

# 1. BOOTH SPECIFICATIONS

- All booths must have a hard-wall system. Standard pipe and drape wall displays may NOT be used.
- Unfinished walls that are exposed to view must be finished. Any areas found to be unsightly will be finished by Show Management authority and billed to the exhibitor.

## A. Height

- Standard booth height is 8', but may be different predicated on booth size, location on floor as indicated below. No exceptions will be made.
- Acceptable height is based on booth size and location:

Booth Size	Perimeter (against a wall)	Inline / Corner / Peninsula (aisles on all sides)	Island
200 - 800 sq. ft.	8' - 12'	8'	18'
900 - 1600 sq. ft	10' - 16'	8' - 12'	18'
1600 sq. ft. and up	8' - 24'	8' - 12'	24'

\*All height restrictions are subject to the location of the booth and the physical limitations of the facility. **Prior to construction, it is your responsibility to check on the height capacities of your location.**

\*Any Exhibitor wishing to exceed the standard height of 8' must submit a written request for approval to NATPE, along with a rendering of the proposed booth.

## B. Signage

- Height regulations are inclusive of all signage. No part of booth structure or signage may exceed the above regulations with the exception of lighting truss, which should be as high as possible as to not interfere with surrounding hall signage.
- Booths may not hang any signage above their booth regardless of their size.

## C. Columns

- If you have a column in your booth you will receive a letter and diagram from Freeman upon request.
- Exhibitor may use the column to enhance the booth design to the maximum height within the perimeters of their booth.
- Exhibitor is responsible to check if column has fire hose or utility access panels on columns. Fire and Utility access cannot be blocked or covered.

## D. Booth Plan Approval

All companies that have one or more screening rooms must submit a floor plan showing the position of the screening rooms, electrical outlet and telephone locations.

Submit blueprints or a diagram on the "Grid Page" provided.

### Obtain Form: GENERAL INFO / NATPE FORMS SECTION; "Booth Design Grid"

- Companies who will require sprinkler installation within their exhibit must provide a floor plan containing all information to the Mandalay Bay Fire Safety Department (copied to NATPE). Plans must be to scale with

correct dimensions and must contain all information: booth, overhead lighting, overhead signage, decoration, or scrim as well as ceiling notation prior to **January 8, 2008**.

- Certificates of Construction (Design Grid) must be submitted to the Convention Center, (copied to NATPE), prior to **January 8, 2008**.

## **2. FACILITY RULES AND REGULATIONS**

### **A. Enclosed Booths**

#### **Must have the following:**

- One smoke detector in each room and one 10 lb. fire extinguisher, ABC type, in each booth.
- A smoke detector within the enclosed area which can be heard outside that area
- Venting to the outside so that the smoke can reach the Facility's smoke detection system.
- At least two exits leading directly to the aisle. If holding more than 50 people. (The actual number will be determined by the Facility's Public Safety Department) The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
- The Clark County Fire Marshall may require additional equipment.

### **B. FIRE & PUBLIC SAFETY REQUIREMENTS FOR ASSEMBLY AREAS**

#### **FIRE MARSHALL REQUIREMENTS**

- All fire exits and the illuminated exit sign above each must be clearly visible. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations shall not be concealed or obstructed.
- Back staging and rear screen projection guidelines:
  - ✓ No storage boxes, musical cases, etc. may be stored behind staging.
  - ✓ Hiperthane cable protectors must be used to ramp all cable 1" in diameter or greater. Ramp all cable leaving a function room to an outside area.
  - ✓ All wires less than 1" in diameter must be taped down with gaffer's tape.
  - ✓ If exiting is covered by stage masking there must be a clear path from masking to exit and illuminated exit sign located on masking.
  - ✓ Any fire extinguishers or fire hose cabinets located back stage must be clear and easily accessible.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for issuance permit.
- Smoking is prohibited in all exhibit hall and meeting areas during move-in and move-out. "NO SMOKING" signs must be posted at each entrance: signs must be conspicuous, lettering a minimum of three (3") high. If smoking is permitted during an event, approved noncombustible ashtrays must be provided throughout the area and monitored regularly.
- A certified fire watch officer is required to be hired and on duty the entire time that special effects are utilized which require MBCC to manually zone down any section of our fire safety system. Special effects would be, but are not limited to, fog machines, pyrotechnics and cooking. Please contact any of the approved local security firms for certified fire watch officers. A copy of the security company's insurance certificate is to be on file with the Convention Services Department along with a schedule of the times that MBCC is to manually zone down.
- Open flame devices, candles, etc. are prohibited in all assembly areas (no exceptions), unless pre-approved by the Clark County Fire Department and meet requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department.

