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Welcome to the HD Expo 2024 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at HD Expo. 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 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 about any areas you need further clarification on.

GENERAL INFO

DATES & TIMES

Move-in

Saturday, April 27, 2024	8:00 AM – 5:00 PM	Targeted Move-In
Sunday, April 28, 2024	8:00 AM – 5:00 PM	Targeted Move-In
Monday, April 29, 2024	8:00 AM – 5:00 PM	Targeted Move-In

Contact Show Management should you have any special move-in requests. All booths must be completely set and ready by 8:00 AM on Tuesday, April 30th and remain set until 1:00 PM on Thursday, May 2nd.

Show Days

Tuesday, April 30, 2024	9:30 AM – 5:00 PM
Wednesday, May 1, 2024	9:30 AM – 5:00 PM
Thursday, May 2, 2024	9:30 AM – 1:00 PM

Move-out

Thursday, May 2, 2024	1:00 PM – 10:00 PM	Targeted Move-Out
Friday, May 3, 2024	8:00 AM – 10:00 PM	Targeted Move-Out
Saturday, May 4, 2024	8:00 AM – 12:00 PM	Targeted Move-Out

EXHIBIT HALL LOCATION

Mandalay Bay Convention Center
3970 Las Vegas Boulevard South
Las Vegas, NV 89119
P: 702-322-3000

SHOW MANAGEMENT CONTACTS

Jennifer Finn – Operations Manager | Jennifer.finn@emeraldx.com | 770-235-1930

[Click here](#) for a full list of Account Executives, Marketing, Registration, and Conference Contacts.

VENDORS

Click on vendors to get more information.



FREEMAN

[ORDER ONLINE](#)

888-508-5054

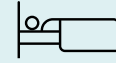
*Freeman Online is the most economical & convenient option.



MANDALAY BAY
CONVENTION CENTER
UTILITIES SERVICES

[ORDER ONLINE](#)

Call 855-408-1349 with any log in issues or questions.



EVENTSPHERE
HOUSING

[ONLINE RESERVATIONS](#)

864-208-3717



TLC National
Floral & Plant Services

[ORDER FORM](#)

770-507-6777



PWP STUDIO
PHOTOGRAPHY

[ORDER FORM](#)

678-457-4578



MANDALAY BAY
CATERING SERVICES

[ONLINE ORDERING](#)

855-408-1349



SOA, INC.
BOOTH SECURITY

[ORDER FORM](#)

702-386-8065



Marsh/Total Event
EXHIBITOR INSURANCE

[ORDER FORM](#)

[FLYER](#)

[SAMPLE COI](#)



MARITZ GLOBAL EVENTS
LEAD RETRIEVAL

[ORDER ONLINE](#)

877-623-3487



nvytes
COMPLIMENTARY INVITES
[CUSTOMER INVITES](#)



IMAGE MODEL
TALENT AGENCY
[FLYER](#)
770-993-2493



OPPORTUNITY VILLAGE
CHARITABLE DONATIONS
[LINK TO WEBSITE](#)
[INFO FLYER](#)
PHONE: 702-300-8409



SMARTSOURCE
A/V & COMPUTER RENTAL
[ORDER FORM*](#)
*Access Code: HDEX0424
877-876-4111



FEDEX BUSINESS CENTER
[LINK TO WEBSITE](#)
702-262-5320




PHOENIX INTERNATIONAL
INTERNATIONAL SHIPPING
[LINK TO WEBSITE](#)
[INSTRUCTIONS](#)
908-355-8900

SHOW PLANNER


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

FEB 20



ORDER [LEAD RETRIEVAL](#) (TIERD PRICING)

MARCH 22



UPDATE SHOW [DIRECTORY LISTING](#)


MARCH 28



FREEMAN [ADVANCE WAREHOUSE](#) SHIPPING BEGINS

ACCEPTED THROUGH APRIL 23rd WITHOUT SURCHARGE


APRIL 9



MANDALAY BAY CONVENTION CENTER [ORDER](#) DEADLINE

INTERNET
ELECTRICAL
PLUMBING & GAS
CATERING


MARCH 19



[SMARTSOURCE](#) ORDER DEADLINE

AUDIO/VISUAL



APRIL 1



FREEMAN DISCOUNT DEADLINE FOR [ONLINE](#) ORDERS

FURNISHINGS
LABOR
CARPET

BEFORE YOU ARRIVE TO SHOWSITE (click on links)

-  [Submit Certificate of Insurance](#)
-  [Coordinate Hotel & Travel](#)
-  [Register Booth Personal in Advance](#)
-  [Update Show Directory Exhibitor Profile and/or listing](#)
-  [Submit EAC Management Portal & EAC Certificate of Insurance by March 27](#)
-  [Submit Hanging Sign for Approval \(if applicable\)](#)

ONCE YOU ARRIVE

- PICK UP BADGE FROM REGISTRATION
- CONFIRM FREIGHT DELIVERY
- CONFIRM ADVANCE ORDERS
- PLACE ONSITE ORDERS

INSURANCE

HD Expo 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 HD Expo before the show, [submit insurance information](#).

