

## FedEx Office

FedEx Office operates 4 business centers conveniently located within the building. The business centers are near the main entrance of Central Hall, in the Central Hall Concourse, the South Hall Lobby and in West Hall across from W2. We can assist with a variety of services for your event. Services include consultation on signs and graphics, high-speed/high-volume printing, traditional printing and copying, business cards, posters and banners (including grand format printing) fax services, packing and shipping, computer and internet access as well as an array of office supplies. The business center also offers secure storage coat and bag check, equipment rental, conference room rental and scooter rental.

A FedEx Office team member can consult with you prior to your arrival on property to coordinate all your printing needs in advance of your event. Your printed materials will be conveniently waiting for you at the FedEx office when you arrive for your event. The business center is open 8 a.m. to 5 p.m. seven days a week. Hours are subject to change based on event need. You may also visit the [FedEx website](#) for information and/or submit your print projects online at [www.fedex.com](http://www.fedex.com)

## Food & Beverage

The Las Vegas Convention Center's Food & Beverage Division is operated by Sodexo Live! and is the exclusive food and beverage provider. Las Vegas Food & Beverage is a leading global event hospitality company and thrilled to be your exclusive hospitality partner. The Las Vegas team is delighted to work with you to ensure your experience here is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests. Our goal is to provide world-class hospitality for every one of our guests. For more information or to place an order, please contact us at 702-943-6779 or [exhibitorcateringlvcc@sodexo.com](mailto:exhibitorcateringlvcc@sodexo.com).

## EXIT SIGNS

- Building exit signs must be visible at all times.
- Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so that the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.

## FIRE AND SAFETY EXHIBIT GUIDELINES

- For outdoor structure Information please see [Outdoor Exhibits](#).
- All means of entrance and exit must be free from obstruction at all times.
- Any individuals observed blocking, taping or propping open a door with any type of object and/or leaving the door unsecured, will be trespassed from property.
- Each hard-wall booth must be a minimum of nine inches from the booth line for access to electrical.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- All fire extinguishers and emergency exits must be always visible and accessible. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
- Exhibit booth construction shall meet the requirements. The upper deck of multilevel exhibits that is greater than 300 square feet (28 square meter) will need at least two remote means of egress. The upper deck, if occupied, must have a live load capacity of 100 pounds per square foot. All materials used in exhibit construction, decoration or as a temporary cover must be certified as flame retardant, or a sample must be available for testing. Materials that cannot be treated to meet the requirements may not be used.
- For safety and operational efficiency, the Las Vegas Convention and Visitors Authority Fire Prevention personnel reserve the right to access and inspect all electrical components within exhibitor booths, including those integrated into prefabricated structures. This access is crucial to ensure compliance with safety regulations, identify potential hazards, and facilitate necessary maintenance or emergency procedures. Exhibitors are expected to maintain clear and unobstructed access to all electrical installations throughout the duration of the show.
- Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.

- If the booth contains a display with moving machinery:
  - A designated safety zone that is clearly marked where attendees should not enter or stand shall be present.
  - If needed, physical barriers/guards are required to separate attendees from moving, spinning, pinching or crushing parts.
  - Manufacture-installed guards must remain in place and cannot be altered or removed.
  - Highly visible signage indicating hazards and restricted areas.
  - Must ensure that trained staff members are present to monitor attendees and prevent unsafe behavior.
  - Machinery must be equipped with easily accessible emergency stop buttons.
  - Operational controls must be locked or out of reach of attendees to prevent unauthorized use.
  - Staff should also be trained in emergency response in case of accidents.
  - At no time should the moving parts of the machinery extend/intrude into designated aisles outside of the booth footprint.
- ([OSHA 1910.212 and 1910.219](#))
- Any single-level exhibit over 1,000 sq ft must submit a booth plan to the Safety and Fire Prevention Office for approval. Submit plans to [boothplans@lvcva.com](mailto:boothplans@lvcva.com).
- All electrical wiring must be installed per National Electrical Code® (NEC) standards.
- The Fire Prevention office will only allow exhibitors to display air compressors (without load) to show their product. All other compressor needs must be handled by an official service contractor to ensure proper drops to exhibit booths with pneumatic products.
- Use of halogen fixtures must comply with our halogen lamp restrictions.

