

# 2024 EXHIBITOR SERVICES MANUAL

## MAIN MENU

<b>GENERAL INFO.....</b>	<b>2</b>	Display of Product .....	23
DATES & TIMES.....	2	Floral .....	23
EXHIBIT HALL LOCATION .....	3	Vehicles on Display.....	23
SHOW MANAGEMENT CONTACTS .....	3	DEMONSTRATIONS .....	24
VENDORS .....	4	Exhibitor Conduct /Good Neighbor Policy .....	24
SHOW PLANNER .....	6	Food & Beverage Sampling.....	24
INSURANCE .....	7	Models / Temporary Staffing.....	24
<b>BOOTH REGULATIONS .....</b>	<b>8</b>	Noise / Music.....	24
CONSTRUCTION/DESIGN .....	8	Raffles, Drawings, and Contests .....	24
Linear / Inline Booth Guidelines .....	9	ADDITIONAL.....	24
Island Booth Guidelines .....	10	Americans with Disabilities Act (ADA) .....	24
Peninsula Booth Guidelines .....	11	Distribution of Promotional Items .....	25
Split Island Booth Guidelines .....	12	Photography .....	25
Hanging Signs & Airborne Objects .....	13	Selling at Booth .....	25
FREIGHT & DELIVERIES.....	15	Sharing of Exhibit Space.....	25
Warehouse Address .....	15	Strolling Entertainment & Suitcasing .....	25
Direct to Site Address .....	15	SECURITY INFORMATION .....	26
Marshaling Yard .....	16	<b>REGISTRATION .....</b>	<b>27</b>
Targeted Freight Move-In Guidelines .....	16	STAFF BADGES.....	27
Move-in Procedures.....	17	ADMISSION POLICY .....	27
Move-out Procedures.....	18	Children .....	27
Accessible Storage.....	18	Early Appointments.....	27
International Freight .....	18	Exhibitor Appointed Contractors (EAC) .....	27
INSTALL/DISMANTLE & LABOR REGULATIONS .....	18	Guests .....	27
24-Hour Access.....	18	<b>GETTING THERE .....</b>	<b>28</b>
Labor/Union Laws .....	18	HOTELS.....	28
Building Rules/Guidelines .....	19	PARKING .....	28
Safety .....	19	SHUTTLES.....	28
Cleaning .....	19	RIDESHARE / TAXI.....	28
DONATIONS.....	21	CITY RESOURCES .....	28
EXHIBITOR APPOINTED CONTRACTOR.....	22	BUSINESS CENTER .....	28
<b>UTILITIES.....</b>	<b>23</b>	<b>SPONSORSHIP OPPORTUNITIES .....</b>	<b>28</b>
ELECTRICAL, PLUMBING, GAS & CABLE .....	23	<b>EVENTS.....</b>	<b>28</b>
INTERNET SERVICES .....	23	AFTERHOURS BOOTH EVENTS.....	28
<b>ONSITE BOOTH GUIDELINES .....</b>	<b>23</b>	HOTEL FUNCTIONS.....	29
DISPLAY .....	23	NETWORKING EVENTS .....	29
Animals .....	23	<b>ONSITE EXHIBIT SPACE RENEWALS .....</b>	<b>29</b>
Booth Appearance .....	23		

**Welcome** to the Kitchen & Bath Industry Show 2024 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at KBIS 2024. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The Main Menu is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or to another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth, and ask questions for any areas you need further clarification on.

## GENERAL INFO

### DATES & TIMES

#### Move-in

Tuesday, February 20, 2024	8:00 AM – 5:00 PM
Wednesday, February 21, 2024	8:00 AM – 5:00 PM
Thursday, February 22, 2024	8:00 AM – 5:00 PM
Friday, February 23, 2024	8:00 AM – 5:00 PM
Saturday, February 24, 2024	8:00 AM – 5:00 PM
Sunday, February 25, 2024	8:00 AM – 5:00 PM
Monday, February 26, 2024	8:00 AM – 5:00 PM

- The above Move-in hours are posted as standard move-in times.
- All exhibitors have a Targeted Freight Move-In Date and should review the [Targeted Freight Move-In Guidelines](#).
- All exhibitors are allowed access to the exhibit hall on a 24-hour basis during exhibitor move-in, show days, and exhibitor move-out without requiring approval.

#### Show Day

Tuesday, February 27, 2024	9:00 AM – 5:00 PM
Wednesday, February 28, 2024	9:00 AM – 5:00 PM
Thursday, February 29, 2024	9:00 AM – 5:00 PM

#### Move-out

Thursday, February 29, 2024	5:00 PM – 10:00 PM
Friday, March 1, 2024	8:00 AM – 11:59 PM
Saturday, March 2, 2024	8:00 AM – 11:59 PM
Sunday, March 3, 2024	8:00 AM – 12:00 PM

## EXHIBIT HALL LOCATION

Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109

KBIS will be located in the North, West, and South Buildings.

This is a non-smoking building

## SHOW MANAGEMENT CONTACTS

[Click here](#) for a full list of show management contacts.

## VENDORS

Click on vendors to get more information.



FREEMAN  
[ORDER ONLINE](#)  
[FAQ's](#)  
[CONTACT](#)



FREEMAN  
UTILITIES & RIGGING  
[ORDER ONLINE](#)  
[FAQ's](#)  
[CONTACT](#)



COX BUSINESS  
INTERNET & TELEPHONE  
[ORDER ONLINE](#)  
[ORDER FORM](#)  
PHONE: (855) 519-2624



EVENTSPHERE HOUSING  
[HOTEL RESERVATIONS](#)  
[E-MAIL](#)  
PHONE: (844) 859-2055



PWP STUDIO  
PHOTOGRAPHY  
[ORDER ONLINE](#)  
PHONE: (678) 457-4578



SODEXO CATERING  
[BOOTH CATERING MENU](#)  
[ORDER ONLINE](#)  
[E-MAIL](#)