An exhibitor shall, at their own expense, secure and maintain through the term of this 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 \$500,000 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 (Show Management), Mandalay Bay Convention Center (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 – HD Expo 2024, Freeman, Mandalay Bay Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates April 29, 2024 – May 6, 2024.

NEED GENERAL LIABILITY INSURANCE?

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



Certificate Holder Information should be listed as:

HD Expo 2024
31910 Del Obispo #200
San Juan Capistrano, CA 92675
Attn: Jennifer Finn

REPORTING

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

Submit your insurance documents online [Click Here](#) to submit. Be sure the name of the attachment reflects the name of the insured exhibiting company.

BOOTH REGULATIONS

CONSTRUCTION/DESIGN

HD Expo 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. Any unfinished and/or exposed portion of an exhibit must be made presentable prior to show opening at the expense of the exhibitor. Any portion bordering another exhibitor’s space must have the backside of the exhibit finished in a neutral color and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.

HD Expo 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

Backwall and side rail Drape: Black

Aisle Carpet: Tuxedo

Standard Booth Equipment

Linear, Corner and Perimeter booths

- 8’ high pipe and drape backwall.
- 3’ high pipe and drape side rails.
- 11” x 17” booth identification sign with the company name and booth number.

Split Island, Peninsula and End-Cap booths

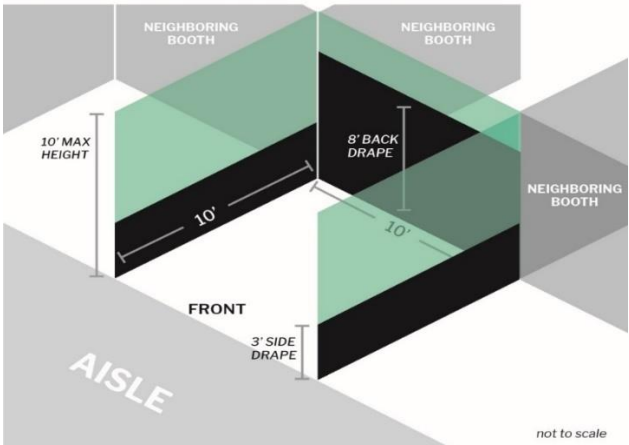
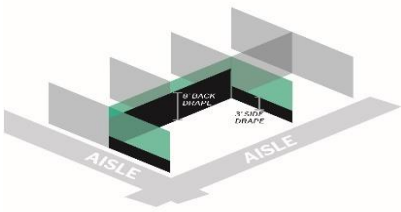
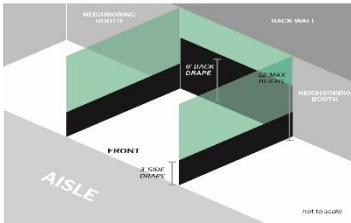
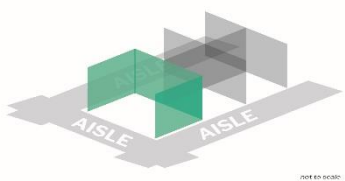
- 8’ high pipe and drape back wall.
- 7” x 44” booth identification sign with the company name and booth number.

Island booths

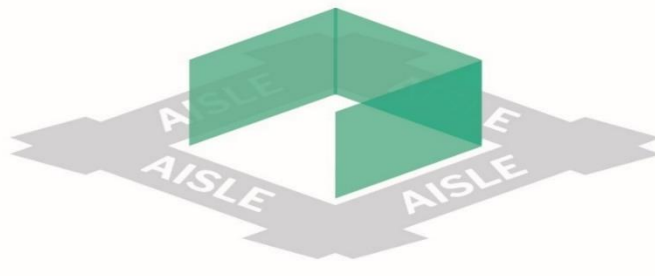
- Island booths do not come with back drapes or ID signs. If desired, they may be ordered from Freeman.