- Storage of any kind behind back drapes, display walls or inside the display areas is strictly prohibited. All carton, crates, containers, packing materials etc., necessary for repackaging, must be marked with an "Empty" sticker. Your General Service Contractor must remove the "empties" from the show floor.
- All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage.
- A copy of the Fire Department approved plans must be posted on the premises during the Event.
- You are solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. A copy of the Fire Marshall approved floor plan must be submitted to your Convention Services Manager 30 days prior to the show. You are responsible for submitting changes to the approved plan and obtaining approval by the Fire Marshall.
- Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations may not be concealed or obstructed and must be maintained in proper working condition.
- All exhibit booths with solid covers and that exceeds 225 square feet in area, in a sprinklered building, are required to contain approved internal automatic fire sprinklers. When determined by the Clark County Fire Department that temporary sprinkler installation is impractical, the following alternative protection may be allowed:
  - ✓ Install approved single station smoke detectors at the interior and exterior of each covered booth. The interior and exterior smoke detectors must be installed in accordance with manufacturer's instructions.
  - ✓ Provide an approved fire extinguisher (minimum 2-A:10-BC rating) for each covered booth. Extinguisher should be mounted near exit door.
- Provide 24 hour fire watch for all covered booths in accordance with the following:
  - ✓ Fire watch must be completely trained in the use of portable fire extinguishers and 1 ½" fire hose lines.
  - ✓ Each fire watch must have radio communication with other fire watch personnel and a central control point. The central control point must have facilities to contact the fire department and any local security personnel.
  - ✓ Fire watch personnel may not be utilized for other than fire watch duties.
  - ✓ When multiple covered booths are used, the Clark County Fire Department shall determine the number of persons needed for fire watch.
- All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc ) within exhibitor booths and those used for special events must be non-combustible or made flame retardant. Certificates of flame retardant treatment must be submitted to the Clark County Fire Department along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the Clark County Fire Department can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible.
- All fully enclosed booths with enclosed rooms must have at least two (2) exits leading directly to the aisle. These booths must possess a smoke detector and fire extinguisher for each enclosed area. The Clark County Fire Marshall may require additional equipment.
- If any exhibiting booths have multiple levels or room(s) with enclosures, visible notification must appear on the stairway(s) or outside the room. This notice must state the maximum occupancy permissible or total

weight load allowable on the second story at one time. If the second story occupancy level allows more than ten(10) people at one time, a second stairway must be present.

- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show.
- There is no smoking in exhibit halls during any show having manufactured homes and multi-level booths, either covered or uncovered.
- All manufactured homes must have two (2) means of egress.
- All multi-level booths must be stamped by a certified structural engineer and must have two (2) means of egress from upper levels.
- When a multi-level enclosed exhibit is used in a show, a self-contained automatic fire extinguishing system may be required upon review by the Clark County Fire Department.
- Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Exhibitors must keep their booths and displays within the designated perimeters. Any violators will be made to move their exhibits.
- Literature on display shall be limited to reasonable quantities. Reserved supplies shall be kept in closed containers and stored in a neat and compact manner.
- Show management shall assume responsibility for daily janitorial and rubbish pick up service, and shall advise exhibitors that booths shall be cleaned of combustible materials daily.
- Designated “No Freight” aisles are required. These aisles must be kept clear at all times during the move in and move out of trade shows.
- Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshall. Approved cylinders must be stored in an upright position. Helium canisters are permitted, but only in a secured, upright position. Helium canisters must be removed during non-show hours.
- Electrical panels must have thirty (30”) inch clearance in front. All other electrical equipment (cords, plugs, etc.) must be of the approved type, and in accordance with the Uniform Fire Code and the National Electrical Code, as well as local codes.
- Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
- All temporary electric wiring must be accessible and free from debris and storage materials.
- Projection booths must be ventilated at the ceiling and provided with an approved smoke detector. Storage is prohibited in these areas.
- Non-display vehicles cannot remain on the exhibit floor. Attendees will not have access until all non-display vehicles exit the show floor.
- The painting of signs, displays or other objects are strictly prohibited inside of the facility or on MBCC grounds.

- The Clark County Fire Department may exercise the right to assign a fire detail to the premises, at your cost.
- Balloons inside the facility must remain "tethered" to a fixed object. The balloon may be no larger than 36 inches in diameter and must have approval from your Convention Services Manager and the Fire Marshall. There is a labor and equipment charge to retrieve balloons in the ceiling.
- When pyrotechnic displays are in, on, or around our facility, you must obtain a permit from the Clark County Fire Department. Upon receipt of the permit, a demonstration of the pyrotechnics must take place prior to the event in the presence of the Clark County Fire Marshal, at the client's expense. When the Fire Marshall approves the display, no deviations are permissible. In addition, the Fire Marshall will be present during the presentation. Your Convention Services Manager must receive your pyrotechnic plans in writing.

The Clark County Fire Department also requires special permits for the following:

- Display or operation of any heater, barbecue, heat-producing device, open flame, candle, lamp, lantern, torch, etc.
- Display or operation of any electrical, mechanical or chemical devise that the fire department deems hazardous.
- Use or storage of flammable liquids, compressed gas or dangerous chemicals.

