



## IMPORTANT DISPLAY RULE & REGULATIONS

**BOOTH INCLUSIONS:** Each booth comes with 8' backdrop, 3' side rail (in-line booths only) and a 7"x44" company ID sign (in-line booths only). For booth furnishings, please refer to the Shepard forms in this kit.

**SHOW COLORS & CARPET:** The show colors are blue. Emperors Level Palace Ballroom will have multi-color carpet.

**SECURITY:** Security will be posted overnight in the exhibit hall, but it is the responsibility of individual companies to secure their valuable data. Additional security for your exhibit space can be contracted through Pro-Tect Security, Phone: (702) 735-0110 or email [sonya@pro-TECTsecurity.com](mailto:sonya@pro-TECTsecurity.com).

**BACK WALLS:** Exhibitors displaying in a standard 10x10 booth configuration have a maximum height restriction of 8' high for the back wall, and a maximum height of 4' high in the front exhibit space area. Items displayed which are taller than 4' must be placed in the back 5' of the exhibit area (which is toward the back wall).

**PERIMETER BOOTH:** Exhibitors located in booths located on the perimeter of the exhibit hall, are permitted to a back wall with a maximum height of 12' since another exhibitor is not located directly behind them. Items displayed which are taller than 4' must be placed in the back 5' of the exhibit area (which is toward the back wall). These height restrictions are designed to avoid blocking and/or obstructing the sightline of your neighbor.

**BALLOONS ETC:** Show Management must pre-approve the use of balloons. Please submit requests in writing to [catherine.cobb@bobit.com](mailto:catherine.cobb@bobit.com).

**OUTSIDE FOOD:** Is not permitted in the exhibit hall. If you wish to give away branded food or beverage items, you must first contact show management for approval. Distribution charges from Caesars Palace Las Vegas will apply.

**FREIGHT ON ESCALATORS:** Dollies, luggage, boxes or freight on escalators are strictly prohibited.

**STORAGE:** Empty containers and storage items will be handled through Shepard. Please do not store containers, boxes and crates behind booth walls. It is a violation of fire codes and creates an unsightly and unprofessional image for the show and your company.

### SHIPPING AND RECEIVING:

**ALL SHIPPING & HANDLING WILL GO THROUGH SHEPARD EXPOSITION SERVICES INC. DO NOT SHIP DIRECTLY TO THE HOTEL.**