SOA  
BOOTH SECURITY  
[ORDER FORM](#)  
[E-MAIL](#)  
PHONE: (702) 386-8065



TLC NATIONAL  
FLORAL & PLANT SERVICES  
[WEBSITE](#)  
[ORDER FORM](#)  
[E-MAIL](#)



MARITZ GLOBAL EVENTS  
LEAD RETRIEVAL  
[ORDER ONLINE](#)  
[ORDER FORM](#)  
[E-MAIL](#)



FREEMAN  
AUDIO / VISUAL  
ORDER ONLINE  
FAQ's  
CONTACT



IMAGE MODEL  
TALENT AGENCY  
INFORMATION SHEET  
E-MAIL  
PHONE: (770) 993-2493



PHOENIX INTERNATIONAL  
INTERNATIONAL SHIPPING  
WEBSITE  
INSTRUCTIONS  
E-MAIL



NVYTES  
CUSTOMER INVITES  
JOHN TISDALE  
E-MAIL



FEDEX OFFICE  
WEBSITE  
E-MAIL  
PHONE: (702) 733-2898



MARSH TOTAL EVENT  
EXHIBITOR INSURANCE  
ONLINE APPLICATION  
E-MAIL

## SHOW PLANNER

Click on items to get more information and link to the website or form.

**DEC 18**



UPDATE SHOW DIRECTORY LISTING ON KBIS EXHIBITOR HUB

**DEC 19**



ORDER LEAD RETRIEVAL FIRST DISCOUNT DEADLINE

NEXT DEADLINE IS JANUARY 30

**JAN 22**



FREEMAN ADVANCE WAREHOUSE SHIPPING ACCEPTANCE BEGINS

ACCEPTED THROUGH FEBRUARY 13 WITHOUT SURCHARGE

**JAN 23**



FREEMAN ORDER DEADLINE

ELECTRICAL  
PLUMBING & GAS  
RIGGING  
CABLE

**JAN 23**



FREEMAN DISCOUNT DEADLINE FOR ONLINE ORDERS

FURNISHINGS  
BOOTH CLEANING  
CARPET  
LABOR

**JAN 28**



COX BUSINESS ORDER DEADLINE

INTERNET  
TELEPHONE

### BEFORE YOU ARRIVE TO SHOWSITE

-  Submit Certificate of Insurance
-  Coordinate Hotel & Travel - OPENS 9/1
-  Register Booth Personnel
-  Update Show Directory Exhibitor Profile
-  Submit EAC Notification Form & EAC Certificate of Insurance

### ONCE YOU ARRIVE

- Pick Up Badge from Registration
- Confirm Freight Delivery
- Confirm Advanced Orders
- Place Onsite Orders

## INSURANCE

KBIS does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to KBIS before the show.

An exhibitor shall, at their own expense, secure and maintain through the term of the booth space rental contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance, unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$1,000,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald X, LLC (Show Management), National Kitchen and Bath Association (NKBA), Las Vegas Convention & Visitors Authority (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – KBIS 2024, National Kitchen & Bath Association, Freeman, the Las Vegas Convention & Visitors Authority and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates of February 20 - March 3, 2024.

Click here to submit your insurance documents online. Be sure the name of the attachment reflects the name of the insured exhibiting company.



### ***Certificate Holder Information should be listed as:***

Emerald X, LLC

Attn: KBIS 2024

3109 Del Obispo, #200

San Juan Capistrano, CA 92675

**IMPORTANT:** *The Certificate of Insurance can only be accepted by uploading it using the [Exhibitor Insurance Submission Form](#). Certificates of Insurance cannot be accepted via e-mail, mail, fax, or any other delivery method.*

## REPORTING

In the event of damage or loss of property, or an accident or injury, it is the exhibitor's responsibility to contact their insurance broker or carrier immediately.

### NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. [Click for more information.](#)

## BOOTH REGULATIONS

### CONSTRUCTION/DESIGN

#### **KBIS is a “Cubic Content” show**

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Violations could result in a fine and/or loss of priority points.

#### **KBIS is a “No Concrete” show**

All booths must order or supply their own floor covering that completely covers the cement floor within their contracted booth space.

#### **Show Colors**

8’H Backwall and 3’H Siderail Drape: Black

Aisle Carpet: Purple (except in pavilions and areas noted below)

DCW Highway in West Hall: Black

Global Connect Pavilion: Tuxedo

International Pavilions: Tuxedo

KBIS Kickstarter: Tuxedo

KBIS Select: Black

Outdoor Living Pavilion: Green Astroturf

#### **Standard Booth Equipment**

##### Linear, Corner and Perimeter booths

- 8’ high pipe and drape back wall.
- 3’ high pipe and drape side rails.
- Booths 300 sq. ft. or less will receive an 11" x 17" identification sign. Booths larger than 300 sq. ft. may receive an 11" x 17" identification sign upon request.

##### Split Island, Peninsula and End-Cap booths

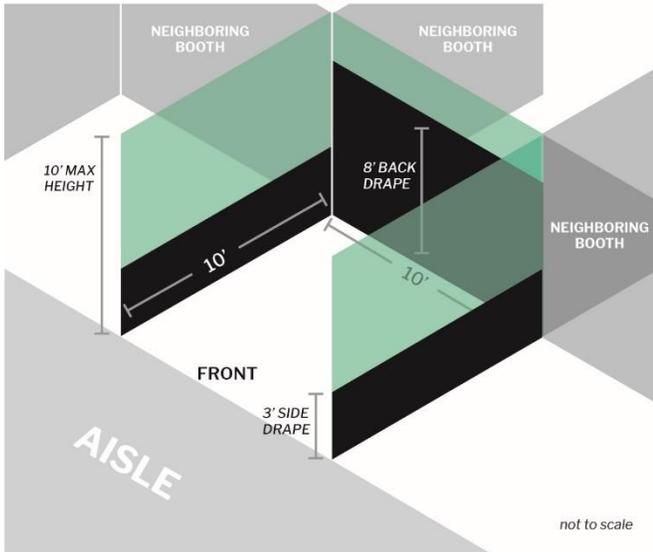
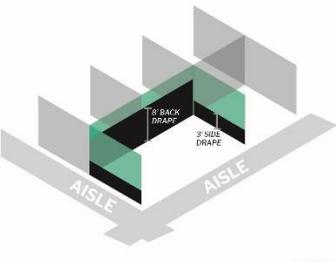
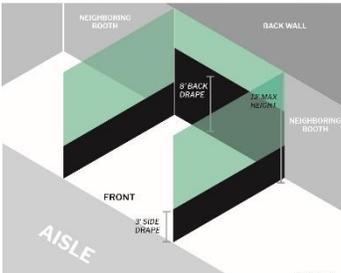
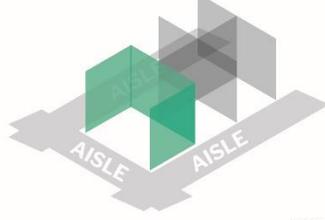
- 8’ high pipe and drape back wall.
- Booths larger than 300 sq. ft. may receive an 11" x 17" identification sign upon request.

