For assistance, please contact our Customer Success team via inquiry@visionexpo.com or 1-800-811-7151 or (203) 840-5610 (M-F 9:00 AM – 5:00 PM EST)

Click on the **Vendor Forms** section of the manual to see all approved vendors for this event.

SHOW LOCATION

THE VENETIAN EXPO
201 Sands Ave
Las Vegas, NV 89169
Registration & Exhibits – Level 2 // Halls A & B
Education – Level 1

SHOW SCHEDULE

EXHIBITOR SERVICE CENTER
Freeman is the official general service contractor for Vision Expo and will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact show management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

****Order early to take advantage of advance order discount rates, place your order by Monday, February 8, 2027.****

EXHIBITOR SERVICE CENTER HOURS – staff will be available at the Freeman Exhibitor Service Center as follows:

Tuesday, March 9, 2027	8:00 AM – 5:00 PM
Wednesday, March 10, 2027	8:00 AM – 5:00 PM
Thursday, March 11, 2027	8:00 AM – 6:00 PM
Friday, March 12, 2027	8:00 AM – 6:00 PM
Saturday, March 13, 2027	8:00 AM – 7:00 PM
Sunday, March 14, 2027	8:00 AM – 5:00 PM
Monday, March 15, 2027	8:00 AM – 12:00 PM

MOVE-IN & SET-UP HOURS

Vision Expo is a TARGETED SHOW by booth size. Please see below for your specific targeted date + time for move-in. Targeted move-in is for delivery of freight; you do not have to begin construction of your booth on your target date or time, but your freight shipment(s) should be at the convention center on that date and time. Obviously, your installation cannot begin until your freight is delivered and any utilities you need have been installed, so be certain to order these in advance of move-in. Keep in mind, your target date + time applies to when your shipment(s) must be received by – it does not mean you must begin to set up your booth at that time.

If you have questions regarding your move-in, please contact Freeman for more information at (888) 508-5054.

EYECARE / EYEWEAR / BUSINESS SOLUTIONS & TECH / PHARMA

Monday, March 8, 2027	2:00 PM – 6:00 PM	Targeted 1200 sqft or more
Tuesday, March 9, 2027	8:00 AM – 12:00 PM	Targeted 800 sqft or more
Tuesday, March 9, 2027	1:00 PM – 5:00 PM	Targeted 400 sqft or more
Wednesday, March 10, 2027	8:00 AM – 5:00 PM	Open to all exhibitors

INDEPENDENT DESIGN EXHIBITORS

Wednesday, March 10, 2027	8:00 AM – 5:00 PM

OVERTIME CHARGES APPLY to any work performed before 8:00 AM and after 5:00 PM on weekdays and anytime Saturday, Sunday and Holidays.

NOTE: Permission to erect booth space will be withheld from any company who has not submitted full payment of their exhibitor space rental fee or advertising/sponsorship fees.

It is highly recommended that you ship your freight in advance to the warehouse, as warehouse freight is delivered to the show floor first, and is automatically “on target”. Show site shipments are unloaded on a first-come-first-served-basis. Please do not schedule any labor until the end of your target window. For example, if your target window is 10:00 AM – 1:00 PM, it is best to request your labor to report to your booth no earlier than 1:00 PM.

If you require utilities (electric, telephone, internet, etc.), your carpet cannot be installed until the utilities have been installed. Exhibitors are reminded that during move-in, display materials and products will be allowed to enter the Venetian Expo via loading docks and designated entrances ONLY.

Any booth not occupied by **3:00 PM, WEDNESDAY, MARCH 10 2027**, will be presumed abandoned. If there is freight in the booth and Show Management believes the exhibitor will be arriving late, the General Contractor will set up the display to the best of their ability with the information available. If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs. **ALL EXHIBITS MUST BE COMPLETELY SET BY 5:00 PM, WEDNESDAY, MARCH 10, 2027.** Absolutely no shipment, equipment or material may be brought onto the show floor during show hours.

Removal of excess trash or debris in the aisles **AFTER 5:00 PM, WEDNESDAY MARCH 10, 2027** will be billed to the exhibitor(s) responsible for creating such excess trash or debris. The Fire Marshal will not permit the show to open if there are any boxes, cartons, visqueen, packing material, etc. in the aisles.

