

THE EXHIBITOR SUCCESS GUIDE

THE VENETIAN® THE PALAZZO® SANDS EXPO®

EFFECTIVE JANUARY 1 - DECEMBER 31, 2019

Dear Exhibitor,

On behalf of everyone at Sands Expo, welcome, or welcome back!

Whether you've exhibited in the past or this is your first time here, the team at Sands Expo looks forward to working with you.

The Exhibitor Success Guide outlines valuable information to help you understand our scope of work, facility regulations, available services, and unique offerings that can add a "special something" to your booth presentation. I invite you to take a look and consider how these services might enhance your existing program.

Should you have questions or require additional information, please feel free to contact our Exhibit & Business Service Center Representatives at 702.733.5070. We are happy to assist and look forward to helping you determine which opportunities may work best for your event.

We look forward to partnering with you on your exciting event; together, we'll make your experience a successful one.

A handwritten signature in black ink, appearing to read 'KTD' or similar, with a stylized flourish at the end.

Kirsten Dimond
Sands Expo Vice President and General Manager

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EXHIBITOR CHECKLIST

Below is a general timeline that may help guide you toward a successful exhibitor experience. The contents listed are suggestions only, as needs vary for each exhibitor. Should you have questions, our Exhibit Service Representatives are happy to assist and may be reached at 702.733.5070.

8 Weeks Out:

- [] Review *The Exhibitor Success Guide* to understand Facility rules and regulations.
- [] Identify the services and related items that are needed for your booth (i.e., A/V, Booth Cleaning, Electrical, Floral, F&B, Internet/Telecom, Rigging/Lighting).
- [] Note the deadline for receiving the advance order discount.

6 Weeks Out:

- [] Visit sandsexpo.com/ordernow to set up an online account and order booth services. If you need assistance with placing your order, please contact the Exhibit & Business Service Center at 702.733.5070 or servicecenter@sandsexpo.com.

4 Weeks Out:

- [] Note upcoming **deadline for receiving the advance order discount**.
- [] If required, submit booth plans to the Clark County Fire Department (CCFD) for approval and review specific facility requirements beyond CCFD guidelines.
- [] If interested in donating your booth structure, please contact the Show Cleaning & Meeting Services Department at 702.733.5379 to confirm whether it can be donated versus disposed.

3 Weeks Out:

- [] Note that the show site rate now applies and advance order discount has expired.
- [] If not already done, visit sandsexpo.com/ordernow to set up an online account and order booth services. If you need assistance with placing your order, please contact the Exhibit & Business Service Center at 702.733.5070 or servicecenter@sandsexpo.com.
- [] Review previously placed order and update with any additional needs (i.e., F&B, booth cleaning, floral).
- [] Confirm that a valid credit card or credit authorization is on file to cover ordered services and any expenses that may be incurred during show days.

2 Weeks Out:

- [] Finalize any outstanding details for your exhibit booth (i.e., final floor plans for Electrical, Internet/Telecom locations, Booth Cleaning, Floral).
- [] F&B services are also available during move-in and move-out. Call 702.733.5676 for details.
- [] Review *The Exhibitor Success Guide* to confirm adherence to Facility rules and regulations.
- [] If interested in donating leftover booth inventory (i.e., samples, furniture, etc.), contact the Sustainable Events Manager at facilitiesdepartment@sandsexpo.com or 702.733.5151.

Move-in / Show Days:

- [] Several Services may still be ordered:
SES Technical services and A/V hardware - call 702.733.5070
Booth Cleaning - call 702.733.5379
Exhibit Booth Catering - call 702.733.5676
In-Booth Dining delivery - visit encoreintegrated.com/ses/
- [] Note the Exhibit & Business Service Center location (Sands Expo Level 1 Lobby) and phone number (702.733.5070) in case assistance with any technical or business-support needs arise.

Move-Out:

- [] If assistance is required during move-out, please contact the following departments with any needs that arise:
Equipment Removal - call 702.733.5070
Billing Questions - call 702.733.5070
Booth Disposal - call 702.733.5379
Donations - call 702.733.5151

After the Show:

- [] We would love to learn more about your time with us, and invite you partake in a brief survey about your experience at Sands Expo. An email invitation will arrive within a week, and we thank you in advance for participating.

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HELPFUL HINTS

Advance Order Discounts

Orders placed no later than twenty-one (21) calendar days before show opening day will receive a discounted rate. For eligibility, full payment and completed CAD/VW drawings must also be received by this deadline. Orders received after the cutoff date will be invoiced at the standard show-site rate.

Cancellation Fees & Service Charges

All orders must be paid in advance. Please note that no credits will be issued on services installed as ordered but not used. Cancellation of equipment and/or services must be received at least 24 hours prior to installation to avoid a 25% cancellation fee. Orders cancelled after setup begins will be charged for both equipment and labor. For credit consideration, all service concerns must be made known during your event. Please remember to review your invoice prior to departure to address any questions or concerns.

Exclusive Services

Sands Expo offers a variety of technical and other services to help ensure your success, several of which are exclusive to the facility.

- Catering/Food & Beverage
- Electrical*
- Internet/Telecommunications*
- Plumbing*
- Rigging/Lighting/Banner Hanging*
- Show Cleaning

Our expert teams are also available to assist with non-exclusive requests that may arise:

- Audio/Visual Equipment Rental
- Computer Rental
- Floor Truss/Stage Lighting Equipment Rental*
- Floral
- Production Packages*
- Satellite Services General Session*

For details please contact the Exhibit & Business Service Center at 702.733.5070.

*Exclusive technical services provided by Specialized Event Services (SES)

Exhibit & Business Service Center

Located on Level 1 of Sands Expo, the Exhibit & Business Service Center is available for procuring on-site SES assistance, as well as obtaining a range of business support services. Operating hours are tailored to move-in, show days, and move-out schedules to ensure we're there for any need that arises.



Floral & Horticulture

A full service floral department is on property and offers everything from plant varieties to sustainable and traditional floral arrangements. Fresh, top-of-the-line plants and flowers are always used, and our expert team's personal attention can create something special to make your exhibit booth stand out. Normal delivery times occur between 5:00 am and 2:00 pm, although special arrangements may be made due to the size of an order. For details visit shop.venetian.com.

Labor Rates

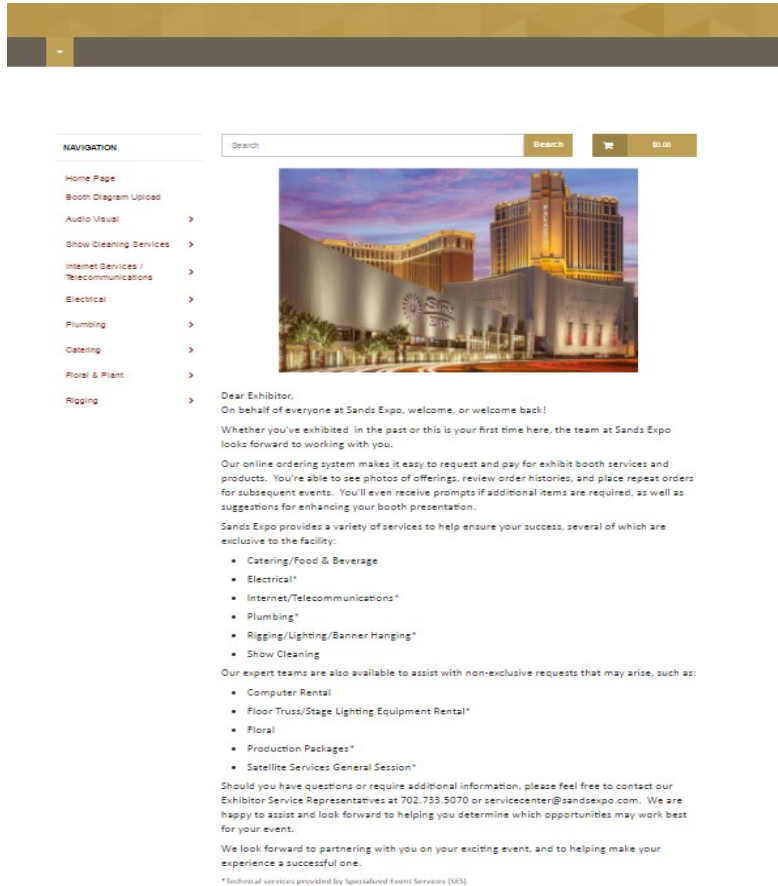
Labor for all technical and show cleaning services are as follows:

- Straight Time rate of \$97 per hour will be charged for labor occurring Monday through Friday, from 8:00 am - 5:00 pm (except holidays).
- Overtime rate of \$181 per hour will be charged for Labor occurring Monday through Friday, before 8:00 am and after 5:00 pm. This rate will also be charged for Saturdays and Sundays, except holidays.
- On holidays, the rate of \$194 per hour will be charged.

Please see page 13 for additional labor rate information relating to audio/visual services provided by SES Productions.

HELPFUL HINTS

Online Ordering



Remember to provide your requested labor/installation dates and service needs, as well as a floor plan identifying where each service is required. When placing orders for hanging applications, please include a digital CAD or VW drawing.

To begin placing your order, please visit sandsexpo.com/ordernow.

Should you require assistance, please contact the Exhibit & Business Service Center at 702.733.5070 or servicecenter@sandsexpo.com.

Disclaimers

1. Sands Expo and SES will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.
2. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors and/or their third parties.