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

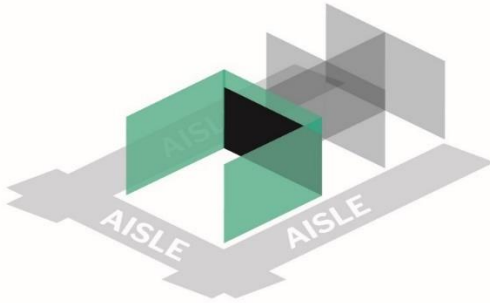
Linear / Inline Booth Guidelines

<p>Definition and/or Dimension 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 & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10'x10', 10'x20', 10'x30', etc.</p>	<p style="text-align: center;">INLINE BOOTH SPACE 10 X 10, cubic content, with provided drape, max height 10'</p>  <p style="text-align: center;">*Green shapes represent permitted sidewall, backwall and front entry extensions.</p>	
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape backwall. • 3' high pipe and drape side rails. • 11"x17" booth identification sign with company name and booth number. <p>All other equipment and services are the responsibility of the exhibitor. To order furnishings/fixtures from Freeman, use Freeman Online.</p>	<p>Linear Booth Use of Space – Cubic Content Rule: Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of 10' for the linear booth type.</p> <p>Footprint Rule or “Wiggle Room” Factor 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>Hanging Signs / Graphics Linear/Inline booths are <u>not</u> permitted to have hanging signs. Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p>Exposed Surfaces All exposed exhibit components extending above the 3' high pipe and drape sidewalls and/or the 8' high pipe and drape backwall must be finished, painted, and with no exposed wired or framing visible and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.</p>	
<p>Linear / Inline Booth Variations:</p>		
<p>Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.</p>	<p>Perimeter 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>End-Cap 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;">CORNER BOOTH SPACE aisles on 2 sides; cubic content w/ provided drape</p>  <p style="text-align: center;">not to scale</p>	<p style="text-align: center;">PERIMETER BOOTH SPACE booth backs up to wall in event space, max height 12'</p>  <p style="text-align: center;">not to scale</p>	<p style="text-align: center;">END CAP PENINSULA BOOTH SPACE cubic content, aisles on 3 sides</p>  <p style="text-align: center;">not to scale</p>

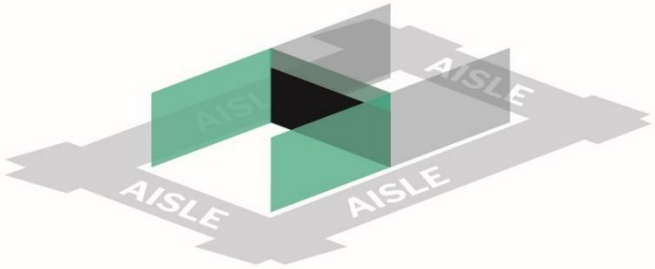
Island Booth Guidelines

<p>Definition and/or Dimension Island booths are any size booth exposed to an aisle on all four sides.</p> <p>Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.</p> <p>10' x 20' booths that are opened on three to four sides are not considered Island booths.</p>	<p style="text-align: center;">ISLAND BOOTH SPACE aisles on 4 sides</p>  <p style="text-align: right;"><small>not to scale</small></p> <p>*Green shapes represent permitted sidewall, backwall and front entry extensions.</p>
<p>What's Provided / Included Island booths do not come with drapes or ID signs.</p> <p>All equipment and services are the responsibility of the exhibitor. To order furnishings/fixtures from Freeman, Use Freeman Online.</p>	<p>Footprint Rule or "Wiggle Room" Factor Since Island booths do not have any adjacent booths, the footprint rule is not applicable.</p>
<p>Island Booth Use of Space – Cubic Content Rule: The entire cubic content of the booth may be used up to the maximum allowable height of sixteen feet (16') from the floor to the top of the highest point of the booth structure.</p>	<p>Multi-Level Exhibits A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as Show Management because it is deemed to be a "structure" for building purposes.</p> <p>All Multi-Level and Covered 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 Show Management and the facility at least sixty (60) days in advance of move-in.</p>
<p>Covered Exhibits 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>Covered booths exceeding 1,000 square feet that will be erected for more than (7) days or contain vehicles, open flame or hot works will require an interior automatic sprinkler system and a separate permit is required for the sprinkler system. Please review LV Fire Regulations. The application permit is available online.</p>	<p>Hanging Signs / Graphics Hanging signs may be hung to a maximum of twenty-five feet (25') from the floor to the top of the sign.</p> <p>If a hanging sign is used, there must 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. The empty space must be continuous through the entire cubic feet of the booth. Hanging Sign Submission Form. See page 12 for additional information.</p>
<p>Exposed Surfaces All exposed exhibit components must be 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 exhibitor's expense.</p>	<p>Hanging Signs / Graphics Hanging signs may be hung to a maximum of twenty-five feet (25') from the floor to the top of the sign.</p> <p>If a hanging sign is used, there must 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. The empty space must be continuous through the entire cubic feet of the booth. Hanging Sign Submission Form. See page 12 for additional information.</p>