##### Island booths

- Island booths do not come with back drapes or ID signs. If desired, they may be ordered from Freeman.

All other equipment and services are the responsibility of the exhibitor. Links to online ordering (where available) and to download printable order forms are located within this kit.

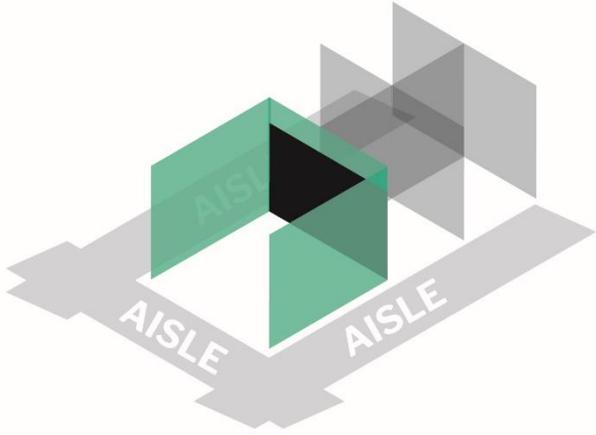
Linear / Inline Booth Guidelines

<p><b>Definition and/or Dimension</b>                  Linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.</p> <p>Linear &amp; Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.</p>	<p style="text-align: center;"><b>INLINE BOOTH SPACE</b>                  10 X 10, cubic content, with provided drape, max height 10'</p>  <p style="text-align: right;"><i>not to scale</i></p>	
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall.</li> <li>• 3' high pipe and drape side rails.</li> <li>• 11" x 17" booth identification sign with the company name and booth number.</li> </ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	<p><b>Use of Space – Cubic Content Rule:</b>                  Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of the linear booth type/variation.</p> <p><b>Footprint Rule or “Wiggle Room” Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>	
<p><b>Hanging Signs / Graphics</b>                  Linear/Inline booths are not permitted to have hanging signs, regardless of total square footage of the booth space and signs, logos and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>Exposed Surfaces</b>                  All exposed exhibit components extending above the 3' high pipe and drape sidewalls and/or the 8' high pipe and drape backwall must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.</p>	
<p><b>Additional Information</b>  <a href="#">Labor/Union Laws</a>  <a href="#">Building Rules/Guidelines</a>  <a href="#">Onsite Booth Guidelines</a></p>	<p><b>Variance Requests</b>                  Variance requests can be submitted to show management for review using the online <a href="#">Booth Variance Request Form</a>.</p>	
<p><b>Linear / Inline Booth Variations:</b></p>		
<p><b>Corner</b> booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.</p>	<p><b>Perimeter</b> booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12').</p>	<p><b>End-Cap</b> booths are exposed to an aisle on three sides and comprised of two adjacent 10'x10' booth spaces and must adhere to the same guidelines as linear booths.</p>
<p style="text-align: center;"><b>CORNER BOOTH SPACE</b>                  aisles on 2 sides; cubic content w/ provided drape</p>  <p style="text-align: right;"><i>not to scale</i></p>	<p style="text-align: center;"><b>PERIMETER BOOTH SPACE</b>                  booth backs up to wall in event space, max height 12'</p>  <p style="text-align: right;"><i>not to scale</i></p>	<p style="text-align: center;"><b>END CAP PENINSULA BOOTH SPACE</b>                  cubic content, aisles on 3 sides</p>  <p style="text-align: right;"><i>not to scale</i></p>

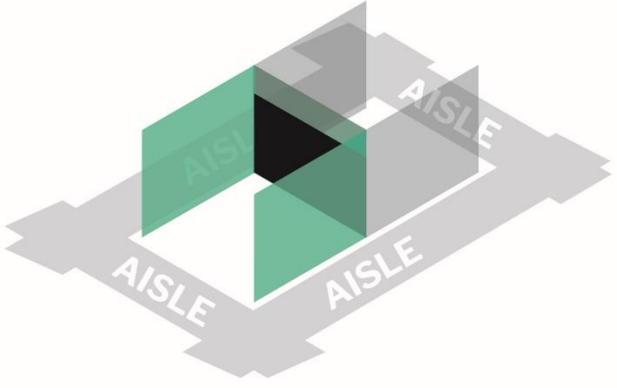
## Island Booth Guidelines

<p><b>Definition and/or Dimension</b> Island booths are booths exposed to an aisle on all four sides and must be a minimum of 20 feet in length on both sides.  Island booths must be twenty feet (20') by twenty feet (20') or larger.</p>	<p style="text-align: center;"><b>ISLAND BOOTH SPACE</b> aisles on 4 sides</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b> Island booths do not come with drapes or ID signs.  All equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space – Cubic Content Rule:</b> The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p><b>Footprint Rule or “Wiggle Room” Factor</b> Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.</p>
<p><b>Multi-Level Exhibits</b> A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes.  All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p><b>Covered Exhibits</b> A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.  All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p><b>Hanging Signs / Graphics</b> Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.  If a hanging sign is used, it is preferred that there be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This space should be continuous throughout the entire cubic space of the booth.</p>	<p><b>Exposed Surfaces</b> All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.</p>
<p><b>Additional Information</b> <a href="#">Labor/Union Laws</a>      <a href="#">Demonstration Guidelines</a> <a href="#">Building Rules/Guidelines</a>      <a href="#">Americans with Disabilities Act</a> <a href="#">Onsite Booth Guidelines</a></p>	<p><b>Variance Requests</b> Variance requests can be submitted to show management for review using the online <a href="#">Booth &amp; Hanging Sign Variance Request Form</a>.</p>