Online ordering makes it easier than ever to request and pay for exhibit booth services and products. Now you can see photos of offerings, review order histories, and place repeat orders for subsequent events. The system also provides prompts if additional items are required and recommends touches like porter service, special food offerings, etc.

ADA

Parking

Covered handicapped and overnight parking is available at The Venetian and The Palazzo, allowing access to hotel casino areas and Sands Expo. Limited oversized vehicle parking is available on the first level of The Venetian parking garage, and may be accessed from either the Las Vegas Boulevard or Koval Lane entrances. Curbside loading and unloading is prohibited.

Motorized and Wheeled Transportation

Hoverboard and segway use by disabled guests is permitted within Sands Expo upon request and under the following conditions:

1. It may not exceed the speed of walking pedestrians or pace of traffic.
2. It may not be operated in the casino or gaming areas/floor within The Venetian and The Palazzo.
3. It must yield to pedestrians.
4. It may not be operated while under the influence of alcohol/drugs or anything that would impair safe operation.
5. It may only have one (1) operator and no passengers.
6. It may not be operated on the escalators.
7. Due to safety issues with hoverboards, one of the following off-hour options must be in place:
 - In conjunction with the General Contractor, product must be packaged up after show hours and stored off-site by exhibitor
 - Fire watch personnel must remain in the booth during all after-show hours
 - Booth structure must be covered and have a sprinkler system

Hoverboards, segways and other wheeled transportation (i.e., rollerblades, bicycles, skateboards) not being used within ADA guidelines are strictly forbidden.

If a motorized scooter or wheelchair is needed, an on-site vendor (located inside the Exhibit & Business Service Center) rents out a limited quantity. Please call 702.733.5070 for assistance.

EMERGENCY/SECURITY

Emergency Equipment

Sands Expo is equipped with a state-of-the-art Life Safety System.

- The facility is equipped with an alarm system and sprinkler system that activates by heat-sensitive devices and smoke detectors in the ventilation system.
- Fire extinguishers and other emergency equipment are strategically located in all areas of the building.
- The Venetian and The Palazzo Fire Command Center continually monitors all building emergency systems throughout the facility.

Emergency Staff

Our Security department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.

- The Catering & Conference Manager and SES/Event Manager are responsible for keeping show management and service contractors informed of decisions relating to emergency events in progress.
- Should the need arise, The Venetian and The Palazzo has an EMT team on duty 24 hours a day, seven days a week.
- Events with exhibit halls are required to contract EMT services for the event duration (including move-in and move-out). The provider must be licensed and registered in the State of Nevada and/or with the Southern Nevada Health District.

Fire Extinguishers/Fire Hose Cabinets

- Please remember that all fire extinguishers and fire hose cabinets must be kept clear, accessible, and remain free of obstruction at all times.
- The fire hose cabinets, fire extinguishers, and permanent fixtures of the facility cannot be moved.

Emergency Announcement Protocol

1. In the event of an alarm activation, audible and visual alarms will activate. This is not a signal to evacuate the building.
2. An announcement will be made stating that the nature of the alarm is being investigated.
3. Once the nature of the alarm is determined, further instructions will be communicated.
4. In the event the alarm poses no danger, an "all clear" will be announced.
5. Should evacuation be necessary, we will communicate using our Life Safety System.

Lost & Found

Whether you're searching for a lost item or have located something that another guest may be looking for, finding assistance is easy.

- While on property - During event days, please visit the security podium located on Level 1 at the entrance to Sands Expo. Following the close of an event, all items are delivered to the Lost & Found at The Venetian | The Palazzo. Please call 702.414.1000 and ask for Lost & Found assistance.
- After returning home - To search for items, please visit our [Lost & Found website](#) or call 702.414.1000 and ask for Lost & Found assistance.

Security Contacts

The Venetian, The Palazzo, and Sands Expo maintains 24-hour security over the interior/exterior of the facility, including all life safety and equipment systems.

- **The Venetian Emergency Number**
702.414.9311 4.9311 house phone
- **The Palazzo Emergency Number**
702.607.9311 7.9311 house phone
- **Sands Expo Emergency Number**
702.733.5195 7.5195 house phone

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EXCLUSIVE NON-TECHNICAL SERVICES

Exhibit Booth Cleaning, Porter & Labor Services

Sands Expo is the exclusive provider of booth cleaning services, with a variety of offerings to keep your booth spotless throughout the show. Learn about our packages and à la carte services at sandsexpo.com/ordernow.

- **Platinum Packages** - Full service package with hand vacuum or damp/dust mop and nightly trash removal, porter service (countertop wipe down, bussing and trash removal), carpet sweeping during show hours, visqueen removal from booth (pre-event), minor spot cleaning/stain removal, stainless steel waste basket(s).



- **Individual Services** - Include hand-vacuuming, damp or dust mopping, concrete cleaning, shampooing and many other offerings.
- **Porter Service** - Essential for keeping your booth clean and inviting, this offering includes a wastebasket that will be emptied several times a day, the wiping down of kiosks and countertops, and carpet sweeping of any debris that accumulates in your booth.
- **Container Service - Booth and Flooring Disposal** - Exhibitors will be charged a dumpster fee of \$985 per dumpster, to remove any structures that remain at the close of show.

Frequently Asked Questions

1. **Can I have an Exhibitor Appointed Contractor (EAC) or Interior & Design (I&D) company vacuum or damp mop my booth?** No non-Sands Expo staff may perform custodial services, vacuum, or utilize floor cleaning equipment on the show floor. Failure to comply with this policy will result in a service charge based upon the total square footage of the booth.
2. **Will vacuuming or damp mop be included with my booth space?** Vacuuming or damp mop is generally not included in your booth space, but can be ordered at sandsexpo.com/ordernow.
3. **Is daily trash removal (during show hours) included in the à la carte option for booth cleaning?** No, but we offer several packages that include daily porter service, wipe down, bussing and carpet sweeping throughout show hours. These packages also include waste basket rental, so there is no need to rent one at an additional cost.
4. **Can I schedule my booth cleaning services anytime that is convenient for me?** Yes, absolutely! We will have a team ready and at your booth per your requested appointment time.
5. **If I order plastic covering will my booth be debris free?** Ordering plastic covering from the general contractor will reduce the amount of debris, but we cannot guarantee that your booth will be free of debris upon arrival.
6. **Can I leave my booth structure behind and have it disposed on-site?** Exhibitors will be charged a dumpster fee of \$985 per dumpster, to remove any structures that remain at the close of show.

All services are guaranteed and unsatisfactory service issues must be addressed before the close of each show day. Cancellations must be received prior to the first official move-in day or a 25% fee will be incurred; any cancellations made thereafter will result in a 50% fee.

EXCLUSIVE NON-TECHNICAL SERVICES

Food & Beverage/Catering

We understand how important your presence is on the show floor and how valuable it is to be able to fully engage with attendees. Providing a unique F&B experience is an innovative touch to doing business on the show floor that may keep attendees with you for one more bite and a little more conversation. Sands Expo offers several food and beverage services tailored to exhibitor needs, and is the exclusive provider for all food and beverage intended for consumption within Sands Expo and the Congress Center (outside food is prohibited). To learn more about our catering options please call 702.733.5676 or email catering@sandsexpo.com. To begin placing your online order, please visit sandsexpo.com/ordernow.



- **Roving Carts** - Roving carts strolling the show floor aisles provide quick and easy access to a variety of cold drinks, sweets, and healthy snacks.
- **Distribution of Samples** - Exhibitors may distribute samples of food and/or beverages only upon written authorization by Sands Expo. Please see the "forms" section of the Exhibit Booth Catering Menu for guidelines and restrictions.
- **Corkage** - Corkage is extended when approval has been given to bring in an F&B (non-alcoholic) product. Generally corkage is offered only to manufacturers of the product but contractual exceptions can be made. This is charged at 50% of the current retail price + current tax + current service charge on the retail price. For further details and exclusions and please contact catering@sandsexpo.com.
- **Water Coolers** - Exhibitors who have ordered water coolers will receive their units and bottled water the afternoon before show opening. Units will begin being picked up approximately 2 hours before the show closes. Exhibitors are responsible for any equipment that is damaged or not returned. Please note that water cooler orders do not include electrical, which must be ordered separately.



- **Exhibit Booth Catering Menu** - This menu features an incredible variety of delectable, flavorful offerings that are sure to delight. Vegetarian, organic, gluten-free, nut-free and other options are all available, and our chefs are happy to work closely with you to ensure your needs are met.
- **Banquet Menu** - Additional catering options are available for reception or meeting room functions.
- **Booth Traffic Builders** - Popular items such as gelato stations, full bars, kegs, fresh popcorn, and more are just some of the ways you can engage attendees while presenting your products and services.
- **In Booth Dining** - This is the perfect solution when you're craving a bite to eat but can't step away from the exhibit booth. Simply visit <http://encoreintegrated.com/ses/> to choose from the daily offerings. Items include individual pre-made salads, sandwiches, hot entrees, snacks and hot and cold drinks. Once your order is processed, we'll deliver your meal right to your booth.

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EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

Scope of Work

At Sands Expo, The Venetian, and The Palazzo, some services are exclusively provided through our various SES departments. This exclusivity is necessary for safety concerns, consistency in standards, and efficiency. Set forth below is a description of those services to assist you in the planning of your event.

