....8:00 AM – 12:00 PM

## EAC REGISTRATION PROCESS

## EXHIBITOR COMPLETES: EAC DESIGNATION

1. Exhibitors must designate their EAC(s) no later than **February 20, 2024**. Designations MUST be made using the NEW online EAC portal. It is the Exhibitor's responsibility to ensure their designated EAC fulfills all requirements. Failure to do so will prevent the EAC from accessing the show floor.

[CLICK HERE](#) and select **Confirm EAC to complete the EAC Designation Process**

## EAC COMPLETES: EAC REGISTRATION PROCESS

2. Once the online EAC Designation Process has been completed, the EAC will then receive an email with further instructions for submitting the required EAC documents which are **due February 20, 2024**.

### **EACs will NOT be allowed on the show floor unless all of the requirements are satisfied:**

- EAC must pay a fee of \$300 for each booth location you are providing services or products for. Payment will be submitted via the online EAC portal. Payments are NONREFUNDABLE.
- EAC must complete all required documentation via the online [EAC portal](#).
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the [EAC Rules & Regulations](#).
- EAC must submit a valid [Certificate of Insurance \(COI\)](#) via the online [EAC portal](#). COIs must include the coverages outlined in the EAC Rules & Regulations.

#### **The EAC must upload the COI via the online portal with the following coverages:**

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- \$2,000,000 products & completed operations aggregate.
- Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
- Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
- Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: International Pizza Expo, Emerald X, LLC, Freeman Expositions, LLC, Las Vegas Convention & Visitors Authority, and each of its subsidiaries, affiliates, officers, employees, agents, and representatives.
- COI must include the complete facility access dates of March 17 – March 22, 2024.
- The certificate holder must be listed as: Int'l Pizza Expo, a division of Emerald X, LLC, 31910 Del Obispo, Ste 200, San Juan Capistrano, CA 92675.

## EACS MUST BE REGISTERED IN THE STATE OF NEVADA

EACs must be registered with and approved to do work in the state of Nevada. If you are unsure if your company is registered, please call 702.892.2860. The permit can be found here [Nevada EAC Permit](#). EACs must abide by existing labor regulations and/or contracts and all Federal and Nevada laws and regulations as well as those established by the Las Vegas Convention Center and International Pizza Expo.

Should you have any questions regarding the process, please contact [PizzaExpo@EACMgmt.com](mailto:PizzaExpo@EACMgmt.com)

## DONATIONS

If you have food that you would like to donate after the show, Freeman and Emerald have established a program with several local charities to help you do so. Our goal is to assist you with donating the leftover food to local charities, keep them out of landfills, help to feed the less fortunate and make this as easy as possible for you.

If your company is interested in the donation program, please go to the Freeman Service Desk on-site. You will be given donation stickers to place on your items after they are properly packed up. During move-out, we will pick up your donated items and deliver it to the local charities at no additional cost to you.

## UTILITIES

### ELECTRICAL REGULATIONS

All electrical must be ordered through Freeman. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets, you will be charged for your power usage at a higher rate than if you had ordered in advance. For your safety and the safety of other show participants, all electrical work including floor distribution must be performed by Freeman. Services can be [ordered online](#) for the best rate. Please reference the [Electrical Rules & Regulations](#) and the [Electrical Services Usage Guide](#).

- Hard wall structures must sit 9" off the pipe & drape wall for electrical clearance.
- An exhibitor may plug in up to 6 plug-ins into one 15 ft. extension cord or one six plug multi-strip at the side or back of the booth.
- UL approved/factory installed cords must go directly from the fixture to the multi-strip.
- An exhibitor can install their own light fixtures and materials as long as the combined power is less than 20 amps or 2000 watts for the entire booth space.
- All materials & light fixtures with original factory installed cords must meet the LVCVA's safety rules.
- If any electrical work is performed over and above the maximum by non-Freeman personnel, it will be identified during an inspection which could result in additional charges and a fee.