Peninsula Booth Guidelines

<p><b>Definition and/or Dimension</b>                  Peninsula booths are exposed to an aisle on three sides, must be a minimum of 20 feet in length on both sides, and typically back up to linear booths behind.</p> <p>Peninsula booths must be twenty feet (20') by twenty feet (20') or larger.</p>	<p style="text-align: center;"><b>PENINSULA BOOTH SPACE</b>                  cubic content, aisles on 3 sides, with provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall the entire width of the booth space.</li> </ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space – Cubic Content Rule:</b>                  The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p><b>Footprint Rule or “Wiggle Room” Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Multi-Level Exhibits</b>                  A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p><b>Covered Exhibits</b>                  A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p><b>Hanging Signs / Graphics</b>                  Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>Signs, logos and graphics must be set back no less than five feet (5') from adjacent booths. This includes the side of a hanging sign that is facing adjacent booths.</p> <p>If a hanging sign is used, it is preferred that there be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This space should be continuous throughout the entire cubic space of the booth.</p>	<p><b>Exposed Surfaces</b>                  All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.</p>
<p><b>Additional Information</b>  <a href="#">Labor/Union Laws</a>      <a href="#">Demonstration Guidelines</a>  <a href="#">Building Rules/Guidelines</a>      <a href="#">Americans with Disabilities Act</a>  <a href="#">Onsite Booth Guidelines</a></p>	<p><b>Variance Requests</b>                  Variance requests can be submitted to show management for review using the online <a href="#">Booth &amp; Hanging Sign Variance Request Form</a>.</p>

## Split Island Booth Guidelines

<p><b>Definition and/or Dimension</b> Split Island booths are two booths that are a minimum of 20 feet in length on both sides and set back-to-back and exposed to an aisle on three sides.</p> <p>Split Island booths must be twenty feet (20') by twenty feet (20') or larger.</p>	<p style="text-align: center;"><b>SPLIT ISLAND BOOTH SPACE</b> w/ provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall the entire width of the booth space.</li> </ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space – Cubic Content Rule:</b> The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p><b>Footprint Rule or “Wiggle Room” Factor</b> The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Multi-Level Exhibits</b> A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p><b>Covered Exhibits</b> A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p><b>Hanging Signs / Graphics</b> Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>Signs, logos and graphics must be set back no less than five feet (5') from adjacent booths. This includes the side of a hanging sign that is facing adjacent booths.</p> <p>If a hanging sign is used, it is preferred that there be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This space should be continuous throughout the entire cubic space of the booth.</p>	<p><b>Exposed Surfaces</b> All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.</p>
<p><b>Additional Information</b></p> <p><a href="#">Labor/Union Laws</a>      <a href="#">Demonstration Guidelines</a>  <a href="#">Building Rules/Guidelines</a>      <a href="#">Americans with Disabilities Act</a>  <a href="#">Onsite Booth Guidelines</a></p>	<p><b>Variance Requests</b> Variance requests can be submitted to show management for review using the online <a href="#">Booth &amp; Hanging Sign Variance Request Form</a>.</p>

## Hanging Signs & Airborne Objects

Permitted in all Island, Split Island, and Peninsula booths that are 400 sq. ft. or larger. Linear booths of all types do not qualify for hanging signs and graphics, regardless of size.

Maximum height of twenty-five feet (25') from the floor to the top of the hanging sign.

The maximum combined vertical height between any ground supported structure and hanging sign, at their highest dimensions when viewed perpendicular to the floor from any point on any side, may not exceed a maximum of twenty feet (20'). Examples of different types of booths and hanging sign designs in a hall with a 35' ceiling are shown below (actual designs will vary based on actual hall ceiling height). If a structure that is twenty feet (20') in height is used, a hanging sign is not permitted.

$$\text{Height of Structure} + \text{Height of Hanging Sign} = \text{Combined Max of 20'}$$

<p><b>CEILING HEIGHT RESTRICTIONS</b></p> <p>ceiling height 35'</p> <p>10' to ceiling</p> <p>4' hanging sign</p> <p>5' clearance between top of structure and bottom of sign</p> <p>structure height 16'</p> <p>not to scale</p>	<p><b>CEILING HEIGHT RESTRICTIONS</b></p> <p>ceiling height 35'</p> <p>10' to ceiling</p> <p>10' hanging sign</p> <p>5' clearance between top of structure and bottom of sign</p> <p>structure height 10'</p> <p>not to scale</p>	<p><b>CEILING HEIGHT RESTRICTIONS</b></p> <p>ceiling height 35'</p> <p>15' to ceiling - hanging sign not permitted</p> <p>structure height 20'</p> <p>not to scale</p>
<p><b>Structure at a max height of 16'</b> <b>Sign at a max height of 4'</b></p>	<p><b>Structure at a max height of 10'</b> <b>Sign at a max height of 10'</b></p>	<p><b>Structure at a max height of 20'</b> <b>No hanging sign permitted</b></p>

### Rigging Orders

Freeman is the exclusive provider of rigging services inside the Las Vegas Convention Center exhibit hall during KBIS.

All rigging orders should be made with [Freeman Online](#).

Hanging signs should be shipped to the Freeman Advance Warehouse arriving between January 22 and February 13 using the specific Hanging Sign Advance Shipping Label found on Freeman Online in the [Material Handling & Labels](#) section. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

### Approval Process

If your hanging sign does not comply with the KBIS Hanging Sign & Graphics Guidelines or you would like to request approval to hang signs at a height of twenty-six to thirty feet (26'-30'), please submit for a variance approval from KBIS Show Management using the [Booth & Hanging Sign Variance Request Form](#).