- The assembly, installation, operation and dismantling are exclusive and may only be performed by SES departments labor for the following:
 1. Anything attached to truss or building structure, i.e. lighting, cabling, audio equipment, video equipment, special effects gear, etc.
 2. All ground-supported truss, lighting and rigging systems. This includes attachment of all equipment, drapery, signs and banners connected to ground supported truss.
 3. All floor-supported items that project more than 16 feet from the floor.
 - Truss and Motor: All truss and motors are to be provided by SES Productions and the outside AV/production company, or client shall be responsible for all charges.
 - Specialized Production requirements can be accommodated within the SES required program; please contact the Event Service Manager for more details.
 - Once a labor crew reaches 20+ workers, a scheduling administrator will be added.
 - Breakouts: An event is allowed one General Session that could be provided by another production company, excluding any policies within the SES Scope of Work. All other meetings will be considered breakouts and fall inside this exclusivity.
 - Once delivered to the facility loading docks, the handling and moving of all materials included in the Scope of Work will be exclusive to SES.
 - All lift equipment required to perform the Scope of Work must be operated and rented through SES.
 - All work required in the catwalk structure is to be exclusively performed by SES labor. In addition, any equipment on or around the catwalk needs to be SES owned or inspected and approved.
- Installation of the following is exclusive to SES labor and services:
 1. Cords and cables under carpet and final connection from equipment, light fixtures, power tracks and all electrical items to outlet(s).
 2. Electrical signage that comes separate from the display.
 3. All antennas on or around the building, including set up and removal of interconnecting cables from outside to inside of the building and to exhibit booths.
 4. Portable generators, motor generators and converter transformers.
 5. Portable cabling from main switch to all panels and distribution.
 6. Fiber and communication cables, audio/visual, data and telephone cables.
 7. Portable plumbing service (air, water and drains for all areas) whether in the exhibit area or not. Includes air compressors, various pumps and sub-pumps and hook-up of same.
 8. The use of individual air compressors or pumps is prohibited. However, if they are an integral part of the exhibit products, please contact SES in advance for approval.

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EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

Audio/Visual - SES Productions

SES Productions is an on-site, full service production team that maintains the latest in tradeshow technology. No one knows our property better, and in addition to offering a range of creative services and production support, a variety of hardware is available for all of your audio/visual needs.

Whether planned in advance or requested once you've arrived, SES Productions is here and looks forward to working with you. However, to ensure availability, you are encouraged to place orders as early as possible. On-site orders will be subject to additional equipment charges and will be filled based upon the order in which they are received.

To learn more about how we can assist, please contact us at 702.733.5655 or sesproductions@sandsexpo.com.



Frequently Asked Questions

- 1. Is there a minimum labor requirement?** Yes - equipment rentals are subject to a minimum 2-hour labor charge which covers delivery, installation, reasonable technical assistance, dismantle, and pick up. More extensive setups or dedicated exhibit technicians, floaters, or any other form of A/V labor will be charged for actual hours worked.
- 2. Does my order include electrical service?** No - electrical service is not included in equipment pricing and must be ordered separately.
- 3. Do I need to be present for equipment to be delivered?** Yes - a representative must be in your booth or meeting room to sign for equipment delivery. Please note that delivery and installation times are prioritized once the order has been completed and processed. Sands Expo and SES are not responsible if equipment installation does not meet an exhibitor's timeline due to any unforeseen circumstances occurring at the show site.
- 4. What happens if I need to cancel all or part of my order?** To avoid a 25% cancellation fee, requests to cancel equipment and/or services must be received at least 24 hours prior to installation.
- 5. Are there any guidelines regarding audio volume within my exhibit booth?** Sands Expo retains the right to regulate the volume of any sound (music, voice, special or artificial effects) if it infringes upon others within the facility, is determined to be offensive, or otherwise violates the terms/rules/regulations or license agreement.
- 6. What should I know regarding the rental of satellite dishes?** All locating of satellite dishes for outside access must be done by SES and Sands Expo personnel. If you plan on bringing your own satellite dish or up-link vehicles, please contact the Exhibit & Business Service center at 702.733.5070 or servicecenter@sandsexpo.com. We will advise you of the area where it may be located, and consideration will be given to the direction from which the signal is relayed. Please also note the labor fees below, specific to cable/HDTV/satellite dishes:

Install: 2 Techs for 2 hours: \$388.00
Removal: 2 Techs for 1 hour: \$194.00
- 7. What happens if my rental equipment is damaged or lost?** Renters of SES Productions equipment assumes and bears the entire risk of equipment abuse; misuse; loss by fire, theft or misplacement; or any other cause of loss or damage that occurs while in the renter's possession. In the event of such an occurrence, the renter shall immediately pay Sands Expo, in cash, all rental fees due under the terms of the rental agreement, plus the value of the equipment rented (based on fair market value at the time of rental). All rental equipment shall be considered still rented, with rental fees accruing until such payment is made in full.

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EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

Electrical

Electrical services are almost always needed within one's exhibit booth. Whether it's for booth lighting, A/V or computer equipment, or simply charging your mobile phone or tablet, this service should be ordered. The best place to begin is by making a list of all the items to which you'll need to provide power.

Frequently Asked Questions

1. **Where does power come from?** In Halls A, B, C, and D, power comes from overhead catwalks. In Hall G power comes from columns on the floor.
2. **Where does power go in my booth space?** For island booths, power is dropped into a single location. If more than one drop location is requested, additional drops will be charged for time and material. For in-line and peninsula booths, power is dropped at the back of the booth on the floor. Either a service location or floor plan indicating desired locations for power drop(s) must be submitted. All plans must have adjacent booth numbers for direction.
3. **When is power turned on and off?** Power is turned on 30 minutes prior to show opening and is turned off 30 minutes after show closing.
4. **What if I want 24-hour power to my booth?** Dedicated 24-hour power is available at a charge of double the listed price. Please be sure to indicate this request when placing your order.
5. **May I bring my own cords and plug strips?** Yes, as long as they meet national and local electrical codes. All wiring utilized for booth work must have a three-wire, grounded, flat cord with a minimum of #14 gauge. Only SES cords may be placed under the carpet/flooring.
6. **Can SES track lighting be hung in my booth instead of on stanchion poles?** Yes. SES track lighting may be hung anywhere requested, however a labor charge with a minimum of one (1) hour labor plus material will be assessed. Power is included for SES track lighting.
7. **On overhead lighting, what size area will a 1,000 watt quartz bulb light?** One 1,000 watt quartz bulb will light up to a 10' x 10' area. The 1,000 watt quartz bulb may be rented for Halls A, B, C, D, and G. The 200 watt quartz bulb is only available for Hall G.
8. **Is there a minimum labor charge?** Yes. There is a one (1) hour minimum labor fee for installation. Labor to disconnect will be based on one half of the installation cost.
9. **Can I have halogen lights in my booth?** Yes. All halogen lights must have a safety lens or shield over the lamp/bulb. No lights will be hung without mounting brackets or clamps that are in good working order. No lights that are deemed unsafe will be hung.
10. **How do I calculate the amount of power I will need?** Add up the total wattage for your booth (i.e., 10 x 75 watt bulb = 750 watts), which requires a 1,000 watt outlet.
11. **Can you guarantee a start time for my installation?** Starting time may only be guaranteed in cases where electrical labor begins at 8:00 am for move-in only; this requires at least 48-hour notice. This is not available during show days.
12. **As the exclusive provider of electrical service, what else is SES responsible for?** SES is responsible for all distribution of electrical wiring under carpet or flooring; overhead (including coaxial cable and fiber optics, and the distribution of same from product to booth and from booth to booth); all motor and equipment hookups requiring electricity; installation and/or repair of electrical fixtures; installation of electrical motors and apparatus to be energized; motorized hoists, truss and lighting installation; installation/removal or all overhead electrical signs, trusses, motors, or apparatus; and installation/removal of free-standing electrical signs that require assembly, rotating electrical signs, sequencing electrical signs and related applications, and the operation of such equipment.

Additional Guidelines

- Labor is required on the exhibit floor for under carpet and overhead distribution of electrical wiring, motor and equipment hookups requiring hard wiring connections, installation/repair of electrical fixtures, and installation of electrical motors and electrical apparatus.
- All wiring, motors, electrical installations, etc. must be approved. Exhibitor equipment should be ready for installation and properly tagged/wired to denote current, voltage, phase, cycle, and horsepower.

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EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

Additional Guidelines, cont.

- Wall, column and permanent building utility outlets are not part of booth space and may not be used.
- To prevent overloading of circuits, exhibitors may not add wattage except as ordered. All outlets for lighting are provided by SES. Column and/or wall outlets are not part of exhibitor booth space. A separate outlet must be ordered for each piece of equipment to be connected.
- Storage atop SES electrical hardware, booth lines and storage closets is not allowed.
- Unless otherwise directed, Sands Expo electricians are permitted to cut floor coverings for the installation of services.
- If a booth is determined to be in violation of Fire Marshal codes or basic safety guidelines, power will be shut off until all violations have been resolved.
- SES and Sands Expo will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.
- All material and equipment furnished by Sands Expo for service requested shall remain the property of the facility, and may only be removed by SES technicians at the close of show.
- Neither Sands Expo nor SES is responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector or over/under voltage protector on your computer or other equipment. Installations and connections to all electrical service should be made by SES personnel. SES will not be responsible for any damage or loss of equipment, component, computer hardware, and/or injury to any person caused by the installation or connection into any electrical outlet by persons other than SES personnel.
- All outlets over 15 Amps and/or with a voltage over 120 volts require electrical labor. This includes a one-hour minimum to inspect exhibits that are pre-wired to plug into our system.
- Please contact the Exhibit & Business Service Center at 702.733.5070 for the following:
 - Hall G outlets over 60 Amps 208 volts, or for any 480 volt requirements
 - Assistance/pricing for special or foreign voltages, outlets exceeding what is noted within online ordering for 208 or 480 volts, etc.

