



# 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 2023 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.

<b>General Information</b> .....	<b>4</b>
Who May Exhibit? .....	4
Show Dates & Times .....	5
Move-In.....	5
Show Days.....	5
Move-Out.....	5
Exhibit Location.....	6
PPAI Expo Official Vendors .....	6
Show Planner .....	7
Age Policy .....	8
Smoking Policy .....	8
Taping .....	8
Insurance Requirements .....	8
Liability .....	9
RELEASE.....	9
<b>Exhibits</b> .....	<b>9</b>
Assignment.....	9
Fees .....	9
What’s Included .....	10
<b>Exhibit Specification Regulations</b> .....	<b>10</b>
Exhibit Height Overview.....	11
Linear Booth.....	11
Corner Booth.....	11
Perimeter Booth.....	11
Island Booth .....	11
Extended Height.....	12
Hanging Signs and Graphics .....	12
Aisle Carpet Span .....	13
Elevated Aisle Span .....	13
Multi-Story Exhibits.....	13
Towers .....	13
Canopies / Ceilings.....	14
<b>Policies</b> .....	<b>14</b>

Animals.....	14
Balloons.....	14
Business Center.....	14
Care of Facility.....	15
Demonstration, Distribution and Entertainment.....	15
Drones.....	15
Electrical.....	15
Exhibitor Appointed Contractors (EAC).....	16
Food & Beverage Distribution.....	16
Halogen Lighting.....	16
Hazardous Materials.....	16
Labor.....	16
Lighting.....	17
Material Handling.....	17
Service Contractor and Decorator.....	17
Sound.....	17
Storage.....	18
Vehicle On Display.....	18
<b>Additional Resources.....</b>	<b>18</b>
Registration.....	18
Driving Directions Parking Information.....	18
Parking Information.....	18
Rideshare / Taxi.....	19
Shuttles.....	19
Segway Scooters & Two Wheeled Motorized Vehicles.....	19
Business Center.....	19

## 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 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 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, 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 10, 2025	8:00 AM – 5:00 PM
Saturday, January 11, 2025	8:00 AM – 5:00 PM
Sunday, January 12, 2025	8:00 AM – 5:00 PM
Monday, January 13, 2025	8:00 AM – 5:00 PM

**SPACE OCCUPANCY.** Installation of all displays must be completed no later than 5:00 PM on Monday, January 13, 2025, 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 13, 2025.

**SPACE FORFEITURE.** Exhibit space setup must be completed by 5:00 PM on Monday, January 13, 2025, 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

*The exhibit hall will open for exhibitor-only access **one hour** before published exhibit hours below.*

Tuesday, January 14, 2025	9:30 AM – 5:00 PM
Wednesday, January 15, 2025	9:30 AM – 5:00 PM
Thursday, January 16, 2025	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 16, 2025	2:00 PM – 9:00 PM
Friday, January 17, 2025	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 16, 2025. 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 17, 2025. 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



Booth Model & Talent



Booth Security



Audio Visual Services &  
Hanging Signs over 200 lbs or  
Electric



General Service Contractor



Electrical, F&B, Cleaning















Housing, Registration



Floral

## Show Planner

### BOOTH NEEDS & LOGISTICS

ACTION	LINK	DEADLINE
 Register your booth badges	<a href="#">Registration</a>	Ongoing
 Order Your Lead Retrieval	Contact Your Account Manager	December 4 <sup>th</sup>
 Complete EAC Form & Process EAC Fee, <i>if applicable</i>	<a href="#">EAC Form</a>	December 6 <sup>th</sup>
 Submit Vehicle Display Information, <i>if applicable</i>	<a href="#">Vehicle Display</a>	December 6 <sup>th</sup>
 Submit Booth Alcohol Request, <i>if applicable</i>	<a href="#">Alcohol Request</a>	December 6 <sup>th</sup>
 Material Handling- Freeman Advance Warehouse Shipping Begins	<a href="#">Freeman Labels</a>	December 11 <sup>th</sup>
 Early Pricing Deadline for Freeman Online Orders <b>Furnishing, Labor, Carpet</b>	<a href="#">Freeman Store</a>	December 13 <sup>th</sup>
 Early Pricing Deadline for Booth Security from DTA Security Services	<a href="#">DTA</a>	December 14 <sup>th</sup>
 Early Pricing Deadline for Mandalay Bay Online Orders <b>Audio Visual, Booth Catering, Cleaning Services, Electrical, Internet, Gas, Plumbing &amp; Water</b>	<a href="#">Mandalay Bay</a>	December 26 <sup>th</sup>
 Reminder to order floral from National Plant and Floral	<a href="#">National Plant &amp; Floral</a>	December 26 <sup>th</sup>
 Reminder to order arrange services for booth Models & Talent	<a href="#">AVE</a>	December 26 <sup>th</sup>
 Last Day Freeman Advance Warehouse Accepts Shipment	<a href="#">Freeman Labels</a>	January 2 <sup>nd</sup>