Peninsula Booth Guidelines

<p>Definition and/or Dimension Peninsula booths are exposed to an aisle on three sides, comprised of a minimum of four booths, and typically back up to linear booths behind.</p> <p>Peninsula booths are usually twenty feet (20') by twenty feet (20') or larger.</p>	<p style="text-align: center;">PENINSULA BOOTH SPACE cubic content, aisles on 3 sides, with provided drape</p>  <p style="text-align: right; font-size: small;">not to scale</p> <p>*Green shapes represent permitted sidewall, backwall and front entry extensions.</p>
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape backwall. • 11" x 17" booth identification sign with the company name and booth number. <p>All other equipment and services are the responsibility of the exhibitor. To order furnishings/fixtures from Freeman, use Freeman Online.</p>	<p>Footprint Rule or "Wiggle Room" Factor 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>Peninsula Booth Use of Space – Cubic Content Rule: The entire cubic content of the booth may be used up to the maximum allowable height of sixteen feet (16') from the floor to the top of the highest point of the booth structure.</p>	<p>Multi-Level Exhibits A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as Show Management because it is deemed to be a "structure" for building purposes.</p> <p>All Multi-Level and Covered 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 Show Management and the facility at least sixty (60) days in advance.</p>
<p>Covered Exhibits 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>Covered booths exceeding 1,000 square feet that will be erected for more than (7) days or contain vehicles, open flame or hot works will require an interior automatic sprinkler system and a separate permit is required for the sprinkler system. Please review LV Fire Regulations. The application permit is available online.</p>	<p>Exposed Surfaces All exposed exhibit components must be 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 exhibitor's expense.</p>
<p>Hanging Signs / Graphics Hanging signs may be hung to a maximum of twenty-five feet (25') from the floor to the top of the sign. 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, there must 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. The empty space must be continuous through the entire cubic feet of the booth. Hanging Sign Submission Form. See page 12 for additional information.</p>	

Split Island Booth Guidelines

<p>Definition and/or Dimension Split Island booths are exposed to an aisle on three sides, <u>comprised of a minimum of four booths</u>, and back up to another island booth behind.</p> <p>Split Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.</p>	<p style="text-align: center;">SPLIT ISLAND BOOTH SPACE w/ provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p> <p>*Green shapes represent permitted sidewall, backwall and front entry extensions.</p>
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall. • 11" x 17" booth identification sign with the company name and booth number. <p>All other equipment and services are the responsibility of the exhibitor. To order furnishings/fixtures from Freeman, use Freeman Online.</p>	
<p>Split Island Booth Use of Space – Cubic Content Rule: The entire cubic content of the booth may be used up to the maximum allowable height of sixteen feet (16') from the floor to the top of the highest point of the booth structure.</p>	<p>Footprint Rule or "Wiggle Room" Factor 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>Covered Exhibits 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>Covered booths exceeding 1,000 square feet that will be erected for more than (7) days or contain vehicles, open flame or hot works will require an interior automatic sprinkler system and a separate permit is required for the sprinkler system. Please review the LV Fire Regulations. The application permit is available online.</p>	<p>Multi-Level Exhibits A multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as Show Management because it is deemed to be a "structure" for building purposes.</p> <p>All Multi-Level and Covered 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 Show Management and the facility at least sixty (60) days in advance.</p>
<p>Hanging Signs /Graphics Hanging signs may be hung to a maximum of twenty-five feet (25') from the floor to the top of the sign. 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, there must 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. The empty space must be continuous through the entire cubic feet of the booth.</p> <p>Hanging Sign Submission Form. See page 12 for additional information.</p>	<p>Exposed Surfaces All exposed exhibit components must be 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 exhibitor's expense.</p>

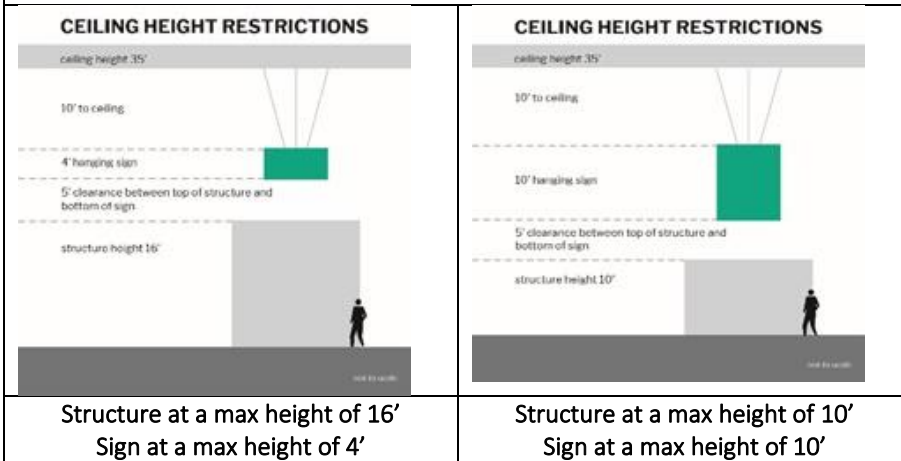
Hanging Signs & Airborne Objects

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

Hanging signs and graphics are permitted to be hung in all islands, split island, and peninsula booths to a maximum height of twenty-five feet (25') from the floor to the top of the hanging sign. All island, split island and peninsula booth structures are permitted to be from the floor, a maximum of sixteen feet (16').