Blue Electrical Boxes

These boxes ensure the exact receipt of power ordered and reduces the possibility of service interruption. If a box overloads, the fuse blows at that booth location only and will not impact the power of adjacent exhibitors on the same line/stringer. Outlets overloaded by the exhibitor will be reset one time as a courtesy. Prior to resetting the electrical circuit, you will need to purchase additional power or agree to operate within the limits of the original circuit purchase. If the circuit needs to be reset a second time, a one hour labor charge will be incurred at the appropriate rate.

EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

Internet/Telecom

SES has several Internet service options available for purchase. Whether you have a website that you want to show to your customers or a large exhibit with many online applications/demonstrations that you are showcasing, SES can provide an Internet option for you. Please contact our Internet specialist to discuss your options at sesinternetsupport@sandexpo.com. You may also call 702.733.5531 Monday through Friday, from 8 am to 5 pm PST.



Frequently Asked Questions

- 1. Number of devices?** If you have 3 or fewer devices, order 3Mbps. If you have 4 to 10 devices, order 10Mbps or 20Mbps. If you have more than 10 devices, order 30Mbps or more in 10Mbps intervals (up to 100Mbps).
- 2. Type of Internet use?** Normal Internet browsing and email require no additional bandwidth. For video streaming, add 10Mbps of additional bandwidth for a total of 20Mbps. For special business applications, add 10Mbps of additional bandwidth for a total of 20Mbps. For large file downloads/uploads, add 10Mbps of additional bandwidth for a total of 20Mbps. For online ordering/inventory add 10Mbps of additional bandwidth for a total of 20Mbps. For any other high bandwidth usage, order as needed in 10Mbps increments up to 100Mbps total.
- 3. Hard-wired or wireless devices or both?** If all of your devices will be hard-wired, you need to order an additional IP address for each device; a switch/hub and network cabling to connect them all to your main uplink is also required. If you will have wireless devices, you need to provide your own wireless router or access point. SES does not sell or rent wireless routers. If you will have both wired and wireless devices, please contact an SES Internet support specialist at 702.733.5531 to assist with a network design that will work best for you.
- 4. How will my devices be supported?** SES does not offer support for devices or equipment we do not provide. If technical support for your booth is needed, you need to provide this yourself or hire a vendor to provide it for you. SES will ensure that the service you purchased is working and functioning as it should, but we cannot troubleshoot or repair issues with client-provided

devices or equipment. Please contact an SES Internet support specialist at 702.733.5531 if you need assistance with finding a support vendor.

- 5. What if my booth requires under-carpet network cabling?** If your booth or meeting room requires under-carpet network cabling, you must submit a floor plan with your cabling diagram to the SES Electrical Department no later than 7 business days before your event's move-in date. The diagram must include your main drop location as well as specific measurements for each network location. All cables will have 5 feet of length at the end and will be terminated with a T-568B standard RJ45 connector, unless you request otherwise. SES will not terminate any cable not supplied by SES. If you need to use special cabling or want to use your own cabling, you will be responsible for the termination and testing. SES will charge \$100 per cable for terminating and testing.
- 6. What is the difference between a private and public IP address?** Most customers order private IP addresses, which allow for performing the majority of basic Internet functions. Public IPs are needed when a device outside of the Sands Expo network needs to talk to a device on the tradeshow floor. A public IP address is a publicly routable static IP address.
- 7. How do I know how much bandwidth I am using and receiving?** SES sets your connection to the level of bandwidth that you have ordered. We offer bandwidth options of 3Mbps and 10Mbps. If you order the 10Mbps connection, you can upgrade your bandwidth in 10Mbps intervals (up to 100Mbps) for a fee (see page 31 for related rates).

To verify that your connection is receiving the requested bandwidth, you can try a speed test application or website. Speed test websites and applications are not 100% accurate, but can provide a close representation of your line speed. Typically this will be + or - 15% of your actual bandwidth, depending on the site that is used (SES recommends the AT&T speed test site, <http://speedtest.att.com/speedtest/>). You can also try an FTP file transfer or other method, but these are dependent upon the bandwidth and connection speed at the server site and may not give an accurate reading. There are also other factors that can affect the speed test results. First, if there are multiple devices connected to your line, each device will be using some of your bandwidth, and the speed test may reflect lower-than-expected results. Second, if you are using a wireless connection, some of your bandwidth will be lost due to the way wireless transmitting and receiving works; other nearby devices may also create interference.

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EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

Internet/Telecom, cont.

Bandwidth amount is an aggregate of both uploads and downloads by all devices connected to your uplink. Because Internet connections are full-duplex and transmit and receive at the same time, your connection represents both. If you are attempting to download at 12Mbps and upload at 12Mbps you have a total bandwidth usage of 12Mbps, which would be saturating a 10Mbps connection and resulting in slow speeds. When considering how much bandwidth to order, you must take both uploads and downloads of all devices into account.

Note: SES is only liable for the connection coming from the main Internet uplink from the house. SES can only control the bandwidth to our Internet Service Provider, Hyper Networks LLC. Issues beyond our ISP on the Internet can affect the speed of your connection to servers on the World Wide Web that SES cannot be held liable for and cannot fix. For example, a network issue at a service provider hub in Chicago can affect the speed that users receive for connections from Las Vegas to Atlanta. This would not be something that SES could fix as we do not have service level agreements with the Internet service providers in Chicago or Atlanta.

- 8. How can I get assistance with my internet line?** The fastest way to get a technician to your booth or meeting room is by emailing sesinternetsupport@sandexpo.com.
- 9. Does SES provide wireless Internet access to exhibitors?** No, SES does not provide wireless internet access to exhibitors. If you need wireless access in your booth, you need to purchase a hard wire connection from SES and provide your own wireless router or access point. You will be solely responsible for the installation, setup, and support of your wireless equipment and the devices connected to it. SES does not provide support for any wireless issues, including testing of equipment not rented from SES. To discuss your options, please contact our Internet specialist at sesinternetsupport@sandexpo.com or at 702.733.5531, Monday through Friday from 8 am to 5 pm PST.
- 10. When placing my online order, how do I choose an Internet speed for my hard line?** Once you plug the Cat5 cable into your device, the 3Mb and 10Mb single private IP addresses are delivered automatically via DHCP. If you need a publicly routable static IP address to enter into your device, you would choose the 10Mb public IP address option. Additional bandwidth is available in 10Mb increments. Start by ordering one of the 10Mb options and then choose how much additional bandwidth is needed, up to 100Mb total.

11. When placing my online order, what about additional connections? One IP address is needed per hard-wired device. If you are connecting more than one device, indicate how many additional IP addresses are needed. Note that one IP address comes as part of the main drop. The additional private IP address is delivered automatically via DHCP once you plug a Cat5 cable into your device. The additional public IP address is a publicly routable static IP address you will enter into your device.

12. How do I know if I need a hub rental? Multiple hard-wired connections require a hub rental. If you will be connecting more than one device, include a hub rental as part of your online order. Please note that one of the ports will be used to connect the main internet drop.

13. What are the guidelines for having a phone line at my booth? Phones must be picked up at and returned to the Exhibit & Business Service Center, located in the Level 1 Lobby. When placing your order, please include a Service Location Plan. If needed, voicemail is available for any phone line. When ordering your phone line(s) please indicate if a line, device, or both are required. Damaged or unreturned equipment will incur a charge.

14. What is the difference between single-line and multi-line phones? A single-line (analog) can be used for a desk phone, fax machine, or credit card machine. A multi-line phone (digital) features multiple phone numbers and has the ability to transfer calls and put a line on hold. A conference speakerphone, often called by the brand name POLYCOM, is recommended for meetings of one to thirty people.

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EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

Plumbing & Compressed Air

Sands Expo's experienced team of plumbers and engineers has supported countless events within our facility, and can assist in determining which services should be ordered for your exhibit booth. A wide range of offerings are available, including:

- Hot and cold water service
- Drain service for exhibitor equipment and displays
- Compressed air services
- Water filling and drain services
- 1, 2, and 3 compartment sinks
- Special hookups for exhibitor equipment
- Various sized drain tanks and pumps

SES plumbing does not provide natural gas tanks, helium tanks, fire sprinkler systems, or fire suppression systems. Standard labor rates apply for setup and removal services.

Frequently Asked Questions

- 1. What must I do to ensure plumbing is properly located within my exhibit booth?** A Service Location Plan must be submitted to ensure proper installation in accordance with your booth design. Standard placement for compressed air, water, and drain outlets is at the back wall of line (in-line) and peninsula booths. For island booths, outlets will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services. Equipment using water must have inlet and outlet properly marked and identified.
- 2. Does my water service include drain service?** Drain services need to be ordered separately and is not included with your water service.
- 3. What if I need to cancel my plumbing order?** To avoid a 25% cancellation fee, your request must be received no later than 24 hours before the scheduled date of service.
- 4. What if my plumbing needs require electrical services?** Any plumbing services that require electricity or electrical labor to connect and/or operate must be ordered separately. Electrical outlets for any services requiring power for special plumbing needs, such as pumps, ejectors, and/or compressor outlets will also incur a charge.
- 5. What if my booth requires special supplies?** Special supplies such as regulators, strainers, traps, and other such equipment should be requested

in writing at least 30 days in advance. Every effort will be made to meet such requests. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without SES Plumbing personnel. However, if SES labor is requested, the appropriate hourly labor charge will apply.

