

The Cosmoprof North America (CPNA) event takes place **July 29 – 31, 2018 in Las Vegas.**

It is strictly a **Business-to-Business event**. **"Cash and Carry" of product(s) and/or services is strictly prohibited.**

Through the use of control guidelines (hard walls) and color combinations, a professional atmosphere will be created.

This document outlines the requirements placed upon the leasing exhibitors in order to ensure continuity and controlled expression throughout. In the same time Exhibitors are encouraged to express their individuality through creative planning, lighting, graphic signage and other presentation techniques, complying with the design criteria.

This document describes first, the existing conditions to be provided by CPNA, and second, the general criteria describing guidelines that are to be followed.

Please review the information provided in this Exhibitor Resource Guide on furnishings and other services provided by GES Exposition Services, the official show contractor.

The floor plan can be viewed online at: www.cosmoprofnorthamerica.com. Please review the layout carefully before you prepare your booth display.

TERMS AND CONDITIONS

TERMS OF REFERENCE

In these Terms and Conditions the following definitions shall apply:

- **"Contract"** shall mean the contract established between the Exhibitor and the Show Organizers upon the Exhibitor accepting the offer of the Organizers to participate, under these Terms and Conditions, in the Exhibition.
- **"Exhibition"** shall mean the Exhibition stated on the Application Form.
- **"Exhibition space"** shall mean any space in the Mandalay Bay Convention Center licensed to the exhibitor by the organizers for the purpose of the exhibition, under these terms and conditions.
- **"Exhibitor"** shall include the person described as such in the Application Form and all employees and agents of such person and shall also include permitted sub-licensees of the Exhibitor.
- **"Exhibitor's Manual"** shall mean the manual supplied by the Organizers to the Exhibitor which contains information relating to the Exhibition and the Exhibition Space and other matters (as amended from time to time).
- **"Fees"** shall mean the amount payable for the use of the Exhibition Space (as specified in the Application Form).
- **"Mandalay Bay Convention Center"** shall mean the Convention Center named in the Application Form.
- **"Organizers"** shall mean North American Beauty Events LLC.
- **"Show Management"** shall mean the owner/proprietor/operator/manager for the time being of the Mandalay Bay Convention Center.

THE RULES AND REGULATIONS OF THE MANDALAY BAY CONVENTION CENTER

The Exhibitor shall, to the extent appropriate, observe and comply with the rules and regulations of the Mandalay Bay Convention Center, copies of which are obtainable from the Organizers on request. Certain of the provisions therein are summarized, for Exhibitor reference, but this shall not, under any circumstances, be construed as limiting the obligations of the Exhibitor to observe and comply with all applicable rules and regulations of the Mandalay Bay Convention Center.

APPLICATION FOR PARTICIPATION

All applications for participation shall be made on the prescribed Application Form. The Application Form shall be submitted to the Organizers accompanied by the deposit for the rental of the Exhibition Space. The Organizers reserve the right to accept or refuse any application without giving any reason therefore.

LICENSING AND ALLOCATION OF EXHIBITION SPACE

Exhibition Space is licensed to the Exhibitor only. The Exhibitor is not allowed to sub-license the Exhibition Space allocated to it, either wholly or in part, without the prior written consent of the Organizers. The Exhibitor shall ensure that any such authorized sub-licensees comply with these Terms and Conditions and shall be responsible for any default of such sub-licensees. The Exhibitor is not allowed to give out, even in part, or exchange their stand with third parties.

The Organizers may allocate the Exhibition Space in any manner as they deem fit but will take into account such factors as the order of applications received and the nature of exhibits. The Organizers reserve the right to change the venue for the Exhibition, to change the Exhibition Space allocated to the Exhibitor, to alter the size and dimensions of the Exhibition Space, to change or close entrances and exits and access to the Exhibition Space and to undertake other structural alterations as they deem fit. Such changes shall be at the discretion of the Organizers and the Exhibitor shall have no claim for

compensation as a result of any changes. An Exhibitor who is allocated a ready stand will be provided with stand services as per the schedule in this Exhibitor Resource Guide.

Exhibits and displays should not exceed the height of the stand walls (2.5m - 8ft) unless written permission has been received from the Organizers. It is mandatory that all design proposals be submitted to the Organizers for approval.

Plans, drawings, and design proposals for raw spaces must be submitted and approved according to the rules and regulations of the Mandalay Bay Convention Center. These plans, must be submitted to Cosmoprof North America Show Management for approval. Cosmoprof North America Show Management reserve the right, at any time, to order the alteration or removal of any stand that differs from the approved specifications or which does not conform to the rules and regulations of the Mandalay Bay Convention Center. The cost of such alteration and removal shall be entirely borne by the Exhibitor.

EXHIBITS

Movements of exhibits in and out of the Mandalay Bay Convention Center must be handled by the official contractors nominated for the Exhibition: GES. No exhibit will be allowed into or out of the Mandalay Bay Convention Center without an official delivery order or clearance document. The

Exhibitor must make its own arrangements for transportation of exhibits to and from the Mandalay Bay Convention Center and for storage of exhibits and packaging materials.

Display of any working or moving exhibits must have the prior written approval of the Organizers. Precautionary measures such as the provision of guards or other means of protection must be taken to protect the public from such moving or working exhibits. Moving or working exhibits shall only be demonstrated or operated by persons authorized by the Exhibitor and shall not be left running in the absence of such persons.

All exhibits and stand furnishings must be confined to the area of the Exhibition Space. Any advertising literature should be distributed from the Exhibitor's own stand(s) only. The Organizers reserve the right to remove at the Exhibitor's expense any exhibits or publicity material not produced by the Exhibitor or its associated companies or which are not as specified on the Application Form. At such time after the close of the Exhibition as the Organizers may specify or on sooner termination of the Contract, all exhibits shall be removed and cleared from the Exhibition Space and vacant possession of the Exhibition Space shall be delivered to the Organizers in as good and clean order and condition as it was when initially licensed out.

Any property remaining after the last day designated by the Organizers for material to be removed may be sold or otherwise disposed of by the Organizers at the Exhibitor's expense. No property may be removed from the Exhibition before the Exhibition ends.

TERMS OF PAYMENT – WAIVER BY EXHIBITORS

Payment of the Fees by the dates hereunder indicates participation whether or not a signed form is submitted along with payment. Manner of payment shall be in two installments:

- 50% of the total amount to be paid at the date of reservation so as to attach a copy of the bank transfer to the original application form
- 50% to be paid on or before April 1st, 2018

The invoice of the amount will be issued upon receipt of the 50% deposit sent with the application form.

The Contract is irrevocable. In the event of abandonment by the Exhibitor, notified to the Organizers by registered letter with advice of receipt by the April 1st, 2018, there will be no refund of the 50% deposit. Should such communication be given after the April 1st, 2018, the participant must pay the full amount of the participation fee. In this case, the Organizers can make use of the stand even by assigning it to other Exhibitors.

