

# 2008 TRADE EXPO AND GREEN ZONE RULES & REGULATIONS

Please note: The Exhibitor Service Manual will be available on the [RECon 2008 Exhibitor webpage](#).

## 1. INSURANCE AND LIABILITY

Exhibitor shall obtain general liability and fire insurance at the Exhibitor's own cost and expense. ICSC, the Las Vegas Convention Center and GES Exposition Services must be named as coinsured with limits of liability of not less than \$1,000,000 combined single limits including bodily injury, property damage, fire and theft. Proof of such coverage shall be furnished to ICSC no later than **Tuesday, April 1, 2008**. This proof shall include:

- A. Certificate of Insurance - Independent Contractors Liability Insurance covering workman's compensation and property damage of not less than \$1,000,000 combined single limits naming ICSC, the Las Vegas Convention Center, and GES Exposition Services as coinsured.

Addresses:

**International Council of Shopping Centers**

1221 Avenue of the Americas, 41st Floor  
New York, NY 10020  
Fax: 732.694.1755

**Las Vegas Convention Center**

3150 Paradise Road  
Las Vegas, NV 89102

**GES Exposition Services**

7000 Lindell Road  
Las Vegas, NV 89118  
Fax: 702.914.5233

- B. A letter, on the Exhibitor's letterhead, authorizing the independent contractor.

ICSC assumes no risk and by acceptance of this Agreement the Exhibitor expressly releases ICSC from any and all liability for personal and property damages, loss of goods by fire, theft or destruction and from any injury to himself or employees while in the Trade Exposition. Exhibitor agrees to hold ICSC, the LVCC and GES harmless for damage to the Exhibitor from any cause whatsoever or from any action of any nature by ICSC including damage to its business by reason or failure to provide space for it to occupy, or, for failure to hold the Trade Exposition as scheduled, except as provided herein. Exhibitor further agrees to indemnify and hold ICSC harmless from all liability arising from the acts of the Exhibitor, its employees, and agents. It is understood that you will indemnify and hold ICSC, the LVCC, and GES harmless for any and all claims of loss, injury or damage to persons or property arising out of the activities of the on-site independent design firm.

## 2. DAMAGE TO PROPERTY

Exhibitor is liable for any damage caused by him or his representatives to building floor, walls, columns, equipment, or to the property of other Exhibitors. Nothing shall be tacked, nailed, screwed, or otherwise attached to GEM walls, or to the columns, walls or floors of the exhibition hall. Nothing shall be done that will in any way mar or deface the Las Vegas Convention Center.

Exhibitors will be held responsible for any damage (e.g., caused by paint, drywall debris, masonry debris, etc.) to convention center, ICSC supplied walls and carpet, aisle carpet, or to other exhibits.

## 3. DISMANTLING

Exhibitor's property must be removed by the Exhibitor from the premises no later than 5:00 P.M. on Thursday, May 22, 2008. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove the Exhibitor's property from the Trade Exposition space before conclusion of the dismantling period as specified by ICSC.

#### **4. DECORATIONS**

ICSC shall have full discretion and authorization in the placing, arrangements, and appearance of all items displayed by Exhibitors and may require the replacing, rearrangement, or redecorating of any sign or of any area which ICSC deems inconsistent with the principal purpose of Trade Exposition and Green Zone or inappropriate for any reason. No liability shall attach to ICSC for costs that may devolve upon the Exhibitor thereby.

#### **5. FAILURE TO CONDUCT TRADE EXPOSITION**

Should any contingency prevent holding the Exposition, including but not limited to acts of terrorism (domestic or foreign), this License Agreement shall be terminated, and the Exhibitor waives any claim for damages or compensation, and neither party shall have any further obligations as against the other, except that ICSC shall refund to the Exhibitor the amounts paid under this Agreement, less a pro rata share of ICSC's actual expenses incurred in connection with said Exposition. Expenses are to be determined on the basis of the number of square feet of floor space assigned to all other Exhibitors at the Trade Exposition and Green Zone under similar contracts at ICSC.

#### **6. EXHIBIT REGULATIONS**

Your exhibit design must be at least equal to that of the basic GES Exposition Services GEM unit. Two story exhibits are NOT permitted. Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from failure knowingly or otherwise to distribute the load of his exhibit material in conformity with the maximum floor load specs maximum floor load specs.

- A. All inline Exhibitors must maintain a 9" clearance at the back of their exhibit for electrical and fire safety concerns. Inline Exhibitors must refrain from setting their exhibit backdrop and other display items within this 9" zone. There is special criteria regarding LVCC columns, please refer to Trade Expo Design Criteria #5 for more details : [http://www.icsc.org/mt/exhib/2008SC/TE\\_criteria.pdf](http://www.icsc.org/mt/exhib/2008SC/TE_criteria.pdf)
- B. The use of pipe and drape is not permitted. This is a hard wall show.
- C. Any exhibit over 8'-0" in height must be approved by ICSC and DDG. The backs of these exhibits must be masked off to make an attractive appearance.
- D. Electric flashers or signs involving the use of Neon or similar gases are prohibited. Should the wording on any sign or area in an Exhibitor's space be deemed by ICSC to be contrary in any way to the best interests of the Exposition/Trade Show, Exhibitor shall make such changes as are requested by ICSC.
- E. Exhibits are required to have a hard wall backdrop measuring 10'-0" wide and 8'-0" high. Backdrops can be rented through GES Exposition Services.