6. What if my booth requires an Automatic Fire Sprinkler System (AFSS)?

Automatic Fire Sprinkler Systems (AFSS) must comply with National Fire Protection Act #13. All questions should be addressed to the Clark County Fire Department at 702.455.7100. Please be prepared to provide a plan view drawing of the display that indicates the areas/elements that are covered, including stairwells and their dimensions. Walkways, kiosks, or showcases with less than 20" of clearance from bottom of the deck or ceiling must also be indicated with dimensions. Perspective/isometric drawings to better define your display are also required.

Additional Guidelines

- Although setup services are available, Exhibitors are responsible for connecting the installed lines to their machine(s).
- All material and equipment furnished by SES remains SES property and shall be removed only by SES personnel at the close of the show.
- All equipment must comply with state and local safety codes.
- Compressed air outlets must use a ¼" AMFLO-C1 connector; water outlet must use a ½" FIP connector. No modifications to the facility system or equipment is allowed. Exhibitors found in violation will be charged at the appropriate labor rate to repair the system or equipment.
- SES plumbing personnel may be required to cut floor coverings to permit installation of service, unless otherwise directed in writing.
- Standard labor rates apply for bringing water service from the main line to the booth. You may connect your own equipment, but if SES labor is requested, standard labor rates will apply. Due to the portable nature of air lines, please supply a filter or other equipment to limit the moisture or water in the lines. SES is not responsible for moisture or water in air lines.
- All utility outlets include up to 50' of accomplished distance. Use of additional footage or equipment will be charged at the appropriate labor/material rates.

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EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

Rigging & Lighting

Imagine your booth as one among a sea of exhibitors, with thousands of attendees navigating through the aisles searching for your location. Integrating hanging signs and lighting high above your booth can be an invaluable part of your design and might make the difference between whether a potential customer reaches you or ends up stopping somewhere else.

If your booth features hanging signs or lighting, SES Productions is exclusively responsible for handling anything that is not ground-supported and hangs from the ceiling. However, display companies or an exhibitor's representative may supervise these activities.



Frequently Asked Questions

- 1. How do I make sure my sign is installed in the proper location?** When placing an order, a CAD or VW drawing and Service Location Plan must be provided. In addition, the exhibitor or representative must be present in the booth at the time of service delivery. Please also note that SES Productions will not open any crates, cases or boxes that are not clearly marked "signage".
- 2. Since I need to be present, am I able to schedule this service for a particular time?** Exhibitors may select a window of time for service delivery, with a minimum installation charge of 2 hours per worker being applied. The option of scheduling a specific time is also available, for a minimum charge of 4 hours per worker.
- 3. Are there any rules about what can and can't be hung?** Island and peninsula booths 400 sq. ft. or larger that are located in Halls A-D may have hanging signs and banners up to 25' in height (measuring from the floor to the top of the sign). Linear and perimeter booths of any size are not permitted to have signs hung above their booths. Hanging signs are not permitted in Hall G.

4. What happens after my event? Labor for dismantles are estimated at one-half (1/2) of the installation and a representative from the exhibiting company must be present in order for work to be performed.

5. When does my booth need to be safety tied to the Facility? All single standing booth structures 16' or higher will require a safety review. Structures may require safety attachment to the building or structure depending on construction and public safety. The property reserves the right to require a safety attachment for structures below 16' which are deemed a safety hazard.

All requests are subject to approval by Show Management and SES Productions, and may be limited/rejected in some areas due to weight restrictions, limited rigging points, or if construction/design is deemed to be unsafe. Flashing chaser lights are not permitted on hanging signs, and laser logos may not be projected outside of an exhibiting booth. For additional information please call 702-733-5565, email RiggingDist.Group@sandsexpo.com, or visit <http://enc-as-encoreus-rigging-prod.azurewebsites.net/app/dataEntry/dataEntrySES.html?id=1519>.

EXHIBIT & BUSINESS SERVICE CENTER

On-Site Support for Your Exhibitor Needs

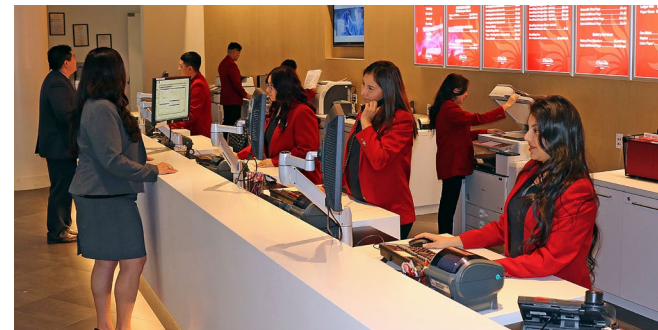
The Exhibit & Business Service Center is an on-site location for ordering all SES services. Located in the Sands Expo lower lobby, a variety of convenient business support services are also available. Operating hours are tailored to move-in, show days, and move-out schedules; and our expert staff is prepared to assist with any business needs that arise during your event. We're here to support you!



- **Printing** - Available for Microsoft Word, Excel, and Adobe Acrobat files. Orders may be placed in advance of arrival via email at servicecenter@sandsexpo.com; please include details including quantity needed, paper size, single/double sided, black/white or color copies, etc. Unless a credit card authorization form is on file, payment is due upon receipt of order.
- **Photocopying** - Prices are calculated upon volume using standard 8.5"x11" or 8.5"x14" white paper, single-sided, black/white copies. Machine collating and stapling is included upon request and available at no additional charge. Color copy services are also available.
- **Outbound Shipping** - Domestic and international outbound shipping is available via UPS and Federal Express only; inbound shipping is not available. Prices are determined by package weight, size and destination. A per-item handling fee will also be assessed, and certain restrictions may apply. To ensure next-day delivery, please keep in mind that all shipping is picked up by 3:00 PM PST. For packages weighing 150 lbs. or more, please contact your

general contractor for shipping service. Please refer to the Shipping & Freight Requirements section for information on shipping materials to the facility via your General Contractor or the FedEx office at The Venetian.

- **Faxing/Scanning** – Send or receive a domestic or international fax and send scanned documents anywhere. Our fax number is 702.733.5568.
- **Luggage & Coat Check** – Available at a cost of \$4.00 per item. Items left overnight will also incur a charge of \$4.00 per item.
- **Other Services** - Let us assist with pop up needs such as business card printing (upon request) and laminating (up to 8.5"x11").



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FACILITY RULES & REGULATIONS

The following rules and regulations are those of Sands Expo. Show management may have additional guidelines that exhibitors are expected to follow. Please check your exhibitor kit or event website for such details.

Balloons/Inflatables

Balloons inside the facility must remain tethered to a fixed object and may be no larger than thirty-six inches (36") in diameter. The use of Mylar balloons is discouraged. Approval to display balloons must be obtained from the Catering & Conference Manager or Event Service Manager prior to move-in.

If any type of balloon or inflatable comes loose and causes damage to any ceiling or other area (i.e., permanent and/or temporary light fixtures, electrical, audio/visual, etc.), the Meeting Planner shall assume full liability for said damages, and a labor and equipment charge to retrieve balloons will be assessed. If balloons or inflatables come loose and are ingested into the HVAC system, the Meeting Planner will also assume full liability for these damages. Furthermore, The Venetian, The Palazzo and Sands Expo cannot be held responsible for any HVAC, electrical, or other system failures as a result of damage created and incurred by balloons and inflatables.

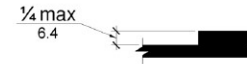
Displays/Drapes/Hangings

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal.

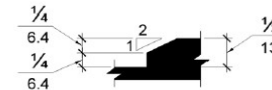
- Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant.
- Oilcloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- Manufacturer fire resistance certificate must accompany all materials.
- These items are also prohibited from covering any and all sprinkler heads.
- It is prohibited to hang any items from the sprinkler heads.
- All single-level covered and multi-story display areas 1,000 square feet or greater are required to have sprinkler coverage throughout the space.

Exhibit Booth Raised Flooring Regulations

Raised flooring in exhibit booths are required to comply with ADA regulation 303: Vertical changes in level of 1/4" (6.4mm) high maximum shall be permitted to be vertical.



Changes in level between 1/4" (6.4mm) high and 1/2" high must be beveled with a slope not steeper than 1:2. Please note that a change in level of 1/2" (13mm) is permitted to be 1/4" (6.4mm) vertical plus 1/4" (6.4mm) beveled. However, in no case may the combined change in level exceed 1/2" (13mm). Changes in level exceeding 1/2" (13mm) must comply with ADA regulation 405 (ramps) or 406 (curb ramps).



Fire & Safety

Fees - The Clark County Fire Department/Fire Prevention Bureau Permit and Service Fee Schedule is available at <http://www.clarkcountynv.gov/building/fire-prevention/documents/permitfeesnumbered.pdf>.

Cooking Demonstrations require approval by the Sands Expo Catering Department and the Clark County Fire Department, as well as the securing of all necessary fire permits. Exhibitors may not utilize their own food or beverage for cooking demonstrations; all product must be provided by Sands Expo and only Sands Expo Catering personnel may handle food and beverage products during such demonstrations. For additional information please contact the Catering Department at 702.733.5676 or catering@sandsexpo.com.

