

FIREARMS ON DISPLAY – TRADE SHOWS

- Exhibitors displaying firearms at a trade show must notify the Convention Service Manager (CSM).
- All firearms must be disabled to prevent the firing of the weapon.
- Live ammunition is prohibited. Inert or dummy ammunition may be used.
- The exhibitor must contract with a certified firearms expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.
- During nonexhibit hours, firearms must be secured by cable lock, locked display cabinet, or assigning a security guard to the booth.
- Vendors/attendees will not have loaded weapons inside the building or on the show floor unless authorized by the vice president of customer safety or his/her designee.

FLOOR MARKING

- All floor marking inside of the building or on concrete outside of the building, needs to be done with chalk only. Spray chalk can be used outside on the concrete areas but must be cleaned completely by the end of move-out. Any paint used on the asphalt areas must be removed and any marks covered with either black paint or seal coat material.
- The "NO FREIGHT AISLE" tape is no longer allowed in the LVCC. "NO FREIGHT AISLE" stickers are currently still allowed, but their use should be as minimal as possible.

FLOOR PLANS

- Floor plans are required for all areas including exhibit halls, lobbies, meeting rooms, outdoor plazas, parking lots and must be submitted in .dwg and .dxf format together at the same time.
- Floor plans must be drawn to scale and include all structures, obstructions, exits, aisles and booths.
- Booth and aisle dimensions must be indicated on all floor plans.
 - General information to be included on all plans:
 - Name and address of the property
 - Name of the room or location

- Point of contact with phone number and email address
- Move-in and move-out dates
- Type of event (show name)
- Floor plans must be approved by Safety and Fire Prevention and the CSM.
- Submit all floor plans to the Safety and Fire Prevention Office for approval via email at boothplans@lvcva.com. A copy of the approved floor plan will be returned. If denied, reasons will be noted on the returned plan.

FOG MACHINES

- Use of all fog machines must be preapproved by the Safety and Fire Prevention Office. A demonstration of the fog machine and its intended use must be given to the office at least 48 hours in advance.
- The fog machine must be UL listed or equivalent (for its intended use).
- Fog-generating fluids must be nonhazardous and stored in the original containers that were provided by the manufacturer. The safety data sheet for fog fluid must be sent to the Safety and Fire Prevention Office for approval in advance of the event move-in.
- The SDS must remain in the booth/event location at all times.
- The facility reserves the right to limit the amount of haze produced by a show. A haze schedule, including days for testing and show hours, must be provided 30 days prior to first day of use. After hours haze activity requires coordination with a third party vendor. Fees will apply.

FOOD AND BEVERAGE

Las Vegas Food & Beverage retains the exclusive right to provide, control and retain all food and beverage services within the LVCC. Outside food and beverage are not permitted without prior approval. Fees may apply.

Preparation Within Exhibits

Whenever food or beverage is prepared within an exhibit, a [Food and Beverage Sampling/Onsite Preparation Approval Form](#) must be completed and emailed to foodprepandsample@lvcva.com. Approval from both LVCVA and the Food & Beverage Division must be received prior to finalizing your plans.

Exhibition and Display Cooking

Temporary exhibition and display cooking are only permitted within the limitations given below.

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, e.g., Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturer's operating instructions. Equipment listed or designed for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e., grills that exceed 288 square inches (2 square feet) that produce grease-laden vapors, must have a fire-extinguishing system installed and an exhaust duct system complying with the currently adopted Mechanical Code.
- All single-well cooking equipment (deep-fat fryers) and operations using combustible oils or solids shall meet all the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2 square feet).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and fire-retardant-treated (FRT) plywood. The noncombustible surface must extend three feet in front of the fryer.
 - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
 - The volume of cooking oil per appliance is not to exceed three gallons.
 - The volume of cooking oil per booth is not to exceed six gallons.
 - Deep-fat fryers shall be electrically powered and have a shut-off switch.
 - Fry oil must be collected and disposed of by a third party vendor hired by the lessee.
- Other appliances for exhibition cooking shall also

be limited to 288 square inches (2 square feet) in area. Examples: induction cooktops, ranges, electric warmer, single- ranges or multiple-burner ranges.

- A minimum of one Class-K fire extinguisher shall be located within 30 feet of each deep-fat fryer and each grill or other appliance producing grease-laden vapors.
- A minimum of one Class 3A-40BC fire extinguisher shall be located within each booth with additional or other display cooking, such as baking, sautéing, braising, stir frying, convection cooking, warming of food, and all other like applications.
- Solid fuels, including charcoal and woods, are prohibited within exhibit halls.