If you are using a standard pop-up display unit and it is less than 10'-0" wide, you are required to add a hard wall on both sides of the unit to mask any unsightly back wall or electrical wiring. Failure to make an attractive appearance will require show management to order back wall installed onsite at the Exhibitor's expense.

All exhibits are subject to an on-site inspection; if your exhibit, product, or any part of your display has to be repositioned, or if masking drape or carpet has to be ordered, any and all costs incurred will be at the Exhibitor's expense.

- F. Space not occupied by 5:00 PM, Saturday, May 17, 2008, will be forfeited by the Exhibitor and this space may be resold, reassigned, or used by the exhibit management without refund, unless prior approval is obtained in writing from ICSC. If the exhibit is on hand, ICSC reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline and to instruct that the Exhibitor be billed for all charges thus incurred.
- G. Décor and display objects must be nonflammable.
- H. No Balloons are allowed.

- I. Show management shall be the sole arbiter of acceptability of sound levels and may require reduction of sound levels where in the judgment of show management such sound is objectionable.
- J. Exhibit representatives will be permitted to enter the Trade Exposition and Green Zone one hour before the scheduled opening time each day of showing and will not be permitted to remain in the Trade Exposition after closing one hour each night with the exception of the final night. Exhibitors having special problems that require additional time should check at the show office on the previous day.
- K. Any demonstrations or activity that results in excess obstruction of aisles or prevents ready access to nearby exhibits is not permitted. Exhibitor's representatives wearing distinctive costumes or carrying banners or signs separately or as part of their apparel must remain in their own exhibit spaces. Exhibit representatives may not wear clothing that ICSC deems scanty or excessively revealing.
- L. No article containing any product other than the product or material made or processed or used by the Exhibitor in or as the product or service the Exhibitor sells, may be distributed except by written permission of ICSC. Samples, souvenirs, publications, etc., may be distributed by the Exhibitor only from within the exhibit. These activities are forbidden in the aisles, restaurants, other exhibits and all public areas. The distribution of any article that interferes with the activities in or obstructs access to neighboring exhibits or that impedes aisles is prohibited.
- M. Exhibitor shall not engage in any activities in the aisles or exhibits other than their own exhibit. No signs shall be displayed nor shall public announcements be made concerning sales, prices or conditions of sale.
- N. Exhibitor may not sublet his space nor have representatives from other companies represented in their space.
- O. Under no circumstances or at any time are babies and children under the age of 16 permitted on the exhibit floor.
- P. Popcorn is not permitted on the show floor.

## 7. LABOR

- A. Official Contractor GES is the official labor contractor. Please see the Labor-Installation and Dismantling order form for your labor requirements listed in the online Exhibitor Service Manual: [http://www.icsc.org/mt/exhib/2008SC/GES\\_TE.pdf](http://www.icsc.org/mt/exhib/2008SC/GES_TE.pdf)
- B. Exclusive Contractors For insurance, safety, and security purposes the following will be provided only when the Exhibitor orders and agrees to pay for them from the firms authorized to provide such services listed in the online Exhibitor Service Manual:
  - Drayage
  - Electrical
  - Cleaning
  - Utilities
  - Catering
  - And other special services as needed
- C. Exhibitor Appointed Contractors Exhibitors may hire outside contractors to provide services that are not exclusive such as installation and dismantling of your display and carpentry work. Exhibitors using contractors other than GES Exposition Services, the official service contractor, must notify Show Management by **Friday, April 11, 2008** and GES Exposition Services by **Wednesday, April 23, 2008**.

Exhibitor Appointed Contractors must obtain appropriate badges from the Exhibitor. During move-in, installer badges are valid. During show hours, Exhibitor must provide Leasing Mall staff badges from their allotment.

EACs must set up their work areas within the confines of the Exhibitor's leased space, not in the aisles or along the facility perimeter areas. These areas are for the use of the facility and official services contractor, GES.

- D. Gratuities Labor is adequately paid and Exhibitors are requested not to give tips or additional payments. Any demands for such payments should be promptly reported to Show Management.
- E. Union Jurisdictions Exhibitors may set up their own exhibits using full-time company employees provided that mechanical equipment (drills, saws, wrenches, etc.) are not used. Any labor requiring mechanical equipment must be performed by union teamsters. All work performed by Exhibitors must be within the confines of their exhibit.