## 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.

## 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:

**Workers' Compensation** in the minimum amount required by state law

**Commercial General Liability** in the minimum amount of one million dollars (\$1,000,000) covering all operations

**Automobile Liability** in a minimum amount of one million dollars (\$1,000,000) covering all owned, hired, and non-owned vehicles

**Coverage Dates** Execution of Exhibit Contract – January 17, 2025

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

**Description of Operations / Additional Insured** The policies for Commercial General Liability and Automobile Liability names The PPAI Expo 2025, PPAI, Mandalay Bay Resort & Casino, and Freeman as additional insured.



Certified copies of the Certificates of Insurance or policies may not be cancelled without 30 days advance written notice to PPAI.

## 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.

## RELEASE

TO THE FULLEST EXTEND PERMITTED BY APPLICABLE LAW, I RELEASE PPAI, MANDALAY BAY CORP., MANDALAY BAY RESORT & CASINO AND EACH OF THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUBSIDIARIES AND AFFILIATES (COLLECTIVELY, "RELEASEES") FROM ALL CLAIMS, CAUSES OF ACTIONS, DEMANDS, AND LIABILITY OF ANY KIND (COLLECTIVELY, "CLAIMS") THAT RELATE TO MY PARTICIPATION IN THE PPAI EXPO ACTIVITIES, INCLUDING CLAIMING ARISING FROM THE NEGLIGENCE OF ANY RELEASEE AND CLAIMS: (1) FOR INJURY (INCLUDING DEATH), ILLNESS, DISABILITY, DEATH OR PROPERTY DAMAGE TO MYSELF, OR (2) RELATING TO THE CONTRACTION OR SUFFERING OF INJURY FROM COVID-19 OR ANY OTHER ILLNESS.

## 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

Member booth fees range from \$28.45 - \$36.45 per square foot. Nonmember booth fees range from \$38.45 - \$46.45 per square foot. Cancellation by exhibitor will result in a forfeiture of all booth fees **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.** Black booth carpet will be provided.

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

## Exhibit Specification Regulations

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).

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.

**FIRE AND SAFETY REGULATIONS.** Exhibitors are expected to comply with all city regulations in effect at the facility. 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's booths must be non-combustible or made flame retardant. Certificates of flame-retardant treatment must be submitted to the CCFD along with samples of said materials prior to construction of booth. Exhibitor must maintain copies of flame certificate on premises as the CCFD can require verification at any time. Foam plastic elements greater than 1/4-inch thickness shall not be permitted. Fire resistant foam board signage, not greater than 1/2-inch thickness, is acceptable in exhibit booths. Utilizing cardboard boxes as a part of exhibits or displays is not permissible.

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).

## Exhibit Height Overview

All measurements are listed in U.S. feet and inches where '=feet and "-inches.