Automatic Fire Sprinkler Systems (AFSS) - All single-level covered and multi-story display areas 1,000 square feet or greater are required to have sprinkler coverage throughout the space. Sprinklers must comply with National Fire Protection Act #13 (please see page 18 for details). For questions and additional information, please contact the Exhibit & Business Service Center 702.733.5070 or servicecenter@sandsexpo.com.

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FACILITY RULES & REGULATIONS

Fuel-Powered Vehicles

Automobiles or other fuel-powered vehicles of any nature must comply with the following:

- Gas tank to be no more than 1/8 full of gasoline.
- Batteries to be disconnected.
- Gas caps locked.
- Ignition keys to be removed and turned into Facilities or have an agreement in place to hold your own keys.
- Propane tanks to be removed.
- Each vehicle must be equipped with its own fire extinguisher.
- All fuel-powered vehicles must have Fire Marshal approval. Please visit <http://www.clarkcountynv.gov/building/fire-prevention/Pages/FirePermits.aspx> for permit details.
- Visqueen must be placed underneath to protect the carpet.

For details on obtaining permission to display a fuel-powered vehicle, please see page 28.

Hazing

Hazing for special events may be permitted with approval of the Clark County Fire Department/Fire Prevention Bureau and “The Venetian, The Palazzo, and Sands Expo.” Consult your Catering & Conference Manager or SES/Event Manager to obtain “The Venetian, The Palazzo, and Sands Expo” approval.

The following steps need to be followed for the Hazing to be reviewed for approval:

1. Notify the Catering & Conference Manager of the upcoming hazing events — they will then forward a Hazing Request form for either a winter and/or summer function.
2. Requesting party will need to complete and sign the Hazing Request form and return it to the Catering & Conference Manager for processing.
3. Fire Command will contact to schedule a haze demonstration to verify that the equipment and haze levels meet “The Venetian” requirements, and determine if the Life Safety Systems must be adjusted. The demonstration must be scheduled at least 24 hours in advance of first scheduled hazing event.

4. Once demonstration is scheduled, Fire Command will e-mail Facilities advising of scheduled demonstration time.
5. Fire Command is to contact and notify Security and Facilities to schedule Security for Hazing Event.
6. Fire Command will notify facilities for the final times of Hazing Event for billing.

Motorized and Wheeled Transportation

The use of hoverboards, segways, rollerblades, bicycles, skateboards, or other wheeled transportation **not covered by the ADA policy** are strictly forbidden within Sands Expo. Please see page 8 for guidelines on the use of motorized and wheeled transportation under ADA guidelines.

Any such items being displayed within an exhibit booth must remain within the booth and may not extend into any other area, and one of the following off-hour options must be in place:

- In conjunction with the General Contractor, product must be packaged up after show hours and stored off-site by exhibitor.
- Fire watch personnel must remain in the booth during all after-show hours.
- Booth structure must be covered and have a sprinkler system.

Pyrotechnics

Pyrotechnics by exhibiting companies within the general exhibit space is strictly prohibited.

FACILITY RULES & REGULATIONS

Remote-controlled Devices/Demonstration Area

For the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Meeting Planner will provide a Demonstration Area for this purpose. Products such as remote controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). The Demonstration Area must include safe netting appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Sands Expo, The Venetian, and The Palazzo management reserves the right to determine what is acceptable in a safe and controlled Demonstration Area prior to final approval.

Resort Employee Access

It is understood that employees of The Venetian, The Palazzo, and Sands Expo may require access to your exhibit or production area for reasons including, but not limited to housekeeping, maintenance, and security.

The Show Manager/Producer must agree to allow entry to employees of The Venetian, The Palazzo, and Sands Expo or Resort contractors presenting suitable identification and stating job-related need for their entry.

Smoking/Vaping/Nevada Clean Indoor Air Act

The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking/vaping is not allowed within Sands Expo and the Congress Center; it is only permitted at the Designated Smoking Area near the front of Sands Expo. For safety reasons, smoking/vaping is forbidden at any loading dock area.

Taxi/Lyft/Uber Services

Taxi and Lyft/Uber lanes are located immediately outside of Sands Expo's front entrance. Personally owned vehicles that are not "for-hire" may unload passengers when such stopping does not interfere with any transportation services that are lawfully entitled to occupy this area. Except for authorized emergency vehicles, no other vehicles are permitted to stop, stand, or park in these lanes.

FACILITY SPECIFICATIONS

A comprehensive overview of The Venetian, The Palazzo and Sands Expo is available in our [Facilities Guide](#), but general specifications may be referenced below. In addition, please note the following:

- Exhibits exceeding the noted floor load limits will require special handling to distribute the load.
- Three feet (3') of access to all columns with utility boxes, fire extinguishers, fire hose cabinets, and fire hose valves is required at all times. Covering or uninstalling any of these devices is prohibited.

To view floor plans of the facility, please [click here](#).

Halls A, B and C

Air Wall Track: 29'H
Ceiling Height: 32'5"H (max. booth height is 25')
Column Grid: 24" square and set 60'x90' center-to-center apart
Floor Load: 250 lbs. per square foot
Loading Doors: One (1) door at south end of hall, 20'H x 50'W
Utility Service: Dropped from ceiling
Overhead Lighting: LED

Hall D

Air Wall Track: 29'H
Ceiling Height: 32'5" high (maximum booth height is 25')
Column Grid: 24" square and set 60'x90' center-to-center apart
Floor Load: 250 lbs. per square foot
Loading Doors: One (1) door at south end of hall, 16'H x 20'10.5"W
Utility Service: Dropped from ceiling
Overhead Lighting: LED

Hall G

Air Wall Track: N/A
Ceiling Height: 13'5" high (max. booth height is 12')
Column Grid: 2'6" round and set 30' center-to-center apart
Floor Load: Unlimited
Loading Doors: One (1) door at North end of hall (G Slider), 13'7"H x 53'2"W
One (1) door at Southeast end of hall (G Roll-up), 13'7"H x 26'1"W
Utility Service: Various columns
Overhead Lighting: LED

The Congress Center at The Venetian and The Palazzo

The floor load limit for The Venetian Ballroom (Level 2), Levels 2, 3 and 4 meeting rooms, and The Palazzo Ballroom (Level 5) is 150 lbs. per square foot, static weight.

MATERIAL HANDLING

Acceptance & Storage of Shipments

Sands Expo does not accept and/or store shipments of exhibit materials for any event. Arrangements should be made with the General Contractor to receive and store exhibits, collateral materials, handouts, giveaways, etc. for delivery to the facility on the move-in date(s). These arrangements must also include the removal and storage of empty crates and their subsequent return to the facility on the move-out date(s).

Material may be shipped to The Venetian FedEx Office, but will not be transported to Sands Expo by personnel of The Venetian or Sands Expo. Exhibitors must make their own arrangements for transportation of freight delivered to:

The Venetian FedEx Office:

Tel: 702.836.4401

Fax: 702.262.3938

Email: usa5607@fedex.com

Should property remain following an event's contracted period, Sands Expo will dispose of this property and will charge the Licensee accordingly.

Accessible Storage

For exhibitors who lack space within their booth for proper storage, but have materials that may be needed during the show, accessible storage space is available via prearranged deliveries and "will call" services. To make arrangements and receive access storage labels, please see the General Contractor's service center or contact the area's concierge.

Cartload Service

This service is provided by the General Contractor for exhibitors in POVs who require assistance with moving materials that cannot be hand carried. A one-time fee will be assessed for this round-trip service (inbound/outbound). Exhibitors with vehicles that do not qualify for this service or who have materials that require mechanical assistance to unload, will be directed to the POV Staging Area established by the General Contractor.

Crated & Uncrated Shipments

Crated shipments may be sent in advance to the General Contractor's warehouse or direct to the show site to the attention of the General Contractor. They are classified as material that is skidded or in any type of shipping container that can be unloaded at the dock. Uncrated shipments may only be sent direct to show site to the attention of the General Contractor.

Only the General Contractor is permitted to unload the exhibitor's materials. Some events operate on a targeted freight move-in and move-out system. Exhibitors are assigned a specific date and time for their freight to arrive and be removed from the exhibit hall.

Crate Removal & Storage

The storing of crates, boxes or cartons in the exhibit booth or meeting room during the show period is prohibited. This fire and safety regulation is strictly enforced. Please place an "Empty" label (distributed at the General Contractor's service center) on each crate/carton/box. Those that are properly labeled will be removed, stored and returned to the exhibitor. Crates and cartons that are not properly marked may be destroyed.

Hand Carrying Policy

Exhibitors may hand-carry their own materials into the exhibit space, provided they do not use material handling equipment to assist them. Two-wheel luggage/suitcase is acceptable; hand-carts and any four-wheel cart or dolly is prohibited. Access to the loading dock and/or freight door areas is prohibited.

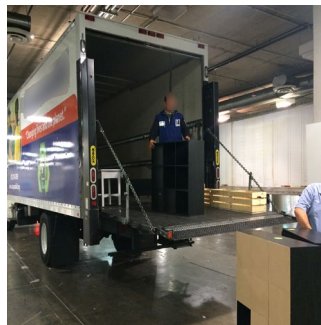
Privately Owned Vehicles (POVs)

For the purpose of curbside loading/unloading of hand-carried items, vehicles other than POVs are prohibited from staging in front of the building. Vehicles must be no larger than a typical Sport Utility Vehicle or pick-up truck, and may not be left unattended at any time. Please note that unattended vehicles parked curbside will be towed at the owner's expense.

