



## EXHIBITOR MANUAL

### Welcome

Welcome to The PPAI Expo Exhibitor Manual! The information found on the pages below are designed to help guide exhibitors through the planning process of exhibiting at The PPAI Expo. We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

PPAI generally follows the International Association of Exhibitions and Events (IAEE) guidelines for display rules and regulations. IAEE's revised 2019 edition has been used as a resource to create consistent and fair exhibiting standards for PPAI events.

Anyone who violates The PPAI Rules and Regulations is subject to an assessment of \$500 for each violation and/or forfeiture of space priority for future PPAI Expositions. Repeated violation may result in loss of the right to exhibit or attend PPAI Expositions.

**INCORPORATION OF RULES AND REGULATIONS**- Any and all matters pertaining to the PPAI event and not specifically covered by the terms and conditions of the contract shall be subject to determination by PPAI in its sole discretion. PPAI may adopt rules or regulations, or be required to adopt rules or regulations, from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to Exhibitors. Any such rules and regulations (whether or not included in the online Exhibitor Manual or similar document) are an integral part of this document and are incorporated herein by reference. Exhibitor shall observe and abide by additional regulations as soon as they are communicated to the exhibitor.

**General Information ..... 3**

- Who May Exhibit? ..... 3
- Show Dates & Times ..... 4
  - Move-In ..... 4
  - Show Days ..... 4
  - Move-Out ..... 4
- Exhibit Location ..... 4
- PPAI Expo Official Vendors ..... 5
- Show Planner ..... 6
- Age Policy ..... 7
- Smoking Policy ..... 7
- Taping ..... 7
- Insurance Requirements ..... 8
- Liability ..... 9

**Exhibits ..... 9**

- Assignment ..... 9
- Fees ..... 9
- What’s Included ..... 9

**Exhibit Specification Regulations ..... 10**

- Linear Booth ..... 10
  - Dimensions & Use of Space ..... 10
- Corner Booth ..... 11
- Preferred Booth ..... 11
- Perimeter Booth ..... 11
  - Dimensions & Use of Space ..... 11
- Island Booth ..... 12
  - Dimensions & Use of Space ..... 12
- Peninsula Booth ..... 12
  - Dimensions & Use of Space ..... 12
- Split Island Booth ..... 13
- Multi-Story / Canopies / Ceilings ..... 13
- Towers ..... 14

Extended Height..... 14

Hanging Signs and Graphics ..... 14

Aisle Carpet Span ..... 15

Elevated Aisle Span ..... 15

**Booth Guidelines ..... 15**

Animals..... 15

Balloons..... 15

Demonstration, Distribution and Entertainment..... 16

Food & Beverage Distribution ..... 16

Lighting..... 16

    Halogen Lighting ..... 17

Sound ..... 17

Unmanned Aircraft Systems (UAS) and Flying Objects ..... 17

Vehicle On Display..... 18

**Install / Dismantle & Labor Regulations ..... 18**

Care of Facility..... 18

Cleaning..... 18

Exhibitor Appointed Contractors (EAC)..... 18

Electrical..... 18

Hazardous Materials ..... 18

Labor ..... 19

Material Handling ..... 19

Service Contractor and Decorator..... 19

**Additional Resources ..... 19**

Registration ..... 19

Lead Retrieval..... 20

Housing ..... 20

Driving Directions Parking Information ..... 20

Parking Information ..... 20

Rideshare / Taxi ..... 20

Shuttles ..... 20

Segway Scooters & Two Wheeled Motorized Vehicles ..... 21

Business Center..... 21

## General Information

### Who May Exhibit?

Exhibit privilege is open to Supplier and Business Services members who are in good standing with PPAI and current in payment of dues and all other charges invoiced by the Association and have executed the exhibitor's contract. PPAI Qualified Nonmember Suppliers may exhibit if they are in good standing with PPAI, have executed the nonmember exhibitor's contract and paid all related nonmember fees.

The primary purpose of The PPAI Expo, PPAI DECORATE, PPAI brand. and PPAI sponsored shows is to provide distributors and qualified resellers exposure to suppliers' promotional products, premiums, and business gifts and to provide appropriate educational forums and opportunities. The secondary purpose of The PPAI Expo, PPAI DECORATE, PPAI brand. and PPAI-sponsored shows is to provide distributors (and their qualified designees), other members and resellers exposure to business services, products and equipment that facilitate and enhance the supply chain of suppliers' products through distributors to end buyers.

Equipment, machinery, parts, or materials used in the production or decoration of promotional products, and exhibited for the purposes of distribution, sale or resale, may only be exhibited in a specifically designated area. Such equipment, machinery, parts, or materials are typically used in the awards and recognition, decorated apparel and digital printing industries.

PPAI reserves the right to decline any request if it is not in the best interest of The PPAI Expo, PPAI DECORATE, PPAI brand. or other PPAI sponsored shows. Exhibit locations within these areas are based on a priority point system.

Non-exhibiting Business Services members may exhibit the products of nonmember suppliers provided such members have a.) Met the requirements of 1 and 2 above; b.) Provided the Association with a list of nonmember suppliers whose products will be exhibited. The nonmember whose products are being exhibited must also identify its literature, sales aids, etc. with its industry identification number, if any; and must agree in writing to comply with the above requirements prior to having its products exhibited at a PPAI Exposition.

Any nonmembers who are regional association members or industry subscribers will be eligible to exhibit directly through the association and are not required to exhibit through a non-exhibiting Business Services member.

Any nonmember supplier's product may be exhibited at not more than three shows in a time period not to exceed 18 months, after which the firm must apply for membership in PPAI and be accepted in order to have its products exhibited.