## **SAFETY SELF INSPECTION CHECKLIST**

### **EXITING:**

Are the exits clearly marked/identified?	Yes	No
Are exit signs illuminated?	Yes	No
Do doors easily open?	Yes	No
Are doors blocked in any way?	Yes	No
Are aisle ways and corridors clear of obstructions?	Yes	No
Is the emergency lighting operational?	Yes	No
Are barricades used for crowd control?	Yes	No
Has the use of barricades been approved?	Yes	No

### **FIRE EXTINGUISHERS:**

Are extinguishers type 2A10BC?	Yes	No
Are extinguishers mounted?	Yes	No
Are extinguishers accessible?	Yes	No

### **FIRE LANES:**

Are they kept open for fire apparatus?	Yes	No
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### **OCCUPANCY MAXIMUMS AND OVERCROWDING:**

Occupancy signs posted?	Yes	No
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### **OPEN FLAMES AND CANDLES:**

Are open flames or candles being used?	Yes	No
Have permits for open flames or candles been obtained?	Yes	No

**DECORATIVE MATERIALS:**

Are decorative materials being used?	Yes	No
Have flame resistance certificates been provided?	Yes	No
Have decorative materials been maintained in flame resistant condition?	Yes	No

**COOKING DEMONSTRATIONS AND FOOD PRODUCT DISPLAYS**

MBCC will allow cooking demonstrations only with the prior approval of your Convention Services Manager, and the Clark County Fire Department. All necessary permits for cooking demonstrations must be secured and provided to all parties. Cooking and warming of food or beverage is prohibited unless approved by the Clark County Fire Department prior to the Event, plus you will need Clark County Health District itinerant permits to serve food. All cooking and warming must meet the requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department (as required). The 1997 UNIFORM FIRE CODE per the Clark County Fire Department states that all commercial cooking operations must comply with Article 10, Section 1006:

<u>Section</u>	<u>Description</u>
<b>1006</b>	<b>Protection of Commercial Cooking Operations</b>
<b>1006.1</b>	<b>Ventilating Hood and Duct Systems.</b> A ventilating hood and duct system shall be provided in accordance with the Mechanical Code for commercial-type food heat-processing equipment that produces grease-laden vapors.
<b>1006.2.1</b>	<b>Where required.</b> Approved automatic fire-extinguishing systems shall be provided for the protection of commercial type cooking equipment.  EXCEPTION: The requirement for protection does not include steam kettles and steam tables or equipment, which as used does not create grease-laden vapors.
<b>1006.2.2</b>	<b>Type of system.</b> The system used for the protection of commercial-type cooking equipment shall be either a system listed for application with such equipment or an automatic fire-extinguishing system that is specifically designed for such application. Systems shall be installed in accordance with the Mechanical Code, their listing and manufacturer's instruction. Other systems shall be of an approved design and shall be of one of the following types: <ol style="list-style-type: none"> <li>1. Automatic sprinkler system</li> <li>2. Dry-chemical extinguishing system</li> <li>3. Carbon dioxide extinguishing system</li> <li>4. Wet-chemical extinguishing system</li> </ol>
<b>1006.2.3</b>	<b>Extent of protection</b>
<b>1006.2.3.1</b>	<b>General.</b> The automatic fire-extinguishing system used to protect ventilating hoods and ducts and cooking appliances shall be installed to include cooking surfaces, deep fat fryers, griddles, upright broilers, char broilers, range tops and grills. Protection shall also be provided for the enclosed plenum space within the hood above filters and exhaust ducts serving the hood.
<b>1006.2.3.2</b>	<b>Carbon dioxide systems.</b> When carbon dioxide systems are used, there shall be a nozzle at the top of the ventilating duct. Additional nozzles that are symmetrically arranged to give uniform distribution shall be installed within vertical ducts exceeding 20 feet (6,096 mm) and horizontal ducts exceeding 50 feet (15,240 mm). Dampers shall be installed at either the top or bottom of the duct and shall be arranged to operate automatically upon activation of the fire-extinguishing system.

- 1006.2.4 Automatic, power, fuel and ventilation shutoff.**
- 1006.2.4.1 General.** Automatic fire-extinguishing systems shall be interconnected to the fuel or current supply for the cooking operation and arranged to automatically shut off all equipment under the hood when the system is actuated.
- Shutoff valves or switches shall be of a type that require manual operation to reset.
- 1006.2.4.2 Carbon dioxide systems.** Commercial-type cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation.
- 1006.2.5 Special provisions for automatic sprinkler systems.**  
Commercial-type cooking equipment protected by automatic sprinkler systems shall be supplied from a separate, readily accessible indicating-type control valve that is identified. Extinguishing systems shall be serviced at least every six (6) months or after activation of the system. Inspection shall be by qualified individuals, and a Certificate of Inspection shall be forwarded to the Fire Marshall upon completion. Fusible links and automatic sprinkler heads shall be replaced at least annually, and other protection devices shall be serviced or replaced in accordance with the manufacturer's instructions.  
EXCEPTION: Frangible bulbs need not be replaced annually.
- 1006.2.7 Portable fire extinguishers.** A sodium bicarbonate or potassium bicarbonate dry-chemical-type portable fire extinguisher having a minimum rating of 40-B shall be installed within (30) feet (9,144 mm) of commercial food heat-processing equipment, as measured along an unobstructed path of travel, in accordance with U.F.C. Standard 10-1.
- 1006.2.8 Operations and maintenance.** The ventilation system in connection with hoods shall be operated at the required rate of air movement, and classified grease filters shall be in place when equipment under a kitchen grease hood is used.
- If grease extractors are installed, they shall be operated when the commercial-type cooking equipment is used.
- Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, and records shall state the extent, time and date of cleaning. Such records shall be maintained on the premises. Sprinklers used for protection of fryers shall be listed for that application and installed in accordance with their listing.

These codes are subject to change without notice.