### LIGHTING

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light system should submit drawing to Show Management for approval via the [Hanging Sign and Booth Variance Request Form](#). Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or show aisles. Potential harmful lighting, such as lasers, ultraviolet lights, pulsating / rotating / spinning lighting should comply with the facility rules and usage be approved by Show Management.

Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Examples of approved lights are MR 11/16 Covered – low voltage, PAR 14, 16, 20, 30 and MR 16 Covered – line voltage. For questions please contact Show Management or Freeman.

### GAS & PLUMBING

All natural gas lines, drains and plumbing services must be ordered through Freeman. Under no circumstances shall anyone other than a "Qualified Plumbing Personnel" make service connections. Use of propane is strictly prohibited.

### INTERNET SERVICES

Internet is not included with your booth package. If you require these services, please refer to the COX Business [website](#) or [order form](#) for options. Wi-fi is also available in the Las Vegas Convention Center, click [HERE](#) to see rates.

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### Animals

Animals domesticated or non-domesticated are not permitted on the show floor at any time. Under the Americans with Disabilities Act (ADA), Show Management must allow people with disabilities to bring their registered service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are



individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting, and protecting persons having seizures, or performing other special tasks.

### Booth Appearance

All open or unfinished sides of the exhibit space which may appear unsightly must be covered or Show Management will have them covered at the exhibitor's expense. Any portion of an exhibitor bordering another exhibitors space must be clean and finished and be free of logos, lettering or graphics, electrical lines, or unsightly building material. No part of the display may be attached to or otherwise secured to columns, provided booth drape or side drape. Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit hall.

### Display of Product

All booth items and booth staff must be contained within the exhibit booth space. Aisles must not be obstructed at any time. No portion of an exhibitors display, product or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Items located in the exhibitor space must be in good taste or will be removed at the discretion of Show Management.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

### Floral

The official provider of floral and plants is National Plant & Floral. Download the order form [HERE](#).

### Food Showcases & Displays

The official provider for rental refrigeration and other food showcases and displays is Lowe Worldwide Rental Specialists. Download the order form [HERE](#).

### Towers

A tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the booth space type. Towers more than 8' should have drawings available for inspection. Please refer to the [Building User's Manual](#) for more information.

### Trademarks/Copyright

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

### Vehicles on Display

All vehicles on display will require spotting service from Freeman, at the exhibitor's expense. Display vehicles must have battery cables disconnected and capped, alarm systems deactivated, fuel tanks no more than ¼ tank full or five gallons, whichever is less, and fuel tank filler caps locked and/or sealed. Fueling or de-fueling of vehicles on the facility premises is prohibited. Display vehicles are permitted to occupy no more than 80% of the contracted exhibit space. Once placed, display vehicles cannot be started or moved without the approval of Show Management and the direction of Freeman.

Please review the Fire Department Regulations for Display Vehicles found in the Las Vegas Convention Center [Building User's Manual](#).

## DEMONSTRATIONS

## Exhibitor Conduct / Good Neighbor Policy

As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendee are within the contracted exhibit space and no encroaching on the aisle or neighboring exhibits. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal, or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance.

## Food & Beverage Sampling

Exhibitors planning to prepare and offer food and beverage samples at their booth must submit the [Sodexo Food & Beverage Sampling Form](#) and receive approval. Sodexo is the official food and beverage provider at the Las Vegas Convention Center, all food and beverage must be prepared and served within their regulations and the Southern Nevada Health Department and Fire Safety [regulations](#). **NOTE: SAMPLING PRODUCTS CONTAINING THC AND/OR CBD IS PROHIBITED.**

Southern Nevada Health Department requires use of a handwashing and sanitation station when preparing and sampling food and/or beverages. You may provide your own station as long as it meets the requirements or rent from Sodexo.

Food sample size is 2oz, Non-Alcoholic beverage samples are 3oz & Alcoholic samples are 1oz for wine and 2oz for beer.

Alcohol sampling is permitted and requires prior approval from Sodexo. Exhibitor must be the owner, manufacturer and/or distributor of item being sampled. Exhibitors serving alcohol are required to follow local Nevada State law and policies including having products delivered through a local distributor and served by a Sodexo bartender. Contact Sodexo for more details.