SANDS ECO360° GLOBAL SUSTAINABILITY PROGRAM

Donation Program

As part of the Green Meetings initiative, Sands Expo manages an extensive donation program that supports a number of charitable organizations. Exhibitors have the opportunity to impact the local community via unused event materials that are eligible for donation. Participation is easy - just stop by the Exhibit & Business Service Center to pick up donation stickers; at the end of your show place them on the boxes/items to be donated and our team will come pick them up.



Every Event is “Green”

The Sands ECO360° Green Meetings program is a holistic approach to providing environmentally preferable practices for events held at The Venetian, The Palazzo, and Sands Expo. All events benefit from these standard practices, which are incorporated into our daily operations. These practices include:

- Resource Conservation Procedures (i.e., equipment and lighting shutdown in unoccupied spaces).
- Waste Diversion (i.e., recycling, composting, donation program, partnership with local charities).
- Indoor Air Quality Management (i.e., green cleaning, CO₂ monitoring).
- Responsible Purchasing (i.e., reduced packaging, office supplies with recycled content).
- Sustainable Food Practices.
- Alternative Transportation (i.e., public transit within walking distance, electric vehicle charging stations).

Our buildings have earned several prestigious and well-recognized third-party environmental certifications, which demonstrate our focus on conserving natural resources and improving occupants' health and comfort.

- Sands Expo and The Venetian Congress Center was originally certified LEED Gold for Existing Buildings in 2010 and was recertified in 2016, demonstrating our ongoing commitment to maintaining high-performance, sustainable facilities.
- In 2013 Sands Expo became the first venue in the world to achieve APEX/ASTM's advanced “level two” industry certification for environmentally sustainable meetings, events, trade shows and conferences. The certification is a designation of the meeting industry's comprehensive standards for environmentally sustainable meetings, created through a partnership of the Convention Industry Council's APEX initiative and ASTM International.



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INSURANCE AND SPECIAL PERMITS

Animal Guidelines - Overview

On occasion, convention clients or private parties have sought to display or otherwise use animals, including “wild” animals, as part of their group functions at The Venetian, The Palazzo, and Sands Expo. As a general rule, no animal other than an animal that qualifies as a “Service Animal” or police dog as those animals are defined by law, shall be brought onto the property without the prior approval of the Legal/Risk Management department. This applies regardless of the type of animal or the length of time the animal will be on property. Permission for any animals other than ADA animals appearing in a show or booth must first be approved by Show Management, the SES/Event Manager and the Risk Management Department. Please note that trainers must accompany animals at all times, the animals may not remain in the building overnight, and that it is the owner’s responsibility to clean up after the animal while on property.

Before such approval is given, in most cases, the following minimum information will need to be provided:

1. The type of animal(s).
2. The purpose of bringing the animal on property.
3. How it will be transported? (i.e., caged, chained).
4. How long will it be on property.
5. Who will be handling the animal and what is his/her experience and training.
6. What will the exposure be to our Team Members and Guests.
7. What precautions are being taken to avoid injury to our Team Members and Guests? Provide a complete description including a diagram of the holding facility and/or cages used to confine and/or display the animal while it is on property and any other information that would tell us about security precautions taken to avoid injury to others.
8. If coming from out of state, provide the necessary Import Permits granted by the Nevada Department of Wildlife.
9. Provide confirmation that the person, firm, or organization have an Exhibitor’s License issued by the United States Department of Agriculture in compliance with the Animal Welfare Act (7 U.S.C.2131 et seq.).
10. Confirm if the person, firm, or organization has a License to sell or exhibit wildlife from the state where it is domiciled.
11. If the animal is to be exhibited, confirm that the necessary amount of security personnel been arranged for.
12. Complete and submit the animal permit liability form no later than seven (7) days prior to move in.
13. Porter Service fees may be incurred should such a service be deemed necessary.

Animal Guidelines - Permits

In order to bring an animal(s) onto the premises, the following guidelines must be followed:

Insurance: Exhibitor will carry and maintain the following insurance during the time that the animal(s) is at The Venetian, The Palazzo, and Sands Expo:

1. Worker’s Compensation Insurance in accordance with applicable state or local law covering the Organization’s employees.
2. Employer’s Liability Insurance in accordance with applicable state or local law in minimum limits of **Two Million Dollars (\$2,000,000) per occurrence.**
3. Commercial General Liability Insurance including blanket contractual liability and personal injury coverage with limits of liability of at least **Two Million Dollars (\$2,000,000) in any one occurrence.**
4. Comprehensive Automotive Liability insurance insuring any owned, non-owned, and hired vehicles to be used in and out of the facility in the amount of **Two Million Dollars (\$2,000,000) in any one occurrence.**

For submission deadlines and additional information please contact the [Sands Expo Risk Management](#) department.

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INSURANCE AND SPECIAL PERMITS

ASCAP/BMI/SESAC Broadcasts and Publications

The Venetian, The Palazzo, and Sands Expo does not regulate, control, approve, or disapprove any broadcast, performance, or publication of music or any other audio or visual presentations. If the Licensee, or an exhibitor, wishes to use copyrighted material, it will be necessary for you to make arrangements with the ASCAP, BMI, or SESAC for a license to perform such copyrighted music or material or otherwise qualify for an exemption.

For more information regarding copyrighted material please contact the following:

- **ASCAP**
American Society of Composers Authors and Publishers
General Information: 800.952.7227
Licensing Information: 800.505.4052
- **BMI**
Broadcast Music, Inc.
Telephone: 800.925.8451
- **SESAC**
Telephone: 800.826.9996

Automobile/Fuel-Powered Vehicles Inside Facility

All requests for placement of automobiles, trucks, motorcycles, and other motorized vehicles must be approved in advance by senior management of the facility before being submitted to the Clark County Fire Department/Fire Prevention Bureau. Requests should be submitted 45 days in advance and will be reviewed in a timely manner. The event's official decorator/exhibit/production company is responsible for, and must submit a floor plan of the proposed location of any automobiles, trucks, motorcycles, and other motorized vehicles to the Clark County Fire Department/Fire Prevention Bureau for approval one month prior to the event. A Fire Marshal-approved copy must be forwarded to Sands Expo two weeks prior to vehicle move-in and placement. Any changes to approved plans will require additional approval by the Clark County Fire Department/Fire Prevention Bureau. Please see page 21 for exhibitor compliance guidelines.

For CCFD/FPB requirements, visit <http://www.clarkcountynv.gov/building/HowToGuide/s/105.6.26LiquidOrGasFueledVehiclesInAssemblyBuildings.pdf>.

Clark County Fire Department/Fire Prevention Bureau Permits

Based upon plans within an exhibit area, obtaining special permits from the Clark County Fire Department/Fire Prevention Bureau may be necessary. Typical operations that require separate permits that are present in assembly spaces include:

- Flame effects
- Open flame devices (i.e., candles, gelled alcohol warmers)
- Fireworks/pyrotechnics
- Compressed gases
- Cryogenic fluids
- Hot Work Operations
- Liquid or gas-fueled vehicles or equipment for display in assembly occupancies
- Fire systems for covered booths exceeding 1,000 square feet.

For further details and instructions, please visit the links below:

<http://www.clarkcountynv.gov/building/HowToGuides/105.6.34ExhibitsAndTradeshows.pdf>

<http://www.clarkcountynv.gov/building/Forms/TemporaryOperationalFirePermit.pdf>

RATES

A/V Equipment, Computer Rental, Cable/HDTV/Satellite

EQUIPMENT	ADV. RATE	SHOW RATE
VIDEO:		
40" LCD Monitor	\$646.40	\$845.50
50" LED Monitor	\$916.70	\$1,146
55" LED Monitor	\$968	\$1,210
60" LED Monitor	\$1,178	\$1,472.50
80" LED Monitor	\$2,078	\$2,597.50
Monitor Floor Stand (for SES Productions equip. only)	\$129.78	\$162.50
AUDIO:		
Exhibitor Audio Package (includes powered speaker, speaker stand, mixer, wireless handheld microphone. Does not include labor for Audio Operator)	\$610	\$765.50
Wireless Handheld Microphone	\$228.66	\$286
Wireless Lavalier Microphone	\$228.66	\$286
Wireless Headset Microphone	\$234.40	\$293
COMPUTER:		
Laptop	\$218.36	\$272.95
HDMI 10'	\$14.80	\$18.50
HDMI to VGA Adapter	\$14.80	\$18.50
HDTV/SATELLITE:	\$1,948.50	\$1,948.50

Additional Information:

- Equipment rental is subject to 8.25% Nevada State Sales Tax. Drayage fees are not applied to equipment provided by SES.
- A minimum of 2 hours of labor will be charged, which includes delivery, installation, and dismantle. After this, standard rates apply as noted on page 6.
- Place your order at sandsexpo.com/ordernow.

