



A – Z SHOW INFORMATION

For assistance, please contact **ISC WEST** Client Services for General Questions or more information. Toll-Free 800.840.5602 or Outside the US at 203.840.5602 or email inquiry@isc.reedexpo.com

AGE RESTRICTIONS - In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted in the exhibit hall at any time, except as required by law.**

AIR CONDITIONING AND HEATING - Air conditioning and / or heating on the show floor of the Sands Expo & Convention Center is provided during show days and hours only.

ANIMALS AT THE CONVENTION CENTER - Trained service animals for persons with disabilities (i.e. dogs or other animals in accordance with the Americans with Disabilities Act that are individually trained to do work or perform tasks for people with disabilities) are permitted, provided they are leashed or under similar control as appropriate. No other animals are permitted in the Sands Expo & Convention Center except as part of an approved exhibit, activity or performance legitimately requiring the use of animals. Such Exhibitor's must obtain necessary permits and comply with all relevant laws. If approved by the Center, animals must be on a leash, within a pen or under similar control at all times. Owners take full responsibility of their animals. For any questions, please contact Show Management before arriving at the Center.

AUDIO VISUAL - FREEMAN AUDIO VISUAL SOLUTIONS, INC. is the official audio/visual service contractor of **ISC WEST**. Please be sure to indicate your booth number on all forms. **FREEMAN AV** will maintain a full staff on-site at the Exhibitor Service Center.

BALLOONS - Mylar balloons are specifically prohibited. Helium balloons are prohibited in linear booths or booths with an allowable height of 12' or less. Use of balloons in other booth configurations is subject to approval by Show Management and Sands Expo/Venetian Hotel. Helium may not be stored on the premises. Balloons inside the facility must remain "tethered" to a fixed object. The balloon may be no larger than thirty-six inches (36") in diameter and must have approval prior to move-in of show from the Sands Event Services Manager and the Fire Marshal. There is a labor and equipment charge to retrieve balloons in the ceiling should they become loose at the Exhibitor's expense.

BOOTH EQUIPMENT - Each 10'x10' booth will be set with 8' high back drape, 3' high side dividers and a 7"x44" one-line identification sign.

SHOW COLORS

	<u>Back Drape</u>	<u>Side Drape</u>	<u>Aisle Carpet</u>
Main Show:	White	White	Black
Public Safety:	White	White	Midnight Blue
Smart Home:	Gray	White	Gray
Emerging Technology:	Red	White	Black
IoT / Connected Security:	Blue	White	Blue
Drones & Robotics	Black	White	Green



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BOOTH FURNISHINGS - Booth equipment, services and furnishings are available through the Official General Contractor, **FREEMAN**. Please refer to **FREEMAN ONLINE** for more information. **FREEMAN** will maintain a full staff on-site at the Exhibitor Service Center.

BUSINESS CENTER SERVICES - Located in the lower lobby, the Sands Expo & Convention Center operates a full-service business center to provide copy/fax/scan services, office supplies, and small package shipping, etc.

CAMERA POLICY - Personal cameras and videotaping equipment are **strictly prohibited** in all exhibit areas. Authorized press personnel and photographers must register for ISC West badges in the Press Office. If you plan to photograph your booth using someone other than the Official Show Photographer, you must make arrangements through the Press Office.

CATERING - Sands Expo Catering has exclusive rights to all catering in the facility. All of your food & beverage needs are available - from basic coffee service, meeting room functions and booth deliveries, to receptions, theme parties, full banquets and more.

CLEANING - Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the show and during show hours. If you need cleaning services in your booth (vacuuming, shampooing) you must order these services from the **SANDS EXPO AND CONVENTION CENTER**.

Show Management will only provide vacuuming the evening of Tuesday, March 17, 2020, for booth carpet ordered through and/or provided by FREEMAN. Should you want vacuuming on any remaining show evenings, and/or your carpet was NOT provided by FREEMAN, you must submit an order with Sands Expo for this service.

