

MOBILE UNIT & VEHICLE SPOTTING

Exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels.

Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles into and out of the exhibit areas or have Freeman supply an operator when available.

Each vehicle shall comply with the following:

1. Batteries should be disconnected in an approved manner.
2. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
3. Fuel tank openings shall be locked and sealed to prevent escape of vapors.
4. No leaks underneath vehicles.
5. At least 36" clear access or aisles must be maintained around the vehicle.
6. Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

SPOTTING FEES

Mobile Units * \$280.50 per unit (round trip)

Vehicles..... \$280.50 per unit (round trip)

*** Note:** If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is utilized to push the equipment to the booth, a one hour rigging labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift & Rigging Labor Order Form for rates.

LAS VEGAS FIRE REGULATIONS

Please find below general guidelines for fire safety. Please refer to the Clark County Department of Building & Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Department of Building & Fire Prevention:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/index.php

The following items are required to have a permit from the Clark County Department of Building & Fire Prevention:

- Candles and Open Flames (including gelled alcohol, Sterno, etc.)
- Flame Effects
- Open Flame Devices (e.g. candles and gelled alcohol warmers)
- Fireworks/Pyrotechnics
- Compressed Gases
- Cryogenic Fluids
- Hot Works Operations (welding operations)
- Liquid or Gas-Fueled Vehicles or equipment for display in assembly occupancies
- Fire Systems for Covered Booths exceeding 1,000 square feet that will be erected for more than seven (7) show days or contain vehicles, open flame, or hot works.
- Tents and/or Canopies
- Temporary Membrane Structures
- Temporary Outdoor Structures

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070.

PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.

- 1. In accordance with the Nevada Clean Indoor Air Act, smoking is prohibited in exhibit areas.**
- 2. All materials used in construction and decoration of an exhibit must be flame retardant.** Fabrics 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. NFPA 701 is the accepted standard.
- 3. All exits and exit aisles must be kept clear and unobstructed.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
- 4. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 5. All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.** Crates are not to be used as exhibit supports.
- 6. All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 7. Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Department of Building & Fire Prevention.** At least one battery cable shall be removed from the battery used to start the engine. (Batteries for auxiliary equipment may be connected.) The fuel tank shall not have more than 1/4 capacity or five (5) gallons, whichever is less. Fuel tank(s) are sealed. Fueling or de-fueling is not permitted in the assembly occupancy. A 36" wide access aisle or clear space is maintained around all sides of the display and a minimum of 20 feet away from exit doors, exit stairs, the exit access or exit passageways. No leaks of fluids. No relocation of the display during exhibit hours.
Exception: Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
- 8. Combustible materials must not be stored beneath display vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 9. Vehicles in building for unloading must not be left with engine idling.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
- 10. No storage of any kind is allowed behind booths or near electrical service.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE**.

LAS VEGAS FIRE REGULATIONS (continued)

11. **All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection.** Connectors must not be used to exceed their listed ampere rating.
13. **Electrical work under carpets or flooring must be installed by the official electrical service provider.** All cords must be flat, three conductor, #14 AWG or larger.
14. **All temporary wiring must be accessible and free from debris and storage materials.** Hard backed booths must have power supplies dropped within the booth.
15. **Compressed gas cylinders, including LPG, must obtain a permit from the Clark County Department of Building & Fire Prevention.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

16. **Certain halogen lamps have been banned at the Las Vegas Convention Center, Mandalay Bay Convention Center, Sands Expo Center, and Cashman Center.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

17. **Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

Exception: Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

18. **Please note: These are Clark County Department of Building & Fire Prevention guidelines. Please contact the the event facility for specific guidelines.**

Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress. Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. The upper level of multi-level exhibit booths exceeding 300 square feet shall have not less than two remote means of egress. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

19. **Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Department of Building & Fire Prevention.**

Exception: Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

20. **Demonstration cooking and food warming in exhibition spaces shall comply with the Clark County Fire Code and facility regulations.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

21. **The use of candles and other open flame decorative devices must be approved by the Clark County Department of Building & Fire Prevention.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.