## EXHIBIT FLOOR PLANS

- Your Service Contractor is responsible for preparing your floor plan and obtaining approval from the Clark County Fire Department. These plans must also include any external displays. External displays must be approved by MBCC and the Clark County Division of Zoning. It is important that these plans be submitted and approved prior to selling the first booth to avoid charges and/or corrections. Should your plan require modifications, approval of the modification must be obtained from Clark County Fire Department no later than 30 days prior to your first day of move-in. Any alterations must be resubmitted and re-approved by the Clark County Fire Department. Any unauthorized room changes may result in delaying these events. Fire Exits and signs must be visible and cannot be obstructed in any manner. We require 10 copies of the Fire Marshall approved floor plans for exhibitors 90 days prior to your first day of move-in.

Floor plans must be drawn to scale for all areas indicating the location of:

- Counters and tables
- Props
- All other plans for space
- All structures (archways, fencing, etc)
- Registration area (s)
- Signage and banners

- Food areas, with layouts
- Security/Decorator Space

Final approval for all floor plans include the following basic requirements and are made by the Clark County Fire Department:

- All points of ingress and egress must have a minimum of twenty (20) feet of clearance.
- Aisle widths must meet Clark County Fire Department Codes
- Access to restrooms and all exits cannot be restricted by any obstacles.
- All columns in aisles must have a minimum of six (6) foot clearance passage on at least three (3) sides.
- Fire hose cabinets and fire extinguishers must be clear of obstructions and must remain where they have been placed.
- Dimensions of the entire area to be occupied and gross square footage.
- Display of items: materials, vehicles, equipment, grandstands, bleacher seats, riser seats and the like.
- Location of all food areas-table, chairs, props, etc.
- Size, location, and construction of booths.
- Location and width of all exits. Exiting required, exiting provided, and number of exits used.
- Contact person and telephone number
- Move-in dates, show dates, and move-out dates.
- Key of scale used.
- Name of event and location

## **MEETING/FUNCTION SPACE**

MBCC is equipped with a AUTOCAD 2002 system for creating diagrams. We will be happy to work with you and submit diagrams for meeting and food functions for 300 people or more to the Fire Marshall at a nominal charge, except that you will be responsible for the application fee. See your Convention Services Manager for a price structure. All set up requirements for your function(s) must be given to your Convention Services Manager no later than 75 days prior to your function(s).

In accordance with the Clark County Uniform Fire Code, all functions with attendance greater than 300 people require a Fire Marshall approved diagram on the premises for and during each event. It is your sole responsibility to contact the Fire Marshall a minimum of 30 days prior to your scheduled function(s) and submit to the Fire Marshall, in writing, three floor plans and appropriate documentation for any functions with attendance greater than 300 people. A Fire Marshall approved floor plan is to be forwarded to your Convention Services Manager and Catering Manager no later than 30 days prior to the event. A Fire Department stamped plan for each qualified event must be posted at the convention site and be available for inspection at all times. It is your sole responsibility to relay information regarding the Uniform Fire Code to exhibitors in your exhibit hall or display area. You acknowledge and warrant that MBCC is not responsible to any meeting planner, organizer or other third party hired by you to assist with the development, marketing, organization or implementation of your function(s). Any function with attendance greater than 300 people not approved by the Fire Marshall, shall not, under any circumstances, be allowed to occur. Diagrams, along with 3 copies, must be submitted to MBCC to:

*Ms. Patty Ebel, Fire Inspector  
Clark County Fire Department  
Fire Prevention Bureau  
575 East Flamingo Road  
Las Vegas, NV 89119  
(702) 455-7112*

If you do not forward an approved floor plan, or contact us regarding your room set up 30 days prior to your event, we will create and submit a plan for your Event (excluding trade show plans). You will be charged for this service and you will be limited to the room layout that we have chosen, submitted and had approved.

- *The following must be shown on the diagram for your event;*
  - ✓ Drawn to standard scale.
  - ✓ Size, location and construction of booths, decorative sets or any object taking up floor space in the room.
  - ✓ Dimensions and square footage of the entire function room/area.
  - ✓ Maximum occupant load permitted in function room/area.
  - ✓ Table and chair/seating locations.
  - ✓ Width of all aisles.
  - ✓ Location and width of all fire exits (lineal feet of existing required and approved).
  - ✓ Location of ALL fire extinguishers and fire hose cabinets (unobstructed). One fire extinguisher per every 6,000 sq. ft. and travel distance not to exceed 75 feet.
  - ✓ Name of contact person and phone number.
  - ✓ Move-in and move-out dates.
  - ✓ Function room name.
  - ✓ Function name.
  - ✓ Name and address of hotel.
  - ✓ Type of convention/special event (Display items: Equipment, materials, vehicles and food service areas)
  - ✓ Occupancy.
  - ✓ Grandstands, bleachers, riser seats and alike must be approved by the Clark County Building Department.
  - ✓ Perimeter/screen draping.
  - ✓ Reference 1997 Uniform Fire Code

## **PYROTECHNICS**

### *Pyrotechnics*

The company providing the pyrotechnics must submit to MBCC and the Clark County Fire Marshall an insurance binder indemnifying Clark County and Mandalay Resort Group, its subsidiaries and affiliates. Pyrotechnics will not be allowed without submission of this binder. The binder is to be copied to Robert Marchino, Safety Coordinator. The Fire Marshall must be called in for a full test of the pyrotechnics prior to the actual event.