**Solicitation of Goods and Services:** Only those firms registered at the Exposition as Exhibitors (member and nonmember) may solicit their goods and services. Specifically, non-exhibiting suppliers, guests and members of the press are prohibited from soliciting business during the Exposition. Violation of this rule can lead to immediate removal from The PPAI Expo and non-admittance into future PPAI events.

## Show Dates & Times

### Move-In

Friday, January 12, 2024	8:00 AM – 5:00 PM
Saturday, January 13, 2024	8:00 AM – 5:00 PM
Sunday, January 14, 2024	8:00 AM – 5:00 PM
Monday, January 15, 2024	8:00 AM – 5:00 PM

**Space Occupancy:** Installation of all displays must be completed no later than 5:00 PM on Monday, January 15, 2024, unless PPAI Show Management has granted permission in advance or the specified booth is a last in first out, which cannot setup until after 5:00 PM on Monday, January 15, 2024.

**Space Forfeiture:** Exhibit space setup must be completed by 5:00 PM on Monday, January 15, 2024, or PPAI reserves the right to have the display installed at the expense of the exhibitor or space may be forfeited by the exhibitor and the space may be resold and reassigned by PPAI without refund, unless arrangements for delayed occupancy have been approved by Show Management.

### Show Days

Tuesday, January 16, 2024	9:30 AM – 5:00 PM
Wednesday, January 17, 2024	9:30 AM – 5:00 PM
Thursday, January 18, 2024	9:30 AM – 2:00 PM

**Observance of Exhibit Days and Hours:** Exhibits shall be staffed and remain open on every official exhibit day for the full duration of official exhibit hours and shall be closed at all other times. Failure to observe the official exhibit days and/or hours may result in the loss of priority for assignment of exhibit space in future PPAI Expositions.

**Movement of Trunks and Cases:** No trunks, cases or packing materials shall be brought into or out of the exhibit areas during exhibit hours.

### Move-Out

Thursday, January 18, 2024	2:00 PM – 9:00 PM
Friday, January 19, 2024	8:00 AM – 12:00 PM

**Dismantling of Displays:** Exhibitors shall not be permitted to dismantle their exhibits or begin packing until the official close of the show at 2:00 PM on Thursday, January 18, 2024. No packing crates or boxes will be returned until that time. All dismantling must be completed, and all exhibit material must be out of the Mandalay Bay Convention Center by noon on Friday, January 19, 2024. Exhibitors must make arrangements for outbound shipments.

## Exhibit Location

Official exhibits are in booths located on the exposition floors of the Mandalay Bay Convention Center. Exhibiting elsewhere violates PPAI Exposition Regulations.

Mandalay Bay Convention Center  
3950 Las Vegas Boulevard South  
Las Vegas, NV 89119




**Business / Social Events:** Exhibitors, organizations, and participating registrants shall not hold business or social functions to which Distributors and/or Franchisers are invited during official exhibit hours or during any other PPAI Expo event. Only exhibitors in good standing and authorized distributor members of PPAI are permitted to host a hospitality function at the Mandalay Bay Convention Center or in an official hotel. PPAI Show Management MUST approve all requests for a hospitality suite or public function space in advance.

### PPAI Expo Official Vendors




 <p>Booth Model &amp; Talent</p>	 <p>Scooter Rental</p>	 <p>Booth Security</p>
 <p>Audio Visual Services &amp; Hanging Signs over 200 lbs or Electric</p>	 <p>Audio Visual Services</p>	 <p>General Service Contractor</p>
 <p>Electrical, F&amp;B, Cleaning</p>	 <p>Housing, Registration &amp; Lead Retrieval</p>	 <p>Floral</p>




## Show Planner

# THE PPAI EXPO CHECKLIST

 <p><b>NOVEMBER 7<sup>th</sup></b></p> <p><b>EARLY RATE</b></p> <p>Order Your <a href="#">Lead Retrieval from Maritz (PPAI Associates / Non-Members)</a></p>	 <p><b>NOVEMBER 17<sup>th</sup></b></p> <p><b>DEADLINE</b> <i>(If applicable)</i></p> <p>Complete <a href="#">EAC Form &amp; Process EAC Fee</a></p>	 <p><b>DECEMBER 1<sup>st</sup></b></p> <p><b>DEADLINE</b> <i>(If applicable)</i></p> <p>Submit <a href="#">Vehicle Display Information</a></p> <p>Submit <a href="#">Booth Alcohol Request</a></p>
---	---	---

 <p><b>DECEMBER 8<sup>th</sup></b></p> <p><b>DEADLINE</b></p> <p>Submit <a href="#">Final Art Files for Promotional Opportunities</a></p>	 <p><b>DECEMBER 12<sup>th</sup></b></p> <p><b>DEADLINE</b></p> <p>Upload <a href="#">Product Pavilion Entry in the ECR</a> to receive QR Code Sign and SAGE Mobile Listing</p>	 <p><b>DECEMBER 13<sup>th</sup></b></p> <p><b>MATERIAL HANDLING</b></p> <p>Freeman <a href="#">Advance Warehouse Shipping</a> Begins</p>
--	---	---

 <p><b>DECEMBER 14<sup>th</sup></b></p> <p><b>DEADLINE</b></p> <p>Order Your <a href="#">Complimentary Lead Retrieval from Maritz</a></p>	 <p><b>DECEMBER 15<sup>th</sup></b></p> <p><b>DEADLINE</b></p> <p>Early Pricing Deadline for <a href="#">Freeman Online Orders: Furnishing, Labor, Carpet</a></p>	 <p><b>DECEMBER 15<sup>th</sup></b></p> <p><b>DEADLINE</b></p> <p>Early Pricing Deadline for <a href="#">Booth Security from DTA Security Services</a></p>
--	--	---