	Inline / Linear	Corner	Perimeter	Island
Standard Height	8'	8'	8'	16'
Extended Height*	10'	10'	16'	22'
Hanging Sign Permitted*	No	No	Yes Up to 16'	Yes Up to 22'

\*Upcharge applies

## Linear Booth

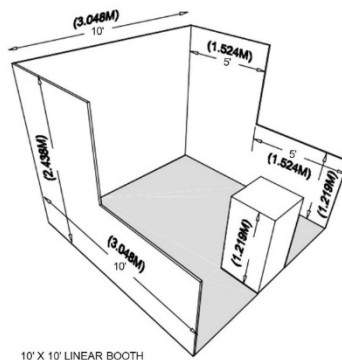
	Inline / Linear
Standard Height	8'
Extended Height*	10'
Hanging Sign Permitted*	No

\*Upcharge applies

**DEFINITION.** Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

**DIMENSIONS & USE OF SPACE.** Linear Booths are ten feet (10') wide and 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. Please refer to [Extended Height](#) for rules and regulations.

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. A 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

	Corner
Standard Height	8'
Extended Height*	10'
Hanging Sign Permitted*	No

*\*Upcharge applies*

**DEFINITION.** A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides.

**DIMENSIONS & USE OF SPACE.** All guidelines for Linear Booths apply.

## Perimeter Booth

	Perimeter
Standard Height	8'
Extended Height*	16'
Hanging Sign Permitted*	Yes Up to 16'

*\*Upcharge applies*

**DEFINITION.** Perimeter Booth is a Linear Booth that backs to an outside 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

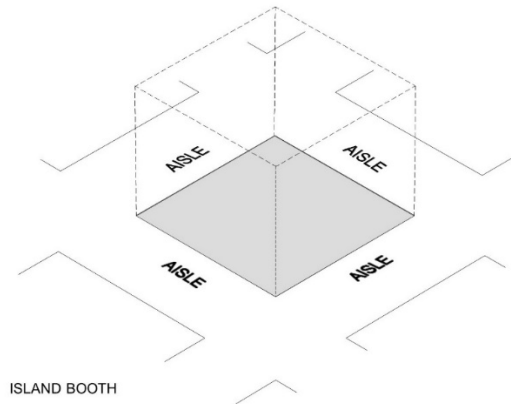
	Island
Standard Height	16'
Extended Height*	22'
Hanging Sign Permitted*	Yes Up to 22'

*\*Upcharge applies*

**DEFINITION.** An Island Booth is a booth exposed to aisle on all four sides.

**DIMENSIONS & USE OF SPACE.** An Island Booth is a minimum of twenty feet (20') by twenty feet (20') or larger, although configurations vary. The entire Cubic Content of the space may be used up to the maximum allowable height, which is sixteen feet (16'). Twenty-two feet (22') is the maximum height allowed when paying the twelve percent (12%) extended height upcharge. All hanging signage and graphics require an additional upcharge. See the Hanging Signs Section for details. For any ground supported structure requiring rigging support from the ceiling, the twelve percent (12%) upcharge will be enforced, as if it were hanging signage.

## Island Booth Cont.



## 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:

	<b>Inline / Linear</b>	<b>Corner</b>	<b>Perimeter</b>	<b>Island</b>
Extended Height*	10'	10'	16'	22'

\*Upcharge applies

Exhibitor must “finish” the portion of the booth that exceeds eight (8') feet and backs up to the neighboring booth. PPAI reserves the right to have Freeman adjust unfinished portions of the 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 Freeman or the facility for equipment and labor to make these modifications.

## Hanging Signs and Graphics

A Hanging Sign upcharge may be purchased for your booth 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 Perimeter booths. Hanging Signs should be set back ten feet (10') from adjacent booths and be directly over contracted space only. The bottom of the hanging sign must be at least 12' from the ground and the top edge must not exceed the allowed maximum height. Height is measured from the floor to the top of the hanging sign/graphic.

	<b>Aisle Span</b>	<b>Perimeter</b>	<b>Island</b>
Maximum Height Permitted*	Up to 16'	Up to 16'	Up to 22'

\*Upcharge applies

## 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. Exhibitor must also purchase an Aisle Carpet Span and Extended Height. Exhibitor is responsible for covering cost of structure and signage used in the Elevated Aisle Span.

An exhibitor may "bridge or span" the aisle if they are in accordance with the following rules: The bridge must be connected to structural supports that are located in exhibitor's contracted space. These structural supports must be located at least 5' from the back wall and 10' away from any neighboring exhibitor. The maximum height of the sign over the aisle must be placed at a height of at least 10' but a maximum of 12'.