SHOW DATES + HOURS:

Badged exhibitors will have access to the Exhibit Hall at 8:00 AM each morning.

Thursday, March 11, 2027	9:30 AM – 6:00 PM
Friday, March 12, 2027	9:30 AM – 6:00 PM
Saturday, March 13, 2027	9:30 AM – 3:00 PM

******All exhibits must remain fully intact until the official close of the show******

DISMANTLE + MOVE-OUT HOURS:

Saturday, March 13, 2027	3:00 PM – 7:00 PM
Sunday, March 14, 2027	8:00 AM – 5:00 PM
Monday, March 15, 2027	8:00 AM – 12:00 PM

DISMANTLE + MOVE-OUT INFORMATION

FREEMAN will begin returning empty containers following the removal of aisle carpet between 3:00 PM and 4:00 PM on Saturday, March 13, 2027.

All exhibitor material must be removed from the exhibit facility by **MONDAY, MARCH 15, 2027 at 12:00 PM**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **MONDAY, MARCH 15, 2027 at 9:00 AM**.

DO NOT leave material in your booth unlabeled at any time – it may be presumed to be abandoned and mistaken for trash.

SHOW INFORMATION: A-Z GUIDE

AGE RESTRICTIONS
In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted into the exhibit hall during move-in or move-out**. There will be no exceptions. For industry professionals only. All attendees age 18 or older need a Badge in order to enter the Event. Please note, individuals under the age of 18 are not permitted into the event.

AIR CONDITIONING & HEATING
Air conditioning and / or heating on the show floor of the Venetian Expo is provided during show days and hours only.

ANIMALS
As a general rule, no animal other than an animal that qualifies as a “Service Animal” or police dog as those animals are defined by law, shall be brought onto the property without the prior approval of the Legal/Risk Management department. This applies regardless of the type of animal or the length of time the animal will be on property. Permission for any animals other than ADA animals appearing in a show or booth must first be approved by Show Management, the SES/ Event Manager and the Risk Management Department. Please note a trainer must accompany the animal at all times, animals may not remain in the building overnight, and it is the owner’s responsibility to clean up after the animal while on property.

AUDIO VISUAL
Metro AV is the official audio/visual service contractor of Vision Expo. Metro AV will maintain a full staff on-site at the Exhibitor Service Center.

BALLOONS
Mylar balloons are specifically prohibited**.** Helium balloons are prohibited. Use of balloons in other booth configurations is subject to approval by Show Management and the Venetian Expo/Venetian Hotel**.** Helium may not be stored on the premises**.** Balloons inside the facility must remain “tethered” to a fixed object**.** The balloon may be no larger than thirty-six inches (36") in diameter and must have approval prior to move-in of show from the Venetian Expo Event Services Manager and the Fire Marshal. There is a labor and equipment charge to retrieve balloons in the ceiling should they become loose at the Exhibitor’s expense.

BICYCLES, HOVERBOARDS, SKATEBOARDS + ROLLERBLADES
The riding of bicycles, hoverboards and the user of rollerblades and “heelys” (sneakers with embedded wheels) are always prohibited in the Venetian Expo.

BOOTH CLEANING

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the show and during show hours.

Exhibitors may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Freeman labor. If you need cleaning services in your booth (vacuuming, shampooing, trash removal), you can order these services from the Venetian Expo/SES.

BOOTH FURNISHINGS

Booth equipment, services and furnishings are available through the Official General Contractor, Freeman. Please refer to the Freeman Online section of the Exhibitor Manual for the form and discount pricing cut-off date. Please be sure to indicate your booth number on all forms. Freeman will maintain a full staff on-site at the Exhibitor Service Center located at the back of the exhibit hall.

BUSINESS CENTER / FEDEX OFFICE

Located in the lower lobby, the Venetian Expo operates a full-service business center to provide copy/fax/scan services, office supplies, and small package shipping, etc.

In addition, the FedEx Office Business Center is located on Level 2 of The Venetian Congress Center. More information and current hours can be found here.