Any Exhibitor who serves notice of abandonment without having paid the down-payment as required will be required to pay 50% of the total due for the area requested, if the said notice is received prior to April 1st, 2018. The Exhibitor will be required to pay the entire sum due if the notice is received after this date.

CONDUCT IN THE MANDALAY BAY CONVENTION CENTER

During the license period, the Exhibitor shall be responsible for the good conduct of its employees, servants, agents, contractors, sub-contractors and all other representatives who shall be bound by and must observe these Terms and Conditions in all respects. Exhibitors must not permit anything that causes a nuisance or in the opinion of the Organizers does not conform to the general standards of the Exhibition or amounts or may amount to a breach of these Terms and Conditions. It is expressly prohibited for the Exhibitor or its Representatives to record images of any other exhibitor's exhibition space or exhibits in any form without the prior written consent of the Organizers. Such prohibition includes, but is not limited to, the taking of photographs, video recording of any type and drawing or sketching of images. The Exhibitor and its Representatives agree to surrender to the Organizers on demand any material on which images may be recorded in violation of this rule, including but not limited to film, video tapes and sketchbooks.

No Exhibitor may alter or in any way affect the structure or fixtures of the Mandalay Bay Convention Center. Exhibitors will pay the cost of making good any damage caused to the Mandalay Bay Convention Center or fixtures by themselves and/or their employees, servants, agents, contractors, sub-contractors and all other representatives.

TERMINATION

The Organizers may terminate this Contract by notice to the Exhibitor upon the occurrence of any of the following events:

- The Mandalay Bay Convention Center and/or the Exhibition Space become unfit for occupancy and use or the Exhibition is cancelled.
- The holding of Exhibition or the performance of this Contract by the Organizers is substantially or materially interfered with due to any cause or causes not reasonably within the control of the Organizers.
- The Organizers are not satisfied that proper use is being made of the Exhibition Space during the installation period or at any time during the term of the Exhibition.
- Payment of Fees is not made by the Exhibitor in accordance with Terms of Payment, above.
- The Exhibitor is, for any reason, unable to utilize the Exhibition Space allocated to it.
- The Exhibitor is in breach of any of these Terms and Conditions or any applicable local legislation, rules or regulations.

Upon termination of this Contract for whatever reason, any allocation of Exhibition Space shall automatically be cancelled forthwith. All payment made in respect of the Exhibition Space shall be forfeited and the Organizers shall have the right to claim for the balance of the Fees and for any loss or damage suffered by them as a consequence thereof. If the termination of this Contract results other than from cancellation of the Exhibition, the Organizers shall be entitled forthwith to re-license the Exhibition Space. Upon termination of this Contract for whatever reason, all of the Exhibitor's property should be removed by the Exhibitor from the Exhibition Space immediately failing which such property shall be removed and the Exhibition Space cleared by the Organizers at the Exhibitor's expense. The Organizers reserve the right to exercise a general lien over any property of the Exhibitor in the Mandalay Bay Convention Center in respect of all monies, of whatsoever nature, including in respect of claims for damages, which may at any time be due or payable by the Exhibitor to the Organizers in connection with the Exhibition.

COMPLIANCE WITH LOCAL LEGISLATION

Any Exhibitor who takes part in the Exhibition must comply with all relevant legislation, rules and regulations of the country or territory where the Exhibition is held and shall be solely responsible for observing and complying with the same and for obtaining all consents, approvals, authorities, licenses and the like as may be requisite to its participation in the Exhibition.

GOVERNING LAW AND JURISDICTION

This Contract and these Terms and Conditions shall be governed and construed in all respects in accordance with the laws of Nevada, and the Exhibitor submits to the non-exclusive jurisdiction of the Nevada courts for all purposes relating to this Contract or the Exhibition.

COUNTERFEIT GOODS

Counterfeit goods exhibited at the show will not be allowed and CPNA Show Management has the right without recourse to physically remove the items and close down the stand of the said Exhibitor. The Exhibitor will not have any financial claim against the Organizers.

DISCIPLINARY MEASURES

Should the Exhibitor not respect the present general conditions and in particular referring to transgression of sound emission, conformity of stands and product counterfeit, the Organizers reserve the right to close up non-conforming stands during the Exhibition. In this case, the Exhibitor takes explicit note by signing the Application Form that no kind of reimbursement is due by the CPNA Show Management.

SECURITY

The CPNA Show Management shall take all reasonable security precautions in the interests of the Exhibitors and visitors during the period of occupancy of the Mandalay Bay Convention Center and the provision of such services shall constitute adequate discharge of all obligations of CPNA Show Management to supervise and protect property located within the Mandalay Bay Convention Center. Additional security measure may be requested. Prior approval of CPNA Show Management must be obtained. Such additional guards shall be provided by an approved security contractor nominated by the CPNA Show Management.

COSMOPROF NORTH AMERICA/NABE, GES & Mandalay Bay Convention Center (MBCC) shall not be responsible or liable for any injury to person or property loss or damage of any kind, sustained by Exhibitor, employees of the Exhibitor or any other person by reason of fire, theft, water, accident, or negligence of the Cosmoprof North America/NABE, GES & MBCC or any of

its agents or employees or for any other cause whatsoever. It is further understood that the Exhibitor will indemnify and hold harmless the Cosmoprof North America/NABE, GES & MBCC from any damages, loss, cost or expense of any and all kind for any claim or legal action arising out of or by reason of personal injuries or property damage of any kind whatsoever, as well as the cost and expenses of defending against any such claim or claims, action or actions, arising out of the sole or contributing negligence of the Exhibitor, employees, or agents of the Exhibitor or the Cosmoprof North America/NABE, GES & MBCC, or otherwise, Exhibitors must affect liability insurance naming the Cosmoprof North America/NABE, GES & MBCC as an assured, to cover such contingencies.

RIGHT TO PRIVACY

This is an 'open' trade show. No restrictions are made regarding exhibitors visiting displays on the trade show floor. Each exhibitor is expected to behave in a courteous manner and respect the rights of other exhibitors. Handling display samples and picking up literature may be done with consent of the exhibitor. Use of another exhibiting manufacturer's product in booths for use as comparison is acceptable provided the products are not used in a derogatory fashion. Cosmoprof North America Show Management reserves all rights to this decision.

Cosmoprof North America Show Management will in good faith attempt to place exhibitors in their first choice. However, booths that require special accommodations or booths that do not comply with 'Official Rules and Regulations' will be placed on the perimeter of the show floor. Each booth, regardless of past usage, must submit for approval, a drawing or schematic of the said booth. **PRIOR USE DOES NOT CONSTITUTE FUTURE APPROVAL OR ACCEPTANCE!**

DISPLAYS, ENTERTAINMENT AND EDUCATIONAL PROGRAMS

No manufacturer/exhibitor is permitted to exhibit within a 50 mile radius of Las Vegas outside the Mandalay Bay Convention Center during the period of July 29 – 31, 2018 without prior approval from CPNA Show Management. This includes entertainment, educational programs, and displays in hotel rooms, hotel public areas or other public spaces. This provision applies to all events of this type whether an admission fee is assessed or not.

