



## EXHIBITOR MANUAL

SEPTEMBER 6-8, 2024

Friday 10 AM – 5 PM

Saturday 10 AM – 5 PM

Sunday 10 AM – 4 PM

EXPO at WORLD MARKET CENTER  
NORTH & SOUTH HALL

PRESENTED BY

ON THE EDGE PROMOTIONS, INC.

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

702-238-2589 cell

714-622-5031 office

## QUICK REFERENCE

Description	Company Name	Phone Number
On-Site Show Mgt Office	On the Edge Promotions, Inc.	702-238-2589 / 714-931-3600 marlene@theedgepromotions.com
Contractor/Decorator	Keystone Event Services	702-326-9252 Scott@KeystoneEventServices.com
WI-FI	Facility	Email forms to: marlene@theedgepromotions.com
Health / Sampling Permits	Southern Nevada Health District	702-759-1110
Sellers Permit	Nevada Dept. of Taxation	702-486-2352
Electrical, Plumbing & Water Service	Edlen	702-385-6911 ordering.edlen.com

## SHOW LOCATION

Expo at World Market Center  
435 S. Grand Central Parkway  
Las Vegas, NV 89106  
702-599-9621 Phone



Located on Grand Central Parkway between Bonneville and Symphony Park next to North LV Premium Outlets.  
**Move-in off Symphony Park.**

## SHOW DATES / HOURS

Friday – September 6th	10 AM	5 PM
Saturday – September 7th	10 AM	5 PM
Sunday – September 8th	10 AM	4 PM



- Exhibitors may enter 1 hour early each day to re-stock booth
- No handcarts allowed during show hours

## MOVE-IN TIMES

Wednesday, Sept. 4 <sup>th</sup>	2 pm – 7 pm
Thursday, Sept. 5 <sup>th</sup>	8 am – 7 pm

## MOVE-OUT TIMES

Sunday, Sept. 8 <sup>th</sup>	4 pm – 8 pm
Monday, Sept. 9 <sup>th</sup>	8 am – 11 am

**Receiving & Dock DROP OFF area – Available for 45 minutes ONLY. All vehicles MUST be removed from Loading Dock area within 45 minutes.**

**MOVE-IN & OUT / FORK LIFT SERVICES free between hours listed above**

**NO MOVE-IN ON FRIDAY**

# SHOW CONTRACTOR



## Keystone Event Services

702-326-9252 – Phone

Scott@keystoneeventservices.com

**NOTE:** For custom orders, please call the number listed above.

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

# IMPORTANT

Show Management provides forklift services at **NO CHARGE** for exhibit displays and/or products that arrive at the facility. Four-wheel dollies will also be available at **NO CHARGE**. Exhibitors leave their driver's license while borrowing the cart. When the cart is returned, so is the license.

**PARKING is FREE.**

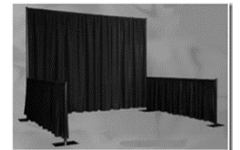
Non-Motorized vehicles may be left overnight in the level lot on Symphony Park.

**NOTE: There is no security in this lot.**



## BOOTH SET-UP

- Show Management will provide an 8 ft. high back drape & 3 ft. high side drape
- 3 ft. high side drape will extend out from back drape
- Only island exhibits may exceed 8 ft. in height with Show Management approval
- Equipment on display is exempt from the height limit
- ***Any portion of an Exhibitor's display extending beyond 5 ft. from the back drape may only be 4 ft. in height – unless you have submitted plans for approval prior to the show***
- ***USE OF DUCT TAPE IS PROHIBITED IN THE EXPO at WORLD TRADE CENTER***



**BADGES** distributed at show site starting with the first day of the show. PLEASE use one badge per person for all days at show site! If only working one day, please bring badge to show information desk for the next person.

## BOOTH SIGNS

Booth Signs may be displayed above the back drape

- **Exposed backs of all booth signs must be completely and attractively covered**
- **No wording or graphics are allowed on the backs of exposed signs**
- The sides of all booth signs must be attractively finished
- Compliance with booth & sign regulations shall be at the sole cost of the Exhibitor

## BOOTH REGULATIONS

- Exhibitors may not obstruct the view or operations of another exhibit
- **Exhibitors may not transfer, assign or sublet any of their contracted space w/o written Authorization from Show Management**
- **Non-exhibiting companies may not use booth space jointly with an Exhibitor w/o written Authorization from Show Management**
- **Exhibitors may only promote brand names/items of products/services written on Exhibitor's contract. Anything else will be removed by Show Management.**
- Exhibitors are responsible to keep their booth space safe, clean and tidy
- Show Management reserves the right to enforce and/or modify all rules & regulations that are in accord with the best interest of the show
- **PLEASE NOTE** – the Convention Center requires all FOOD & WATER Sampling Exhibitors to provide visqueen beneath their display. Any filled spas, fountains, water feature, dirt, landscaping, pavers, vehicles and trailers must provide 4 mil visqueen beneath these items.