Variances may be issued at show management's discretion. Drawings and three-dimensional renderings of both the hanging sign and the floor supported booth structure, with dimensions, should be submitted to show management with the approval request and available onsite for inspection. If your hanging sign complies with the KBIS Hanging Sign & Graphics Guidelines, a variance approval submission is not required.

[Booth and Hanging Sign Variance Request Form](#)

## Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted in any exhibit hall or any KBIS space.

## Balloons or Inflatables

Any exhibitor planning to use balloons or other lighter-than-air objects as part of their display must submit for approval to Merlin Sarmiento, Convention Services Manager at the Las Vegas Convention Center, at [msarmiento@lvcva.com](mailto:msarmiento@lvcva.com). In addition, the following must be adhered to:

- Helium balloons, including columns and arches, must be tethered.
- Helium gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Blimps may not be flown around the exhibit hall.

## Lighting/Truss

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.

Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules.

Lighting that spins, rotates, or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.

Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.

Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.

Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

## FREIGHT & DELIVERIES

### Warehouse Address

*Exhibiting Company Name*

*Booth No.*

KBIS 2024

c/o Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

Freeman will accept crated, boxed, or skidded materials at their warehouse beginning January 22, 2024 at the above address. Material arriving after February 13, 2024 will be received at the warehouse with an additional after deadline charge.

Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds, or a single piece of freight beyond the dimensions of 108 inches high x 93 inches wide x 92 inches long.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m.

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

Freeman's Advance Warehouse is located at 6555 West Serene Avenue, Las Vegas, NV 89139. Please review the [Advance Warehouse Map and Directions](#).

You can estimate your material handling cost and create and print Advance Warehouse Shipping Labels in Freeman Online's [Material Handling & Labels](#) section. Make sure the labels are for the correct hall your booth is in: North Hall, West Hall, South Hall, or Silver Parking Lot 3. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Freeman material handling fees for advance shipments to the Freeman warehouse include:

- Delivery of items to the booth prior to your scheduled Targeted Freight Move-In Day and Time.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours and Freeman cannot guarantee or specify the arrival time of empty crates.

### Direct to Site Address

*Exhibiting Company Name*

*Booth No.*

KBIS 2024

Las Vegas Convention Center

c/o Freeman

3150 Paradise Rd.

Las Vegas, NV 89109

Freeman will receive shipments at the exhibit facility on target dates. Shipments arriving before target dates may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

Delivering carriers must check-in at the Marshalling Yard prior to the delivery. Please review the [Marshalling Yard Map and Directions](#).

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. More information can be found in Freeman Online's [Material Handling & Labels](#) section and you can estimate your material handling cost.

You can estimate your material handling cost and create and print Show Site Shipping Labels in Freeman Online's [Material Handling & Labels](#) section. Make sure the labels are for the correct hall your booth is in: North Hall, West Hall, South Hall, or Silver Parking Lot 3. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Freeman material handling fees for direct shipments to the Las Vegas Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours and Freeman cannot guarantee or specify the arrival time of empty crates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

### Marshaling Yard

All delivering carriers must check in at the Freeman Marshaling Yard prior to delivering to the Las Vegas Convention Center. The Freeman Marshaling Yard is located at 6555 West Serene Avenue, Las Vegas, NV 89139. Please review the [Marshaling Yard Map and Directions](#).

If required, provide your carrier with this phone number: (888) 508-5054.

### Targeted Freight Move-In Guidelines

**All Exhibitors have a Targeted Freight Move-In Date.** Determine your targeted freight move-in day by referring to the color-coded Targeted Freight Move-In Floor Plan for the exhibit hall your booth: [North Hall](#) · [South Hall](#) · [West Hall](#).

- The targeted freight move-in schedule pertains only to freight arrival. It does not necessarily represent the day the exhibitor should start setting up. Exhibitors may move in once their freight has been delivered to their booth. We HIGHLY encourage you to ship to the advance warehouse.
- The targeted freight move-in date primarily applies to direct shipments. It is the day that exhibitors shipping direct to the convention center can have their shipments arrive. All delivery vehicles must check-in to the marshaling yard and await deployment to the convention center to be unloaded. The delivery of the direct shipments to the booth will depend on when the truck checks into the marshaling yard, what position in line the truck is in to be sent to the convention center for unloading, and how long it takes Freeman to unload the truck at the loading dock, log in all parts of the shipment and then deliver them to the booth. Due to the number of direct deliveries each day, this can take hours. Even though an exhibitor has a target time of 8:00am on a specific date, this does not mean the shipment can come directly to the convention center and get to the booth by 8:00am to start setting up. As a result, exhibitors should not schedule setup labor at their exact targeted freight time.
- The way that the target freight move-in date applies to advance shipments is that this is the day and time that Freeman guarantees that warehouse deliveries will be delivered to the booth by. In this scenario, if an exhibitor has a targeted freight time of 8:00am on a specific day and has shipped everything to the advance warehouse, they could order labor to start at 8:00am as their shipment will be at their booth. If there are concerns with the amount of time available to set up, we recommend shipping in advance to the Freeman warehouse as this provides the maximum amount of setup time available.
- Exhibitors do not need to be present on their targeted freight day if they do not feel the need to be there. If an exhibitor is targeted with 4 days to setup but they only need 2 days, they only need to make sure any shipments sent directly to the convention center arrive on their target date. Any advance shipments will be placed at their booth by the target day. When exhibitors arrive to set up, their shipment will be at the booth and they will be ready to begin working.

- To ensure a smooth move-in of your exhibit material and machinery, please answer the questions in the [Freeman Freight Questionnaire](#) as soon as possible and prior to January 19, 2024.
- Exhibitors wishing to request a different targeted move-in date and time can do so using the [Freeman Freight Questionnaire](#). Requests must be made by January 19, 2024. All target change requests must be authorized and approved by Freeman. Notice of whether your target move-in change request was approved or denied will be sent by email.