AMENDMENTS. Only the CPNA Show Manager has the authority to waive, modify, change or vary any provision of this contract or these conditions, rules and regulations on behalf of CPNA, and no such waiver, modification, change or variation shall be effective or binding upon CPNA unless it is specified in writing and signed by the CPNA Show Manager.

Any such waiver of strict compliance with or performance of any of these provisions hereof, shall not be deemed to include a waiver of any other provisions. The decision on all matters that may arise or not herein specifically covered or referred to rests in the sole discretion or judgment of CPNA, and the exhibitor agrees to accept the same. CPNA shall not be liable in any respect or any way for any such decision provided it has acted in a reasonable manner and in good faith. In the event any provision of the Contract is held invalid or unenforceable, the balance of this Contract shall remain in full force and effect. Cosmoprof North America 2018 reserves the right to recapture all costs and expenses, including attorney fees, in enforcing this Contract.

AMERICANS WITH DISABILITIES ACT

Compliance with the Americans with Disabilities Act (ADA) is a legal requirement for public facilities. This law became effective in January 1992. It requires access for disabled persons at convention centers, and as necessarily follows, floor exhibits. It is the responsibility of the Exhibitor to be aware of, and be in compliance with, the rules set forth in this Act.

Exhibitors are encouraged to provide exhibits that are accessible to all and barriers to none. In the absence of accessibility, each Exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities.

STATEMENT OF RESERVED RIGHTS

Without limiting any of the provisions of the Contract or the Contract Conditions, it is specifically understood and agreed by the exhibitor that CPNA Show Management reserves the rights enumerated below without incurring any liability to the exhibitor or releasing the exhibitor from any of its covenants and obligations:

- 1) to change the hours of the show
- 2) to allocate exhibit space
- 3) to change, at any time prior to the scheduled opening date of the show, the dates of the show, the floor plan, location of the show
- 4) to determine the suitability of all exhibits and demonstrations.

It is further understood and agreed that the Cosmoprof North America Show Management shall have each and all of the other rights and reservations contained in the contract.

GENERAL NOTES

GUIDELINES

- A. Booths are designed and defined as a white fabric wall booth with silver metal.
- B. The use of pipe and drape in any portion of the show is not permitted. This is a hard-wall-only show.
- C. Your display must have a hard wall backdrop measuring the full length and width of your booth and 8' high. If you do not have a backdrop, you must rent one from GES Exposition Services.
- D. IF YOU ARE USING A STANDARD POP-UP DISPLAY UNIT AND IT IS LESS THAN 3 METERS WIDE, YOU MUST ADD HARD WALL ON BOTH SIDES OF THE UNIT TO MASK ANY UNSIGHTLY BACK WALL OR ELECTRICAL WIRING. FAILURE TO MAKE AN ATTRACTIVE APPEARANCE WILL REQUIRE COSMOPROF NORTH AMERICA SHOW MANAGEMENT TO ORDER A BACK WALL INSTALLED ON-SITE AT THE EXHIBITOR'S EXPENSE.
- E. All booths are subject to an on-site inspection; if your booth, product, or any part of your display has to be repositioned, or if masking walls or carpet has to be ordered, any and all costs incurred will be the exhibitor's responsibility.
- F. Exhibitor may not project beyond lease line.
- G. Exhibitor may not apply, hang, or attach any item (including clips, lighting, signage or other items) on or to the booth package elements provided in the Ready Stand. Please note: lighting may not be attached to any part of the booth equipment by the exhibitor. Should additional lighting be required, a light bar may be purchased through GES. Please refer to the Ready Stand Information section of the exhibitor manual for price and ordering process. This section of the ERG also includes wall graphic and signage guidelines for inline and corner Ready Stands. Any damage to the booth due to unapproved materials will be charged to the exhibitor for full replacement costs.
- H. An identification sign will be provided for each Ready Stand exhibiting space with company name and leasing space number by GES at no additional charge. Company name can be reviewed online and any updates/changes must be made by May 31, 2018 to be correct on the Ready Stand Identification sign.
- I. Carpet color within the Ready Stand space is pepper. Aisle carpet color varies in each Section.
- J. Your booth design must be at least equal to that of the basic GES Exposition Services Ready Stand Unit. Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from failure knowingly or otherwise to distribute the load of his exhibit material in conformity with the maximum floor load specs.
- K. Sight lines are no longer in effect for this show due to the use of the hard walls
- L. Electric flashers or signs involving the use of Neon or similar gases are prohibited. Should the wording on any sign or area in an exhibitor's booth be deemed by CPNA Show Management to be contrary in any way to the best interests of the Exposition/Trade Show, Exhibitor shall make such changes as are requested.
- M. Space not occupied by specified time will be forfeited by the exhibitor and this space may be resold, reassigned or used by Cosmoprof North America Show Management without refund, unless prior approval is obtained in writing from CPNA. If the exhibit is on hand, CPNA reserves the right to assign labor to set up a display that is not in the process of being erected by the given deadline and to instruct that the exhibitor be billed for all charges thus incurred.
- N. If you fail to arrive on day prior to opening for setup by 6:00pm, CPNA will automatically release your space. Whether CPNA fills your booth space or not, no refunds will be given.
- O. Cosmoprof North America Show Management shall be the sole arbiter of acceptability of sound levels (in authorized sections) and may require reduction of sound levels where in the judgment of Cosmoprof North America Show Management such sound is objectionable.
- P. Only booth representatives will be permitted to enter the Trade Exposition before the scheduled opening time each day of showing and will not be permitted to remain in the Trade Expo after closing one hour each night with the exception of the final night. Exhibitors having special problems that require additional time should check with CPNA Show Management.
- Q. Should any contingency prevent holding of the Trade Exposition, this lease shall terminate, and the exhibitor waives any claim for damages or compensation and neither party shall have any further obligations as against the other except that CPNA shall refund the exhibitor the amounts paid under the agreement less the pro rate share of the CPNA's actual expenses incurred in connection with the Trade Exposition. Said pro rata share of the CPNA's actual expenses is to be determined on the basis of the number of square meters of floor space assigned to all other exhibitors at the Trade Exposition under similar contracts with the CPNA.
- R. Demonstrations or activity that results in excess obstruction of aisles or prevents ready access to nearby exhibitors' booths is not permitted. Exhibitor's representatives wearing distinctive costumes or carrying banners or signs

separately or as part of their apparel must remain in their own booths. Booth representatives may not wear clothing that the CPNA deems scanty or excessively revealing.