## EXHIBIT SALES

- Be sure to have an adequate supply of invoices, receipts, charge slips & Business Cards
- Each customer must be issued a Bill of Sale / Receipt for any item purchased
- Freight doors will not be opened for merchandise pick-up during show hours
- All demonstrations, advertising, displays, equipment, samples, souvenirs and sales must be contained within the booth area – **NO SELLING OR PROMOTING IN THE AISLES**

## TAX, LICENSE & PERMIT INFORMATION:

**EXHIBITORS WITH any money exchange deposits or "CASH & CARRY" SALES MUST HAVE a State of Nevada Sales Permit and provide this number to Show Management PRIOR TO THE EVENT. Forms for taxes will be distributed at the show and collected on the last day of the show.**

## CONTEST / PROMOTIONS

- Exhibitors must adhere to all applicable laws
- Contests must be free of any obligation on the part of the winner & approved by Show Mgt.
- Awards and terms of the contest must be clearly stated on each entry form
- **Winners' name must be provided to Show Management within 30 days of show close**

## USE OF BALLOONS

- Fire Marshall Regulations prohibit Helium balloons and Helium Tanks in Expo at World Market Center
- Air Filled Balloons must be anchored to the display for the duration of the show

**GENERAL RULES & REGULATION – DO NOT USE DUCT TAPE NOR GAFFER'S TAPE. ONLY 3M SCOTCH 3565 CLEAR TAPE IS ALLOWED TO TAPE DOWN ON THE FLOORS. NO TAPE OF ANY KIND IS ALLOWED ON THE WALLS OR COLUMNS.**

## **SECURITY**

- Show Management recommends that exhibits be occupied by Exhibitor personnel at all times and especially at the close of the show until items have been removed during move-out
- Contact Show Management to contact the Center's Security to report any loss or damage to displays and/or inventory
- **No one under the age of 17 is allowed on the show floor, loading dock or load in parking area during move in and move out**

## **FOOD / DRINK SAMPLES – WASH UP**

- Exhibitors must notify Show Management of their intention to sell or distribute food or beverage of any size
- **SODEXO LIVE** - exclusive food & beverage distributor at the Expo at the World Market Center
- Sellers must have a Health Permit from the Southern Nevada Health District. Contact the Health Department @ ((702)759-1110 for all requirements to exhibit by permit.
- Free samples should be limited to bite-sized portions of 1 oz. food / 2 oz. liquid volumes
- Electrical cords for cooking appliances must be shielded with an 18 inch high, ¼ inch thick, clear plastic in compliance with fire regulations
- **Hand Wash Station MUST** be in each booth consisting of: Spigot Container of fresh water, soap, catch basin and paper towels in accordance with the Clark Co. Health Services Dept.

## **INSURANCE**

- Show Management is insured against public liability and facility property damage claims arising out of the conduct of the show
- Exhibitors **MUST HAVE THEIR OWN INSURANCE** to cover their own property and inventory
- Exhibitors **MUST HAVE THEIR OWN INSURANCE** against accidents, injuries and property damage caused to any persons or property which arise out of an Exhibitor's participation or activity in the show

## **MOVE-OUT / FORK LIFT SERVICES – 20 min. free between hours listed above**

- **No removal or dismantling of exhibits prior to final show closing day & time**
- Removal of portable items/stock is recommended to safeguard against pilferage
- Show Management may adjust move-out date/times for specific Exhibitors based on floor location.
- **All displays must be removed by 11 am Monday, September 9<sup>th</sup>** . Show Management assumes no responsibility for any & all displays/materials left in facility after that time

## FIRE & SAFETY

- The Fire Marshall has the authority to close down/fine exhibits not in compliance w/ regulations
- Please read and comply with all Las Vegas Fire Department, Show & Exhibit Guidelines located in this information packet to avoid accidents, injuries and potential litigations
- Exhibitors must provide a certificate of flame-proofing for all flammable materials, display surfaces and table coverings
- Machinery capable of throwing off chips or splinters must be shielded to protect the public
- Machinery which could catch a person's clothing or limbs must be shielded
- Machinery w/o adequate shielding must be kept at least 3 ft. away from the public
- Fueled vehicles on display require less than ¼ tank of gas, locked or taped down gas cap, disconnected battery and floor cover under vehicle.
- No Haze, Fog or Mist Machines may be used.

## ACCOMMODATIONS



For room accommodations, please contact Sam Smith at **800-760-2729**

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

**PHONE,  
WATER  
& ELECTRICAL  
SERVICES**



**ELECTRICAL SERVICES  
ARE **NOT** INCLUDED**



- UL Listed Porcelain sockets with three-wire *grounded cords of adequate gauge may be used*
- *Expo at World Market Center will refuse connections where wiring constitutes a fire hazard*
- All electrical installations are subject to inspection by the Expo at World Market Center
- Wi-Fi Services are available through the Facility.
- **All Forms are available on our website: [www.lvhomeshows.com](http://www.lvhomeshows.com)**

## HELPFUL EXHIBITOR TIPS

- **Arrive to the show BEFORE it opens** so you can prepare for the day. If you don't, you may never know if the first person that went by might have been your best sale at the show.
- **Work at the front of your booth and be accessible.** Greet your potential customer with a "Hello – may I answer any questions?"
- **Stay in your booth until the show closes.** Some of the best sales are made as the lights are dimming in the hall.

## CREDIT CARD PROCESSING

We also offer great programs for accepting Credit cards. We have partnered with Expense Management Services (EMS). EMS has many programs that no other processors can offer. You can pay ZERO fees for all your processing, share the fees with the customers or lower your fees without even switching companies. For more information call Rick Goodman at Expense Management Services (805) 479-1016