Island and split island booth structures that are sixteen feet (16') tall can have a hanging banner over their booth. **The hanging banner/graphic must have five feet (5') separation of air space between the top of the booth and the bottom of the banner/graphic.**

10'x10', 10'x20' or 10'x30' linear booths and 10'x10', 10'x20' or 10'x30' island booths are not permitted to have hanging signs and are not permitted to build above 10' high.



Rigging Orders
 -Mandalay Bay (MBCC) is the exclusive provider of all rigging equipment and services for all items 200 lbs. or more suspended over the exhibit space or any electrical hanging signs. This includes labor, trussing, chain motors, cables, span sets and all other rigging related equipment. [MBCC Online Portal](#).
 -Freeman will (unless ordered through MBCC) assemble, hang, and dismantle any items suspended from the suspended truss or anything under 200 lbs. suspended from the ceiling, except electrical hanging signs which must be ordered through MBCC. **Freeman Hanging Sign Labor Order Form** through [Freeman Online](#).
 -Electrical service requirements to power motors must be ordered in advance through the [MBCC Exhibitor Services portal](#).
 -Electrical labor requirements to hang motors must be ordered in advance through the [MBCC Exhibitor Services Portal](#).
 -Hanging signs should be shipped to the Advance Warehouse arriving between March 30 and April 25, 2024 using the [Hanging Sign Shipping Label](#). 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:
Step 1:
 Please [click here](#) to submit your hanging sign for approval.
Step 2:
 Show Management will confirm submission and send you approval or decline.
 If you have any problems submitting, please email hanging sign requests to:
 Jennifer Finn: Jennifer.Finn@emeraldx.com

Structural Integrity
 Please refer to the Freeman **Hanging Sign Labor and Structural Integrity Statement** through [Freeman Online](#). The Structural Integrity Statement must be submitted prior to any rigging.

Drones

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

Lighting/Truss

-No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.

-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 and be approved by Show Management.

-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.

Balloons or Inflatables

-The use of helium balloons smaller than 36 inches in diameter is not allowed.

- Smaller air-filled balloons may be used for decoration and/or handouts.

-Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown inside the building.

- Mylar balloons are not allowed anywhere on property.

- Helium gas cylinders for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed.

- Balloons cannot be released out of doors due to airport flight patterns in the area. A cleaning fee will apply should the balloons be left on property after the event.

FREIGHT & DELIVERIES

Warehouse Address:

Company Name

Booth Number

HD Expo 2024

C/O Freeman

6675 West Sunset Road

Las Vegas, NV 89118

Advance Warehouse Labels

Freeman will receive crated, boxed, or skidded materials at their warehouse beginning March 28, 2024, at the above address. Materials arriving after April 23, 2024, will receive at the warehouse with an additional after deadline surcharge. [Advance Warehouse map & delivery instructions.](#)

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

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

- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m. Any materials received by Freeman are subject to **material handling charges** and are the responsibility of the exhibitor. Please log into [Freeman Online](#) for the current rates.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: 888-508-5054.

You can download and print [Advance Warehouse Shipping Labels](#), 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.

It is strongly recommended to ship to the Advance Warehouse to avoid potential long waiting time at the Marshaling Yard. Material Handling rates are the same for both Advance Warehouse and Onsite shipping.

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

- Delivery of items to the booth prior to 8:00 a.m. on scheduled Targeted Freight Move-In Day.
- 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 log into [Freeman Online](#) for the current material handling rates.

Direct to Site Address:

Company Name

Booth Number

HD 2024

C/O Freeman

Mandalay Bay Convention Center

3970 Las Vegas Blvd South

Las Vegas, NV 89118

Direct to show Site Labels

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.

Certified weight tickets must accompany all shipments.

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

This show will be marshalled. Drivers must check in no later than 2:30 p.m. on targeted move-in date to be off-loaded on the same day. Show site deliveries do not have a guaranteed time and are handled on an "as checked in and received" basis.

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. Refer to the Material Handling Form on [Freeman Online](#) for charges for the service.

You can download and print Show Site Shipping Labels, 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 Mandalay Bay 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 Mandalay Bay Convention Center. The Freeman Marshaling Yard is located at 6555 West Serene Ave, Las Vegas, NV 89139. Please review the [marshaling yard map](#) for directions and driver instructions.