## **8. NO HANGING SIGNS**

## **9. HANDCARTS**

- A. Exhibitors may hand carry if contained in one (1) trip. Use of dollies or other wheeled devices/equipment is not permitted other than one (1) trip with a small two-wheel luggage cart.
- B. Exhibitor's full-time personnel may place their own product.
- C. Exhibitors choosing to use full-time company personnel must notify ICSC in writing in accordance with Show Management policy and must furnish proof of insurance, both general liability and worker's compensation insurance.

## **10. FIRE AND SAFETY REGULATIONS**

- A. Smoke detectors and fire extinguishers will be required of all Exhibitors who have displays in a closed exhibit room area.
- B. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times.
- C. Some Halogen bulbs are prohibited from being utilized in exhibits.
- D. All curtains, drapes and decorations must be of fire-retardant materials.
- E. Combustible materials shall not be attached to, hung on, or hung from sides or dividers of exhibits.
- F. During the move-in/move-out of the Trade Expo, ICSC requires establishment and maintenance of designated "NO FREIGHT" aisles. These aisles are to be kept clear at all times.
- G. All internal combustion engine driven vehicles or equipment displayed in the hall must have fuel filler caps locked or taped and batteries must be disconnected. The fuel tank should have less than a quarter of a tank of gas. (Combustible materials must not be stored beneath display vehicles.)
- H. Vehicles in the building for unloading must be unloaded and removed as quickly as possible or will be required to unload outside.
- I. Use of liquefied petroleum gases inside structures is subject to local Fire Marshal approval.
- J. Compressed gas cylinders are prohibited unless approved by Fire Marshal. Cylinders must be secured in an upright position.
- K. 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.
- L. All temporary electrical wiring must be accessible and free from debris and storage materials. Hard backed exhibits must be at least 9 inches from rear lines, 18 inches between hard walls. There is special criteria regarding LVCC columns, please refer to Trade Expo Design Criteria #5 for more

details :

[http://www.icsc.org/mt/exhib/2008SC/TE\\_criteria.pdf](http://www.icsc.org/mt/exhib/2008SC/TE_criteria.pdf)

- M. All electrical work under carpets must be done, or supervised, by the decorator's electrical contractor.
- N. All packing containers, wrapping materials and display materials must be removed from behind exhibit and placed in storage.
- O. Projection booths must be ventilated at ceiling and provided with an approved smoke detector. No storage is allowed in these areas.
- P. Flammable liquids with Flash Point less than 110°f are prohibited and may not be used or brought into the building, except vehicles.
- Q. Combustible liquids with Flash Point higher than 110°f must be stored in and dispensed from approved safety cans, and must be removed from the building before the show opens.

#### **11. CLEANING**

Show Management will clean the exhibit space on the first night only. Any Exhibitors wishing continuous cleaning service may order such service from the official cleaning contractor only. All exhibits are subject to an on-site inspection. If your exhibit does not meet the ICSC criteria and corrections need to be made, all costs incurred due to changes will be the Exhibitor's responsibility. Refer to the online Exhibitor Service Manual for the Cleaning Order Form and a rate schedule: [http://www.icsc.org/mt/exhib/2008SC/GES\\_TE.pdf](http://www.icsc.org/mt/exhib/2008SC/GES_TE.pdf)

#### **12. SECURITY**

In addition to the permanent Las Vegas Convention Center security, ICSC will have security guards posted on a 24-hour basis beginning on Saturday, May 17 through Wednesday, May 21, 2008. It is recommended that small, portable items be properly secured or removed from the floor daily after show hours. ICSC, the security company, GES and the Las Vegas Convention Center are not responsible for lost or stolen items.

#### **13. PHOTOGRAPHY**

Photography is strictly prohibited in the exhibit area except the official show photographer.

#### **14. AUTOMATIC SPACE RELEASE**

If you fail to arrive for setup by 5:00 p.m., Saturday, May 17, 2008, ICSC will automatically release your space, whether ICSC fills your booth space or not. No refunds will be given.

#### **15. EMPTY CONTAINERS/BOXES**

It is a law that all empty boxes and crates be removed from the exhibit hall before the show begins. Failure to do so could cause the exhibit hall to be shut down by the Fire Marshal. When you have completely emptied your boxes, label them and place them on the edge of your exhibit. GES Exposition Services will automatically remove any boxes that are labeled and placed on the edge of an exhibit, you will not need to contact them for this.

#### **16. ADDITIONAL INFORMATION**

- A. All exhibits must be manned at all times during show hours, and these representatives shall wear "Exhibitor" badge identification furnished by ICSC at all times. ICSC may limit the number of representatives at any time. All exhibit company personnel, other than those working in the exhibit, are to register as attendees of the conference.
- B. Soliciting by any non-exhibiting suppliers or vendors is strictly prohibited.
- C. By law, each Exhibitor in any trade show or meeting has an obligation to pay royalties to composers or their representatives for the use of music (live, recorded, or mechanical) during these events.