## Move-in Procedures



## Self-Unloading / Hand Carry Policy

Full-time exhibitor personnel may carry materials in and out of the Las Vegas Convention Center by hand or with the use of an exhibitor-owned, non-motorized two-wheeled hand cart. This does NOT include pallet jacks or motorized equipment of any type. If needed, cart service and/or empty storage and return will be provided by Freeman at the prevailing rates.

## Privately Owned Vehicles (POV)

Vehicles that qualify as a POV may utilize the POV Check-In Area at the Las Vegas Convention Center. Freeman workers equipped with flat carts will assist exhibitors with unloading at the posted roundtrip rate. Two people must be with the vehicle – one to accompany the product to the booth and one to remove the vehicle from the area – and the vehicle must be completely unloaded within 30 minutes of arrival at the unloading area. Vehicles that do not qualify for this service or that require mechanical assistance to unload will be directed to the marshaling yard. Please review the information about [POV's, Cart Service, and the Self-Unloading Policy](#) prior to arrival.

*POV, or Privately Owned Vehicles, are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not for cargo or freight.*

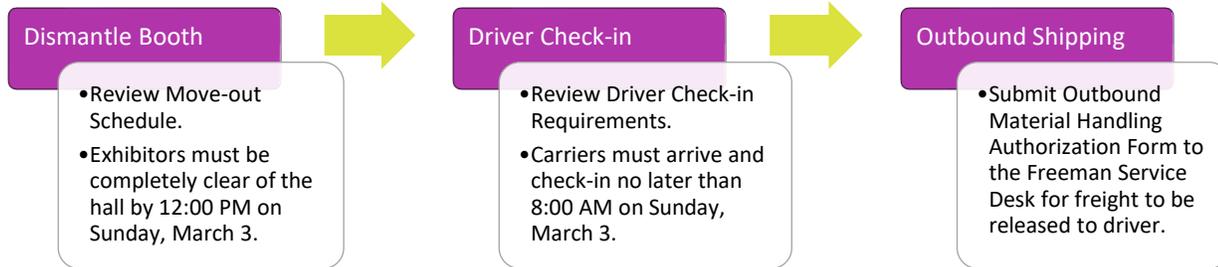
## Shipping vs. Material Handling

It is important to understand the difference between shipping and material handling. For detailed information, please review Freeman's [Shipping & Material Handling Information](#) page.

## Move-out Procedures

### Outbound Shipping

Freeman Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Paperwork in Freeman Online's [Material Handling & Labels](#) section and the paperwork will be printed and available on show site at the Freeman Exhibitor Service Center. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.



### Move-Out Bulletin

Please review the [Show Move-Out Information](#) for specific details regarding exhibitor move-out.

### Accessible Storage

Access storage may be used for items that need to be accessed during the show. Examples include giveaways, extra machine parts, extra AV equipment, etc. Accessible storage is not empty storage. All orders for accessible storage must be placed onsite at the Freeman Exhibitor Service Center.

- Storage is for the entire show - no daily storage rate.
- Storage rate includes all labor involved with pick up and deliveries.

### International Freight

Phoenix International Business Logistics has been appointed as the official international freight forwarder and customs broker. For more information, please visit their [website](#) or [download the International Shipping and US Customs Guidelines](#).

## INSTALL/DISMANTLE & LABOR REGULATIONS

### 24-Hour Access

Exhibitors are allowed 24-hour access to the exhibit hall during move-in days, show days, and move-out days. Please note that the exhibitor service desk will only be in operation from 8:00am-5:00pm on exhibitor move-in, show, and exhibitor move-out days, February 20 - March 3.

### Labor/Union Laws

KBIS Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the [Labor Jurisdictions](#) to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip their employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen-minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising regarding the jurisdiction or practices must be directed to a Freeman management representative.

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all the regulations as an Exhibitor Appointed Contractor.

### Forklifts

Forklift labor is an exclusive service provided by Freeman.

### Tipping

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Freeman.

## Building Rules/Guidelines

It is strongly recommended that all exhibitors review the [Las Vegas Convention Center Building User's Manual](#).

## Safety

### Fire Marshal Requirements & Permitting

For information on the Clark County Fire Marshal Regulations, please review following documents and websites:

[Las Vegas Fire Regulations](#)

[Clark County Building and Fire Prevention Department Website](#)

[Las Vegas Convention Center Building User's Manual](#)

[Clark County Building and Fire Prevention Permits Website](#)

### OSHA Regulations

All exhibitors and hired third-party contractors, must comply with environmental laws and OSHA regulations.

## Cleaning

### Booth Cleaning

Booth cleaning is not included and must be ordered by the exhibitor. Daily or one-time booth cleaning and porter service can be ordered through [Freeman Online](#).

Please be aware that carpet and flooring cleanliness is not guaranteed during move-in and complimentary cleaning will not be provided should the carpet or flooring of booths become dirty during move-in. It is recommended to order plastic covering for your booth carpet or flooring or booth cleaning to help maintain the cleanliness of your booth carpet or flooring during move-in and to help ensure your carpet or flooring is clean for show opening.

### Clean Floor Policy

Please review the [Clean Floor Policy](#) to ensure compliance with the entire program.

Items must be removed from the show floor as follows:

All crates and skids labeled for EMPTY storage: ***no later than 5:00 PM on Monday, February 26, 2024***

All bulk trash labeled for disposal: ***no later than 5:00 PM on Monday, February 26, 2024***

All ladders and large booth construction equipment: ***no later than 7:00 AM on Tuesday, February 27, 2024***

All booths set and show ready: ***no later than 8:00 AM on Tuesday, February 27, 2024***

Following this Clean Floor Policy schedule will allow Freeman sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall, as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

### Cutting & Sawing

All cutting and sawing equipment used inside the convention center must have dust collection bag attachments.

A designated outdoor cutting and sawing area will be available for those exhibitors unable to work within the booth space.