## VEHICLES ON DISPLAY

- Fuel-tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
- Fuel is limited to one-quarter its tank or five gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries required to demonstrate auxiliary equipment shall be permitted to be kept in service.
- Auxiliary batteries not connected to engine starting system may be left connected.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible. See [Electric Vehicles \(EV\)](#) for more information.
- External chargers or batteries are recommended for demonstration purposes.
- No battery charging is permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or defueling of vehicles is prohibited inside the building. Outdoor defueling requires a permit and must follow CCFD guidelines. Contact your CSM for more information.
- Vehicles shall not be moved during show hours.
- 36 inches of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Vehicles placed in lobbies and meeting rooms must have approval of the CSM.
  - Visqueen must be used under vehicles on display in lobbies and meeting rooms.
- Model/modular home displays in trade shows must be reviewed with the CSM. In addition, a floor plan of the model/modular home must be submitted to the Safety and Fire Prevention Office.
- Vehicles in the building for loading or unloading must not be left with engine idling.
- Except for equipment that uses LPG (propane) or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the CSM and the Safety and Fire Prevention Office. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG inside and outside the facility.
- Any use of LPG on property must be approved prior to arrival by the Safety and Fire Prevention Office.

*NOTE: For any questions or exemption requests, please contact your convention services manager.*

When approved, LPG (propane) containers having a maximum water capacity of 12 pounds [nominal 5-pound LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is in an area, the containers shall be separated by at least 20 feet.

- Any exception to the first two requirements above must be submitted for review and approval by the Safety and Fire Prevention Office and the CSM.
- All LPG containers must be separated and inaccessible to the public. Cooking and food warming devices within exhibit booths shall be isolated from the public by not less than 48 inches (1,220 mm) or by a barrier between the devices and the public.
- The after-hours, overnight storage of any LPG container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
- Propane cylinders awaiting use should be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in designated locations outside the building.
- No dispensing from or refilling of LPG containers will be permitted inside the convention facility.
- Use of LPG outdoors must be approved by the Safety and Fire Prevention Office and the CSM prior to arrival on property. No outside LPG will be permitted in any areas where building exits discharge or fire department access is required.
- When requested, areas enclosed by solid walls and ceilings must be provided with approved smoke detectors that are audible outside the area of the booth. A fire watch may be required. (See [Multilevel and/or Covered Exhibits](#) for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet.
- A one-day supply of giveaway disposable lighters may be kept in the booth.
- Exhibitors who plan to demonstrate fuel-burning appliances on property must have approval from the CSM 30 days prior to the event.
- Fireplaces must be listed as ventless or self-venting for indoor use to obtain approval for use inside the facility.
- Only enclosed fireplaces will be approved for use,

meaning the fireplace must be enclosed with a glass front, or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.

- Screen-front fireplaces will not be approved for use.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.
- Fire pits that are not fully enclosed with a glass front or a protective heat/contact barrier will require an [Open-Flame Permit](#) from Clark County Fire Department. Natural gas and approved LPG (propane) quantities will be allowed for use within the halls. A barrier is required to prevent an attendee/exhibitor from coming into contact with an open flame.
- Please see the [Fireplace and Fire Pit Display form](#) for details on obtaining an Open Flame Permit along with the [Fire Watch Requirements form](#).
- Candles may be used for decorative purposes for events with food service (one candle per table) where the candles are supported by/on substantial noncombustible bases located to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Safety and Fire Prevention Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit.
- If your booth is demonstrating, sampling or using a hookah, the following items are required:
  - Keep a 5-pound ABC (2A:30BC) fire extinguisher at the booth. The fire extinguisher must have a current inspection tag. Extinguishers may be obtained from the show or a local company.
  - Keep a metal (noncombustible) bucket for hot coals.
  - The hookah must be placed on a stable, noncombustible surface (table, stand, stool, etc.). The hookah cannot be placed directly on a carpeted surface.
  - Keep all combustible materials (boxes, plastics, etc.) a minimum of three feet away from the hookah.