 <p><b>DECEMBER 20<sup>th</sup></b></p> <p><b>REMINDER</b></p> <p>Arrange services for <a href="#">Booth Talent &amp; Models</a></p> <p>Order floral from <a href="#">National Plant and Floral</a></p>	 <p><b>DECEMBER 20<sup>th</sup></b></p> <p><b>DEADLINE</b></p> <p>Early Pricing Deadline for <a href="#">Mandalay Bay Online Orders</a>:</p> <p><a href="#">Audio Visual, Booth Catering, Cleaning Services, Electrical, Internet, Gas, Plumbing &amp; Water</a></p>	 <p><b>DECEMBER 25<sup>th</sup></b></p> <p><b>DEADLINE</b></p> <p>Early Pricing Deadline for <a href="#">Photography &amp; Videography Services from Oscar &amp; Associates</a></p>
--	---	--

 <p><b>DECEMBER 31<sup>st</sup></b></p> <p><b>DEADLINE</b></p> <p>Early Pricing Deadline for <a href="#">Audio Visual Equipment from EventLink</a></p>	 <p><b>JANUARY 5<sup>th</sup></b></p> <p><b>MATERIAL HANDLING</b></p> <p>Last Day Freeman <a href="#">Advance Warehouse</a> Accepts Shipment</p>	 <p><b>JANUARY 5<sup>th</sup></b></p> <p><b>DEADLINE</b></p> <p>Last Day to Become <a href="#">Product Safety Aware (PSA)</a></p> <p>Please note access will not be granted on the show floor until PSA compliant</p>
---	---	--

OH, AND DON'T FORGET- [REGISTER FOR YOUR BOOTH BADGES](#) 😊

## Age Policy

No one under the age of 16 is allowed access to the show floor, education seminars or events of The PPAI Expo or other PPAI Events during installation / move-in, show days and dismantle/move-out periods. Evidence of age must be presented upon request. Violators of this policy will be asked to leave the event or applicable area.

## Smoking Policy

PPAI trade shows have been designated as nonsmoking shows during move-in, exhibit hours, and move-out. Smoking is permitted in designated smoking areas of casinos and outside only. According to the Nevada Clean Indoor Act, there is **no smoking or vaping (e-cigarettes)**, permitted in the facility except for the main casino and designated guest rooms.

## Taping

All programs, meetings, sessions, seminars, trade shows and other events sponsored by PPAI are the exclusive property of PPAI and no one is permitted to record or reproduce such events, aurally or visually, by motion pictures, videotape recording, audio cassette recording or by any other means for commercial purposes without the express written consent of PPAI. The rule does not prohibit videotaping or other visual or aural recordings by an exhibitor of PPAI trade shows made entirely within the booth space leased by that exhibitor. In order to not interfere with normal show proceedings, all recordings done



outside an exhibitor's own booth shall be done prior to or after exhibit hours; any special expenses generated to be borne by the proponents / exhibitors.

Photography and/or videotaping of any display or product other than an exhibitor's own is prohibited, unless written permission has been obtained from PPAI and the firm whose booth is being photographed/videotaped.

Consent to Use of Photographic Images- Registration and attendance at, or participation in The PPAI Expo or any association meeting or events constitutes an agreement by the registrant to fully consent to PPAI's use and distribution (both now and in the future) of the registrant's or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

## Insurance Requirements

Exhibitor shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below:

- A)** Workers' Compensation and Employer's Liability insurance complying with all federal laws and laws of the state in which the Event is being held;
- B)** Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
- C)** Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.

For The PPAI Expo, Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds PPAI and each of its affiliates, and Mandalay Bay Corp., Mandalay Bay Resort Group and its subsidiaries and affiliates and their officers, employees and agents. Copies of additional insured endorsements, primary coverage endorsements, and, if needed by PPAI in its determination, complete copies of policies, satisfactory to PPAI, shall be promptly furnished to PPAI upon request to ensure compliance with this contract and Event Facility requirements. Certified copies of the Certificate of Insurance or policies shall provide that they may not be cancelled without 30 days advance notice to PPAI.

### Certificate Holder:

Promotional Products Association International  
3125 Skyway Circle North  
Irving, TX 75038

### Description of Operations / Additional Insured:

The PPAI Expo 2024

PPAI and each of its affiliates, Mandalay Bay Corp., Mandalay Bay Resort Group and its subsidiaries and affiliates and their officers, employees and agents, and Freeman Companies.

**Insured Dates:** *throughout the term of exhibiting contract, in addition to move-in / out dates listed below.*  
January 12, 2024 – January 19, 2024

## Liability

EXHIBITOR AGREES TO HOLD FOREVER HARMLESS THE PROMOTIONAL PRODUCTS ASSOCIATION INTERNATIONAL AND ITS OFFICIAL DECORATING COMPANY FROM ANY DAMAGE CHARGES IMPOSED FOR VIOLATION OF ANY LAW OR ORDINANCE OR TO COMPLY WITH APPLICABLE TERMS IN THE AGREEMENT BETWEEN THE OFFICIAL DECORATOR AND THE PROMOTIONAL PRODUCTS ASSOCIATION INTERNATIONAL AND THAT THE PROMOTIONAL PRODUCTS ASSOCIATION INTERNATIONAL AND THE OFFICIAL DECORATOR SHALL NOT BE LIABLE TO ANY EXHIBITOR FOR ANY ACCIDENT OR OTHER OCCURRENCE TO EXHIBITOR, HIS AGENTS, EMPLOYEES OR BUSINESS CONTACTS OR GUESTS, WHICH ARISE BY REASON OF OCCUPANCY OF THE EXHIBITION PREMISES.