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

Targeted Freight Move-In Guidelines

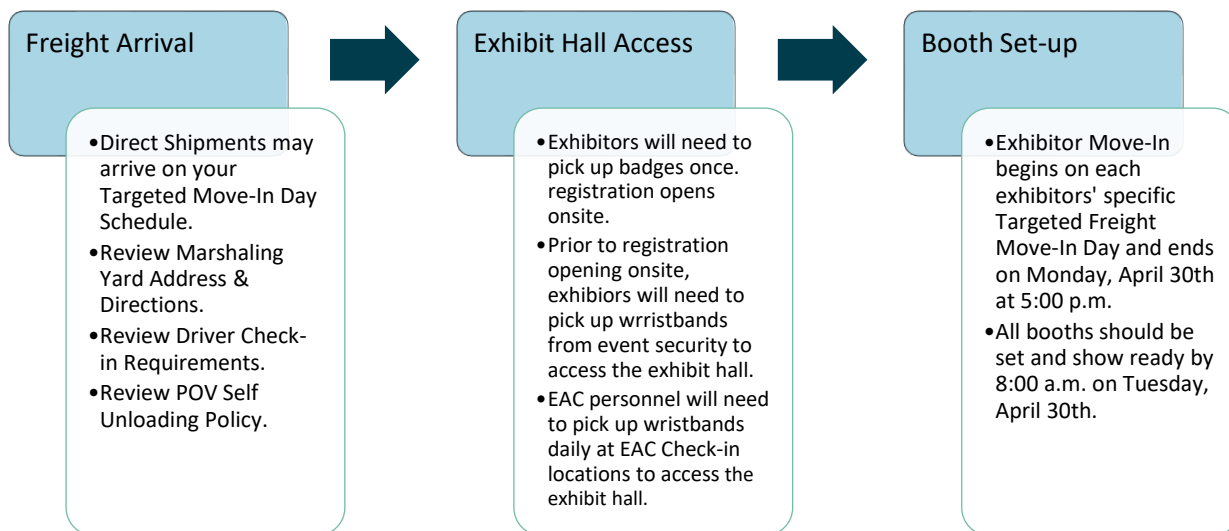
All Exhibitors have a Targeted Freight Move-In Date. Determine your targeted freight move-in day by referring to the color-coded [Targeted Freight Move-In Floor Plan](#) for your booth number, found on [HD Expo Freeman Online](#). **Your target date refers to the date & time that your freight must arrive on show site, you do not need to be present for your freight to be delivered to your booth.**

- 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 8:00

a.m. on a specific date, this does not mean the shipment can come directly to the convention center and get to the booth by 8:00 a.m. to start setting up. As a result, exhibitors should not schedule setup labor at their exact targeted freight time. Exhibitor does not need to be present for freight to be received and delivered to the booth.

- 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 8:00 a.m. on a specific day and has shipped everything to the advance warehouse, they could order labor to start at 8:00 a.m. as their shipment will be at their booth. If there are concerns with the amount of time available to set up, we recommend shipping to the advance 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.
- Exhibitors wishing to request a revised targeted move-in date and time must complete and return the [Target Change Request Form](#) to Freeman by **Monday, April 1, 2024**. All target change requests must be authorized and approved by Freeman and revised target times will be communicated by email.

Move-in/out Procedures



Self-Unloading / Hand Carry Policy

As defined under the Las Vegas Show site Work Rules, an exhibitor may “hand carry” material provided they do not use material handling equipment to assist them. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas. Please refer to all the Union Rules & Regulations for Las Vegas. If you have any questions, please contact Freeman at 888-508-5054.

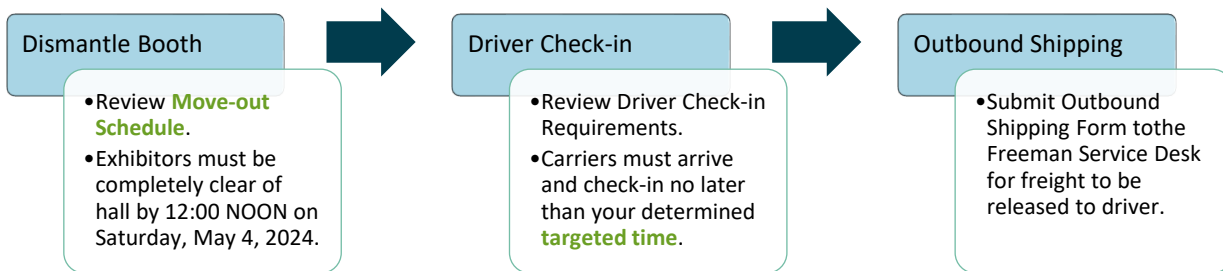
Privately Owned Vehicles (POV)

Vehicles that qualify as a POV may utilize the [POV Check-In Area](#) at the Mandalay Bay 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.

A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include: pick-up trucks, passenger van, SUV, taxi, or a box truck less than 17' in length.

Outbound Shipping

Freeman Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show. Please log into [Freeman Online](#) to review the **Outbound Shipping information** and the [Targeted Outbound Floor Plan](#).