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

FOOD SAMPLING INFORMATION

The Southern Nevada Health District enforces regulations for the sampling of food during trade shows.

A [Food and Beverage Sampling /Onsite Preparation Approval form](#) must be completed and emailed to foodprepandsample@lvcva.com by exhibitors who are giving away free food or beverage. Approval from both the LVCVA and the Food & Beverage Division must be received prior to finalizing your plans.

Once the form has been submitted, a member of the Las Vegas Food & Beverage management team will contact you.

- All items to be given away are limited to sample sizes.
 - Nonalcoholic beverages: 3 oz.
 - Food items: 2 oz.
- Any food or beverage items not directly manufactured by the exhibitor must be purchased from and supplied by our exclusive food and beverage provider.
- If sampling of open food or beverage is conducted at a booth, then both a hot-water hand-washing station and a sanitizing station will be required.
- Handwashing and sanitization stations may be purchased through the food and beverage division or provided by the exhibitor. If provided by the exhibitor, contact the [Southern Nevada Health District](#).
- Hot water for handwashing will be provided. Hot-water refill station(s) will be available on the show floor. Check with show management for the location(s).

- If any alcoholic beverages are to be served, exhibitors must contact our Food & Beverage Division for approval and follow the Nevada Department of Taxation guidelines regarding liquor at trade shows. All alcoholic beverages must be served by our bartenders/servers who are TAM certified. Some exceptions may apply.

If you have any questions, contact the LVCVA's Food & Beverage Division at 702-943-6779 or email exhibitorcateringlvcc@sodexo.com.

FREIGHT

- All freight, interior and exterior, must remain three feet away from all brick, block and masonry walls.
- All freight/rigging/labor shacks inside of the exhibit halls will be metal only, and wooden shacks if used outdoors must remain at least 20' off of the building.

GBAC STAR ACCREDITATION

The LVCC is among the first of convention centers in the nation to be accredited by the prestigious GBAC Star Accreditation Program, which establishes gold standard cleaning, disinfection and infectious disease prevention protocols that meet or exceed the industry's highest standards of cleanliness for pathogens like the novel coronavirus.

This third-party accreditation focuses on:

- Having the best procedures in place that will uphold strict cleaning protocols for infectious disease.
- Making handwashing facilities and/or sanitizing systems easily accessible to everyone.
- Masks and social distancing mandates and recommendations that help prevent the spread of infectious diseases.
- The proper training of employees to carry out preventative measures and reporting functions.
- The effective use of approved disinfectant chemicals and delivery systems to ensure everyone's safety.
- Response protocols for skilled professionals to address potentially infected people and/or places within the facility.
- Responsible contact person overseeing the execution of the cleaning plan and communication protocols.

GAMING/RAFFLES

- For gaming/raffle inquiries, contact the Nevada State Gaming Control Board at 702-486-2020. <https://gaming.nv.gov/>

GUN SHOW – PUBLIC EVENTS

- Lessee is responsible for informing the LVCVA that firearms will be displayed and/or for sale during the show, and for hiring an LVCVA Security Officer to be present at each guest entrance one hour before show opening each day and during show hours. Concealed firearms are prohibited on property as provided in N.R.S. 202.3673.
- Show will coordinate the zip-tying of all firearms that are cleared and taken into the show. The show manager is responsible for supplying the zip ties.
- Vendors/attendees must remove magazines or ammo clips from the weapon prior to entering the building. This applies to move-in/move-out activities as well as on show days.
- Vendors/attendees will not have loaded weapons inside the building or on the show floor unless authorized by the vice president of customer safety or his/her designee.
- Lessee must make arrangements to have a local licensed firearms dealer on property to handle transfers and conduct background checks. All firearm sales will go through this dealer.
- All sales of firearms or ammunitions must be conducted on the show floor.
- Show contract security is responsible for checking that all firearms leaving the building have a receipt and that the serial number on the receipt matches the firearm.
- Black powder is strictly prohibited on the premises.
- Contact the Safety and Fire Prevention office for approval to display or sell combustible or explosive products. Email: boothplans@lvcva.com or call 702-892-7413.

HAND CARRY POLICY

As a customer of the Las Vegas Convention Center, (LVCC), we want to make you aware of our Hand Carry Policy. For those of you who drive to the event and wish to unload your product/materials and bring them to your booth, please be aware of the following procedures.