COMPUTER RENTAL – FREEMAN AUDIO VISUAL SOLUTIONS, INC. is the official computer supplier of **ISC WEST**. Please be sure to indicate your booth number on all forms. **FREEMAN AV** will maintain a full staff on-site at the Exhibitor Service Center.

CRATE REMOVAL, STORAGE AND RETURN - Empty crates, shipping containers, cardboard boxes, etc. marked with **“EMPTY STICKERS”** will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, **provided you have used material handling services for the delivery of your booth**. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. **“EMPTY STICKERS”** can be acquired from the **FREEMAN** desk located at the Exhibitor Service Center. Please label your materials as soon as they are ready to be removed. We ask for your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

CUSTOMS BROKER/INTERNATIONAL SHIPPING - **Phoenix International Business Logistics** is the official provider of international shipping, customs brokerage, freight forwarding and related services for the show. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the Exhibitor to adhere to customs and international guidelines.



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The Exhibitor must insure that all documents are valid and complete, and procedures are followed correctly. Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.

DEMONSTRATION AREAS AND EQUIPMENT - Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time. Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

DISPLAY RULES & REGULATIONS - Please see the **DISPLAY RULES & REGULATIONS** section of the manual for more information.

DISTRIBUTION OF FOOD, BEVERAGES AND TOBACCO - All food, beverages and concessions are operated and controlled exclusively by the Center's Food Service Department. Arrangement for serving food and/or beverages must be made through the Catering Manager. Food and/or beverages will not be allowed on the premises unless purchased through the Center's Food Service Department or as an approved exhibit by Show Management.

The Center has exclusive contracts with certain food and beverage providers, e.g., soft drink. Contact the Center's Food Service Department for specific details

A special permit is required from the State of Nevada for alcoholic beverage samples used as part of an exhibit or display. Contact the Event Services Department for permit procedures. Alcoholic beverages must be served according to Nevada Statutes, rules and regulations. Identification must be checked prior to serving alcoholic beverages or distributing tobacco products. Tobacco products **may not** be consumed within the physical structure of the Sands Expo & Convention Center in compliance with no smoking laws.

DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE - No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

DRONES/UNMANNED AERIAL VEHICLES (UAV)/REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS) - The operation of Drones/Unmanned Aerial Vehicles (UAV)/Remotely Piloted Aircraft Systems (RPAS) within the facility, or on the property as a whole, outside of a demonstration within a confined netted area, is not permissible.

ELECTRICAL - All electrical work, including booth lighting, must be done exclusively by the **SANDS EXPO & CONVENTION CENTER** electricians.

EXCESSIVE TRASH AND BOOTH ABANDONMENT - Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and



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disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

EXHIBIT HALL CARPET - The exhibit areas (booths) are NOT carpeted. The aisles will be carpeted as listed under the **BOOTH EQUIPMENT** section. To enhance the appearance of your booth, rental carpet is available through **FREEMAN**. Please refer to the Carpet Brochure and Order Form in the **FREEMAN** Online Service Manual.

EXHIBITOR PERSONNEL, BADGES, SHOW ACCESS - Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor badge at all times. Only booth personnel with an Exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who have made prior arrangements with Show Management for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

Reed Exhibitions will furnish Exhibitor with badges for use by Exhibitor's company management, company salesmen, and its distributors, whether domestic or foreign. Reed Exhibitions will also furnish badges for Exhibitor's independent sales representatives whose names were supplied to Reed Exhibitions by Exhibitor. Exhibitor badges are NOT to be issued to buyers, source suppliers, ad agencies, importers / exporters, consultants, vendors, business agents / managers, and others who wish to gain admittance for the purpose of making contacts or any other purpose.

Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out.

- Misuse of Exhibitor badges is strictly prohibited. Should such a violation occur, the badge will be reclaimed by Reed Exhibitions, and the wearer will be refused further entry into display areas for the duration of the show
- Exhibitor must staff its booth(s) during all show hours
- Exhibitor personnel are permitted access to booth areas at 8:00 AM on Show days. ***For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters.***
- Exhibitor's personnel must wear the official Exhibitor badge for admission. Security personnel will refuse entry into display areas to all persons not wearing the official Exhibitor badge.