Beginning Monday, February 26, all cutting and sawing must be conducting within the confines of the booth space or in the designate outdoor cutting and sawing area.

Violation of the cutting and sawing regulations will result in immediate equipment removal from the building with a minimum of \$500.00 cleaning fee being added to your invoice. When equipment is compliant, it can be used within your booth space.

### Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3' x 3' x 3' or 1m x 1m x 1m. The exhibitor will be charged for the removal and disposal of these items. Please review the [Dumpster & Disposal](#) section of Freeman Online for more information and fees.

### Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through Freeman. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of "material abandonment" and will be charged for the removal of these items.

### Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.

No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.

No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.

Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas.

All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

## DONATIONS

Exhibitors wishing to donate products to the charitable organizations below should make arrangements directly with the charitable organization. Donated items cannot be removed from the exhibit hall until after the conclusion of the show. Please visit each charitable organizations' website for more details on donations and contact information.

[Habitat for Humanity](#)

[Opportunity Village](#)

All donations should be handled using the same outbound shipping process for your booth materials. Complete the Outbound Paperwork in Freeman Online's [Material Handling & Labels](#) section and the paperwork will be printed and available on show site at the Freeman Exhibitor Service Center. Be sure the charitable organization knows the company name, booth number, and specific materials to be picked up when arranging for the donation pick up. Any items left behind for donation without proper arrangements will be disposed of at the exhibitor's expense.

## EXHIBITOR APPOINTED CONTRACTOR

KBIS recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue rules and regulations and carries the required insurance coverage.

**An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor.** EAC's are most often independent installation and dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official contractors of the show but provide a necessary service at show site for the exhibitor.

With the increasing number of EAC's, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an exhibitor must agree to the EAC Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and will be assessed a fee. An administrative fee of \$300 per booth the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information, show rules and regulations, etc.)

To review the information on the [EAC Process](#) follow the link.

EAC's will NOT be allowed on the show floor unless all the requirements are satisfied:

- EAC must pay a fee of \$300 for each booth location you are providing services or products for. Payment must be submitted via the online EAC portal. Payments are NONREFUNDABLE.
- Exhibitor and EAC must complete all required documentation via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the [EAC Rules & Regulations](#).
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined in the [EAC Rules & Regulations](#).
- Any contractor working at the Las Vegas Convention Center must obtain an EAC permit. Contact the LVCC EAC Department at [EACPermit@lvccva.com](mailto:EACPermit@lvccva.com) to confirm your company is approved to work in the LVCC. If your company is not approved to work in the LVCC this could delay your set-up onsite.
- EAC's must be registered with and approved to do work in the state of Nevada. If you are unsure if your company is registered, please call 702-892-2860. The permit can be found here [Nevada EAC Permit](#). EAC's must abide by existing labor regulations and/or contracts and all Federal and Nevada laws and regulations as well as those established by the Las Vegas Convention Center and NKBA | KBIS.

Should you have any questions regarding the EAC process, please email [KBIS@EACmgmt.com](mailto:KBIS@EACmgmt.com).



[EAC Management Portal](#)  
Due by January 19, 2024

Exhibitor completes: EAC Designation

EAC completes: EAC Registration  
Pays Admin Fee

## UTILITIES

### ELECTRICAL, PLUMBING, GAS & CABLE

Freeman is the exclusive provider of electrical, plumbing, gas, and cable services to KBIS exhibitors at the Las Vegas Convention Center. Services can be ordered through [Freeman Online](#).

### INTERNET SERVICES

Cox Business is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors at the Las Vegas Convention Center. Services can be [ordered online](#) or [download the order form](#).

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### **Animals**

Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.

#### **Booth Appearance**

All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at the exhibitor's expense.

Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Exhibitors that do not properly cover the floor of their entire exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

#### **Display of Product**

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.

#### **Floral**

The official provider of floral and plants is TLC National Convention Plant Services. Visit their [website](#) for more information or [download the order form](#).

#### **Vehicles on Display**

Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Department of Building & Fire Prevention. For more information on vehicle displays, requirements, and to submit for a permit, please review following documents and websites:

[Las Vegas Fire Regulations](#)

[Clark County Building and Fire Prevention Department Website](#)

[Las Vegas Convention Center Building User's Manual](#)

[Clark County Building and Fire Prevention Permits Website](#)

In addition, exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles. For more information and to order spotting, please review Freeman's [Mobile Unit & Vehicle Spotting](#) information.

## DEMONSTRATIONS

### **Exhibitor Conduct /Good Neighbor Policy**

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal, or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter around another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

### **Food & Beverage Sampling**

All food and beverage samples brought into the Las Vegas Convention Center must have written approval from Sodexo Live prior to the event. For more information, [e-mail Sodexo Live!](#) or call 702-943-6779.

### **Models / Temporary Staffing**

The official provider of models, hosts, and other talent is Image Model Talent Agency. [Download their information sheet](#) for more information.

### **Noise / Music**

In general, exhibitors with booths that are 400 sq. ft. and larger may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle.

Sound created by amplified devices should not exceed 80 decibels when measured from the aisle immediately in front of a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

Booths under 400 sq. ft. in size are not allowed to utilize any type of sound system or any device that amplifies sound.

### **Raffles, Drawings, and Contests**

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

## ADDITIONAL

### **Americans with Disabilities Act (ADA)**

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

A [Las Vegas Convention Center ADA Accessibility Map](#) is also available.

## Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational, or other giveaway matter may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of show management.

## Photography

Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or an *approved* Exhibitor Appointed Photographer.

Exhibitors and/or *approved* Exhibitor Appointed Contractors may photograph or record their own exhibits during show days ONLY.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions, and Meeting Rooms) is prohibited.

Photo shoots scheduled outside of published show hours must include a security escort ordered from the official security provider.

Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.



Submit the Photography Approval Form if planning to use a third-party photographer.

## Selling at Booth

Selling merchandise from your booth during the show is strictly prohibited.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

## Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from show management.

## Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of products or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within the exhibit facility without the permission of show management are in violation of this clause.

