



GENERAL SHOW INFORMATION AND RULES A-Z

Arrangement of Exhibits

The International LCT Show will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interests of an exhibitor. You must provide the International LCT Show with a drawing or schematic of your planned vehicle layout and specs.

[CLICK HERE](#) to provide Show Management with your Vehicle Display Specs and Booth Layout by **March 1st, 2019**.

Audio Visual

Exhibitors requiring any audio/visual can make arrangements through Mandalay Bay Exhibitor Services. Order forms can be found online [CLICK HERE](#)

Awards Celebration

Luxury Coach & Transportation requests your presence at the *LCT Magazine Awards Celebration*. This **MUST-ATTEND** event to honors the Operators of the Year & the Association of the Year. The 2019 LCT Magazine Awards Banquet will take place at LIGHT Nightclub at Mandalay Bay Resort & Casino complete with a full 3-course banquet dinner and cocktail reception. Individual tickets for purchase at \$100 each using your EXHIBITOR registration online, or by calling (817) 277-7187. Tables of 8 also available.

Booth Decoration

Shepard Exposition Services is the Official Service Contractor for the International LCT Show. Your space will automatically be provided with the following:

Exhibit Hall is Carpeted (Black aisle carpet and Red carpet for main aisle)
8' Backdrop, 3' Side Rail (in-line booths only)
Drape Color: Black
7" x 44" One Line Company Identification Sign (in-line booths only)

For all order forms [CLICK HERE](#)

Note: On-site prices can be up to 25% higher and you can encounter delays to have your order filled. Pre-order and save time & money!

Business Center

The FedEx Office Business Center is open Monday through Sunday from 7:00am – 6:00pm. It is located in the South Convention Center at Mandalay Bay. For more information, please [CLICK HERE](#)

Carpet

The exhibit hall is already carpeted. If you choose to carpet your booth with a custom color, please call Shepard Exposition Services directly to order specialized carpet at an additional fee at (702) 507-5278



Cart Fee

Shepard Exposition Services will unload P.O.V.'s (personal operated vehicles, i.e. mini vans or cars; panel vans are not included) using a motorized cart at the rate of \$125 round trip.

Cancellation

Payment is refundable if International LCT Show is notified in writing postmarked on or before December 30, 2018, except for the corresponding initial deposit. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented.

Catering, Food & Beverage

Mandalay Bay Exhibitor Services holds the exclusive rights to provide all food and beverages served in the convention center and in hospitality suites. They can assist you with your food and beverage needs. To fill out a food request form [CLICK HERE](#) or you can contact them directly at (855) 408-1349.

Exhibitors are prohibited from bringing food and beverages into the facility. Failure to comply with this policy will result in a corkage fee in addition to any other damages to which Mandalay Bay Exhibitor Services may be entitled. **Sample items that are prohibited include but are not limited to: granola bars, chips, bottled water, soda, beer, sandwiches and pizza.**

Bite-sized candy, mints or items less than one ounce may be permitted.

Ceiling Height

The ceiling height in the Exhibit Hall is 30'.

Computer Rental

Mandalay Bay Exhibitor Services is the computer rental provider for the show with the responsibility for providing exhibitors with any computer or printer needs. Order forms can be filled out online [CLICK HERE](#)

Contracted Labor

All exhibitors must observe prevailing union regulations regarding use of union operators for equipment.

Detailer

Nationwide Detailers is the official detailer for the show. If you wish to have priority service, please make your reservations in advance. Call Nationwide Detailers directly at 818-655-5042 or [CLICK HERE](#) for pricing and more information.

Early Teardown

Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy may be penalized for the following show or any of the Bobit Business Media Events. Please consider this when making travel plans. There are no exceptions.



Electrical Contractor

Mandalay Bay Exhibitor Services is the official electrical provider for the show. They can assist in handling all of your electrical requirements. Order forms can be found online [CLICK HERE](#).

ELECTRICITY IS REQUIRED FOR ALL VEHICLE SPACES. All island and vehicle spaces must pre-order electricity and submit a diagram. If no electrical order is submitted, it will delay your set-up and increase your electrical service costs.