CATERING

The Venetian Expo / The Venetian Catering has the exclusive rights to all catering in the facility.

COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We also advise you to contact these agencies as listed below to acquire the proper licenses:

ASCAP Licensing Dept.
1 Lincoln Plaza
New York, NY 10023
Tel: 212-621-6000

BMI (Broadcast Music, Inc.)
10 Music Square East
Nashville, TN 37203-4399
Tel: 800-925-8451, 615-401-2000

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

CRATE REMOVAL, STORAGE & RETURN
Empty crates, shipping containers, cardboard boxes, etc. marked with **"EMPTY STICKERS"** will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, provided you have used material handling services for the delivery of your booth. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. **"EMPTY STICKERS"** can be acquired from the Freeman desk located at the Exhibitor Service Center. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

CUSTOMS BROKER + INTERNATIONAL SHIPPING
PIBL is the official provider of international shipping, customs brokerage, freight forwarding and related services of Vision Expo. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must insure that all documents are valid and complete, and procedures are followed correctly.

Show management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments. Visit the Vendor Forms section for more information.

DEMONSTRATION AREAS & EQUIPMENT
Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time. Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

DISPLAY RULES & REGULATIONS
Visit the **DISPLAY RULES & REGULATIONS** section of this manual for more information.

DISTRIBUTION OF FOOD, BEVERAGES & TOBACCO

All food, beverages and concessions are operated and controlled exclusively by the Center's Food Service Department. Arrangement for serving food and/or beverages must be made through the Catering Manager. Food and/or beverages will not be allowed on the premises unless purchased through the Center's Food Service Department or as an approved exhibit by Show Management.

The Center has exclusive contracts with certain food and beverage providers, e.g., soft drink. Contact the Center's Food Service Department for specific details

A special permit is required from the State of Nevada for alcoholic beverage samples used as part of an exhibit or display. Contact the Event Services Department for permit procedures. Alcoholic beverages must be served according to Nevada Statutes, rules and regulations. Identification must be checked prior to serving alcoholic beverages or distributing tobacco products. Tobacco products **may not** be consumed within the physical structure of the Venetian Expo in compliance with no smoking laws.

DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

DRONES/UNMANNED AERIAL VEHICLES (UAV)/REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)

The operation of Drones/Unmanned Aerial Vehicles (UAV)/Remotely Piloted Aircraft Systems (RPAS) within the facility, or on the property as a whole, outside of a demonstration within a confined netted area, is not permissible.

ELECTRICITY + LIGHTING

All electrical work, including booth lighting, must be done exclusively by the Venetian Expo electricians.

ELEVATORS + ESCALATORS

All large and heavy equipment should be transported using the freight elevator. No equipment may be transported on escalators.

EXCESSIVE TRASH + BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

EXHIBIT HALL CARPET
Your entire booth area needs to have appropriate, flame-retardant floor covering. Examples of approved floor coverings include carpet, carpet tiles, and foam floor tiles.

If an exhibitor does not provide carpet, or other approved flooring, in their space by Wednesday, March 10, 2027, at 5:00 PM, Freeman will install carpet at the exhibitor's expense. This includes any labor to move already-set displays on unfinished floor.

EXHIBITOR PERSONNEL, BADGES, SHOW ACCESS
Exhibitor staff personnel wishing to enter the exhibit floor must always wear an exhibitor badge. Exhibitor badges must always be worn during Move-In, Show days and Move-Out. Access to the Show floor begins at 8:00 AM during Show days. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters on Level 2. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours.

Reed Exhibitions will furnish Exhibitor with badges for use by Exhibitor's company management, company salesmen, and its distributors, whether domestic or foreign. Reed Exhibitions will also furnish badges for Exhibitor's independent sales representatives whose names were supplied to Reed Exhibitions by Exhibitor. Exhibitor badges are NOT to be issued to buyers, source suppliers, ad agencies, importers / exporters, consultants, vendors, business agents / managers, and others who wish to gain admittance for the purpose of making contacts or any other purpose.

Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out.