### *Hazers*

Because we never know what type of hazers will set off MBCC fire Safety system, any type of hazers used (chemical or oil) will require that the Fire Safety system be disabled.

### *Fire Safety System Disablement*

Anytime pyrotechnics or hazers are used, the Fire Safety System will have to be disabled or "put into test mode". This process will require several personnel to be dedicated to watching for potential fire or smoke in the area in which the Fire Safety System is disabled. An engineer is required to be dedicated to watch the console in the Fire Command room. A second engineer must be located in the room being used. An employee of the Fire Safety System provider is required to be in the Fire Command room with the engineer. At least two MBCC security guards are required to be present in the area that is disabled to watch for smoke or fire and to respond to any problems that the engineer in the Fire Command room spots. Depending on the particulars of the event, additional security guards may be required as deemed necessary by the Director of Security. Costs for these personnel are as follows:

### *HAZING*

During rehearsal and function time the cost is \$100.00 per hour. These costs begin one (1) hour prior to the required time and continue one (1) hour after ending time to permit enabling and disabling of the system.

### **PYROTECHNICS**

During actual function times is the rate is \$100.00 per hour. These costs begin one (1) hour prior to the required time and continue one (1) hour after ending time to permit enabling and disabling of the system.

Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Fire Department and the MBCC.

Pyrotechnics for special events (show opening, ribbon cutting, etc) presented by Show Management may be permitted with the approval of the Clark County Fire Department. Show Management is responsible for providing the Clark County Fire Department with the written plan of operations within 45 days of the scheduled event date. Please contact the Fire Inspector directly via mail or telephone:

Clark County Fire Department  
Fire Prevention Bureau  
575 East Flamingo Road  
Las Vegas, NV 89119  
Telephone: (702) 455-7122  
Fax: (702) 455-7347

Upon written approval from the Clark County Fire Department, please forward the plan to your Convention Services Manager at least (30) days prior to the scheduled event.

## VEHICLE-EXHIBITS

According to the Clark County Fire Department, the **1997 UNIFORM FIRE CODE** states that all procedures must be in accordance with section **2505** when pertaining to general liquid-fueled and gas fueled vehicles and equipment for display, competition and/or demonstration:

<u>Section</u>	<u>Description</u>
2505	<b>LIQUID-FUELED AND GAS-FUELED VEHICLES AND EQUIPMENT</b>
<b>2505.1</b>	<b>General.</b> Liquid-fueled and gas-fueled vehicles and equipment used for display, competition or demonstration within assembly occupancies shall be in accordance with Section 2505.
<b>2505.2</b>	<b>Displays</b>
<b>2505.2.1</b>	<b>General.</b> Display of liquid-fueled and gas-fueled vehicles and equipment inside and assembly occupancy shall be in accordance with Section 2505.2
<b>2505.2.2</b>	<b>Batteries.</b> Batteries shall be disconnected in an approved manner.
<b>2505.2.3</b>	<b>Fuel Systems.</b>
<b>2505.2.3.1</b>	<b>Fueling.</b> Vehicles or equipment shall not be fueled or defueled within the building.
<b>2505.2.3.2</b>	<b>Quality limit.</b> Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9L) whichever is less.
<b>2505.2.3.3</b>	<b>Inspection.</b> Fuel systems shall be inspected for leaks.
<b>2505.2.3.4</b>	<b>Closure.</b> Fuel-tank openings shall be locked and sealed to prevent the escape of vapors.
<b>2505.2.4</b>	<b>Location.</b> The location of vehicles or equipment shall not obstruct or block exits.
<b>2505.3</b>	<b>Competitions and Demonstrations</b>
<b>2505.3.1</b>	<b>General.</b> Liquid-fueled and gas-fueled vehicles and equipment used for competition or demonstration within an assembly occupancy shall be in accordance with Section 2505.3
<b>2505.3.2</b>	<b>Fuel storage.</b> Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building.
<b>2505.3.3</b>	<b>Fueling.</b> Refueling shall be performed outside the building at an approved site.
<b>2505.3.4</b>	<b>Spills.</b> Fuel spills shall be cleaned up immediately.

These codes are subject to change without notice.

Automobiles or other fuel powered vehicles of any nature must follow the following guidelines:

- ✓ Less than 1/8 tank of fuel.

- ✓ Batteries to be removed or disconnected.
- ✓ Locking gas caps or caps sealed with tape.
- ✓ Ignition keys removed.
- ✓ Propane tanks to be removed.
- ✓ Each vehicle must be equipped with its own fire extinguisher.
- ✓ Visqueen or other protective covering approved by MBCC placed underneath vehicle.

## **SPECIAL PERMITS**

Clark County Zoning Code 29.44.130 states that the promoter or organizer of an event erecting any temporary structures obtain zoning and building permits. Temporary structures may include tents, bleachers, fencing, balloons, or any changes to the outside appearance of the facility. Please contact the Clark County Planning Department at (702) 455-4314 for further details.

## **HOSPITALITY SUITES/SUITE POLICIES**

The policies below will be enforced in order to provide for the enjoyment and comfort of all our guests. Thank you for your understanding and cooperation.

