



GENERAL SHOW INFORMATION AND RULES A-Z

ARRANGEMENT OF EXHIBIT(S)

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.

ATTENDEE LIST

The International LCT Show is not permitted to and will never share additional information including mailing address, phone and email.

AUDIO VISUAL

Exhibitors requiring any audio/visual can make arrangements through SES – Specialized Event Services. Order forms can be found online at www.LCTSHOW.com/servicekit.

BOOTH DECORATION

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

1. Ballroom is Carpeted (Black/White Speckled)
2. 8' Backdrop, 3' Side Rail (in-line booths only)
3. Drape Color: Black
4. 7" x 44" Cardstock One Line Company Identification Sign

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 Friday from 6:00am – 7:00pm and Saturday and Sunday from 8:00am – 6:00pm. It is located on level 2 of the Congress Center at the Venetian and offers full services. For more information, please visit: <https://www.venetian.com/resort/amenities/business-center.html/>

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.

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 \$150 round trip.



CANCELLATION

Payment is refundable if International LCT Show is notified in writing postmarked on or before December 20, 2019, 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.

COMPUTER RENTAL

SES – Specialized Event Services is the computer rental provider for the show with the responsibility for providing exhibitors with any computer or printer needs.

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 see www.LCTSHOW.com/servicekit 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

SES – Specialized Event 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 at www.LCTSHOW.com/servicekit.

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 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.



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 **\$259.00 per person**. There are no exhibit hall only passes available.

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.

FACILITIES SPECIFICATIONS

- The ceiling height in the Exhibit Hall is 32.5'
- Max sign/banner hanging height is 25'
- Loading door are located at the south end of hall, dimension is 20'H x 50'W
- Utility Service will be dropped from ceiling

FAQ'S

There is a collection of the most commonly asked questions about the International LCT Show available on our website www.LCTSHOW.com. 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 Turn Key Events. Rates & order forms can be found online at www.LCTSHOW.com/servicekit.

FOOD AND BEVERAGE

Sands EXPO holds the exclusive rights to provide all food and beverages served in the convention center. SES can assist you with your food and beverage needs. Forms can be found at www.LCTSHOW.com/servicekit or you can contact them directly at (702) 733-5676 or email catering@sandexpo.com.

Exhibitors are prohibited to bring 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 Sands Expo 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.

FREIGHT CARRIER

ELITeXPO is the official carrier for the 2020 International LCT Show. See more information online at www.LCTSHOW.com/servicekit.



GENERAL REGULATIONS

Animal Handling: On occasion, convention clients or private parties have sought to display or otherwise use animals, including “wild” animals, as part of their group functions at the Sands Expo. As a general rule, no animal other than an animal that qualifies as a “Service Animal” or police dog as those animals are defined by law, shall be brought onto the property without the prior approval of the Legal/Risk Management department. This applies regardless of the type of animal or the length of time the animal will be on property.

Balloons: Mylar balloons are prohibited. Latex balloons inside the facility must remain “tethered” to a fixed object. The balloon may be no larger than thirty-six inches (36”) in diameter. You must have approval to display balloons from your Event Service Manager prior to move-in. If any type of balloon/inflatable comes loose causing damage to any ceiling or other area (i.e., permanent and/or temporary light fixtures, electrical, audio/visual, etc.), the exhibitor shall assume full liability for the damages and/or labor and equipment charges for retrieval. If balloons/ inflatables are ingested into the HVAC system, the exhibitor will assume full liability for these damages as well.

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

Fire Extinguishers/Fire Hose Cabinets: Please remember that all fire extinguishers and fire hose cabinets must be kept clear, accessible, and remain free of obstruction at all times. Each display vehicle must be equipped with its own fire extinguisher.

Motorized Transportation: Hoverboards, segways, and other motorized transportation methods are not permitted at “The Venetian, The Palazzo, and Sands Expo.” Any patron that is requesting to use one of these devices for a disability must provide credible assurance.

Non-flammable materials: All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal.

- Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant.
- Oilcloth, tarpaper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- Manufacturer fire resistance certificate must accompany all materials.
- These items are also prohibited from covering any and all sprinkler heads.
- It is prohibited to hang any items from the sprinkler heads.
- Within exhibit halls A-D, all single-level covered multi-story display areas greater than 1,000 square feet are required to have sprinkler coverage throughout the space.

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 Sands Expo 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.



Smoking/Vaping: The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking/vaping is not allowed within Sands Expo and the Congress Center; it is only permitted at the Designated Smoking Area near the front of Sands Expo. For safety reasons, smoking/vaping is forbidden at any loading dock area.

INSURANCE CERTIFICATE – NEW FOR 2020

For your convenience we are now including liability insurance through Rainprotection which meets all of our insurance requirements along with your booth space fee. You will no longer need to go through the paperwork and costs of submitting your own compliant insurance.

MOBILE APP

The Official Mobile App will be available to all International LCT Show attendees. The app will contain the following information: Details on seminars & special events, facility maps and floor plans, sponsors, exhibitor listings in alphabetical order, including product descriptions and contacts. Download details to come closer to the show!

SALES TAX

Nevada Sales Tax is 8.375% in 2020.

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.

TRAVEL SCAMS

The Int'l LCT Show is committed to providing you with the best travel deals around. The Venetian Resort, Las Vegas are the official housing provider for the show and does not work with an outside third-party vendor. Any offers from other hotels, third-party vendors or travel agencies are not endorsed by the Int'l LCT Show.

At this time, show management and The Venetian Resort, Las Vegas will NOT be calling you directly to help you with your rooming needs. Any calls you may receive have not been made on our behalf. Any offers from other parties representing the Int'l LCT Show are not authorized – they are NOT affiliated with LCT or Bobit Business Media.