EQUIPMENT	ADV. RATE	SHOW RATE
MISCELLANEOUS:		
Flip Chart Package (includes easel, markers, paper pad)	\$74	\$92.50

RATES

Electrical

ELECTRICAL USAGE	ADV. RATE	SHOW RATE	OVERHEAD LIGHTING PACKAGE (F)	ADV. RATE	SHOW RATE
120 VOLT/60 HZ-AC:			1,000 Watt quartz light mounted in catwalk. (anything mounted off catwalk requires labor and boom lift rental)	\$325	\$495
5 Amps - 500 Watts or Less	\$101	\$182			
10 Amps - 1,000 Watts or Less	\$177	\$259			
20 Amps - 2,000 Watts or Less	\$257	\$377			
30 Amps - 3,000 Watts or Less (for specialized equipment only)	\$465	\$707			
208 VOLT/1 PHASE/60HZ-AC:			ADDITIONAL MATERIALS RENTAL		
10 Amps - 1/2 HP or Less	\$305	\$461	120 VOLT/60 HZ-AC :		
20 Amps - 1 1/2 HP or Less	\$427	\$654	Plug Strip	\$25	\$25
30 Amps - 2 HP or Less	\$495	\$736	15 ft. Extension Cord	\$23	\$23
60 Amps - 5 HP or Less	\$618	\$977	25 ft. Extension Cord	\$33	\$33
100 Amps - 10 HP or Less	\$930	\$1,464	50 ft. Extension Cord	\$56	\$56
Outlets Requiring Neutral	N/A	N/A	100 ft. Extension Cord	\$71	\$71
208 VOLT/3 PHASE/60HZ-AC:			280 AND 480 VOLT:		
10 Amps - 1 HP or Less	\$357	\$554	12/5 Cord Cap, 20-30 AMP	\$25	\$25
20 Amps - 3 HP or Less	\$506	\$736	6/5 Cord Cap, 60 AMP	\$200	\$200
30 Amps - 5 HP or Less	\$624	\$949	4/5 Cord Cap, 100 AMP	\$350	\$350
60 Amps - 10 HP or Less	\$844	\$1,348	Adaptor, 60 MP to Cam Lock	\$300	\$300
100 Amps - 20 HP or Less	\$1,076	\$1,616	Adaptor, 100 MP to Cam Lock	\$450	\$450
200 Amps - 50 HP or Less	\$2,026	\$3,365	12/5 Flat Cable	\$4 per ft.	\$4 per ft.
400 Amps or Less	\$3,598	\$5,104	6/5 Flat Cable	\$5 per ft.	\$5 per ft.
480 VOLT/3 PHASE/60HZ-AC:			EQUIPMENT RENTAL:		
20 Amps - 7 HP or Less	\$820	\$1,151	Boom lift	\$230 per hr.	\$230 per hr.
30 Amps - 10 HP or Less	\$975	\$1,326	Scissor lift	\$230 per hr.	\$230 per hr.
480 VOLT/3 PHASE/60HZ-AC (cont.):					
60 Amps - 20 HP or Less	\$1,375	\$1,576			
100 Amps - 50 HP or Less	\$1,670	\$2,235			
200 Amps - 100 HP or Less	\$2,553	\$3,598			
EUROPEAN POWER 240/380:	Please call for Pricing				
Transformer Voltage Boost	\$3 per Amp	\$3 per Amp			

Additional Information:

- Standard rates apply as noted on page 6.
- 24-hour power is available at double the listed rate.
- Place your order at sandsexpo.com/ordernow.

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RATES

Exhibit Booth Cleaning, Porter & Labor Services

Place your order at sandsexpo.com/ordernow.

PACKAGES

PLATINUM VACUUM PACKAGE:

Full service package - hand vacuum, stainless steel wastebasket (45L), minor spot clean/stain removal, visqueen removal (pre-event), carpet sweeping during show hours, porter service (counter top wipe down, bussing, trash removal).

	ADV. RATE	SHOW RATE
1 to 2,000 sq. ft.	\$0.56 per unit	\$0.64 per unit
2,001 to 4,000 sq. ft.	\$0.51 per unit	\$0.61 per unit
4,001 sq. ft. and up	\$0.41 per unit	\$0.57 per unit

PLATINUM DAMP/DUST MOP PACKAGE:

Full service package - damp or dust mop, stainless steel wastebasket (45L), minor scuff removal, visqueen removal (pre-event), porter service (counter top wipe down, bussing, trash removal).

	ADV. RATE	SHOW RATE
1 to 2,000 sq. ft.	\$0.50 per unit	\$0.60 per unit
2,001 to 4,000 sq. ft.	\$0.47 per unit	\$0.58 per unit
4,001 sq. ft. and up	\$0.44 per unit	\$0.55 per unit

PORTER SERVICE:

Includes counter top wipe down, bussing, trash removal throughout show day.

	ADV. RATE	SHOW RATE
Must be purchased for entire show day.	\$33.50 per hour	\$39.65 per hour

CONCRETE CLEANING PACKAGE:

Includes scuff removal, buff and wax polish.

	ADV. RATE	SHOW RATE
Cost calculated per sq. ft.	\$0.61 per unit	\$0.71 per unit

INDIVIDUAL SERVICES

SHAMPOO CARPET:

	ADV. RATE	SHOW RATE
Cost calculated per sq. ft.	\$0.85 per unit	\$1.10 per unit

HAND VACUUM & NIGHTLY TRASH REMOVAL:

Booth is professionally vacuumed before the start of show, plus nightly trash removal.

	ADV. RATE	SHOW RATE
1 to 2,000 sq. ft.	\$0.41 per unit	\$0.52 per unit
2,001 to 4,000 sq. ft.	\$0.36 per unit	\$0.45 per unit
4,001 sq. ft. and up	\$0.32 per unit	\$0.42 per unit

DAMP MOP & NIGHTLY TRASH REMOVAL:

Booth is professionally damp mopped before the start of show, plus nightly trash removal.

	ADV. RATE	SHOW RATE
1 to 2,000 sq. ft.	\$0.40 per unit	\$0.50 per unit
2,001 to 4,000 sq. ft.	\$0.34 per unit	\$0.45 per unit
4,001 sq. ft. and up	\$0.31 per unit	\$0.41 per unit

DUST MOP & NIGHTLY TRASH REMOVAL:

Booth is professionally dust mopped before the start of show, plus nightly trash removal.

	ADV. RATE	SHOW RATE
1 to 2,000 sq. ft.	\$0.30 per unit	\$0.40 per unit
2,001 to 4,000 sq. ft.	\$0.27 per unit	\$0.37 per unit
4,001 sq. ft. and up	\$0.24 per unit	\$0.34 per unit

LABOR SERVICE:

Move-in and Move out cleaning assistance within booth space	\$33.50 per hour	\$39.65 per hour
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CONTAINER SERVICE - BOOTH AND FLOORING REMOVAL:

	ADV. RATE	SHOW RATE
Includes on-site open top container (40 yd.), forklift labor to fill open top, and disposal fee.	\$999	\$999

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RATES

Internet & Telecom

INTERNET SPEED (REQUIRED)

Choose the speed of your main Internet drop. If multiple devices will be connected, bandwidth will be shared across those devices.

	ADV. RATE	SHOW RATE
Internet Service up to 3Mb (single private IP address)	\$1,200	\$1,400
Internet Service up to 10Mb (single private IP address)	\$2,100	\$2,450
Internet Service up to 10Mb (single public IP address)	\$3,500	\$4,000

ADDITIONAL BANDWIDTH (OPTIONAL)

Available in 10Mb increments, order main drop first, then select additional bandwidth.

	ADV. RATE	SHOW RATE
10Mb Increase	\$3,500	\$3,500

ADDITIONAL CONNECTIONS (OPTIONAL)

One IP address is needed per hard wired device; the first one is included with the main power drop.

	ADV. RATE	SHOW RATE
Additional Private IP Address	\$128	\$128
Additional Public IP Address	\$150	\$150

TELECOMMUNICATIONS SERVICES

TELEPHONE:

	ADV. RATE	SHOW RATE
Single Line Touch Tone Phone (voice only; includes \$125 deposit)	\$395	\$447
Single Line Polycom	\$386 per day	\$386 per day

ADDITIONAL SERVICES:

Voicemail, Multi-line Phones, etc.	Please inquire for pricing
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Additional Information:

- The Internet services provided are all hard wire connections. Wireless connections are not available for purchase. A dedicated Internet service is available by request.
- Telephone deposits are refundable if equipment is returned in good condition.
- Provider reserves the right to add labor to an order as it relates to providing technical support, including troubleshooting and specialized technical assistance. Basic installation and dismantle labor is included in the price of the Internet line.
- Standard rates apply as noted on page 6.
- Place your order at sandsexpo.com/ordernow.

RATES

Plumbing

AIR/WATER/DRAIN SERVICES

ADV. RATE

SHOW RATE

COMPRESSED AIR:

Serv. Charge for First Outlet	\$457	\$572
Serv. Charge for Each Additional Connection in Booth (<i>within 5' of first outlet</i>)	\$225	\$281

WATER SERVICE:

Service Charge for First Outlet	\$472	\$590
Service Charge for Each Additional Connection in Booth (<i>within 5' of first outlet</i>)	\$238	\$298

DRAINS (PLEASE CONFIRM AVAILABILITY):

Service Charge for First Outlet	\$472	\$590
Service Charge for Each Additional	\$238	\$298

WATER FILLING AND DRAINING:

Unit(s) 1-149 Gallons	\$249	\$312
Unit(s) 150-299 Gallons	\$367	\$458
Unit(s) 300-999 Gallons	\$651	\$814
Unit(s) 1,000-4,999 Gallons	\$870	\$1,088
Unit(s) 5,000-10,000 Gallons	\$1,171	\$1,464

Floral

Image and price details for floral arrangements are available at shop.venetian.com.

Additional Information

- The standard connector for compressed air is a 1/4" AMFLO-C1 connector. Please inquire regarding other connections.
- Water pressure may vary and is not guaranteed. If this is critical, please arrange for installation of a pressure regulator valve. The standard connections for water outlets are 1/2" FIP.
- For water filling and draining, prices exclude labor. A minimum labor charge of 1 hour will be applied; please see rates on page 6.
- Place your order at sandsexpo.com/ordernow.

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