- Misuse of Exhibitor badges is strictly prohibited. Should such a violation occur, the badge will be reclaimed by Reed Exhibitions, and the wearer will be refused further entry into display areas for the duration of the event
- Exhibitor must staff its booth(s) during all show hours
- Exhibitor personnel are permitted access to booth areas at 8:00 AM on Show days. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters.
- Exhibitor's personnel must wear the official Exhibitor badge for admission. Security personnel will refuse entry into display areas to all persons not wearing the official Exhibitor badge.

The official Exhibitor badge is not to be altered in any manner (replaced with business card, company badge or hand-written badge). Any alteration to the Exhibitor badge may result in reclaiming the badge and refusing the wearer further entry into the display areas for the duration of the event.

For Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's, will be issued the necessary credentials. **Please do not give Exhibitor Badges to EAC personnel for Security reasons.**

EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for approval to their appropriate sales representative:

https://www.visionexpo.com/en-us/Contact-Us.html

FACILITY LIGHTING

Lighting on the show floor of the Venetian Expo & is provided at 50% on move-in and move-out days and at 100% on show days and is shut down within one hour after the close of the show.

FIRE & SAFETY REGULATIONS

The City of Las Vegas Fire Department, in conjunction with the Venetian Expo has very specific fire regulations/restrictions and permit requirements regarding display material within the exhibit hall. Please check Freeman Online to review these regulations.

FLOOR MANAGERS

We have professional Floor Managers working on the Show floor. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

FLORAL & PLANT RENTAL

Expo Ease is the official florist of the Vision Expo. Please refer to the Vendor Forms section of this manual for the form and discount pricing cut-off date. Please be sure to indicate your booth number on all forms.

FOOD & BEVERAGE DISTRIBUTION

All Exhibitors serving food and/or beverage must comply with the rules and regulations set forth by the Venetian Expo Catering Departments. No Outside Food &Beverage is allowed, and the Venetian Expo & Venetian Catering is the exclusive provider of all catering services at the Venetian Expo.

FREIGHT MOVING EXHIBITORS MAY PERFORM (HAND CARRY POLICY)
Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Freeman will control access to the loading docks to provide for a safe and orderly move-in/ out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of all contracted carriers will be handled by Freeman.

GOOD TASTE & THE RIGHTS OF OTHERS
Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards. No exhibitor signage may contain or display product pricing of any kind.

GRAPHICS ON NEIGHBOR'S SIDE
The backside of walls - the common border facing a neighboringbooth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HANDOUTS
Exhibitors cannot distribute literature, samples, or other material outside of theircontracted exhibit space.

HIGH RISK ACTIVITIES
All high-risk activities not prohibited by other sections of these regulations require approval of Center management at least 30 days in advance. Show management is responsible for ascertaining that there are no exclusions or limitations in their insurance policy that apply. Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

HOTEL & TRAVEL DISCOUNTS
Vision Expo is offering discounts on hotel accommodations.

LABOR ORDERS
Please ensure you have dismantle/load-out plan in place by the afternoon of Friday, March 12, 2027.

LABOR REGULATIONS
The City of Las Vegas has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. Freeman is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found on Freeman Online. If you have any further questions or would like a quote for labor services, you may contact Freeman directly at (702) 579-1700.

Floor Managers and Insurance Safety personnel will be on hand to check for adherence to the booth setup and dismantle guidelines. The safety of everyone on the show floor is a prime concern to everyone. People without the proper documentation will be asked to leave the show floor.

LEAD RETRIEVAL SYSTEMS
Refer to the **Exhibitor Resources page** to access information and order forms.

LIABILITY & INSURANCE
Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability, and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

If you are not insured and need to be for this event, our preferred vendor is Brown & Brown Insurance. Please refer to the Vendor Forms section of this manual for contact information.

LICENSE AGREEMENT
Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the Exhibitor's responsibility to adhere to all rules pertaining toyour license agreement.

LOST & FOUND
Lost and found is managed by Allied Security. Please contact Allied Security or Show Management if looking for a lost item.

MATERIAL HANDLING AGREEMENTS & SHIPPING INFORMATION
All freight that is to be shipped from the Venetian Expo must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from Freeman at the Exhibitor Service Center located in the back of the exhibit hall. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement (MHA) to the Freeman Service Desk.