## Multi-Story Exhibits

Exhibitors must provide engineering stamped documents for all Multi-Story Exhibits. Exhibitors must notify PPAI Show Management in writing no later than 60 days from the opening date of event, for approval and further instruction.

A Multi-Story Exhibit is a booth where the display fixture includes two or more levels. Multi-Story Exhibits are only permitted for Island Booths only. All multi-level booths must have two (2) remote means of egress if the upper level is greater than 300 square feet. 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.

## Towers

Towers are only permitted in Island Booths.

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

## Towers Cont.

Exhibitors must provide engineering stamped documents for all Towers over eight feet (8'). Exhibitors must notify PPAI Show Management in writing no later than 60 days from the opening date of event, for approval and further instruction.

## 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, umbrellas, flags and banners must comply with all booth height restrictions. No part of these items may extend out or hover into aisle space. These items may not be attached to the back, top or sides of exhibits to gain additional exposure outside of posted height and line of sight regulations

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 sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings.

Exhibitors must notify PPAI Show Management in writing no later than 60 days from the opening date of event, for approval and further instruction.

## Policies

### Animals

Exhibitor must receive written permission by PPAI Show Management and Mandalay Bay Convention Center for any domesticated animal (cats and dogs) to appear in the convention center or on the trade show floor. Non-domesticated / exotic animals will be considered on an individual basis. Seeing eye / assistance animals are always permitted.

### Balloons

Exhibitor must notify PPAI Show Management should you use balloons. The use of helium balloons smaller than 36 inches in diameter is not allowed, but smaller air-filled balloons may be used for decoration and/or handouts. Large helium-filled balloons may be used only if they are securely anchored. No helium balloons or blimps may be flown inside the building. Helium gas cylinders must be secured in an upright position on safety stands with gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed. Balloons cannot be released out of doors due to airport flight patterns in the area. A cleaning fee may apply should the balloons be left on property after the event. **Mylar balloons are strictly prohibited.**

### 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 packages/boxes shipped to the hotel will be received at the FedEx Office Business Center.

Date	Hours of Operation
Monday-Friday	8:00 AM – 6:00 PM
Saturday	9:00 AM – 5:00 PM
Sunday	10:00 AM – 4:00 PM



## Care of Facility

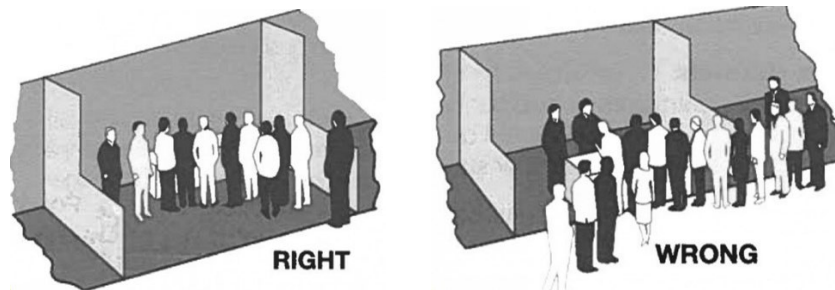
Exhibitor may not tape, tack, or affix signage in any way to Mandalay Bay Convention Center walls or furnishings. No holes may be drilled, corded, or punched into any surface of MBCC.

The use of confetti, balloons, glitter, or other similar materials will incur an additional minimum clean up charge of \$500 per occurrence.

## Demonstration, Distribution and Entertainment

Exhibitors must ensure all activities take place within their designated booth 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.



## Drones

Drones are prohibited at The PPAI Expo, during set-up, tear down and show days.

## Electrical

Electrical outlets are **not** included in your booth space. Edlen Electrical is the Official Electrical Contractor for Mandalay Bay Convention Center. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time, order 24-hour power at double the outlet rate.