Peanuts in the shell and cotton candy are NOT permitted on the show floor at any time and may not be distributed from any exhibit booth.

## Dishwashing Stations

Dishwashing stations will be made available throughout the show floor from move-in through move-out for exhibitor use. Note, only liquids can be put down the sinks in the dishwashing stations and exhibitors are responsible for doing their own dishes and cleaning up the space after use.

## Hot Grease Disposal

Drums will be provided for hot grease disposal. This is the ONLY authorized method of hot grease disposal, the use of restrooms or janitorial closets for this purpose is strictly forbidden.

## Hospitality & Networking Events

No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially schedule event activities of the show. Hospitality suites shall not be open during event hours.

Show Management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only. Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform Show Management of any hospitality suites, functions,

classes, seminars, or exhibits being held at venues other than the exhibition floor and must receive express written consent from Show Management for said activities prior to the show. Such activity must be for internal business or staff meetings.

Companies who wish to host hospitality suites receive Show Management approval and must agree that the suites not be open during any scheduled event. Additionally, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during the event without the advance written approval of Show Management. If an activity is held without approval, Show Management reserves the right to exclude the exhibitor from future events.

### Temporary Staffing / Models

Attendants, models, or other employees must confirm their activities to the contracted exhibit space.

### Noise / Music

Exhibits that are 400sqft or larger may use sound equipment in their booth so long as the noise level does not, in the exclusive judgement of Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Exhibitor is responsible for obtaining licensing directly and adhere to these federally mandated copyright licensing laws.

### Raffles, Drawings, and Contests

Raffles, drawings, and contests, if permitted by law, are allowed in an exhibitors booth but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles, and drawings.

## ADDITIONAL

### Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [HERE](#) for the Las Vegas Convention Center accessibility details.

### Distribution of Promotional Items

The distribution of samples, printed materials and any promotional material is restricted to within the exhibitor's booth only. Exhibitors may not distribute or leave behind merchandise, signs, or printed materials in the registration areas, competition areas, demonstration areas, lounge areas, meeting rooms, or public areas of the event site, including hotels, parking garages, etc., without prior written approval of Show Management.

All models must remain within the booth space. Advertising materials may be handed out within the booth space only. Distribution from booth to booth or canvassing on any part of the facility property is forbidden.

### Photography & Video Recording

Exhibitors are permitted to photograph, or product audio / video of their own booth displays and/or products. Exhibitors are prohibited from photographing or producing audio / video of other displays, products, demonstration, competitions, products, or materials without prior written permission from Show Management and owner of the subject.

Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense. Only official photographers and audio/video producers appointed by Show Management are

permitted to photograph or record audio/video of the entire event. Exhibitors wishing to use an outside photographer must receive written permission in advance from Show Management. Seminar sessions may not be photographed, or video/audio recorded.

### Selling at Booth

Retail sales are NOT permitted on the exhibition floor at any time.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

### Sharing of Exhibit Space

Exhibitors may not share booth space with another non-contracted or unauthorized manufacturer or distributor.

### Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitors space is not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or even without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of products or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties without permission of Show Management are in violation of this clause.

## SECURITY INFORMATION

International Pizza Expo Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Las Vegas Convention Center, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.



Review the Security Form  
for more information on  
booth guards.  
[Booth Security Order Form](#)

### *Tips To Help Protect Your Product*

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

## REGISTRATION

### STAFF BADGES

Register for your staff badges in advance. Badges must be picked up by each individual person at onsite registration upon arriving to the Las Vegas Convention Center. Badges will not be mailed before the show. We strongly recommend you print your email confirmation with barcode before you arrive at the show to help expedite the badge printing process. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present photo I.D. when picking up their badge.

Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move-in, move-out and official show hours. No one will be allowed on the exhibit floor at any time without a badge.

Exhibiting companies receive five (5) badges per 10x10 booth, limit 30 badges per booth. Additional badges may be purchased for \$100 per badge. Replacement badges will incur a \$50 fee. Buyers and customers should **not** be registered as exhibitors.