Freeman is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the Venetian Expo. Material Handling includes return of your empty cartons and crates at the close of the show. **Please refer to the section of the online manual for more details.** Freeman will maintain a full staff on-site at the Exhibitor Service Center located in the back of the hall.

MEDICAL & FIRST AID
Medical Services will be managed by Allied Security.

MEETINGS IN YOUR BOOTH
If you plan to use your booth to conduct meetings before show hours, you must obtain approval from show management by Monday, February 8, 2027.

Please send the following information to your RX sales representative:

1. The exhibiting company and booth number
2. The non-exhibitor personnel visiting the booth
3. The time and date of the meeting
4. The name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth.
5. Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance.

PLEASE NOTE: **Approval is NOT guaranteed.** All attendees and booth personnel must have a Vision Expo show badge to enter the exhibit hall.

NO FREIGHT AISLES
All items left in **"NO FREIGHT"** aisles during move-in and move-out will be moved into the booth by the Official Service Contractor, to avoid delays and ensure a timely move-in and move-out process. "NO FREIGHT" aisles are required by Clark County Fire Rescue Division, and will be clearly marked.

OUTBOUND SHIPPING
Freeman Transportation is the Official Domestic Carrier of Vision Expo. Pleaserefer to Freeman Online for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier. Freeman Transportation will maintain a full staff on-site at the Exhibitor Service Center.

PARKING
No overnight parking is allowed. The Venetian has ample parking lots located onsite at the Venetian and Palazzo Hotels.

PERSONNEL ALLOWED DURING MOVE-IN / MOVE-OUT
In the interest of safety, only those full-time employees and sales representatives of exhibiting companies and authorized personnel of Exhibitor Appointed Contractors directly responsible for the set-up and dismantling of the booth will be permittedin the exhibit areas during move-in and move-out dates and hours, consistent with Nevada state labor laws. Under no circumstance will family, guests or children (under the age of 18) be allowed on the showfloor during move-in and/or move-out.

PHOTOGRAPHY & VIDEO

Oscar & Associates is the official photographer of Vision Expo. Please refer to the order form under the **Vendor Forms** section of this manual for order information.
NO PROFESSIONAL PHOTOGRAPHY OR VIDEOTAPING PERMITTED (EXCEPT BY THOSE WEARING VALID VISION EXPO PRESS BADGES).

PRIVACY

Exhibitors are responsible for complying with all applicable privacy and data protection laws regarding personal data they collect, capture or otherwise obtain at the show, including but not limited to providing any required notices and obtaining any required consents, permissions, authorizations and/or releases, such as for recording attendees during demonstrations or communicating with attendees whose badges they scan, and meeting any requirements for access, storage, transmission and deletion.

PRIVATELY OWNED VEHICLES (POV)

Defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van. Vehicles containing more than 300 lbs of materials, straight trucks, bobtail, contract carries and vehicles with trailers are NOT considered POVs.

All Privately Owned Vehicles (POV's) will unload/load at the POVstaging area located on Sand Avenue between Koval Lane and Manhattan Road (before Paradise). Please enter from Sands Avenue. Please refer to the POV Service Map located on Freeman Online.

Box trucks, cube trucks, U-Haul trucks, Ryder trucks, and other large rental vans, as well as any trailers hitched to any vehicle are not permitted in the self-service hand-carry unloading area.

SAFETY, SECURITY & WELLNESS

Please visit the following page for details regarding our safety, security, and wellness policies:
https://www.visionexpo.com/en-us/plan/Safety-Security-and-Wellness.html

SECURITY

Allied Security is the official security provider for Vision Expo.
Show Management will provide uniformed guards along the perimeter of the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses; however, the final responsibility lies with the exhibitor.

SHIPPING

Refer to the Freeman Online section of this manual for information on your shipping options.

SMOKING POLICY
Smoking is prohibited in all areas of the Venetian Expo, including lobbies and stairwells.

SOUND LEVELS
Sound levels of presentations should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show Management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, withoutexcess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. Reed Exhibitions will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints beforepaying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Venetian Expo.