Electrical labor will be required for certain types of work performed; this labor will be provided by Edlen Electrical and cannot be performed by exhibitor or Exhibitor Appointed Contractor. These services include: Electrical distribution under carpet or concealed; Connection of all 208V or higher services; Hardwiring of any electrical apparatus; Condor-lift for installation of electrical

## Electrical Cont.

signs and/or rotators under 200lbs; Assembly and hanging of all ground supported static lighting and truss; Overhead power distribution; Assembling and rigging of overhead sign under 200lbs; Forklift for installation of electrical headers and/or light boxes; Installation, removal, maintenance & repair of all portable electrical wiring & electrical equipment; All electrical equipment, lighting fixtures and any electrical apparatus that requires electrical and mechanical fastening to the exhibit or display.



Phone: (702) 322-5707 | Email: [mandalaybay@edlen.com](mailto:mandalaybay@edlen.com)

## Exhibitor Appointed Contractors (EAC)

Exhibitor Appointed Contractors (EACs) are independent contractors (other than Freeman, the official show contractor) hired by exhibiting companies. Exhibitors must submit the [EAC Form](#) to PPAI Show Management by December 6, 2024. This form does not need to be filled out for full-time employees of an exhibiting company to perform work in their booth.

EAC's will not be allowed to perform the following services: Drayage, Fork and Genie Lift Operations, Overhead Rigging, Electrical Services, Plumbing Services, Telecommunication Services, Booth Cleaning, Lead Retrieval and Catering.

The EAC is responsible for a \$250 fee, per company, they are contracted to install or dismantle. PPAI must receive the complete EAC Form, COI, and payment for the EAC to gain admittance to the show floor.

## Food & Beverage Distribution

Mandalay Bay Convention Center is the exclusive food and beverage provider. 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 PPAI 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 Show Management. Please complete and return the [Booth Alcohol Request Form](#).

## Halogen Lighting

This policy covers restrictions on stem mounted halogen lighting installed by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. 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.

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

## Hazardous Materials

All exhibitors are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials as defined by federal, state, and local law.

## Labor

All exhibitors are required to comply with the union labor rules and regulations. Detailed labor rules, labor rates, and requirements for using an EAC will be provided in the online Freeman's Exhibitor Service Manual.

## 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 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 should be submitted to PPAI Show Management for approval.

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.

## Material Handling

Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material from your carrier, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. All empty packing crates must be properly marked with the firm name and booth number. Unmarked crates will not be returned. Exhibitors have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to Exhibitor's Freeman account upon receipt of each shipment. For more information, please visit Freeman's Exhibitor Service Manual.

## 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 Freeman.

## 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.

### Sounds Cont.

Exhibitor 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

## Storage

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. Exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## Vehicle On Display

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

## 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.

## 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.

### VALET.

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

**NEVADA RESIDENTS.** Receive first 3 hours of Self-Park at no charge, except during special events, with valid NV driver license and are subject to Self-Park rates thereafter. Upon exiting, insert your ticket and scan your NV driver license under the barcode reader to receive complimentary hours. You will not receive the complimentary 3 hours of parking if you insert your parking ticket at the Self-Parking Pay on Foot kiosks.

## 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 13, 2025	7:00 AM – 11:00 AM	3:00 PM – 6:00 PM
Tuesday, January 14, 2025	7:00 AM – 11:00 AM	3:00 PM – 6:00 PM
Wednesday, January 15, 2025	7:00 AM – 11:00 AM	3:00 PM – 6:00 PM
Thursday, January 16, 2025	7:00 AM – 10:00 AM	2:00 PM – 5:00 PM

## Segway Scooters & Two Wheeled Motorized Vehicles

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. Other operators without reported disability should be advised that the equipment is not accepted for use in Mandalay Bay public areas, including, but not limited to the tradeshow halls at the Mandalay Bay Convention Center. 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.

Wheelchairs and scooters are available for a fee. To guarantee a wheelchair or scooter, please contact ScooterBug directly, by calling (702) 736-4399 or visiting their website at <https://www.scooterbug.com/lasvegas/>.

## 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 packages/boxes shipped to the hotel will be received at the FedEx Office Business Center.

Date	Hours of Operation
Monday-Friday	8:00 AM – 6:00 PM
Saturday	9:00 AM – 5:00 PM
Sunday	10:00 AM – 4:00 PM