Storage/Accessible Storage

Empty cartons and cases must be removed from your booth. Cartons may not be stored behind curtains or in your booth. Storing of any crates, cartons, boxes, or other show materials within your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials. Empty crates, cartons and boxes must be removed from the exhibitor’s booth. Empty containers will be picked up by Freeman. Freeman will return all “empties” at the conclusion of the Show. Exhibitors may obtain labels marked “EMPTY STORAGE” at the Freeman Desk and should affix them to each empty crate, carton, and box. Freeman will store and return them to your booth at show closing. Accessible storage service is available at show site for exhibitors to easily access their product samples and literature during show days only.

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 Instructions](#).

INSTALL/DISMANTLE & LABOR REGULATIONS

Labor/Union Laws

Nevada is a “right-to-work” state. Full-time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the providers’ order forms. Exhibitors may not operate or utilize any type of powered or mechanical equipment.

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. See [Labor Jurisdictions](#) for more information.

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 of 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.

Regular, full-time employees of the exhibiting company may perform the below duties. Proof of full-time employment must be carried by any employee working in your booth.

	Task	An Exhibitor Can	An Exhibitor Can't
CONSTRUCTION	Use Power tools is permitted by full-time, regular employees of the exhibiting company.	X	
	Ladders	X	
	Paint	X	
	Install & dismantle small, non-electric sign attached to booth by exhibitors' full-time employees.	X	
FREIGHT	Move any freight by hand carry- defined as small items such as cartons or packages. Limited to small dolly.	X	
	Move any freight from a vehicle larger than an Econoline/Sprinter van.		X
	Move freight using motorized devices or pallet jack.		X
ELECTRICAL	Plugin their own devices and equipment for properly ordered 110-volt electrical service of 1500 watts or less.	X	
	Plugin their own devices of 110 volt/ 1500 watts themselves	X	
	Install light bulbs.	X	
	Install, assemble, or dismantle electrical hanging signs and truss.		X
MERCHANDISING	Test and tune equipment	X	
	Unpack, pack, and arrange their merchandise and products in their exhibit.	X	
	Clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Freeman labor.	X	

Building Rules/Guidelines

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises. Exhibitor shall promptly pay for all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents, contractors, or representatives.

It is strongly recommended that all exhibitors visit the [Mandalay Bay Convention Center's Convention](#) Planning guide. This page includes valuable information and documents to be downloaded with information that should be reviewed and understood for any topics relating to your booth.

Safety

Fire Marshal Requirements & Permitting

All exhibit spaces must be in full compliance with all facility, Fire Marshall, Show Management, and exhibit guidelines including all local, state, and federal laws. **Please review the [Las Vegas Fire Regulations](#). Exhibitors are responsible for obtaining all [Clark County Fire Department \(CCFD\)](#) permits.**

Fire and Safety

- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

Flammable and Toxic Materials

- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame-retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.
- Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms at all times, including move-in, move-out and all show days.

Please visit the Mandalay Bay convention Center's [Fire safety Regulations pages](#) for Fire Marshal requirements.

Environmental Laws/OSHA Regulations

All exhibitors and hired third-party contractors must comply with environmental laws and OSHA regulations. To facilitate this, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

CLEANING

Clean Floor Policy

To ensure a successful show opening for Hospitality Design Expo 2024, we are enforcing the Clean Floor Policy again this year. If you are working with an exhibit house, please discuss with them how this policy will affect their work schedule.

If your target date is Saturday, April 29th or Sunday, April 30, your crates and skids must be tagged with empty labels for removal from the hall on Monday, May 1st at 12:00 noon. If your target date is Sunday, April 30 your crates must be tagged with empty labels on Monday, May 1st by 5:00 p.m. **All crates and skids must be tagged and removed from the exhibit floor no later than 5:00 p.m. on Monday, May 1, 2024. There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or the General Contractor and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to the booth(s) at the exhibitors' expense but depending on where they are located; it may or may not be possible to access the rates prior to move-out.

With our targeted move-in schedule, this new policy is realistic. Following the policy and working together will ensure a smooth show opening.

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 that is not labeled for an outbound shipment or donation 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 x 1m. The exhibitor will be charged for the removal and disposal of these items.

Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for booth materials 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, charges may include dismantle labor, forklift & rigging labor, and/or dumpster fees.

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 product may plan to do so at the conclusion of the show. Booth and display materials should not be left as donated materials. More information on donations will be available closer to the show.

OPPORTUNITY VILLAGE

EXHIBITOR APPOINTED CONTRACTOR

HD Expo + Conference recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice if the Exhibitor Appointed Contractor (EAC) conforms to the show and venue Rules & 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.

EACs are 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 Rules & Regulations and will be assessed a fee. An administrative fee of \$300 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

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

EACs will NOT be allowed on the show floor unless all requirements are satisfied:

- EAC must complete all required documentation via the online portal.
- EAC must agree to the [EAC Rules & Regulations](#) along with the Rules & Regulations outlined in the Exhibitor Service Manual.
- EAC must pay an administrative fee for each booth you are providing services or products for. Payment will be submitted via the online EAC portal.
- EAC must submit a valid [Certificate of Insurance \(COI\)](#) with the required coverage via the online EAC portal.