Exhibitor Admittance/Non-Show Hours

Badges will be required for all personnel to enter the exhibit area during move-in, move-out and show hours. Badges must be worn at all times while in the exhibit hall. Exhibitor Badges will only be issued to those working in the booth. Those helping to set-up or to tear down the booth will be given temporary worker badges which will not be valid during show hours. No one will be permitted to remain in the hall longer than one-half hour after the closing each night.

Show Management is not responsible for lost, damaged or stolen articles and strongly advises that items that can be carried be locked up each night.

Exhibitor Registration

The Int'l LCT Show has set-up online registration for your convenience! With a login and password, which will be sent directly to your main contact in a separate email, you can simply register your staff, make any changes and keep track of your staff badges.

We suggest that you use your badge allotments for your booth staff FIRST. Then distribute extras to your guests and clients. Please note that there will be **absolutely no** extra complimentary registrations awarded over your allotment.

All badges will be printed as filled out online. Company name changes will not be allowed.

The LCT Show has a strict policy restricting attendance to exhibiting suppliers and chauffeured transportation operators only. We do this to protect your investment and keep non-exhibiting suppliers from "selling" in the aisles. We ask that you **DO NOT** allocate your complimentary passes to other non-exhibiting suppliers.

Purchasing Extra Badges

If you have used your allotment of complimentary registrations and require additional staff badges, or guest badges, you may purchase those passes through the registration link you will receive via email. Registration is offered at a discounted rate of **\$400.00 per person**. There are no exhibit hall only passes available. NLA discounts do not apply.

BADGES WILL NOT BE MAILED: All badges must be picked up at the Exhibitor Registration Counter on show site. To receive your badges, your company must have satisfied all booth payment requirements and be current with advertising invoices in LCT Magazine and provide identification.

ALLOTMENT BREAKDOWN IS AS FOLLOWS:

Two full exhibitor registrations (10' x 10' spaces)

Four full exhibitor registrations (20' x 20' space)

Four full exhibitor registrations per 450 sf (spaces over 400 sf)



FAQ'S

There is a collection of the most commonly asked questions about the International LCT Show available on our website [CLICK HERE](#). If you have a question that is not listed there feel free to contact us at 800-576-8788 so that we can get the answer you need.

Floral & Plant Rentals

The official florist is Convention Plant Creations. Rates & order forms can be found online [CLICK HERE](#)

Freight Carrier

ELITeXPO is the official carrier for the 2017 International LCT Show. See more information online [CLICK HERE](#).



General Regulations

AISLES

Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Exhibitors must keep their booths and displays within the designated perimeters. Any violators will be made to move their exhibits.

ANIMAL HANDLING:

Permission for any domesticated animal (cats and dogs) to appear in a convention or trade show must first be approved by show management and Mandalay Bay. Additional insurance may be required. Non-domesticated/exotic animals will be considered on an individual basis. Call show management for approval at 858-206-9907.

Service animals are permitted.

BALLOONS

Mylar balloons are not allowed anywhere on property. 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. 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. You must have approval to display balloons from your Event Service Manager prior to move-in. There is a labor and equipment charge to retrieve balloons in the ceiling should they become loose.

BROADCASTING/TAPING/RECORDING

Meeting Group may not broadcast (either live or on a delayed basis), tape or record on hotel property for any purpose or by any means without receiving written permission from Mandalay Bay. Please contact your Convention Services Manager for details.

CATERING

Mandalay Bay is the exclusive caterer for all patrons and retains the exclusive rights for all food and beverage services therein. It is not permissible to bring food or beverage into the facility. This includes items for personal consumption. Failure to comply with this policy will result in a corkage fee in addition to any other damages to which Mandalay Bay may be entitled.

COOKING

Cooking is prohibited.

DRONES

There are very limited scenarios where drones will be allowed on property. This policy may be considered, however, prior review and approval (in writing) must be obtained from Mandalay Bay Risk Management Director and Convention Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any un-manned vehicles.

ESCALATORS

The transportation of dollies, luggage, boxes or freight on escalators is not allowed.