- S. No article containing any product other than the product or material made, processed or used by the exhibitor in or as the product or service that he or her sells, may be distributed except by written permission of the CPNA. Samples, souvenirs, publications, etc. may be distributed by the exhibitor only from within the booth. These activities are forbidden in the aisles, restaurants, other booths and all public access to neighboring booths. Any activities that impede traffic through the aisles is prohibited.
- T. Exhibitor shall not engage in any activities in the aisles or in booths other than their own. No signs shall be displayed nor shall public announcements be made.
- U. Exhibitor may not sublet his or her space or any part thereof. Exhibitor may not permit in his or her booth non-exhibiting companies' representatives.
- V. Under no circumstances or at any time are children under the age of 16 permitted on the exhibit floor. This includes Set-up, Show hours, & Tear down.

FIRE REGULATIONS

The fire code in the Mandalay Bay Convention Center is very rigid. A Fire Marshal will be making inspections throughout the show checking that exhibitors and Cosmoprof North America Show Management are in compliance with the state and local codes. Carefully read all the Fire and Safety Regulations located within this section.

- A. Smoke detectors and fire extinguishers will be required of all exhibitors who have displays in a closed exhibit room area with a roof.
- B. All curtains, drapes, and decorations must be of fire retardant materials.
- C. Décor and display objects must be nonflammable.
- D. Combustible materials shall not be attached to, or hung on, or hung from sides or dividers of booths.
- E. All exits must be kept clear and unobstructed.
- F. During set-up and move-out of the Trade Show, we will require establishment and maintenance of designated "NO FREIGHT" aisles. These aisles must be kept clear at all times.
- G. Fire extinguishers, fire hoses and sprinkler closets must be visible and accessible at all times.
- H. All internal combustion engine driven vehicles or equipment displayed in the hall must have fuel filler caps locked or taped and batteries must be disconnected. (Combustible materials must not be stored beneath display vehicles.)
- I. Vehicles in the building for unloading must be unloaded and removed as quickly as possible or will be required to unload outside.
- J. Use of liquefied petroleum gases inside structures is not permitted.
- K. Compressed gas cylinders are prohibited unless approved by Fire Marshal. Cylinders must be secured in an upright position.
- L. Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp. rating.
- M. All temporary electrical wiring must be accessible and free from debris and storage materials. Hard-backed booths must be at least 23cm (9 inches) from rear lines, 46cm (18 inches) between hard walls.
- N. All electrical work under carpets must be done, or supervised, by the decorator's electrical contractor.
- O. All packing containers, wrapping materials and display materials must be removed from behind booth and placed in storage.
- P. Helium balloons are not allowed in the hall.
- Q. Projection booths must be ventilated at ceiling and provided with an approved smoke detector. No storage is allowed in these areas.

STAND REQUIREMENTS

There are two booth packages available: Ready Stand and Raw Space. Please see in this Manual what the Ready Stand package includes. The Raw space package includes concrete floor space only.

All exhibitors with RAW SPACE are required to send a diagram (blueprints, line drawings or pictures) with dimensions of the booth to the Show Management for approval (Exhibitor from US, Canada, Mexico must address it to: heather@probeauty.org; from the rest of the World to: leonora.aroldi@bolognafiere.it).

HEIGHT GUIDELINES

➤ **LINEAR SPACE CONFIGURATIONS (ONE OPEN SIDE AND CORNER BOOTHS)**

In order to allow unobstructed view of neighboring booths, exhibitors are not permitted to have their back walls exceed **8 feet in height**, except for those booths at the perimeter of the hall who may extend their back wall to 12 feet in height.

➤ **ISLANDS/PENINSULAS BOOTHS**

For raw space construction the building height is 8 feet as well, but with a maximum 40% of the total center area permitted up to 13 feet, subject to approval by CPNA Show Management. Stand designs without approval from CPNA Show Management will not be permitted in on the trade show floor.

The back wall must be placed on the non-aisle side of the display and centered along this common back wall.

The back wall for a peninsula booth (regardless of size) must never exceed 8' in height.

In island spaces or peninsula spaces, narrow overhead panels of open "bridge-type" construction may be permitted along the centerline of the space or along the aisles, to facilitate the construction of the open-type exhibits. However, nothing but slender supporting posts may extend above the side-rail limitations set forth. Plans for such displays must be submitted to Show Management for approval at least 60 days prior to the show opening, and such displays may be used at the show only if approved.

BOOTH FURNISHINGS – placement of displays, stages (for all spaces – linear/perimeter/peninsulas/islands)

- The reverse side of any wing panel must be masked or otherwise decorated so that these exposed areas will not be objectionable to adjacent exhibitors. CPNA Show Management reserves the right to have such furnishings done or hardwall masking installed at the expense of the exhibitor.
- No displays may be mounted to the side or back hardwalls if they exceed the height limitation.
- Signs (other than the Ready Stand Company Name sign) may not extend into the aisles.
- No display, promotion or demonstration is allowed in the aisles.
- **STAGES:** without exception, any exhibit authorized to hold a stage must set all stages 2 meters from any aisle. All stages must allow for standing room in front of them that is not in the aisle.
No exhibit of less than 60 sq. meters will be permitted to place a stage in their booth unless it is placed in the rear of the space and not on the aisle line. CPNA Show Management must authorize all stages.
- All raw space booths must be **carpeted**. A perimeter wall must be provided by the exhibitor.

SIGNAGE/BANNERS/HANGING LIGHTING TRUSS (see GES tab under "Labor and Equipment")

- **Banners** are only allowed in **peninsula and island booths that are 32 sq. meters** or larger. Banners are not permitted for any other type of booth or space.
Banners must be hung with bottom of banner no less than 5 - 5.5m (16-18 feet) from floor. Banner must be hung within 1 meter (3.281') on each end of booth.
- **Signs** must be professional in appearance and acceptable to CPNA Show Management.
Use of any of the public parking areas for display, vehicle storage or advertisement is strictly prohibited unless written permission is received from Show Management.
- **Hanging lighting Truss** cannot exceed 9 meters (29.52 feet) in height. Truss may not exceed the dimensions of the booth space, unless hanging points require it. Hanging of banners off truss is permitted as long as banner does not exceed the banner limitations. (Booth restrictions apply.)

Signage/Banners/Hanging Lighting Truss **over 90 Kg (200lbs), whether electric or non-electric, will be installed using a motorized hoist**. This is not only a safety measure, but should assist you in saving time and money.

All rigging will be installed and dismantled by MBCC: no hanging of any device requiring cabling, hoist, electrical and/or weighing over 90 Kg (200lbs) will be allowed without MBCC labor.

A Mandalay Bay Audio Visual (Encore Productions) supervisor and rigging labor is required to install any and all rigging functions (including hanging of signs requiring electrical power or signs weighing over 200lbs, or functions being produced by outside companies). Please see order form in this Resource Guide. NO EXCEPTIONS.