The official Exhibitor badge is not to be altered in any manner (replaced with business card, company badge or hand-written badge). Any alteration to the Exhibitor badge may result in Reed Exhibitions reclaiming the badge and refusing the wearer further entry into the display areas for the duration of the show.

In order for EXHIBITOR APPOINTED CONTRACTORS (EAC's) to gain admittance into the Hall, Show Management requires each approved EAC to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials. **Please do not give Exhibitor Badges to EAC personnel for Security reasons.**



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EXHIBITOR SERVICE CENTERS ON-SITE – FREEMAN’s Exhibit Support team will be available from 8 a.m. – 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs

The Sands Expo & Convention Center will also maintain a Service Center during set-up, show days and dismantling. Any on-site inquiries regarding orders for electrical, telephone, internet, booth cleaning, booth catering, booth lighting or compressed air/water/drain service should be made at the **Sands Service Center**.

The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

FACILITY LIGHTING - Lighting on the show floor of the Sands Expo & Convention Center is provided at 50% on move-in and move-out days and at 100% on show days and is shut down within one hour after the close of the show.

FIRE AND SAFETY REGULATIONS - The City of Las Vegas Fire Department, in conjunction with the Sands Expo & Convention Center, has very specific fire regulations/restrictions and permit requirements regarding display material within the exhibit hall. Please click **FREEMAN ONLINE** to review these regulations.

FLOOR COVERING GUIDELINES - Reed Exhibitions will furnish carpet for all aisle ways in the Sands Expo & Convention Center, and the daily cleaning and vacuuming of all aisle ways in all exhibition areas. **Floor covering is required in all display booth areas.** Flooring may consist of hard wood, astroturf or carpeting. No vinyl or linoleum may be used. Carpet is available through the Official Service Contractor at Exhibitor’s expense, or Exhibitor may provide his own carpet. Booth vacuuming is not included with the rental of carpeting from the Official Service Contractor. It must be ordered separately.

FLOOR MANAGERS - We have professional Floor Managers working on the Show floor. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

FLORAL/PLANT RENTAL – SPRING VALLEY FLORAL is the official florist of **ISC WEST**. Please be sure to indicate your booth number on all forms. **Spring Valley** will maintain a full staff on-site at the Exhibitor Service Center.

FOOD & BEVERAGE DISTRIBUTION - All Exhibitors serving food and/or beverage must comply with the rules and regulations set forth by the **Sands Expo & Venetian Catering Departments**. No Outside Food & Beverage is allowed, and **Sands Expo & Venetian Catering** is the exclusive provider of all catering services at the **Sands Expo & Convention Center**.



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GOOD TASTE AND THE RIGHTS OF OTHERS - Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

GRAPHICS ON NEIGHBOR'S SIDE - The backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HANDOUTS - Exhibitors cannot distribute literature, samples, or other material outside of their contracted exhibit space.

HIGH RISK ACTIVITIES - All high risk activities not prohibited by other sections of these regulations require approval of Center management at least 30 days in advance. Show management is responsible for ascertaining that there are no exclusions or limitations in their insurance policy that apply. Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

HOTEL/TRAVEL DISCOUNTS - For discounted rates on hotel, airline and car rental, visit us at the [ISC WEST TRAVEL DESK](#).

LABOR ORDERS - Please make arrangements for the dismantling of your booth by **Thursday afternoon, March 24, 2022**. Only then can you be reasonably assured of a start time.

LABOR REGULATIONS - The City of Las Vegas has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found on **FREEMAN ONLINE**. If you have any further questions or would like a quote for labor services, you may contact **FREEMAN** directly at **(888) 508-5054**.

Floor Managers and Insurance Safety personnel will be on hand to check for adherence to the booth set up and dismantle guidelines. The safety of everyone on the show floor is a prime concern to everyone. People without the proper documentation will be asked to leave the show floor.