Should you have any questions regarding the process, please email hdexpo@eacmgmt.com



[EAC Management Portal](#)

Due by MARCH 27, 2024

Exhibitor completes: [EAC Designation](#)

EAC completes: [EAC Registration](#)

[Pays Admin Fee](#)

UTILITIES

ELECTRICAL, PLUMBING, GAS, COMPRESSED AIR & INTERNET SERVICES

The Mandalay Bay Convention Center is the exclusive provider of electrical, plumbing, gas, and cable services to exhibitors. Services can be [ordered online](#). **Mandalay Bay did experience a security breach and you may need to reset your old password, please Mandalay Bay directly if you have any issues logging into the online portal 855-408-1349/855-408-1349.**

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.
- Peninsula, split island and island exhibits must have a finished back wall on all sides.
- Unfinished hard walls are not permitted.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floors of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes free use of the aisles.
- No part of the display may be attached to or otherwise secures to the columns, drapery backdrop or side dividers.
- 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

Please review the requirements for display vehicles in the [MBCC Fire Marshal Regulations](#).

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 in the area of 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 Mandalay Bay Convention Center must have written approval from MBCC exhibitor Services Department prior to the event. For more information, see [the MBCC Convention planning guide Food Sampling Section](#).

Hospitality & Networking Events

Please see the HD Expo website for the complete schedule of [Hospitality & Networking Events](#) and to order your tickets.

Models / Temporary Staffing

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

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 so as 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).

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 ([PWP Studio](#)) or an *approved* Exhibitor Appointed Photographer. [Photography Approval Form](#).

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, all arrangements must be made by the exhibiting company.

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

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.



Submit the [Photography Approval Form](#) if planning to use a third-party photographer.

Strolling Entertainment

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

HD Expo 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 MBCC 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 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).



Review the [Security Form](#) for more information on booth guards.

- 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.

REGISTRATION

STAFF BADGES

Booth personnel may be registered online by logging in to your [HD Expo Exhibitor Console](#).

Exhibitors will need to pick up their badges onsite at registration upon arriving at the Mandalay Bay Convention Center. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present 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.

Badge allotments are calculated as follows: each exhibiting firm receives four (4) booth staff badges per 100 square foot space occupied. 1-100 sq feet = 4 badges; 101-200 sq ft = 8 badges; 201-300 sq ft = 15 badges; 301-450 sq ft = 25 badges; 451-1000 sq ft = 35 badges; 1001-1500 sq ft = 45 badges; 1501-2000 sq ft = 60 badges; 2001+ sq ft = 75 badges. Co-exhibitors = 4 badges.

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.

Onsite Registration Hours

Sunday, April 28	2:00 pm – 5:00pm
Monday, April 29	8:00 am – 5:00 pm
*Tuesday, April 30	8:00 am – 5:00 pm
*Wednesday, May 1	8:00 am – 5:00 pm
*Thursday, May 2	8:00 am – 1:00 pm

***Show Days**

ADMISSION POLICY

Children

Children under the age of 16 are not permitted on the exhibit floor due to the professional nature of the show. Children under 18 are not permitted on the show floor during move in & move out for safety reasons. No strollers are ever permitted on the show floor.

Early Appointments

Exhibitors with proper badges and/or the appropriate daily wristband are permitted 2 hours prior to open of show to the exhibit hall on show days. Exhibitors must meet their appointments at the main registration area and escort them to their booth.

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 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.

Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by HD Expo show hours.

GETTING THERE

HOTELS

Eventsphere is the official hotel agency for HD Expo and the best way to book hotel reservations. Hotel arrangements can be made online through the [Exhibitor Housing Reservations](#) 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

Parking information can be found in the [Mandalay Bay Convention Center's Event Planning Guide](#).

SHUTTLES

HD Expo will not have shuttle service.

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 Mandalay Bay Convention Center.

CITY RESOURCES

While in Las Vegas, experience a world of thrilling attractions, superb restaurants, shows, world-class spas, captivating museum exhibitions and performing arts, and shopping. 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.

SPONSORSHIP OPPORTUNITIES

Log in to your [HD Expo Exhibitor Console](#) to enter your company profile and product categories by Friday, March 24, 2024.

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

ONSITE EXHIBIT SPACE RENEWALS

Prior to the show, you will receive a space selection appointment for HD Expo 2024. During your assigned space selection appointment, please go to the designated HD Expo Sales Office to select your booth space for HD Expo 2024.

MEDIA OPPORTUNITIES & CUSTOMER INVITES

Feature your brand across HD Expo + Conference mixed [media channels](#).

Give your customers a free expo pass + access your free [HD marketing dashboard](#).

NETWORKING EVENTS

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