LIGHTS

- No spotlight or any light erected as part of the exhibit display may be directed toward the aisle or so directed that it proves to be irritating or distracting to neighboring booths or guests.
- Droplights or special lighting devices must be hung at a level or position so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Back lighted transparencies or lighted displays must stay lighted for at least 30 consecutive seconds. **No strobe light effects are permitted.**
- All lights/monitors/speakers must be hung within the confines of the exhibit space. No trusses will be permitted to reach out over the aisle line.

Also hanging lights over 90 Kg (200 pounds), whether electric or non-electric, will be installed using a motorized hoist. Mandalay Bay Audio Visual (Encore Productions) can provide a complete truss lighting system for your booth. They create standard theatrical lighting fixtures and many varieties and combinations of robotic lights.

All rigging will be installed and dismantled by MBCC. Hanging of any device requiring cabling, hoist, electrical, weighing over 90 Kg (200 pounds) will be allowed with MBCC labor only. Please see order form in this Resource Guide. NO EXCEPTIONS.

INSTALLATION & DISMANTLE. I & D Contractors and/or Trimmers are not permitted to set up service booths at the Mandalay Bay Convention Center. When using an independent contractor to install or dismantle a booth, several requirements must be met. Please see the "Labor" tab for specific requirements and forms.

ELECTRICAL, PLUMBING, GAS AND COMPRESSED AIR (exclusive to Mandalay Bay Convention Center)

All electrical, plumbing, gas and compressed air services are provided exclusively by Mandalay Bay for all events including trade shows, general sessions, productions, etc. Outside providers of these utilities will not be permitted to work within the property.

MISCELLANEOUS

- All booths shall be fully staffed at all times, during official exhibit hours, or the exhibitor may be denied space in future shows.
- Since Cosmoprof North America is strictly a Business-to-Business event, **"Cash and Carry" sales of product(s) and/or services is strictly prohibited.** Violators will be removed off the show floor at exhibitors expense. Please be prepared to take orders on the show floor.
- Charging fees or admission to demonstrations or classes on the exhibit floor, the convention site or elsewhere during the dates of the show by anyone other than the CPNA Show Management is strictly prohibited.
- Exhibitors shall not misrepresent any product or article displayed in a booth, and shall not, with the exception of truthful comparative advertising, demean the products or services of any other exhibitor.
- Any relocation of exhibit space will be at the sole discretion of CPNA Show Management on-site. No booth/exhibitor will be permitted to move the display once the Cosmoprof North America 2018 show is officially open without approval of CPNA Show Management.
- Cosmoprof North America Show Management reserves the right to restrict exhibits which because of noise, method of operation, materials or any other reason become objectionable. CPNA Show Management may prohibit or remove any exhibit which, in the opinion of Management, detracts from the general character of the exhibition as a whole, or consists of products or services inconsistent with the purposes of the exhibition or refusal to abide by the rules in this Exhibitor Resource Guide.

This reservation includes persons, things, conduct, printed matter and anything of a character which Cosmoprof North America Show Management determines objectionable. In the event of such restriction, or removal, Cosmoprof North America Show Management shall not be liable for any refunds or other exhibit expense.

- No live animals may be displayed as part of the exhibit booth, or brought onto the show floor. Vision or hearing-impaired persons will be granted permission for trained guide dogs. There is no exception to this rule.

- No adhesive backed decals are to be given out or used within the exhibit hall.
- Decorations, signs, banners and similar materials may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls. Damages resulting from the improper and/or unauthorized installation of materials will be charged directly to exhibitor or responsible party. **NO EXCEPTIONS.**
- Glitter is not permitted in the Mandalay Bay Convention Center.
- Any controversy arising between Exhibitors or between Exhibitors and attendees during this Exhibition shall be submitted to the Cosmoprof North America Show Management who shall be the sole judges of the acts for settlement and disposition; and the Exhibitor hereby agrees to be bound by the judgment and disposition of any controversy submitted and further agrees to carry out the instructions issued by the Cosmoprof North America Show Management in connection with the disposition of such controversy.
- **TATTOOING AND PERMANENT MAKE-UP DEMONSTRATIONS.** For the safety of our exhibitors and our attendees, Cosmoprof North America does not allow any permanent makeup, eyelash reconstruction or tattooing at the show. If an exhibitor performs any demonstrations, you will be asked to remove your booth from the show floor. Please bring demonstration materials, such as videos, mannequins and so forth, to help with orders of your product.
- **NOISE AND ODORS.** Mechanical reproduction of sound or music relating to an exhibit shall be kept at a sufficiently low volume so as not to project beyond the confines of the exhibitor booth. The maximum allowable level of sound emitted from an exhibit booth will be 60 decibels. If an exhibitor exceeds this level, Cosmoprof North America Show Management has the option to disconnect the electrical power to that booth. Exhibits producing objectionable odors are not permitted. CPNA Show Management reserves the right to impose limitations on noise levels and any method of operation which becomes objectionable.
- **SPEAKERS/SOUND SYSTEMS, MONITORS, PROJECTORS AND TV's.** The use of microphones, loud speakers, public address systems, amplifiers or other similar devices and/or the use of any sales methods, gadgets, or sounds, which in the sole judgment of Cosmoprof North America Show Management are objectionable or interfere with another exhibitor, shall not be permitted. The distribution of noisemakers such as whistles, crickets, horns, etc. is prohibited. Projectors, TV screens or staging must NOT cause attendees to block aisles. All sound systems and A/V must be **directed toward the interior** of the exhibit. **No speakers or monitors are to face the aisle or other exhibits.**
- **PARKING**

MBCC has parking spaces available on site. The parking policies are as follows:
Any vehicle parking in a red zone or in any zone labeled NO PARKING will be towed at the owner's expense without notice.
POV's (privately owned vehicles) will be allowed limited time to load and unload in designated areas as long as there is ALWAYS someone with the vehicle. Vehicles left unattended WILL BE TOWED.
Overnight parking is not permissible in the Convention Center East parking lot
Parking of vehicles in the exhibit halls is not permissible due to fire regulations.
Handicap parking spaces are available on site at the MBCC within close proximity to the facility. The parking spaces located in our parking lot are wheelchair accessible. Handicap parking is available in the garage and the East auxiliary lot.

