



Display Set Up Information

June 5-7, 2017 • Las Vegas Convention Center North Hall 2 • Las Vegas, Nevada

Booth Package Information

EVERY BOOTH PACKAGE INCLUDES:

- 8' high white drape
- Tuxedo (Black and Grey speckled) booth carpet with Pre-Show Vacuum
- Crossbar at front of booth for light tracks (lighting not included)
- 500 or 1000 Watt Electrical Outlet (depending on booth size)
 - Additional expense required to move power to front of booth
- Unlimited Drayage
- POV (Privately Owned Vehicle) – labor assistance available
- Non-Motorized Carts – available for move in/out
- One of each: Wastebasket, Tall Chair and Standard booth ID sign (7" x 44") with company name and booth number

All other equipment and services are the responsibility of the exhibitor. Online ordering and printable order forms are provided by Shepard Exposition Services and the Official Service Provider. You may contact Shepard Customer Service with questions at (702) 507-5278 or lasvegas@shepardes.com.

Balloons

Show Management and your Convention Services Manager must approve the use of balloons. Please contact Show Management for approval.

Construction

- Signs, display material, products, tables or lights cannot protrude into the aisles or encroach upon neighboring booths, nor exceed the height limitations for your display area. Obstructions may not be placed in any aisle, passageway or exit.
- Fire extinguishing appliances located on columns and walls must have a 3' clearance and remain accessible and visible at all times.
- Nothing may be posted, tacked, nailed or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by an infraction of this rule will be remedied and the cost will be charged to the exhibitor. Exhibitors will not be permitted to operate their exhibit in a manner which, in the opinion of Show Management, is objectionable.

Design Rules & Regulations

- All work displayed must be your company's original design, made in the USA or Canada. Work made from kits or unaltered commercial molds is prohibited.
- Exhibitors may not represent or display products other than those designed by the artist/applicant.
- Any products displayed not described in the exhibitor's application and/or not approved in advance may be subject to removal by Show Management.
- All work displayed must be priced at wholesale, not retail.

Exhibitor Appointed Contractor (EAC)

You must complete and submit your Exhibitor Appointed Contractor (EAC)/ form online. To submit the documents, [click here](#) and log-in to the ACRE Exhibitor Portal. You may then upload your EAC's form and proof of insurance.

COMPLETE THIS FORM ONLY IF YOU ARE USING THE SERVICES OF AN OUTSIDE CONTRACTOR TO INSTALL OR DISMANTLE YOUR DISPLAY