- In order to promote a restful environment for all of our hotel guests we request that you do not schedule your hospitality suite to run past 11PM. Please insure that any noise from music or entertainment is kept to a level that cannot be heard outside of your guest room/suite.
  - Clark County Fire Department regulations do not permit easels and signage in guestroom hallways.
  - Should you require easels for display of signs *inside* your guest room.
  - Should your suite be used for meetings and set up is required, the charges are as follows:
 

Conference Style for up to 15 people	\$100.00 set up fee
* Any additional tables and chairs	\$100.00 set up fee
- \*Maximum allowable seating will be determined by a Housekeeping Supervisor.
- Suite Meetings require at least 3 hours notification prior to scheduled start time.
  - If your meeting is scheduled to start prior to 11:00 a.m., the suite must be reserved the day prior to your actual meeting to allow for setup. Appropriate charges will be applied.
  - Any meeting scheduled to extend past the standard 11:00 a.m. checkout time will be charged for an additional day.

The taping, tacking or otherwise affixing of any materials to walls, floors or ceilings is not permitted.

Please be advised that all liquor, beer, wine and food for Hospitality Suites must be purchased through our Room Service department. The terms of our liquor license preclude us from providing setup service for bars not purchased through Room Service. Please contact our Room Service Manager for menus and pricing.

- We are unable to remove or dismantle furniture in guestrooms.
- Room or suite numbers are available on the day of check in. You may inform your guests that they can call the Hotel Operator on the day of the function to receive the room number of your **Hospitality suite. Suite numbers will not be issued in advance.**
- Each standard guestroom is equipped with two 20 amp outlets. Due to safety regulations, additional electrical service cannot be provided in guestrooms or suites.

- We encourage the use of our guest rooms/suites for entertaining. However, they are not designed for exhibit or display purposes. Machinery may not be exhibited in suites. Freight, oversized boxes or crates may not be brought up to guest room floors.
- You may register your suite as a Hospitality suite with the Hotel Assistant Manager. This will ensure that your suite and suite number is shown on a special television channel that can be accessed in all guestrooms.

### **C. ADA Requirements**

All companies must comply with the final regulations on implementing the Americans with Disability Act (ADA).

- The key components include that individuals must be able to:
  1. Enter an exhibitor's booth.
  2. Move about freely and easily within the exhibit.
- Doorways to meeting rooms must be wide enough to allow wheelchair access.
- Cables on the floor should be ramped if they exceed ½ " in height.
- Carpeting and padding should not be so thick that access by wheelchair is difficult.
- Someone from the exhibitor's staff should be available at all times to assist any disabled person entering the exhibit.
- If your Human Resource department does not have a copy of the ADA for your review, you may purchase a copy from:

**Int'l Association for Exposition Management**  
 5001 LBJ Freeway, Suite 350  
 Dallas, TX 75244, USA  
 Tel. (214) 458-8002  
 Fax: (214) 458-8119

### **D. Miscellaneous**

- Permission for any domesticated animal to appear in a show or booth must first be approved by show management, then by the Mandalay Bay Convention Center.
- The Mandalay Bay Convention Center is a non-smoking facility with designated smoking areas.

## **3. EXHIBITION ACTIVITIES/DEMONSTRATIONS**

NATPE has the right to bar or eject exhibitors from the Conference and/or close the pertinent exhibit for failure to comply with any provision below. (More than 3 warnings from show management)

**NOTE: Hospitality/Entertainment WILL NOT be permitted in hotels during Exhibition Hours.**

### **A. Sound**

- Sound amplification devices, sound-producing equipment and/or activities of exhibitor will be limited to a level within reason (Not projecting beyond the boundaries of the Exhibit Space).
- An audiometer will be used to measure questionable sound levels from the center of the aisle in front of the booth.
- If your sound level goes above a reasonable level, please be a good neighbor and turn the level down.
- To ensure the sound stays in the exhibit space and does not interfere with conference activities, please make sure that all speakers face inward and not out towards the aisle.

## **B. Costumed Characters / Live Demonstrations**

- Costumed characters / Live demonstrations are permitted **only** within the confines of your booth; activities may not be in aisles or any other space.
- Costume Characters may use a Complimentary Pass for access. *See Registration FORMS*
- Characters found in the aisles, will be cited by show management.

## **C. Distribution of Literature / Promotional Items**

- All promotional activities and distribution of literature **must** take place within the confines of the booth. Distribution of material is prohibited in the aisles or public areas, including the hall entrances, and outside the convention center.

## 4. TERMS OF CONTRACT

**PAYMENTS AND CANCELLATIONS:** Exhibitor's full and timely compliance with the payment schedule set forth is of the essence. NATPE will honor Exhibitor's request for cancellation only if in writing and will refund monies paid by Exhibitor to NATPE at the time of NATPE's receipt of such cancellation request received on or before September 7, 2006. In the event of cancellation, NATPE will retain a \$300 administration fee. No refund after September 7, 2006. If contract is received after September 7, 2006 and space is canceled, there will be no refund.