LIABILITY AND INSURANCE – Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an Exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

If you are not insured but would like to be for this particular show, we have contracted with [JOHN BUTTINE INSURANCE INC.](#)



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EXHIBITOR INSURANCE

1. Insurance; Losses.

(i) *Exhibitor shall maintain at its sole cost and expense and throughout the duration of the Exhibition Commercial General Liability (CGL) insurance coverage with a minimum combined single limit of **US\$1 Million Dollars**, covering bodily injury (including death), personal injury, and property damage liability, with extraterritorial coverage... Such CGL insurance shall name as additional insureds Reed Elsevier Inc., the Venue owner, the city in which the Exhibition is being held if the city owns the Venue and any additional party Management may reasonably request. Exhibitor shall also maintain at its sole cost and expense Workers Compensation insurance for employees participating in the Exhibition, as required by law. Exhibitor's failure to comply with the insurance requirements in this Section VI.3 shall not relieve Exhibitor of its indemnification obligations pursuant to Section VI.2 of this Agreement.*

(ii) *Exhibitor understands that neither Management nor the Exhibition venue maintains insurance covering Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain such insurance. Exhibitor must maintain property insurance covering Exhibitor's property on an "all risk" basis at all times, including, without limitation, when (as applicable) property is stored in vaults on the Exhibition floor.*

(iii) *Certificates of Insurance must be available onsite during the Exhibition and must be furnished by Exhibitor if requested by Management.*

(iv) *Management shall not bear any responsibility for damage to Exhibitor's property or for lost shipments either coming in or going out of the Venue and/or Exhibit Space or for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If Exhibitor's products to be exhibited and/or display materials fail to arrive, Exhibitor is nevertheless responsible for License fees."*

LICENSE AGREEMENT - Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the Exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

MATERIAL HANDLING AGREEMENTS/ SHIPPING INFORMATION - All freight that is to be shipped from the **Sands Expo & Convention Center** must be accompanied by a Material Handling Agreement unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as the destination. Material Handling Agreements may be obtained from FREEMAN at the Exhibitor Service Center. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement to the FREEMAN Service Desk.

MATERIAL HANDLING (DRAYAGE) SERVICES - FREEMAN is the exclusive material handling provider on the exhibit floor. They will receive all shipments, whether consigned in advance to their warehouse, or



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sent directly to the **Sands Expo & Convention Center**. Material handling includes storage during show days and return of your empty cartons and crates at the close of the Show.

Please refer to FREEMAN ONLINE for additional information.

MEETINGS IN YOUR BOOTH - If you plan to use your booth to conduct meetings before or after official show hours, you must email the following information to, Chris Kleine at Christopher.Kleine@rxglobal.com by **February 24, 2022**. PLEASE NOTE: All attendees and booth personnel must have a badge to enter the exhibit hall.

1. A letter requesting early access to the Show floor for non-Exhibitor personnel. Please state the exhibiting company, company contact with phone and e-mail, and booth number.
2. List the non-Exhibitor personnel and type of badge they will be wearing.
3. State the time and date of the meeting.
4. State the name of the Exhibitor who will meet the non-Exhibitor personnel at the entrance to the show, and escort them directly to the booth.

Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance.

AFTER-HOURS IN-BOOTH HOSPITALITY

Exhibitors wishing to hold hospitality events in their booth on the show floor, which would extend after the show has closed for the day, or which would begin prior to the close of the show and extend after the show has closed for the day, **MUST** complete the **AFTER-HOURS IN-BOOTH HOSPITALITY FORM**. In-booth hospitality functions are required to end no later than 7:00 p.m. on Wednesday, March 23, 2022 and Thursday, March 24, 2022. No after-hours, in-booth hospitality functions will be authorized for the final show day, Friday, March 25, 2022.

If your request is approved, you must order security guards from the Official Security vendor, to ensure your guests do not wander from your booth into neighboring booths that are unattended after show hours. Placement of this order will be confirmed with the official security vendor two weeks prior to the date of your function.

NO FREIGHT AISLES - All items left in **“NO FREIGHT”** aisles during move-in and move-out will be moved into the booth by the Official Service Contractor, to avoid delays and ensure a timely move-in and move-out process. **“NO FREIGHT”** aisles are required by Clark County Fire Rescue Division, and will be clearly marked.