FIRE CODE:

The Clark County Fire Department reserves the right to enter the premises and enforce fire codes and regulations at their discretion.

Non-flammable materials: All materials used in the Exhibit Hall, Ballroom or any other room of the Hotel MUST be non-flammable to conform with the Fire Regulations of Las Vegas, Nevada. Electrical wiring must be handled by Mandalay Bay. Any equipment installation must conform to appropriate Las Vegas, Nevada codes. Hotel personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming to such regulations will be removed immediately at the exhibitor's expense. Engines, motors, or any kind of equipment may be operated only with the prior approval of your Convention Services Manager and Fire & Safety Director.

Cloth and other decorating materials must pass any flameproofing and fire codes and ordinances prevailing in the Convention Center.

All packing containers, wadding, wrapping and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays.

Wheeled Transportation: The use of segways, rollerblades, bicycles, skateboards, or other wheeled transportation not covered by the ADA policy, are strictly forbidden from use at Mandalay Bay.

SIGNS AND DECORATIONS

Signs and/or decorations may not be attached to the permanent facility graphics. The removal of such signage is strictly prohibited unless otherwise approved by Show Management and Mandalay Bay Management via your Event Service Manager. No pins, tacks or adhesives of any kind are permitted on any Hotel wall, door or column. No part of the building shall be defaced in any manner, nor shall signs of other articles be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the building.

The painting of signs, displays or other objects are strictly prohibited inside of the facility or on the grounds

STORAGE

Storage of any kind behind back drapes, display walls or inside the display areas is not allowed. All cartons, crates, containers, packing materials etc., necessary for repackaging, must be marked with an "Empty" sticker. The General Service Contractor must remove the "empties" from the show floor. All packing containers, wrapping materials & display materials must be removed from behind booths & placed in Storage.

Hotel Accommodations

Delano at Mandalay Bay has a limited number of hotel rooms starting at \$105 per night. Call (877) 632-5400 for reservations or visit www.LCTSHOW.com/travel to book online. Please reference Bobit/LCT Show). Space is limited, book early.

DEADLINE FOR DELANO AT MANDALAY BAY DISCOUNTED ROOM RATES: FEBRUARY 16, 2018.

Insurance Certificate

See the insurance requirements page for details.



Move-In Schedule

All vehicles will move-in on Sunday, March 24th 9:00am-4:00pm according to assigned time on color sections where booth is located on the floor plan. To see a copy of the floor plan for move in [CLICK HERE](#). 5:00pm Roll up door on loading dock closes and WILL NOT be reopened until Wednesday, March 27th, 2019 at 2:00pm for Move-out. All exhibits must be show ready by 1:00pm on Monday, March 25th.

Move-Out

All vehicles will move-out on Wednesday, March 27th according to assigned time on colored sections mapped out for Exhibitors. Space-see Exhibitor Floor plan [CLICK HERE](#)
ONLY Exhibitors with booth/space/sign items that can be carried out, may do so between 2:00pm – 6:00pm.
Vehicles must exit Bayside B Exhibit Hall at assigned time but may park in Marshaling Yard and walk in to get signs. EARLY DISMANTLE PROHIBITED - Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined Loyalty Points for the following show. The hall must be completely cleared by 6:00pm on Wednesday. Exhibitors will be held liable for any handling and/or storage charges resulting from failure to remove their exhibit from the exposition center within the allocated times.

**OVERTIME-LABOR RATES ARE IN EFFECT AFTER 5:00PM ON
WEEKDAYS AND ALL HOURS SATURDAY & SUNDAY.**

Sales Tax Nevada Sales Tax is 8.265%.

Security

United Security has been designated the Official Security Company for the International LCT Show. Show Management will arrange for general security during the exhibition. While management will make every effort to ensure that the exhibition area is completely closed to unauthorized personnel during non-show hours, we advise companies exhibiting items able to be carried out to remove them at the close of each day. For exhibitors requesting individual security service, [CLICK HERE](#)

Shipping

Please see the Shipping Instructions page for details.

Subletting Space

No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any exhibiting firm to solicit business or take orders in his space.