## Exhibits

### Assignment

Exhibit space is assigned under a priority system established by PPAI on execution by the exhibitor of the exhibitor's contract and payment of the exhibit fee. Exhibitors that have common ownership will be assigned based on the highest number of priority points. Exhibitors that are not affiliated by common ownership who want to exhibit in a group will be assigned space based on an average of all their priority points. Each exhibitor, in priority point order, is allowed to select one contiguous booth location on the show floor. Upon completion of the initial space allocations, exhibitors will have the opportunity to secure additional noncontiguous exhibit space. An exhibiting company may reserve space only for its own use and may not assign or sublet space to other exhibitors. In exhibiting their products, Nonmembers and or companies using the services of non-exhibiting Business Services members will be assigned space on the basis of their own priority points, if any. Provided, however, that if such companies' products are exhibited in space not separated from the non-exhibiting Business Services members location by booths of other exhibitors, the priority assigned to such space shall be based on the lowest number of priority points of any client whose products are exhibited in the Business Service member location. Non-exhibiting Business Services members who exhibit the products of others have no priority in the assignment of booth space.

### Fees

Booth fees range from \$27.45 - \$33.45 per square foot. Cancellation by exhibitor will result in a forfeiture of all booth fees. A nonmember who exhibits through PPAI directly will pay from \$37.45 - \$43.45 per square foot. **PPAI Show Management will not permit exhibit installation unless all booth and association fees are paid in full.**

### What's Included

**BOOTH EQUIPMENT.** 8' back drape and 3' side drape dividers will be provided.

**BOOTH SIGN.** Exhibitors 300 square feet or less shall receive a two-line identification sign, indicating booth number, name, city, and state, at no charge. The sign shall read company name, city, and state as the membership is held. No logo or information other than that designated by PPAI shall be affixed to the sign. Booths larger than 300 square feet may receive an identification sign upon request.

**BOOTH CARPETING.** At no additional charge to exhibitor, carpeting will be installed in each standard 10' x 10' booth. Standard carpet depth for linear booths is 9' in keeping with standard trade show industry practices. Standard 20' wide island and peninsula configurations will receive carpeting 18' wide. The

expense for any additional carpeting shall be borne by the exhibitor. Exhibitors occupying a minimum of 300 linear feet on both sides of an aisle may carpet the aisle at 12% of total booth fees, with PPAI Exposition Management approval and the expense for the additional carpeting shall be borne by the exhibitor.

**BOOTH SERVICES.** There will be general cleaning of the aisles without any charge to the exhibitor.

Exhibitors will be furnished an online Exhibitor Service Manual, containing important Exposition information, including equipment rental and service order forms.

## Exhibit Specification Regulations

PPAI reserves the right to ensure that the equipment and product being displayed is not placed in the booth in a manner which obstructs other exhibitors' displays. Any equipment or product scheduled for exhibition, which could possibly cause a conflict or infraction, should be cleared, and approved by PPAI by November 17, 2023.

Exhibit Specifications are subject to change at the discretion of Show Management. If you have any questions about your exhibit configuration, these Exhibit Specifications or any matter pertaining to exhibiting at PPAI events, please email [expositions@ppai.org](mailto:expositions@ppai.org).

**FIRE AND SAFETY REGULATIONS.** Exhibitors are expected to comply with all city regulations in effect at the facility. All packing containers and wrapping paper, which must be non-combustible and flameproof, must be removed from the floor and not be stored under tables or behind displays. Use of tissue, crepe, and corrugated paper or other forms of flammable materials is prohibited, and materials used for table and shelf covering must be able to withstand a flameproof test as prescribed by fire ordinance of the Las Vegas Fire Marshal. All inflammables are to be kept in safety containers. Open flames, oxygen tanks, etc. are not permitted without the permission of Mandalay Bay Convention Center and the Las Vegas Fire Marshal. The Fire Marshal has final say on any jurisdiction disputes.

Exhibit booths shall not interfere with access to emergency exits or restrict visibility of emergency exit signs. Exhibits and displays may not obstruct any aisles or public spaces.

**U.S. AMERICANS WITH DISABILITIES ACT (ADA).** All exhibiting In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov).

## Linear Booth

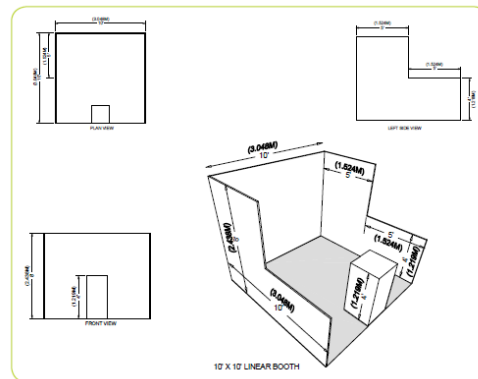
Linear booths have one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

## Dimensions & Use of Space

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of ten feet (10') has become the de facto standard in the United States. Therefore, unless constricted by

space or other limitations, Linear booths are ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of eight feet (8') is allowed, unless an extended height fee of twelve percent (12%) is paid to be allowed to extend up to ten feet (10') high.

Regardless of the number of Linear booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three (3) or more Linear booths are used in combination as a single exhibit space, the four foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.)



## Corner Booth

A Corner booth is defined as a booth exposed to an aisle on two sides, or a booth without an adjacent exhibitor within ten (10) feet.

