

SHOPTALK

March 26-29, 2023 • Mandalay Bay, Las Vegas

EXHIBITOR DISPLAY RULES & REGULATIONS

The following rules and guidelines specify what an exhibitor can and cannot do with their booth space. These rules and guidelines are based on the physical characteristics of the exhibit hall, the intent to be equally fair to all exhibitors, and the safety of all concerned. Please review these rules and plan your display accordingly as variances will not be granted prior to the show or on-site.

If you have a question about your booth, please contact the Sponsorship Logistics Lead.

AGE RESTRICTIONS - All exhibitor personnel must be 18 years of age or older, including infants during move in, show days and move out. **NO ONE under the age of 21 years of age, including infants are allowed at EVENING EVENTS - NO EXCEPTIONS.**

BALLOONS - Mylar and Helium balloons are specifically prohibited at the Mandalay Bay Convention Center.

DEMONSTRATION AREAS - Demonstration areas must be confined with 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.

DO NOT BLOCK AISLES OR INVADE NEIGHBOR'S SPACE - No sign, decorative materials, decorative lighting etc. 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.

DOUBLE DECKER BOOTHS/LARGE BOOTH REGULATION – ALL double decker/multi-level booths must submit an architectural drawing and engineering approval stamp to their **Sponsorship Logistics Lead** for booth approval by **February 1, 2023**. Please have this readily available in your booth if your exhibit falls into either category.

EXPOSED AREAS MUST BE FINISHED - All backwalls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into their booth. All booths must have a finished backwall covering the back of the booth. See-through backwalls or displays which do not cover the backwall completely will not be allowed.

After **5:00 PM on Sunday, March 26, 2023** any part of a booth with unfinished side or backwalls will be draped by Show Management at the expense of the exhibitor.

FIRE HOSE CABINETS AND FIRE EXTINGUISHERS - Please note that ALL Fire Hose Cabinets and Fire Extinguishers **MUST BE KEPT VISIBLE AND CLEAR WITH A 36" CLEARANCE**. Fire Extinguishers **MAY NOT BE REMOVED OR RELOCATED**. Fire hose cabinets and fire extinguishers are located on certain columns on the trades show floor. If a column is located in or near your booth please reach out to your Sponsor

Logistics Lead. Show Management may require any Exhibitor to make changes in their exhibit if there are any obstructions. [Las Vegas Fire Regulations](#)

FLOOR COVERING GUIDELINES - Floor covering is not required in booth areas. Carpet is only provided to Meeting Pods, Exhibit Floor Meeting Rooms, Startup City, Startup Street and Aisles. All other booths must provide their own flooring. Freeman, our appointed contractor, can supply a wide range of carpets and floor coverings. Please refer to the Exhibitor Kit and [FreemanOnline](#) to view options and to order. Flooring may consist of hardwood, vinyl or linoleum, AstroTurf or carpeting. Flooring is available through the Official Service Contractor [Freeman](#) at Exhibitor's expense, or the Exhibitor may provide their own flooring. All flooring must meet current [Las Vegas Fire Regulations](#). Booth vacuuming is not included with the rental of carpeting from the Official Service Contractor. It must be ordered separately through [Mandalay Bay](#).

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 NEIGHBORS' SIDE - The backside of walls – the common border facing a neighboring booth – must be clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HANGING SIGNS - Booths which qualify to suspend "hanging signs" are booths of **400 sq. ft.** or larger. Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines. This includes all hanging or suspended material such as banners, etc. The top of the sign (or other material) may not exceed the height limitation of **20'** specific to only island booths 400 sq. ft. or larger. All hanging signs in booths that are touching a neighboring booth must be hung 5' off the back wall that is touching the neighboring booth. Exhibitors are not permitted to hang their own signs and are required to arrange rigging with the official show contractors, [Freeman](#) (under 200 lbs) and Encore through [Mandalay Bay Exhibitor Services](#) (over 200 lbs or including electrical). All rigging onsite must be carried out by Freeman and Encore exclusively.

HEALTH & SAFETY -

It is the policy of Hyve to endeavor to seek the cooperation of all concerned in order to achieve the highest standard in all aspects of Health & Safety.

Hyve, Freeman and Mandalay Bay, within the scope of their own laid down policies, have a responsibility to ensure that safe working practises are maintained at all times, which includes ensuring that provision is made whereby persons other than Freeman, Mandalay Bay or Hyve employees are reminded of their responsibilities when working onsite.

As an exhibitor, contractor or agent you have a duty under the Occupational Safety and Health (OSH) at work act 1970 to ensure that all personnel contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending the vicinity.

- All exhibitor personnel must be 18 years of age or older, including infants during move in, show

days and move out.

- All exhibitor personnel are required to wear closed-toe shoes and high visibility vest/sash for safety purposes during move in and move out. **NO EXCEPTIONS!**
- Be aware of your surroundings. You are in an active work area with changing conditions during move in and move out. Pay attention. Look for obstacles, machinery and equipment that are in use.
- Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.
- When working over 8 feet, you are **REQUIRED** to wear a hard hat.
- Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.
- Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

HEIGHT LIMITATIONS - The following maximum height limits will be strictly enforced. **No height variances will be granted prior to or on-site at the show.** Please plan your booth display and sign structures accordingly.