Exhibitor staff or guests must register to attendee conference sessions, access to conference is not included in your exhibitor badge.

Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

### Registration Hours

Sunday, March 17	12:00 PM – 5:00 PM
Monday, March 18	7:30 AM – 5:00 PM
Tuesday, March 19	7:30 AM – 4:30 PM
Wednesday, March 20	7:30 AM – 4:30 PM
Thursday, March 21	8:00 AM – 2:30 PM

### ADMISSION POLICY

Exhibit hall admittance is restricted to registered exhibit staff and attendees displaying the International Pizza Expo 2024 show badge. All personnel representing the exhibitor, or its authorized agents must be properly identified with an official International Pizza Expo 2024 show badge. Once the show has opened, all persons must enter and exit only through designated entrances where security is posted.

## Children

**No one under the age of 16 is permitted on the show floor at any time.** Show Management reserved the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the show floor.

## Early Appointments

No exhibitors will be allowed access to the exhibit hall prior to posted move-in and move-out days/hours. On show days without scheduled move-in prior to show opening, exhibitors will be allowed access at (3) three hours before show opening and (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of Show Management.

## Exhibitor Appointed Contractors (EAC)

All exhibitor appointed contractor (EAC) personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor, during move-in and move-out. Each individual person must sign-in and present photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others. A different wristband will be used each day. Please submit the EAC Form on the [Exhibitor Hub](#) under “Important Exhibitor Forms” to ensure their access to the show floor.

If your exhibitor appointed contractor (EAC) requires access to your booth during show days, you must secure a badge for them under your company’s name. These badge requests will count towards your total allotment.

## Guests

All guests must have the proper Guest show badge worn at all times while in the exhibit hall, seminar sessions or any function held by International Pizza Expo during move-in, move-out or show hours.

# GETTING THERE

## HOTELS

onPeak is the official housing provider for International Pizza Expo 2024. Hotel arrangements can be made online soon through the International Pizza Expo “[Book Your Hotel](#)”.

Reservations are accepted on a first-come, first-served basis and require a first night’s room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through onPeak. Please refer to your hotel confirmation for individual cancellation policies.

Reminder: onPeak is the only housing provider endorsed by International Pizza Expo 2024. If you are contacted by other third-party companies offering hotel assistance, please be aware they are not endorsed by our event. Entering into financial agreements with these companies can have costly consequences and are not protected by event management.

## PARKING

The Las Vegas Convention Center has a parking fee of \$10 per day. Daily parking has in-and-out privileges if space is available. Overnight parking is not permitted. The closest parking lots to International Pizza Expo 2024 are Diamond Lot #1 and #2. See map of the Las Vegas Convention Center [HERE](#).

## TRANSPORTATION

Visit the “[Transportation Information](#)” link on the International Pizza Expo website for transportation vendors rates and details. We have negotiated special rates for Pizza Expo exhibitors with the Las Vegas Monorail.

A full list of transportation options in Las Vegas can be found [HERE](#).

## CITY RESOURCES

As the Entertainment Capital of the World and a top three destination in the United States for business conventions and a global leader in the hospitality industry, Las Vegas has much more to offer than just meetings. Information about Las Vegas, including experience, food & drink and entertainment options can be found at [Visit Las Vegas](#).

## BUSINESS CENTER

A FedEx Office business center is in the LVCC West Hall, on the first floor off the Atrium Concourse, behind the food hall. FedEx provides a variety of services including printing, shipping, computer access, office supplies, coat & bag check, scooter rental and secure storage. The FedEx business center is open 8:00 AM – 5:00 PM seven days a week, subject to change based on event need.

## SPONSORSHIP OPPORTUNITIES

Put your brand in front of the thousands of buyers at International Pizza Expo 2024. We offer a variety of sponsorship opportunities from digital signage and floor graphics to preferred products and special event activations. For a complete list of sponsorship opportunities, visit the Sponsorship & Advertising page on the International Pizza Expo [show website](#).