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Fire & Public Safety Requirements For Assembly Areas Fire Marshall Requirements

- All fire exits and the illuminated exit sign above each must be clearly visible. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations shall not be concealed or obstructed.
- Back staging and rear screen projection guidelines:
 - No storage boxes, musical cases, etc. may be stored behind staging.
 - Hiperthane cable protectors must be used to ramp all cable 1" in diameter or greater. Ramp all cable leaving a function room to an outside area.
 - All wires less than 1" in diameter must be taped down with gaffer's tape.
 - If exiting is covered by stage masking there must be a clear path from masking to exit and illuminated exit sign located on masking.
 - Any fire extinguishers or fire hose cabinets located back stage must be clear and easily accessible.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for issuance permit.
- Smoking is prohibited in all exhibit hall and meeting areas during move-in and move-out. "NO SMOKING" signs must be posted at each entrance: signs must be conspicuous, lettering a minimum of three (3") high. If smoking is permitted during an event, approved noncombustible ashtrays must be provided throughout the area and monitored regularly.
- A certified fire watch officer is required to be hired and on duty the entire time that special effects are utilized which require MBCC to manually zone down any section of our fire safety system. Special effects would be, but are not limited to, fog machines, pyrotechnics and cooking. Please contact any of the approved local security firms for certified fire watch officers. A copy of the security company's insurance certificate is to be on file with the Convention Services Department along with a schedule of the times that MBCC is to manually zone down.
- Open flame devices, candles, etc. are prohibited in all assembly areas (no exceptions), unless pre-approved by the Clark County Fire Department and meet requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department.
- Storage of any kind behind back drapes, display walls or inside the display areas is strictly prohibited. All carton, crates, containers, packing materials etc., necessary for repackaging, must be marked with an "Empty" sticker. Your General Service Contractor must remove the "empties" from the show floor.
- All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage.
- A copy of the Fire Department approved plans must be posted on the premises during the Event.
- You are solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. A copy of the Fire Marshall approved floor plan must be submitted to your Convention Services Manager 30 days prior to the show. You are responsible for submitting changes to the approved plan and obtaining approval by the Fire Marshall.
- Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations may not be concealed or obstructed and must be maintained in proper working condition.
- All exhibit booths with solid covers and that exceeds 1,000 square feet in area, in a sprinklered building, are required to contain approved internal automatic fire sprinklers. When determined by the Clark County Fire Department that temporary sprinkler installation is impractical, the following alternative protection may be allowed:
 - Install approved single station smoke detectors at the interior and exterior of each covered booth. The interior and exterior smoke detectors must be installed in accordance with manufacturer's instructions.
 - Provide an approved fire extinguisher (minimum 2-A:10-BC rating) for each covered booth Extinguisher should be mounted near exit door.
- Provide 24 hour fire watch for all covered booths in accordance with the following:
 - Fire watch must be completely trained in the use of portable fire extinguishers and 1 ½" fire hose lines.
 - Each fire watch must have radio communication with other fire watch personnel and a central control point. The central control point must have facilities to contact the fire department and any local security personnel.
 - Fire watch personnel may not be utilized for other than fire watch duties.
 - When multiple covered booths are used, the Clark County Fire Department shall determine the number of persons needed for fire watch.
- All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc) within exhibitor booths and those used for special events must be non-combustible or made flame retardant. Certificates of flame retardant treatment must be submitted to the Clark County Fire Department along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the Clark County Fire Department can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible.
- All fully enclosed booths with enclosed rooms must have at least two (2) exits leading directly to the aisle. These booths must possess a smoke detector and fire extinguisher for each enclosed area. The Clark County Fire Marshall may require additional equipment.

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- If any exhibiting booths have multiple levels or room(s) with enclosures, visible notification must appear on the stairway(s) or outside the room. This notice must state the maximum occupancy permissible or total weight load allowable on the second story at one time. If the second story occupancy level allows more than ten (10) people at one time, a second stairway must be present.
- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show.
- There is no smoking in exhibit halls during any show having manufactured homes and multi-level booths, either covered or uncovered.
- All manufactured homes must have two (2) means of egress.
- All multi-level booths must be stamped by a certified structural engineer and must have two (2) means of egress from upper levels.
- When a multi-level enclosed exhibit is used in a show, a self-contained automatic fire extinguishing system may be required upon review by the Clark County Fire Department.
- 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.
- Literature on display shall be limited to reasonable quantities. Reserved supplies shall be kept in closed containers and stored in a neat and compact manner.
- Show management shall assume responsibility for daily janitorial and rubbish pick up service, and shall advise exhibitors that booths shall be cleaned of combustible materials daily.
- Designated "No Freight" aisles are required. These aisles must be kept clear at all times during the move in and move out of trade shows.
- Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshall. Approved cylinders must be stored in an upright position. Helium canisters are permitted, but only in a secured, upright position. Helium canisters must be removed during non-show hours.
- Electrical panels must have thirty (30") inch clearance in front. All other electrical equipment (cords, plugs, etc.) must be of the approved type, and in accordance with the Uniform Fire Code and the National Electrical Code, as well as local codes.
- Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
- All temporary electric wiring must be accessible and free from debris and storage materials.
- Projection booths must be ventilated at the ceiling and provided with an approved smoke detector. Storage is prohibited in these areas.
- Non-display vehicles cannot remain on the exhibit floor. Attendees will not have access until all non-display vehicles exit the show floor.
- The painting of signs, displays or other objects are strictly prohibited inside of the facility or on MBCC grounds.
- The Clark County Fire Department may exercise the right to assign a fire detail to the premises, at your cost.
- Balloons inside the facility must remain "tethered" to a fixed object. The balloon may be no larger than 36 inches in diameter and must have approval from your Convention Services Manager and the Fire Marshall. There is a labor and equipment charge to retrieve balloons in the ceiling.
- When pyrotechnic displays are in, on, or around our facility, you must obtain a permit from the Clark County Fire Department. Upon receipt of the permit, a demonstration of the pyrotechnics must take place prior to the event in the presence of the Clark County Fire Marshal, at the client's expense. When the Fire Marshall approves the display, no deviations are permissible. In addition, the Fire Marshall will be present during the presentation. Your Convention Services Manager must receive your pyrotechnic plans in writing.

The Clark County Fire Department also requires special permits for the following:

- Display or operation of any heater, barbecue, heat-producing device, open flame, candle, lamp, lantern, torch, etc.
- Display or operation of any electrical, mechanical or chemical devise that the fire department deems hazardous.
- Use or storage of flammable liquids, compressed gas or dangerous chemicals.