OUTBOUND SHIPPING - FREEMAN Transportation is the Official Domestic Carrier of **ISC WEST**. Please refer to **FREEMAN ONLINE** for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier. **FREEMAN Transportation** will maintain a full staff on-site at the Exhibitor Service Center.

PARKING - No overnight parking is allowed. The Venetian has ample parking lots located onsite at the Venetian and Palazzo Hotels.



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PERSONNEL ALLOWED DURING MOVE-IN / MOVE-OUT - In the interest of safety, only those full-time employees and sales representatives of exhibiting companies and authorized personnel of Exhibitor Appointed Contractors directly responsible for the set-up and dismantling of the booth will be permitted in the exhibit areas during move-in and move-out dates and hours, consistent with Nevada state labor laws. Under no circumstance will family, guests or children (under the age of 18) be allowed on the show floor during move-in and/or move-out.

PHOTOGRAPHY – OSCAR & ASSOCIATES is the official photographer of **ISC WEST**.

PRIVACY - Exhibitors are responsible for complying with all applicable privacy and data protection laws regarding personal data they collect, capture or otherwise obtain at the show, including but not limited to providing any required notices and obtaining any required consents, permissions, authorizations and/or releases, such as for recording attendees during demonstrations or communicating with attendees whose badges they scan, and meeting any requirements for access, storage, transmission and deletion.

PRIVATELY OWNED VEHICLES (POV's) - All Privately Owned Vehicles (POV's) will unload/load at the POV staging area located on Sands Avenue between Koval Lane and Manhattan Road (before Paradise). Please enter from Sands Avenue.

Please refer to the **POV Service Map** located on **FREEMAN ONLINE**.

SALE, DELIVERY OF GOODS, AND PRODUCT REMOVAL FROM FACILITY - Retail sales of merchandise during the show is strictly prohibited. "Retail sale" means any sale other than bona fide commercial sale for resale at a later time and place. The sale of sample goods is strictly prohibited except to bona fide commercial buyers for resale at a later time and place. Any such sample goods are to be delivered **ONLY** after the conclusion of the show and must be accompanied by the Exhibitor's bill of sale for verification by security personnel. Violation of this provision subjects Exhibitor to cancellation of its exhibit space without refund. Removal, sale and / or delivery of merchandise prior to the conclusion of the show is strictly prohibited. Should Exhibitor wish to exchange soiled, worn or damaged floor samples for fresh merchandise, product release forms must be obtained from the designated property check points, completed by Exhibitor and submitted to security personnel at the exit with the merchandise to be exchanged.

SECURITY - CENTURY SECURITY is the official booth security company.

Show Management will provide perimeter security personnel on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent loss; however, the final responsibility for booth contents lies with the Exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day.

SHIPPING - Refer to **FREEMAN ONLINE** for information on your shipping options.

SMOKING POLICY - Smoking is prohibited in all areas of the Sands Expo & Convention Center, including



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lobbies and stairwells, at all times.

SOUND LEVELS - Sound levels of presentations should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show Management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. Reed Exhibitions will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Sands Expo & Convention Center.

TELEPHONE SERVICES / INTERNET LINES - All telecommunication services including internet lines will be handled through **SANDS EXPO & CONVENTION CENTER**.

VEHICLE DEMONSTRATIONS OR EXHIBITIONS – If you are planning on displaying a vehicle in your booth space, you must notify show management 30 days prior to the first day of move-in. In addition the below fire regulations must be adhered to:

- All Vehicles must have both battery cables disconnected and taped, alarms disconnected, and fuel filler caps locked or sealed to prevent escape of vapors to avoid tampering.
- Fuel tanks cannot be more than ¼ tank full or contain 5 gallons, whichever is less.
- Vehicles must be set back 10 inches from aisle.
- Vehicles may not be started or battery cables connected during show hours.

VENDOR INVOICES - Show Management will have personnel on hand throughout the course of the show to consult with Exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Sands Expo & Convention Center.