TELEPHONE SERVICES & INTERNET LINES
The Venetian Expo/SES handles all telecommunication services including internet lines and wireless connections. For more information, please refer to the **Vendor Forms** section, of this manual.

VEHICLE DEMONSTRATIONS OR EXHIBITIONS
If you are planning on displaying a vehicle in your booth space, you must notify show management 30 days prior to the first day of move-in. In addition, the below fire regulations must be adhered to:

- All Vehicles must have both battery cables disconnected and taped, alarms disconnected, andfuel filler caps locked or sealed to prevent escape of vapors to avoid tampering.
- Fuel tanks cannot be more than ¼ tank full or contain 5 gallons, whichever is less.
- Vehicles must be set back 10 inches from aisle.
- Vehicles may not be started, or battery cables connected during show hours.

BASIC SECURITY RECOMMENDATIONS

You must arrange for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.
Show Management does not assume responsibility/liability for loss or damages to any exhibitor materials.
We go to great lengths to provide a safe and secure environment for all exhibitors and attendees. We kindly ask that exhibitors do their best to protect their investment also.

BASIC SECURITY MEASURES:

Among the Show's basic security arrangements are the following:

- **Allied Security** Uniformed guards will be stationed at entrances and exits 24 hours a day and will patrol the exhibit floor during non-show hours
- Private guards may be hired from **Allied Security**
- Security cages for rent. Large and small safety containers may be rented from the official contractor. Exhibitors may prefer to bring a secure container of their own, such as a lockable trunk, footlocker or strongbox that can be stored out of sight in the booth
- **Merchandise passes.** These are special forms issued by Show Management. When properly filled out and signed by the exhibitor, they tell security guards that removal of an item from the exhibit floor is authorized. (Subject to Change)

WHAT EXHIBITORS CAN DO TO ENHANCE SECURITY:

- Exhibitor personnel must always wear official Show Exhibitor badges during move-in, show days and move-out. Please do not give Exhibitor Badges to anyone other than your full-time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor.
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal later.
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal.
- Immediately report to security or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked.
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of- a-kind, hire your own security guard. ***Under no circumstances*** should such goods ever be left unattended. LEDs, LCDs, DVD's, televisions, laptops, and other electronic devices are particularly vulnerable to theft. Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.).
- Do not put articles of any value in a container marked "EMPTY STORAGE", or behind booth.
- Shipping cartons should not identify contents. Use coded labels.
- Give special considerations to prototypes, irreplaceable and highly valuable articles, or other sensitive items.
- Be sure to send copies of Shipping Information, including all tracking numbers with your set- up people so that they know how many pieces should arrive.

- Booth staffing plans should take the following into consideration:
    - Who will be at the booth during set-up and dismantling?
    - Will an inventory list be available to check complete delivery during set-up and complete shipment after dismantling?
    - Will you need a security cage?
    - Will you need a private guard?
    - Does all booth staff know that nothing of value should be left in containers labeled "EMPTY"?
    - Things to consider in preparing your booth duty roster:
        - Will someone be on duty at least a half-hour before the show opens and until the show is closed for the day?
        - Will you schedule rotation to cover lunch breaks, etc.?
- All booth personnel should be advised to always wear official show badges as a security measure.
- DO NOT leave personal or work devices such as laptops, work bags, backpacks, purses, cell phones, cameras, etc. unattended.

ONE FINAL WORD ABOUT SECURITY:

- The best security available is not a guarantee that incidents won't occur if exhibitors leave merchandise unsecured in their booth overnight.
- RX does not assume responsibility or liability for loss, damage, or theft. That responsibility falls on the exhibitor. Therefore, we require that all exhibitors carry insurance.
- Vision Expo closes at 3:00 PM. Other than aisle carpet personnel, labor will not be admitted to the Show floor until 4:00 PM.
- Pack and label product and remove them or hire Security until you can secure them properly. It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes at **3:00 PM**.
- Remember, during teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed, and properly labeled.
- Do not leave material in your booth unlabeled at any time during move-out:
    - It may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error.
- At the close of the show, please be sure to secure all electronic equipment especially led screens, flat screens, laptops, and any electronic equipment.