Safety Self Inspection Checklist

Exiting:

Are the exits clearly marked/identified?	Yes	No
Are exit signs illuminated?	Yes	No
Do doors easily open?	Yes	No
Are doors blocked in any way?	Yes	No
Are aisle ways and corridors clear of obstructions?	Yes	No
Is the emergency lighting operational?	Yes	No
Are barricades used for crowd control?	Yes	No
Has the use of barricades been approved?	Yes	No

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Fire Extinguishers:

Are extinguishers type 2A10BC?	Yes	No
Are extinguishers mounted?	Yes	No
Are extinguishers accessible?	Yes	No

Fire Lanes:

Are they kept open for fire apparatus?	Yes	No
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Occupancy Maximums and Overcrowding:

Occupancy signs posted?	Yes	No
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Open Flames and Candles:

Are open flames or candles being used?	Yes	No
Have permits for open flames or candles been obtained?	Yes	No

Decorative Materials:

Are decorative materials being used?	Yes	No
Have flame resistance certificates been provided?	Yes	No
Have decorative materials been maintained in flame resistant condition?	Yes	No

Cooking Demonstrations and Food Product Displays

- MBCB will allow cooking demonstrations only with the prior approval of your Convention Services Manager, and the Clark County Fire Department. All necessary permits for cooking demonstrations must be secured and provided to all parties. Cooking and warming of food or beverage is prohibited unless approved by the Clark County Fire Department prior to the Event, plus you will need Clark County Health District itinerant permits to serve food. All cooking and warming must meet the requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department (as required). The 1997 UNIFORM FIRE CODE per the Clark County Fire Department states that all commercial cooking operations must comply with Article 10, Section 1006:

Section	Description
1006	Protection of Commercial Cooking Operations
1006.1	Ventilating Hood and Duct Systems. A ventilating hood and duct system shall be provided in accordance with the Mechanical Code for commercial-type food heat-processing equipment that produces grease-laden vapors.
1006.2.1	Where required. Approved automatic fire-extinguishing systems shall be provided for the protection of commercial type cooking equipment. Exception: The requirement for protection does not include steam kettles and steam tables or equipment, which as used does not create grease-laden vapors.
1006.2.2	Type of system. The system used for the protection of commercial-type cooking equipment shall be either a system listed for application with such equipment or an automatic fire-extinguishing system that is specifically designed for such application. Systems shall be installed in accordance with the Mechanical Code, their listing and manufacturer's instruction. Other systems shall be of an approved design and shall be of one of the following types: <ol style="list-style-type: none"> Automatic sprinkler system Dry-chemical extinguishing system Carbon dioxide extinguishing system Wet-chemical extinguishing system
1006.2.3	Extent of protection
1006.2.3.1	General. The automatic fire-extinguishing system used to protect ventilating hoods and ducts and cooking appliances shall be installed to include cooking surfaces, deep fat fryers, griddles, upright broilers, char broilers, range tops and grills. Protection shall also be provided for the enclosed plenum space within the hood above filters and exhaust ducts serving the hood.
1006.2.3.2	Carbon dioxide systems. When carbon dioxide systems are used, there shall be a nozzle at the top of the ventilating duct. Additional nozzles that are symmetrically arranged to give uniform distribution shall be installed within vertical ducts exceeding 20 feet (6,096 mm) and horizontal ducts exceeding 50 feet (15,240 mm). Dampers shall be installed at either the top or bottom of the duct and shall be arranged to operate automatically upon activation of the fire-extinguishing system.
1006.2.4	Automatic, power, fuel and ventilation shutoff.

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- 1006.2.4.1 General. Automatic fire-extinguishing systems shall be interconnected to the fuel or current supply for the cooking operation and arranged to automatically shut off all equipment under the hood when the system is actuated. Shutoff valves or switches shall be of a type that require manual operation to reset.
- 1006.2.4.2 Carbon dioxide systems. Commercial-type cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation.
- 1006.2.5 Special provisions for automatic sprinkler systems. Commercial-type cooking equipment protected by automatic sprinkler systems shall be supplied from a separate, readily accessible indicating-type control valve that is identified. Extinguishing systems shall be serviced at least every six (6) months or after activation of the system. Inspection shall be by qualified individuals, and a Certificate of Inspection shall be forwarded to the Fire Marshall upon completion. Fusible links and automatic sprinkler heads shall be replaced at least annually, and other protection devices shall be serviced or replaced in accordance with the manufacturer's instructions.
- Exception: Frangible bulbs need not be replaced annually.
- 1006.2.7 Portable fire extinguishers. A sodium bicarbonate or potassium bicarbonate dry-chemical-type portable fire extinguisher having a minimum rating of 40-B shall be installed within (30) feet (9,144 mm) of commercial food heat-processing equipment, as measured along an unobstructed path of travel, in accordance with U.F.C. Standard 10-1.
- 1006.2.8 Operations and maintenance. The ventilation system in connection with hoods shall be operated at the required rate of air movement, and classified grease filters shall be in place when equipment under a kitchen grease hood is used.
- If grease extractors are installed, they shall be operated when the commercial-type cooking equipment is used.
- Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, and records shall state the extent, time and date of cleaning. Such records shall be maintained on the premises. Sprinklers used for protection of fryers shall be listed for that application and installed in accordance with their listing.

These codes are subject to change without notice.

Exhibit Floor Plans

- Your Service Contractor is responsible for preparing your floor plan and obtaining approval from the Clark County Fire Department. These plans must also include any external displays. External displays must be approved by MBCC and the Clark County Division of Zoning. It is important that these plans be submitted and approved prior to selling the first booth to avoid charges and/or corrections. Should your plan require modifications, approval of the modification must be obtained from Clark County Fire Department no later than 30 days prior to your first day of move-in. Any alterations must be resubmitted and reapproved by the Clark County Fire Department. Any unauthorized room changes may result in delaying these events. Fire Exits and signs must be visible and cannot be obstructed in any manner.

We require 10 copies of the Fire Marshall approved floor plans for exhibitors 90 days prior to your first day of move-in.

Floor plans must be drawn to scale for all areas indicating the location of:

- Counters and tables
- Props
- All other plans for space
- Food areas, with layouts
- All structures (archways, fencing, etc)
- Registration area (s)
- Signage and banners
- Security/Decorator Space

Final approval for all floor plans include the following basic requirements and are made by the Clark County Fire Department:

- All points of ingress and egress must have a minimum of twenty (20) feet of clearance.
- Aisle widths must meet Clark County Fire Department Codes
- Access to restrooms and all exits cannot be restricted by any obstacles.
- All columns in aisles must have a minimum of six (6) foot clearance passage on at least three (3) sides.
- Fire hose cabinets and fire extinguishers must be clear of obstructions and must remain where they have been placed.
- Dimensions of the entire area to be occupied and gross square footage.
- Display of items: materials, vehicles, equipment, grandstands, bleacher seats, riser seats and the like.
- Location of all food areas-table, chairs, props, etc.
- Size, location, and construction of booths.
- Location and width of all exits. Exiting required, exiting provided, and number of exits used.
- Contact person and telephone number
- Move-in dates, show dates, and move-out dates.
- Key of scale used.
- Name of event and location

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Meeting/Function Space

MBCC is equipped with a AUTOCAD 2004 system for creating diagrams. We will be happy to work with you and submit diagrams for meeting and food functions for 300 people or more to the Fire Marshall at a nominal charge, except that you will be responsible for the application fee. See your Convention Services Manager for a price structure. All set up requirements for your function(s) must be given to your Convention Services Manager no later than 75 days prior to your function(s).