**ELIGIBILITY; ASSIGNMENT OF SPACE:** NATPE shall have the sole right to determine the eligibility of any Exhibitor, conference attendee, exhibition or material for inclusion at the Conference, in accordance with its rules and regulations. Exhibitor acknowledges that, while NATPE will attempt to comply with all Exhibitor's preferences, the location and dimensions of Exhibitor's exhibit space shall be determined by NATPE in its sole good faith discretion, and such space shall be assigned on an-as available basis.

**DELIVERY/SET-UP/EXHIBITION/TEAR-DOWN:** Hours and dates for access to the Mandalay Bay Convention Center and for delivery, set-up, exhibition and tear-down shall be specified by NATPE. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material as and when required. NATPE will provide Exhibitor with a more open detailed schedule with respect to delivery, set-up, exhibition and tear-down prior to the start of the Conference.

**LIMITATION OF LIABILITY:** Exhibitor hereby expressly releases NATPE and its consultants, agents, directors, employees, licensees and assigns from any claims for the loss, theft, or damage to Exhibitor's property arising out of the Conference, including loss, theft or damage arising out of the negligence of NATPE or its consultants, agents, directors, employees, licensees and assigns. In no event shall NATPE or its consultants, agents, directors, employees, licensees or assigns be liable to Exhibitor for any consequential commercial damages arising out of any aspect of this Agreement or the Conference. Exhibitor acknowledges that NATPE, its consultants, agents, directors, employees, licensees and assigns, and the operators of the Mandalay Bay Convention Center, (collectively, -Operator), do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

**SECURITY:** NATPE will retain a qualified protection agency to provide security services in the exhibition areas of the Mandalay Bay Convention Center during the Conference. NATPE assumes no liability or other responsibility in connection with the provision of security services by such protection agency or any services furnished by Operator or any third party.

**DEFAULT IN OCCUPANCY:** Failure by Exhibitor to occupy its exhibition space shall not relieve Exhibitor of its obligations hereunder. If such space is not occupied by the time set for completion of installation of exhibits, such space may be occupied and/or used by NATPE for such purposes as it may deem advisable.

**SUB-LEASING/SHARING:** Exhibitor shall not sublet, assign or share its exhibit space or any portion thereof without the prior written approval of NATPE, which it may withhold in its sole discretion.

**EXHIBITOR'S RESPONSIBILITY:** Exhibitor assumes entire responsibility for and hereby agrees to protect, indemnify, defend and save NATPE and Operator and their respective consultants, agents, directors, employees, licensees and assigns harmless from and against all claims, losses and damages to persons or property governmental charges of fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or the use of the Mandalay Bay Convention Center or part thereof negligently or otherwise, excluding any such liability caused by the sole negligence of Operator or its employees and agents.

**DISPLAY SPECIFICATIONS AND ACTIVITIES:** No pipe and drape is allowed. All in-line exhibit spaces must be enclosed on three sides with 8 foot walls. All wall surfaces that face the aisles and are exposed to view must enhance Exhibitor's display and shall not be unsightly. Signs or displays used by the Exhibitor must not exceed 8' in height without written permission from NATPE. Exhibitors are not allowed to hang graphics on back walls that extend above the booth they back. Exhibitor shall not conduct any activities in aisles or in space other than Exhibitor's exhibit space. Exhibitor's representatives wearing distinctive costumes or carrying banners or signs separately as part of their apparel must remain in Exhibitor's exhibit space. The operation by Exhibitor of games of chance or lottery devices, or the actual or similar pursuit of any recreational pastimes, is permitted only upon written consent of NATPE, which may be withheld for any reason. All sound amplification devices and other sound producing equipment and activities of Exhibitor shall be limited to reasonable volume levels which shall not project beyond the boundaries of Exhibitor's exhibit space or otherwise interfere with Conference activities. NATPE shall have the right to ban or eject Exhibitor from the Conference and/or close Exhibitor's exhibit for failure to comply with any provisions of this Agreement.

**BOOTH REPRESENTATIVE:** Exhibitor's booth representatives shall be restricted to Exhibitor's employees. Booth representatives shall at all times wear badges and/or identification by NATPE.

**SAMPLES, SOUVENIRS SALES:** Exhibitor may distribute samples, souvenirs, brochures, etc., only from within Exhibitor's exhibit space. Sales of such items or any other materials shall be prohibited. NATPE shall have the right to prohibit sample distribution or other activities which, in NATPE's judgment, interfere with the Conference.

**FAILURE TO HOLD CONFERENCE:** Should any act of God or other contingency prevent NATPE from holding the Conference, NATPE shall refund the Exhibition Fee theretofore paid by Exhibitor; provided that NATPE shall be entitled to retain such part of said fee as shall be required to recompense NATPE for expenses incurred prior to cancellation, and NATPE shall have no other liability to exhibitor.