## SECURITY INFORMATION

KBIS Show Management makes every effort to protect exhibitors' merchandise and displays. Show management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While show management will implement security measures to safeguard your property, neither show management, the Las Vegas Convention & Visitors Authority, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance to cover loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are recommended and available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

### ***Tips To Help Protect Your Product***

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damage or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.



Review the Booth Security Form for more information on booth guards.

## REGISTRATION

### STAFF BADGES

Booth personnel may be registered online by logging in to your [KBIS Exhibitor Hub](#).

Badges will be mailed to the main contact on file for exhibitors with mailing addresses in the United States for all staff registered before **December 22, 2023**. Staff registered after December 22, 2023 and exhibitors outside of the United States will need to pick up their badges onsite at registration beginning on Saturday, February 24, 2024 at the Las Vegas Convention Center. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present a photo I.D. when picking up their badge.

All exhibitor personnel must have and visibly wear their Exhibitor badge while in the exhibit hall during move-in, move-out and official show hours.

Each exhibiting firm receives ten (10) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Buyers, customers, and exhibitor appointed contractor personnel should **not** be registered as exhibitors.

Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

Exhibitor badges do NOT automatically receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at Exhibitor Registration.

### ADMISSION POLICY

#### Children

Children under the age of 18 must be accompanied and supervised by an adult while on the exhibit floor.

Registration for children is complimentary and must be done onsite. All children except infants in backpacks or slings must be registered and badged to be admitted to the exhibit areas.

Strollers for children are permitted in the exhibit areas during published show hours. Attendees assume all risks associated with the use of strollers on the show floor, including but not limited to personal injury or property damage.

#### Early Appointments

Exhibitors with proper badges and/or the appropriate daily wristband are permitted 24-hour access to the exhibit hall on exhibitor move-in days, show days, and exhibitor move-out days.

Attendees, speakers, press, and any other registration type other than Exhibitor will not be allowed access to the show floor at any time during move-in and move-out or prior to 9:00 AM on show days.

#### Exhibitor Appointed Contractors (EAC)

All contracted personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor. Each individual person must sign-in and present a photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others. A different wristband will be used each day and available after 1:00 PM the day prior.

#### Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by KBIS during move-in, move-out or show hours.

## GETTING THERE

### HOTELS

EventSphere is the official hotel agency for KBIS and the best way to book hotel reservations. Hotel arrangements can be made online beginning Friday, September 1 through the [KBIS Hotel Information](#) page.

With EventSphere you will receive descriptions, photos, and maps to help you choose the perfect hotel. An acknowledgment of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone, fax, or mail.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through EventSphere. Please refer to your hotel confirmation for individual cancellation policies.

### PARKING

Download the [Las Vegas Convention Center Campus Map](#) to review parking locations around the convention center campus.

### SHUTTLES

Complimentary shuttle bus service will be provided between the Las Vegas Convention Center and the hotel properties within the KBIS hotel block not designated as within walking distance of the convention center. Signs will be posted at each hotel property on the shuttle routes and at North/Central, South, and West Buildings at the Las Vegas Convention Center indicating the schedules, routes, pick-up and drop-off points.

### RIDESHARE / TAXI

Taxis, Uber, and Lyft are available for anyone choosing to use their services. Drop-off and pick-up will be in designated areas at the Las Vegas Convention Center.

### CITY RESOURCES

From show-stopping entertainment and exhilarating sporting events to the top expos, Las Vegas is where the most influential brands gather. Take advantage of the [Las Vegas Convention & Visitors Authority](#) to plan your trip!

### BUSINESS CENTER

[FedEx Office](#) is the exclusive business center for all convention participants, offering full-service printing materials, advertising opportunities, mobility services, Internet access and faxing.

## SPONSORSHIP OPPORTUNITIES

Log in to your [KBIS Exhibitor Hub](#) to enter your company profile and product categories by Monday, December 18, 2023.

Find opportunities to maximize your exposure and brand presence to the entire KBIS audience by visiting the [Advertising & Sponsorship](#) page of the KBIS website.

## EVENTS

### AFTERHOURS BOOTH EVENTS

Exhibitors wishing to hold hospitality functions within their booth space after show hours with invited attendees or press must submit the [After Hours Booth Event Request Form](#).

- After hours events on the show floor are limited to only Tuesday, February 27 or Wednesday, February 28, and must conclude by 6:30 PM.
- Any booth function scheduled beyond the 5:00 PM show closing time with attendance beyond booth staff is considered an afterhours event and must be approved.

- Submission for approval is not required for meetings or functions held within the booth outside of show hours that consists solely of exhibitor booth staff.
- Only exhibitors with 1,500 sq. ft. or larger booths may hold afterhours functions within their booth space.
- There is a fee of \$3,000 per afterhours booth event per night. This fee is used to extend the hotel shuttles for guests and staff, provide security guards to help keep your guests within your booth space during the function, and extend hall lighting and HVAC.

For more information on and to review additional exhibitor responsibilities for after hours booth events, please review the [After Hours Booth Event Request Form](#).

## HOTEL FUNCTIONS

Exhibiting companies with at least 400 square feet of booth space at KBIS may hold functions at the hotels within the KBIS hotel block with KBIS Show Management approval.

- Hotel functions cannot conflict with show hours and may NOT be held during the hours of 9:00 AM to 5:00 PM on Tuesday, February 27 through Thursday, February 29.
- Hotel functions can include receptions, banquets, or meetings. Meeting rooms cannot be used for exhibiting or display of product.

To inquire about hotel functions, please contact the desired hotel directly. The hotel will then contact KBIS Show Management to review for approval.

## NETWORKING EVENTS

Review the [KBIS website](#) for special events providing the opportunity to engage with customers and other industry professionals during KBIS.

## ONSITE EXHIBIT SPACE RENEWALS

Prior to the show, you will receive a space selection appointment for KBIS 2025. During your assigned space selection appointment, please go to the designated KBIS Sales Office to select your booth space for KBIS 2025 when Design & Construction Week returns to the Las Vegas Convention Center on February 25-27.