10'x10', 10'x20' and 10'x30' Booths:

All 10'x10', 10'x20' and 10'x30' booths have a maximum height limitation of **8 feet high**. Sidewalls cannot exceed more than **4 feet in height**. Hanging signs for 10'x10', 10'x20' and 10'x30' booths are not permitted.

***Exhibiting Sponsors are required to provide or rent their own backwall. Pipe and Drape will no longer be provided for use as a backwall display.**

20'x20' Booths or Larger:

Island booths that are 20'x20' or larger have a maximum height restriction of **20 feet high**, measuring from the floor to the top of the booth structure or hanging sign. **Please note the special restrictions below for peninsula booths of this size.**

Premium and Peninsula Booths *UPDATED POLICY*:

- All Premium 10x20 booths will have a maximum height of **15 feet** (minimum 8 feet). Please contact your Sponsorship Logistics Lead if you are unsure if you are in a premium exhibit space.
- All Peninsula 10x20 booths, that are attached to a Peninsula 20x20 or larger booth, will have a maximum back wall height of **15 feet** (minimum 8 feet).
- Peninsula 10x20 booths attached to 10x20 **and/or** 10x10 booths maintain their maximum booth height of **8 feet**.
- All Peninsula 20x20 OR LARGER booths will have a maximum booth height of **15 feet** (minimum 8 feet).
- Any Peninsula booth that is 20x20 OR LARGER may have a hanging sign up to **20 feet high**. All hanging signs in Peninsula booths must be hung 5' away from the shared back wall.
- Any Peninsula booth smaller than 20x20 cannot have a hanging sign.
- All walls, including the sides facing a common border, must be finished.

All booth displays should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. All back walls that are attached to neighboring booths must be finished and void of copy or graphics.

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. All backwalls above 16' require additional rigging/ground support based on size. All booths must submit an architectural drawing with materials and measurements indicated or an engineering approval stamp to your Sponsorship Logistics Lead for booth approval by **February 1, 2023**.

INSPECTION DEADLINE - Any booth not occupied by **3:00 PM, Sunday, March 26, 2023**, will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be arriving late, the General Contractor will set up the display to the best of their ability with the information available. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs. **ALL EXHIBITS MUST BE COMPLETELY SET BY 5:00 PM, Sunday, March 26, 2023.** No shipment will be accepted after **5:00 PM, Sunday, March 26, 2023**, or at any time on **Monday, March 27, 2023**. Absolutely no shipment, equipment or material may be brought onto the show floor during show hours.

LIGHTING - All lighting within the exhibit space must be arranged and operated so as not to be distracting to adjacent exhibitors. Any truss lighting must remain over the exhibiting booth. It cannot be over neighboring booths or aisles.

LINE OF SIGHT - Displays in exhibit spaces must be designed and operated in a manner that respects the rights of other exhibitors and attendees. Displays shall not block or obstruct the view of a neighboring exhibitor. Sidewalls for 10'x10' and 10'x20' booths cannot exceed more than 4 feet in height.

MULTI-LEVEL / COVERED EXHIBITS GUIDELINES - Covered booths exceeding 1,000 sq. ft. require a sprinkler system. A separate plan submittal and permit application are required. If the upper level of a multi-level booth is greater than 300 sq. ft., two remote means of egress are required and will be field verified by the fire inspector. ALL double decker booths must submit an architectural drawing and engineering approval stamp to your **Sponsorship Logistics Lead** for booth approval by **February 1, 2023**. Please have this readily available in your booth if your exhibit falls into either category. [Las Vegas Fire Regulations](#)

NO NAILS OR SCREWS - Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

PHOTOGRAPHY/VIDEOGRAPHY - You may film inside your booth; however, it must be contained to your booth. Exhibitors are not allowed to film other exhibit spaces without approval. Due to fire marshal regulations, tripods, lights and elaborate set ups are **NOT** permitted in any public area. All camera crew personnel **MUST** be registered as a Shoptalk attendee.

RIGGING - Lighting rigs, structural rigging and banners are permitted only to booths 20x20 or larger. Exhibitors are not permitted to hang their own signs and are required to arrange rigging with the official show contractors, [Freeman](#) (under 200 lbs) and Encore through [Mandalay Bay Exhibitor Services](#) (over 200 lbs or including electrical). All rigging onsite must be carried out by Freeman and Encore exclusively. Rigging of any and all material is subject to the height restrictions specific to the booth size. Maximum height restriction of 20 feet high, measuring from the floor to the top of the booth structure or hanging sign. Any truss lighting must remain over the exhibiting booth. It cannot be over neighboring booths or aisles.

ROBOTS - Please get approval from your Sponsorship Logistics Lead if you plan to bring a robot into your exhibit space.

SOUND LEVELS - Sound level of presentation 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 seventy-eight (78) decibels. Show Management will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints.

VEHICLES - Any vehicles that are brought into the facility to display within your exhibit space must be approved in advance by your Sponsorship Logistics Lead. Exhibitors are responsible for completing and submitting all necessary paperwork and must abide by all display vehicle rules and regulations found in the Freeman Exhibitor Kit. Click [here](#) to download Clark County vehicle guidelines.