## Preferred Booth

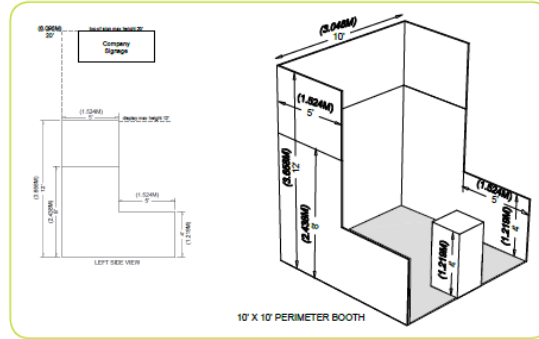
A Preferred booth is defined as a Linear booth without an adjacent exhibitor within ten (10) feet as noted on the floor plan.

## Perimeter Booth

A Perimeter booth is simply a Linear booth that backs up to a wall of the exhibit facility rather than to another exhibit.

## Dimensions & Use of Space

All guidelines for Linear booths apply to Perimeter booths except that the extended height fee of twelve percent (12%) is paid to be allowed to extend up to sixteen feet (16') high.

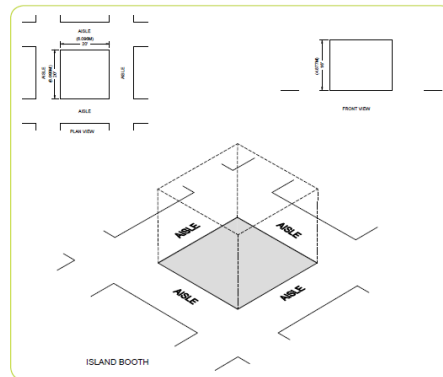


## Island Booth

An Island booth is any 20'x20' booth or larger exposed to aisles on all four sides.

### Dimensions & Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is sixteen feet (16'), including ground supported signage, without paying an additional twelve percent (12%) upcharge. Twenty-two feet (22') is the maximum height allowed when paying the twelve percent (12%) extended height upcharge. All hanging signage and graphics requires an additional upcharge. See the Hanging Signs And Graphics section on page 3 for details. For any ground supported structure requiring rigging support from the ceiling an additional twelve percent (12%) upcharge will be enforced, as if it were hanging signage.

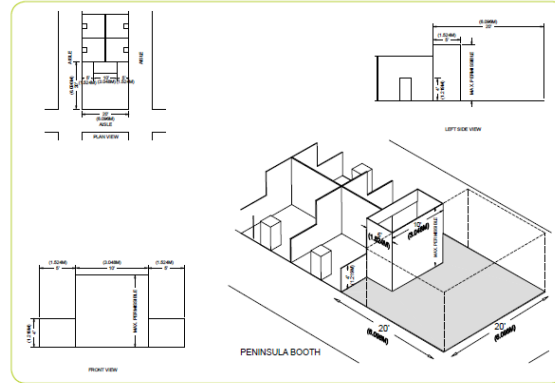


## Peninsula Booth

A Peninsula booth is exposed to aisles on three (3) sides and composed of a minimum of four booths: (a) one that backs up to Linear booths, and (b) one that backs up to another Peninsula booth and is referred to as a "Split Island Booth."

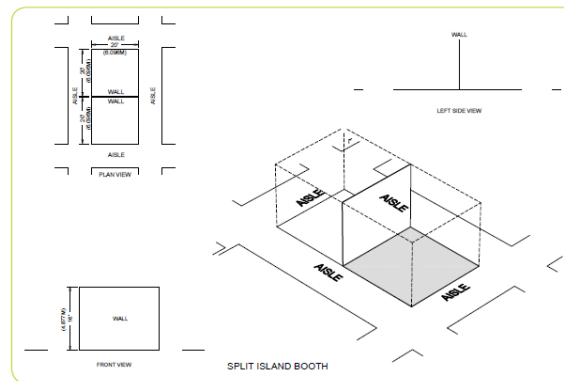
### Dimensions & Use of Space

A Peninsula Booth is 20'x20' or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to four feet (4') height within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Twelve feet (12') is the maximum height allowance, including signage for the center portion of the back wall, without paying an additional twelve percent (12%) upcharge. Sixteen feet (16') is the maximum height allowed when paying the twelve percent (12%) upcharge, including signage for the center portion of the back wall.



## Split Island Booth

A Split Island Booth is a Peninsula Booth, which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. Twelve feet (12') is the maximum height allowance, including signage for the center portion of the back wall, without paying an additional twelve percent (12%) upcharge. Sixteen feet (16') is the maximum height allowed when paying the twelve percent (12%) upcharge, including signage for the center portion of the back wall. The entire cubic content of the space may be used up to the maximum allowable height. Exhibitor is responsible for covering cost of structure and signage used in the center portion of the back wall.



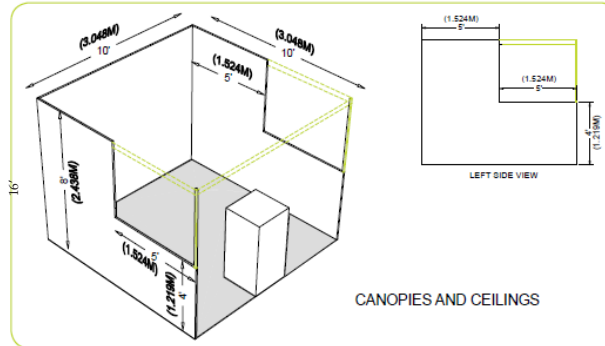
## Multi-Story / Canopies / Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for Linear or Perimeter Booths should comply with line of sight requirements (see "Use of Space for Linear or Perimeter Booths").