**INSURANCE COVERAGE:** It is the essence hereof that the Exhibitor will, at its own expense, procure and maintain in force during the term of installation, exhibition, dismantling and use of the Conference exhibition area, the following primary insurance coverage. (a) Workman's Compensation and Employer's Liability insurance required by the laws of the State of Nevada, the State of Hire, and any other applicable law. The limits under the Employees Liability Section shall be in the amount of \$1,000,000 per accident. (b) Commercial General Liability insurance and Contractual Liability insurance insuring and specifically referring to Exhibitor's contractual liability as set forth herein, with limits in no event less than \$1,000,000 each occurrence Combined Single Limit for bodily injury and property damage, and including coverage for personal injury, operation of mobile equipment, products and liquor liability. Exhibitor will cause each of its contractors, including any independent labor contractors engaged in performance of work at the Convention, to procure and throughout the period during which such contractor continues to be so engaged, to maintain in full force and effect insurance as specified above in this subparagraph. (c) If applicable, Automobile Liability insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicle, including loading and unloading. (d) Exhibitor will include NATPE, Operator, the City of Las Vegas and their respective members, consultants, agents, directors, employees, licensees and assigns, as additional named insured in all insurance policies referred to in this paragraph 13. All such policies shall specify that coverage may not be terminated except upon sixty (60) days prior written notice to NATPE, and to Operator, and shall also provide the Exhibitor and insurer shall have no right of recovery or subrogation. All such policies shall be placed with carriers with a rating of A - or better by A.M. Best & Co.

(e) Not later than December 15, 2006, Exhibitor shall provide NATPE with certificates of insurance in duplicate which certify that the required insurance coverage specified herein has been obtained and is fully paid. With limiting NATPE's remedies hereunder, in the event that Exhibitor has failed to provide NATPE with any such certificates of insurance on or before such date, NATPE shall have the right (but not the obligation) to obtain such additional insurance coverage on Exhibitor's behalf and to require Exhibitor to pay an amount equal to NATPE's additional costs (including any additional premiums and a reasonable administration charge) in connection with obtaining such coverage. Higher limits of insurance coverage may be required upon review of booth specifications.

**OTHER MATTERS:** Any matters not specifically covered in the Agreement shall be resolved by NATPE in its sole good faith discretion.

**APPLICABLE LAWS, RULES AND REGULATIONS:** Exhibitor shall comply with all applicable laws, rules and regulations of governing authorities (including without limitation all applicable fire regulations), as well as any and all present and future rules, regulations and schedules of which it has notice promulgated by NATPE and/or Operator regarding the planning, construction, maintenance and removal of exhibitions and the occupancy of exhibition areas at the Conference, including the Rules and Regulations as set forth in the Exhibitor's Service Manual and periodical updates. Such rules, regulations and schedules may be amended from time to time by NATPE or Operator, and Exhibitor shall comply with any and all such amendments.

**NOTICES:** All communications hereunder shall be in writing and shall be sent by mail, facsimile, or email to the addresses listed herein; provided however, at the Conference, such communications must be delivered by hand to Exhibitor or NATPE at the Mandalay Bay Convention Center.

**MISCELLANEOUS:** This Agreement is the sole and exclusive binding agreement between the parties hereto, shall replace all other written or oral agreements between the parties with respect to the subject matter hereof and may not be modified except in a writing signed by both parties hereto. This Agreement shall be construed under the laws of the State of California applicable to agreements entered into and to be wholly performed therein. The captions included herein are for convenience only and shall have no substantive effect. Any actions or proceedings of whatsoever kind or nature, with respect to or arising out of this Agreement shall, if brought by either party hereto, be instituted and tried only in the federal or state courts located within the State of California and each party hereto waives any right to cause such action or proceedings to be instituted or tried elsewhere. In any such action or proceeding, service of process upon either party hereto may be accomplished by sending such process in the manner specified herein for the giving of notice to such party and such party shall be considered as having consented and submitted to the jurisdiction of the court in which such action or proceeding shall have been instituted.

**MUSIC LICENSING AND USE OF COPYRIGHTED OR TRADEMARKED WORKS:** Exhibitor will be responsible for securing any and all necessary licenses or consents for (a) any performances, displays or other uses of copyrighted works, trademarks or patented inventions or designs and (b) any use of any name, likeness, signature, voice or other impression, or other intellectual property owned by others at the Show. Exhibitor or its agent(s) agree not to allow any musical work protected by copyright to be staged, produced or otherwise performed, via either "live" or mechanical means, by or on behalf of Exhibitor at Show related activity unless Exhibitor or agent(s) has previously obtained written permission from the copyright owner, or the copyright owner's designee (e.g., ASCAP, BMI or SESAC) for this use. Exhibitor accepts full and complete responsibility for the performance of all obligations under any agreement permitting the use of the music, including but not limited to, all obligations to report data and to pay royalty fees. Exhibitor agrees to indemnify, defend and hold harmless NATPE, the Mandalay Bay Convention Center and their respective directors, officers, employees, agents, and representatives from and against any claim of liability and any incident or resulting loss, cost or damage, including but not limited to, reasonable attorney and expert witness fees, and all other associated costs of lawsuits, for failure or alleged failure to obtain these licenses or consents or for infringements of copyright, patent or the unauthorized use of a registered trademark or service mark or other violations of the property or proprietary rights, or the rights of privacy or publicity of any third party.

**ADA COMPLIANCE:** The Exhibitor shall have the sole responsibility for ensuring that its exhibit space is in full compliance with the Americans with Disabilities Act and any regulations under the Act. The Exhibitor will ensure the accessibility of its exhibit space, and agrees to hold harmless, defend and indemnify the NATPE and its directors, officers, employees, agents and representatives against any claims, damages, loss or exposure, including reasonable attorney's fees and costs, arising out of or related to any ADA violation or alleged ADA violation.