In accordance with the Clark County Uniform Fire Code, all functions with attendance greater than 300 people require a Fire Marshall approved diagram on the premises for and during each event. It is your sole responsibility to contact the Fire Marshall a minimum of 30 days prior to your scheduled function(s) and submit to the Fire Marshall, in writing, three floor plans and appropriate documentation for any functions with attendance greater than 300 people. A Fire Marshall approved floor plan is to be forwarded to your Convention Services Manager and Catering Manager no later than 30days prior to the event. A Fire Department stamped plan for each qualified event must be posted at the convention site and be available for inspection at all times. It is your sole responsibility to relay information regarding the Uniform Fire Code to exhibitors in your exhibit hall or display area. You acknowledge and warrant that MBCC is not responsible to any meeting planner, organizer or other third party hired by you to assist with the development, marketing, organization or implementation of your function(s). Any function with attendance greater than 300 people not approved by the Fire Marshall, shall not, under any circumstances, be allowed to occur.

Diagrams, along with 3 copies, must be submitted to MBCC to:

Clark County Fire Department
Fire Prevention Bureau
575 East Flamingo Road
Las Vegas, NV 89119
(702) 455-7311

If you do not forward an approved floor plan, or contact us regarding your room set up 30 days prior to your event, we will create and submit a plan for your Event (excluding trade show plans). You will be charged for this service and you will be limited to the room layout that we have chosen, submitted and had approved.

- The following must be shown on the diagram for your event:
 1. Drawn to standard scale.
 2. Size, location and construction of booths, decorative sets or any object taking up floor space in the room.
 3. Dimensions and square footage of the entire function room/area.
 4. Maximum occupant load permitted in function room/area.
 5. Table and chair/seating locations.
 6. Width of all aisles.
 7. Location and width of all fire exits (lineal feet of existing required and approved).
 8. Location of ALL fire extinguishers and fire hose cabinets (unobstructed). One fire extinguisher per every 6,000 sq. ft. and travel distance not to exceed 75 feet.
 9. Name of contact person and phone number.
 10. Move-in and move-out dates.
 11. Function room name.
 12. Function name.
 13. Name and address of hotel.
 14. Type of convention/special event (Display items: Equipment, materials, vehicles and food service areas)
 15. Occupancy.
 16. Grandstands, bleachers, riser seats and alike must be approved by the Clark County Building Department.
 17. Perimeter/screen draping.
 18. Reference 1997 Uniform Fire Code

Pyrotechnics

Pyrotechnics

The company providing the pyrotechnics must submit to MBCC and the Clark County Fire Marshall an insurance binder indemnifying Clark County and Mandalay Resort Group, its subsidiaries and affiliates. Pyrotechnics will not be allowed without submission of this binder. The binder is to be copied to Robert Marchino, Safety Coordinator. The Fire Marshall must be called in for a full test of the pyrotechnics prior to the actual event.

Hazers

Because we never know what type of hazers will set off MBCC fire Safety system, any type of hazers used (chemical or oil) will require that the Fire Safety system be disabled.

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Fire Safety System Disablement

Anytime pyrotechnics or hazers are used, the Fire Safety System will have to be disabled or "put into test mode". This process will require several personnel to be dedicated to watching for potential fire or smoke in the area in which the Fire Safety System is disabled. An engineer is required to be dedicated to watch the console in the Fire Command room. A second engineer must be located in the room being used. An employee of the Fire Safety System provider is required to be in the Fire Command room with the engineer. At least two MBCC security guards are required to be present in the area that is disabled to watch for smoke or fire and to respond to any problems that the engineer in the Fire Command room spots. Depending on the particulars of the event, additional security guards may be required as deemed necessary by the Director of Security. Costs for these personnel are as follows:

Hazing

During rehearsal and function time the cost is \$100.00 per hour. These costs begin one (1) hour prior to the required time and continue one (1) hour after ending time to permit enabling and disabling of the system.

Pyrotechnics

During actual function times is the rate is \$100.00 per hour. These costs begin one (1) hour prior to the required time and continue one (1) hour after ending time to permit enabling and disabling of the system.

Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Fire Department and the MBCC.

Pyrotechnics for special events (show opening, ribbon cutting, etc) presented by Show Management may be permitted with the approval of the Clark County Fire Department. Show Management is responsible for providing the Clark County Fire Department with the written plan of operations within 45 days of the scheduled event date. Please contact the Fire Inspector directly via mail or telephone:

Clark County Fire Department
Fire Prevention Bureau
575 East Flamingo Road
Las Vegas, NV 89119
Telephone: (702) 455-7122
Fax: (702) 455-7347

Upon written approval from the Clark County Fire Department, please forward the plan to your Convention Services Manager at least (30) days prior to the scheduled event.

Vehicle-Exhibits

According to the Clark County Fire Department, the 1997 UNIFORM FIRE CODE states that all procedures must be in accordance with section 2505 when pertaining to general liquid-fueled and gas fueled vehicles and equipment for display, competition and/or demonstration:

Section	Description
2505	Liquid-fueled and gas-fueled vehicles and equipment
2505.1	General. Liquid-fueled and gas-fueled vehicles and equipment used for display, competition or demonstration within assembly occupancies shall be in accordance with Section 2505.
2505.2	Displays
2505.2.1	General. Display of liquid-fueled and gas-fueled vehicles and equipment inside and assembly occupancy shall be in accordance with Section 2505.2
2505.2.2	Batteries. Batteries shall be disconnected in an approved manner.
2505.2.3	Fuel Systems.
2505.2.3.1	Fueling. Vehicles or equipment shall not be fueled or defueled within the building.
2505.2.3.2	Quality limit. Fuel in the fuel tank shall not exceed one eighth of the tank.
2505.2.3.3	Inspection. Fuel systems shall be inspected for leaks.
2505.2.3.4	Closure. Fuel-tank openings shall be locked and sealed to prevent the escape of vapors.
2505.2.4	Location. The location of vehicles or equipment shall not obstruct or block exits.
2505.3	Competitions and Demonstrations
2505.3.1	General. Liquid-fueled and gas-fueled vehicles and equipment used for competition or demonstration within an assembly occupancy shall be in accordance with Section 2505.3
2505.3.2	Fuel storage. Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building.
2505.3.3	Fueling. Refueling shall be performed outside the building at an approved site.
2505.3.4	Spills. Fuel spills shall be cleaned up immediately.

These codes are subject to change without notice.

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Vehicle-Exhibits (continued)

Automobiles or other fuel powered vehicles of any nature must follow the following guidelines:

1. Less than 1/8 tank of fuel.
2. Batteries to be removed or disconnected.
3. Locking gas caps or caps sealed with tape.
4. Ignition keys removed.
5. Propane tanks to be removed.
6. Each vehicle must be equipped with its own fire extinguisher.
7. Visqueen or other protective covering approved by MBCC placed underneath vehicle.

Special Permits

Clark County Zoning Code 29.44.130 states that the promoter or organizer of an event erecting any temporary structures obtain zoning and building permits. Temporary structures may include tents, bleachers, fencing, balloons, or any changes to the outside appearance of the facility. Please contact the Clark County Planning Department at (702) 455-4314 for further details.

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