The base of the Canopy should not be lower than seven feet (7') from the floor within five feet (5') of any aisle. Canopy supports should be no wider than three inches (3"). This applies to any booth configuration that has a sightline restriction, such as a Linear Booth.

Multi-Story Exhibits follow the same guidelines as Island Booths.

Any exhibitor utilizing Multi-Level/Canopies/Ceilings exhibits or covered exhibits must notify PPAI Show Management in writing no later than 60 days from opening date of event, for approval and further instruction.



## Towers

A Tower is a freestanding exhibit component separate from the main exhibit fixture that is used for identification display purposes only. The height is the same as that which applies to the appropriate exhibit configuration being used.

## Extended Height

Extended height may be purchased for your space for an additional twelve percent (12%) of your total exhibit space cost, based on your booth configuration. Exhibitor is responsible for covering cost of structure and signage used in the extended height area. Please note the following Extended Height allowances:

- Linear - 10' at 12% upcharge**
- Island - 22' at 12% upcharge**
- Peninsula - 16' at 12% upcharge**
- Perimeter - 16' at 12% upcharge**

Should your booth exceed eight (8') feet in height, and you back up to another exhibitor's booth, you must "finish" the portion of your booth that exceeds eight (8') feet and backs up to your neighbor's booth. PPAI reserves the right to have the decorator make adjustments to unfinished portions of your booth that back up to neighboring booths at your expense. The additional fees paid to PPAI for special booth configurations are in addition to any charges by show decorator or the facility for equipment and labor to make these modifications.

## Hanging Signs and Graphics

Hanging Sign permission may be purchased for your space for an additional twelve percent (12%) of your total exhibit space cost. Hanging Signs are only allowed on Aisle Spans (six [6] booths or greater), Island and Peninsula booths. Height is measured from the floor to the top of the hanging sign/graphic. Please note the following height allowances:

- Aisle Span - 16' at 12% upcharge**
- Island - 22' at 12% upcharge**
- Peninsula - 16' at 12% upcharge**

Must also purchase aisle carpet span.; exhibitor is responsible for covering cost of carpet and signage used in the Aisle Span.

Exhibitor is responsible for covering cost of signage and graphics used in the area.

## Aisle Carpet Span

Linear exhibits with at least six hundred (600) square feet of exhibit space and at least three (3) booths on each side of the aisle facing each other may choose to have carpet spanned over the aisle. This option will incur a Special Booth Configuration fee of twelve percent (12%) of your total exhibit cost. The aisle must be free of any exhibit items and be maintained as an aisle. Aisle carpet spans cannot contain more than a single pad under the carpet. Exhibitor is responsible for covering cost of carpet and carpet pad used in the aisle carpet span area.

## Elevated Aisle Span

Linear exhibits with at least six hundred (600) square feet of exhibit space and at least three (3) booths on each side of the aisle facing each other may choose to have an aisle span over the aisle. This option will incur a Special Booth Configuration fee of twelve percent (12%) of your total exhibit cost. An exhibitor may “bridge or span” the aisle if they are in accordance with the following rules:

**The “bridge or span” must be structural component of the booth such as a roof or a sign that conforms to the architectural integrity of the booth and the bridge. The maximum height of the “bridge or span” can only be ten (10') feet (to top of span from the exhibit floor). MUST ALSO PURCHASE AISLE CARPET SPAN. Exhibitor is responsible for covering cost of structure and signage used in the Elevated Aisle Span.**

## Booth Guidelines

PPAI Show Management may require an exhibitor to make changes in an exhibit if, in Show Management’s opinion, the exhibit does not conform to prevailing standards of good taste. Changes will also be required if the exhibit interferes with the rights of others. Exhibitors shall not congregate or solicit trade in the aisles, and no exhibitor shall conduct himself or herself in a manner offensive to decency or good taste. No disturbances of economic or political demonstrations, including picketing against other registrants, shall be allowed.

All exhibitors are expected to abide by and observe all laws, rules, regulations and ordinances of any governmental authority and all rules of the facility.

## Animals

Live animals are not allowed on property except those in compliance with the Americans with Disabilities Act. Permission for any domesticated animal (cats, dogs, etc.) to appear in a show or booth must first be approved by PPAI Show Management and then by the Convention Services Manager. Additional insurance may be required. Non-domesticated animals will be considered on an individual basis. Please contact PPAI Show Management for more information.

## Balloons

The Convention Services Manager must approve the use of balloons. The use of helium balloons smaller than 36 inches in diameter is prohibited. Smaller air (non-helium) filled balloons may be used for decoration and/or handouts. Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown around the exhibit hall. Helium gas cylinders for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage. Overnight storage of helium or compressed air cylinders in the building is prohibited. Balloons must be removed from the property by the company who

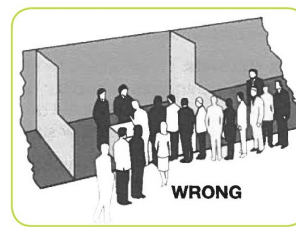
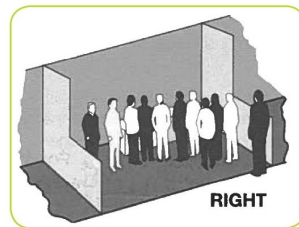


provided them and not left for the Service Contractor, Cleaning Contractor or MBCC. A charge will be assessed if balloon removal is required. Balloons cannot be released out of doors due to airport flight patterns in the area. Other Clark County requirements may apply.

**Note: Mylar balloons are strictly prohibited**

## Demonstration, Distribution and Entertainment

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Should spectators overflow into the aisles or an adjacent booth, the demonstration or entertainment may be limited or eliminated. Samples, souvenirs, and advertising materials may only be distributed within the confines of the booth. Equipment must be arranged so show visitors do not stand in the aisles while examining equipment or watching demonstrations.



## Food & Beverage Distribution

Mandalay Bay Convention Center is the contracted catering and food service provider and has exclusive food and beverage distribution rights throughout the center. All food and/or beverage items must be purchased through them. Please review Mandalay Bay's [Food and Beverage Sampling Authorization Form](#).

Demonstrations using cooking methods must review the [Cooking Demonstration Regulations](#) and notify Show Management to receive written approval.

**Alcoholic beverages may be distributed in an exhibitor's booth during specific dates and times only with the express written consent of PPAI. Please complete and return the [Booth Alcohol Request Form](#).**

## Lighting

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to PPAI Show Management for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by PPAI Show Management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere

of the event.

## Halogen Lighting

This policy covers only certain restrictions on stem mounted halogen lighting installed by display contractors and exhibitors for the temporary lighting of exhibit booths. Stem mounted fixtures employ an arm that extends outward from the mounting mechanism, and which is typically terminated in a light head that pivots, swivels, or is otherwise movable. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is not allowed. Halogen bulbs, or lighting fixtures containing halogen bulbs, that are being displayed or demonstrated as part of an exhibiting company’s product line or business in its booth, and any theater, stage, or studio lighting equipment utilizing halogen bulbs, are not covered by this policy. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Unless otherwise stated in this policy, stem mounted halogen light fixtures installed in MBCC facilities must: 1.) Have an additional glass shield that is integral with the bulb design and requires no other shield as part of the light fixture. 2.) Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, up to a maximum of 75 watts.

Approved Halogen Bulbs	Disapproved Halogen Bulbs
MR 11/16 Covered-low Voltage	MR 11/16 Uncovered
MR 16 Covered-line Voltage	Line Voltage Uncovered
PAR 14, 16, 20, 30 and 48	Low Voltage-Bi-Pin Uncovered

## Sound

The use of sound for mechanical reproduction of sound or music is permitted but must be controlled. Sound of any kind may not be projected outside the confines of the booth. PPAI reserves the right to determine at what point sound constitutes interference and must be discontinued. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. All broadcasting of music in an exhibitor’s booth either live or by mechanical means is subject to copyright laws. Exhibitors must obtain licenses and pay appropriate fees to ASCAP (American Society of Composers, Authors & Publishers), BMI (Broadcast Music Inc.), SEASAC or before broadcasting music in conjunction with this event.

Please contact the following for more information:

- American Society of Composers, Authors, and Publishers (ASCAP) General Information: (800) 652-7227 Licensing: (800) 505-4052
- Broadcast Music, Incorporated (BMI) General Information/Licensing: (800)925-8451
- SEASAC General Information: (800) 826-9996

## Unmanned Aircraft Systems (UAS) and Flying Objects

Unmanned Aircraft Systems (UAS) are devices that are used or intended to be used, for flight in the air with no onboard pilot (examples are but not limited to: Drones, Helicopters and Airplanes). They are controlled either manually or through an autopilot using a data link to connect pilot to aircraft. UAS are prohibited at all PPAI tradeshows, during set-up, tear down and show days, unless permission is granted by PPAI Show Management.

Products (UAS, air cannon, sports balls/equipment, objects and items) may be displayed in exhibit space

but are prohibited from flying at PPAI tradeshow.

## Vehicle On Display

Exhibitors wishing to display a motor vehicle in their booth must review, complete, and return the attached [Vehicle Display Form](#).

## Install / Dismantle & Labor Regulations

### Care of Facility

You may not tape, tack, or affix signage in any way to Mandalay Bay Convention Center (MBCC) walls or any part of MBCC or furnishings. Signage is not permitted in the casino, hotel lobbies, any elevator bank, or the exterior of any building, or guest hallways. MBCC bears no responsibility for your signage/banners/posters left in the convention center or any other area of Mandalay Bay; either prior to, during or after an event. No holes may be drilled, corded, or punched into any surface of MBCC.

### Cleaning

Use of confetti, balloons, glitter, or other similar materials will incur an additional minimum clean up charge of \$400 per occurrence.

### Exhibitor Appointed Contractors (EAC)

Exhibitors may utilize the services of an exhibitor appointed contract (EAC) by submitting the [EAC Form](#) to PPAI Show Management by November 17, 2023.

Please note: Failure to submit the EAC authorization form by November 17, 2023, will result in all services (labor, floral, etc.) being ordered through our official contractors allowing the EAC to be on the floor in a supervisory capacity only. EACs will be expected to provide PPAI with proof of insurance and to abide by all show rules. Certain functions can only be performed by required service contractors. No exceptions will be made for the following services: electrical, plumbing, telephone, security, internet, cleaning, catering, material handling and rigging.

All contracted personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor.

### Electrical

**Electrical outlets are NOT part of your booth space.** Local ordinance prohibits more than two (2) connections per outlet box. All wiring must be three-wire and grounded. AC 60 Cycle, 120 volt, single phase; AC 60 cycle, 208 volt single phase, and AC 60 cycle, 120/208 volt, three phase electrical current is available. Electrical service is not provided as part of your exhibit space rental fee. Rules governing the installation of electrical fixtures vary from city to city. For complete guidelines for ordering and installing electrical fixtures please refer to Mandalay Bay Exhibitor Services.

### Hazardous Materials

All exhibitors and guests are prohibited from possessing, storing, or bringing onto the property materials

that constitute hazardous materials (as defined by federal, state, and local law) unless the hazardous materials are possessed and used in compliance with all federal, state, and local laws. You will indemnify us for any possession, storage, transportation, and use of such hazardous material for any reason whatsoever. All outside contractors/vendors are required to have a material safety data sheet (MSDS) on any hazardous chemical that they bring into the facility, so that appropriate action can be taken to inform and protect our employees. Please review [Las Vegas Fire Regulations](#).

## Labor

The rules governing the installation and dismantling of prefabricated exhibits, and unpacking and setting out of exhibitor material, samples and literature varies from city to city based on union jurisdiction. Display installation labor can be obtained through the official show contractor, or an exhibitor appointed contractor at established rates. Detailed labor rules, official contractor rates and requirements for using an exhibitor appointed contractor will be provided in the online Freeman's Exhibitor Service Manual.

## Material Handling

All property is to be shipped prepaid to the designated advance warehouse or direct to the PPAI event. PPAI will choose a designated material handling contractor for each event. The rate paid to the material handling contractor will include unloading vehicles from the dock, delivering materials to the exhibitor's booth, removing, and storing empty crates until the end of the event, returning crates to exhibitor's booth and transporting materials back to the dock for reloading. In cities where no union regulation prevails or allowances are made otherwise, exhibitors may choose to hand carry materials to their exhibit booths from personal vehicles. The rates for material handling services, which may vary from city to city and year to year, will be published in the online Exhibitor Service Manual. Material handling fees do not include any uncrating, erection, un-skidding in booths or dismantling; such labor and equipment will be furnished by the general contractor as required by exhibitors at prevailing rates. All empty packing crates must be properly marked with the firm name and booth number. Unmarked crates will not be returned.

## Service Contractor and Decorator

All requests for services, furniture, additional draping, decorations, and additional signs are to be handled at the exhibitor's expense directly with PPAI's official general contractor.

## Additional Resources

### Registration

All members of the exhibit staff shall be registered in advance of the Exposition, using the official online registration system, Maritz Global Events.

Members of the exhibit staff shall be full-time employees of exhibitors or shall be employed for the duration of the Exposition. Booth representatives shall wear official show badges provided by PPAI. Badges for exhibit staff are not transferable. No other identification will be considered valid if worn without the official show badge. Costumed members of the exhibit staff wearing product or location information must stay within the booth space, while so attired. Exhibitors who violate provisions of this regulation may lose priority for assignment of exhibit space, in future PPAI Expositions.

## Lead Retrieval

A complimentary lead retrieval unit is available for PPAI members if ordered from Maritz (Registration Company) by the published deadline. Encoded badges will be provided to Distributors only. Vendors, Observers or Guests will not have any information encoded on their badge.

## Housing

Please book your [housing](#) with Martiz Global Events during badge registration or by calling (864) 208-8557.

## Driving Directions Parking Information

### From McCarran International Airport

Exit McCarran Airport towards and head towards southeast on Paradise Rd. Turn left onto Kitty Hawk Way. Slight left onto Swenson St/Wayne Newton Blvd. Use the left 2 lanes to turn left onto E Tropicana Ave. Use the left 2 lanes to turn left onto S Las Vegas Blvd. Turn right on E Diablo Ave.

### From Interstate 15 Northbound

From I-15 Northbound, take the Frank Sinatra Dr. exit (exit 36). Turn right on Russell Blvd, Turn left on Las Vegas Blvd.

### From Interstate 15 Southbound

From I-15 Southbound, take exit 36 Russell. Turn left on Las Vegas Blvd.

## Parking Information

Mandalay Bay’s main self-parking structure is located on the west side of the building and can be accessed via Hacienda or Frank Sinatra Way. The Convention Center parking garage is located on the south end of the building and can be accessed via Las Vegas Boulevard or Russell Road.

Mandalay Bay offers valet service in two areas:

- Delano valet located at the main entrance to Delano
- Mandalay Bay valet located at the main entrance to Mandalay Bay

## Rideshare / Taxi

Get an idea of what the cost of moving around Vegas is, with this comparison tool. [Courtesy of Ride Guru.](#)

## Shuttles

Shuttle services will run from Excalibur & Luxor to The Mandalay Bay Convention Center during the following dates and times.

Date	Morning Service	Afternoon Service
Monday, January 15, 2024	7:00 AM – 11:00 AM	3:00 PM – 7:00 PM
Tuesday, January 16, 2024	7:00 AM – 11:00 AM	3:00 PM – 6:30 PM
Wednesday, January 17, 2024	7:00 AM – 11:00 AM	3:00 PM – 6:00 PM

## Segway Scooters & Two Wheeled Motorized Vehicles

Operators without reported disability are prohibited from using Segway scooters or any two wheeled motorized vehicles in Mandalay Bay public areas, including, but not limited to the tradeshow halls at the Mandalay Bay Convention Center. Segway scooters (at walking speed only) are permitted in public areas of the hotel only when the operator represents that the equipment is a mobility assistance device for a disability condition. Use of a Segway may be excluded in areas that are relatively high foot traffic venues. This includes the Casino, theaters, Event Center, restaurants, and the Convention Center. In such cases of exclusion, a guest will be offered the use of a balanced wheeled mobility device such as a wheelchair or motorized scooter. PPAI has contracted with Desert Medical Equipment, for the rental of motorized scooters for all PPAI guests requiring mobility assistance. Refer to the Scooter Rental contact to reserve your scooter today.

## Business Center

Fedex Office Business Center is located on Level 1 of the South Convention Center, as well as at Mandalay Bay front desk. All locations are open from 7:00 AM – 6:00 PM daily. All packages/boxes shipped to the hotel will be received at the FedEx Office Business Center.