

# Marijuana Business MJBizCon

## Exhibit Rules and Regulations

To ensure a successful show for all exhibitors at MJBizCon, please familiarize your team with these important updates to exhibit booth display guidelines. These rules and regulations have been implemented to ensure that all exhibitors are treated fairly and have equal opportunity to present their brand and products in a compelling fashion.

The intent is to keep sight lines open and not infringe on your neighbors.

### Island Exhibit Space:

Hanging signs are **ONLY** permitted for island exhibit spaces.

#### Rules:

- All hanging signs must be submitted and approved by Show Management no later than Thursday, October 9. Email design to [aliciaf@mjbizdaily.com](mailto:aliciaf@mjbizdaily.com).
- Exhibitors are responsible for producing the hanging sign and all related costs.
- Exhibitors are responsible for rigging and all related costs.
- Rigging request must be made by Thursday, October 9 through official show providers that can be found in the Exhibitor Service Manual (ESM).
- Hanging signs cannot exceed a maximum height of 4'.
- Maximum hanging height from the top of the sign to the floor, for all signs is 22' unless further restricted by the venue.
- Hanging signs must be placed above contracted exhibit space only.
- Signs should be centered within the exhibit space and cannot encroach on any neighboring company's exhibit space.
- Any variances may be issued at the Show Organizer's discretion.

### In-line and Corner booths:

Hanging signs are **NOT** allowed over in-line or corner exhibit space

- Display materials cannot obstruct sight lines of neighboring exhibitors.
- The maximum height of any structure in the booth cannot exceed 10 feet. Booth branding can only face forward, exhibitors cannot brand on the sides or back of booth.
- Exhibit structures or individual elements that are between 10 feet and 14 feet in height will be allowed for an additional fee of \$500 – as long as sight lines to neighboring exhibitors are not obstructed. Show management must be notified by Thursday, October 9, please email [aliciaf@mjbizdaily.com](mailto:aliciaf@mjbizdaily.com).
- Displays over 14 feet, including but not limited to- signs, flags and banners, are not permitted in any in-line booth, and will not be allowed.
- The back walls of all displays visible from a neighboring exhibit must be finished materials displaying a plain, non-branded wall. Any back-wall logos/words/graphics visible from an adjoining exhibit must be covered in a similar finish to the rest of the wall.

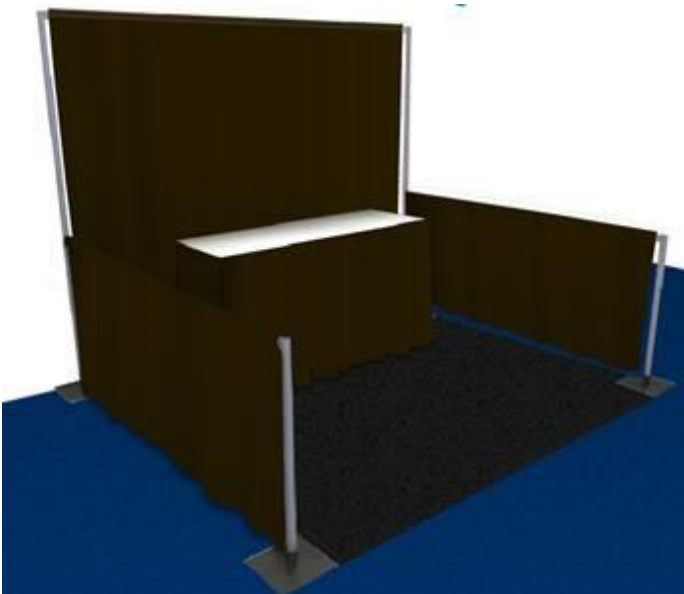
- If back wall materials do not conform with the required plain, non-branded finished material, the exhibitor will incur the charges to have coverage completed on site. Exhibitors agree that show management shall not be held liable for damages should the onsite solution involve a permanent alteration of the booth.
- Side walls/displays/equipment may be up to 8 feet tall in the back half of the booth but must be 4 feet or under on the front 5 feet.

\*Please note exhibits which are not in compliance with the above guidelines will be asked to adjust on-site. Failure to comply will impact future opportunities to exhibit at MJBizCon events.

Each 10'x10' (100 sq. ft.) space includes:

- 8' black pipe and drape back wall
- 3' black pipe and drape sidewalls
- 6' or 4' black draped table
- 2 standard chairs
- Wastebasket
- Booth ID sign
- **FREE** Material Handling
- **FREE** Lead Retrieval apps if ordered by (Tuesday, October 30)
- **FREE** Standard black carpeting
- Online Booth profile
- Four (4) Passes

**IMPORTANT: You must complete the FREE Furnishings order form by October 22<sup>nd</sup>.**



As a reminder, no THC products are allowed on the premises of the Las Vegas Convention Center. All MJBizCon delegates are individually responsible for their compliance with state and local laws as well as venue regulations. In addition, smoking indoors – including vaping – is completely prohibited by local regulations. The LVCC falls under the purview of the city and will be monitored by Metro Police. Failure to respect these laws and regulations could lead to removal of exhibit personnel and/or the entire exhibit staff from the show premises without refund or re-admittance.

# Linear Booth

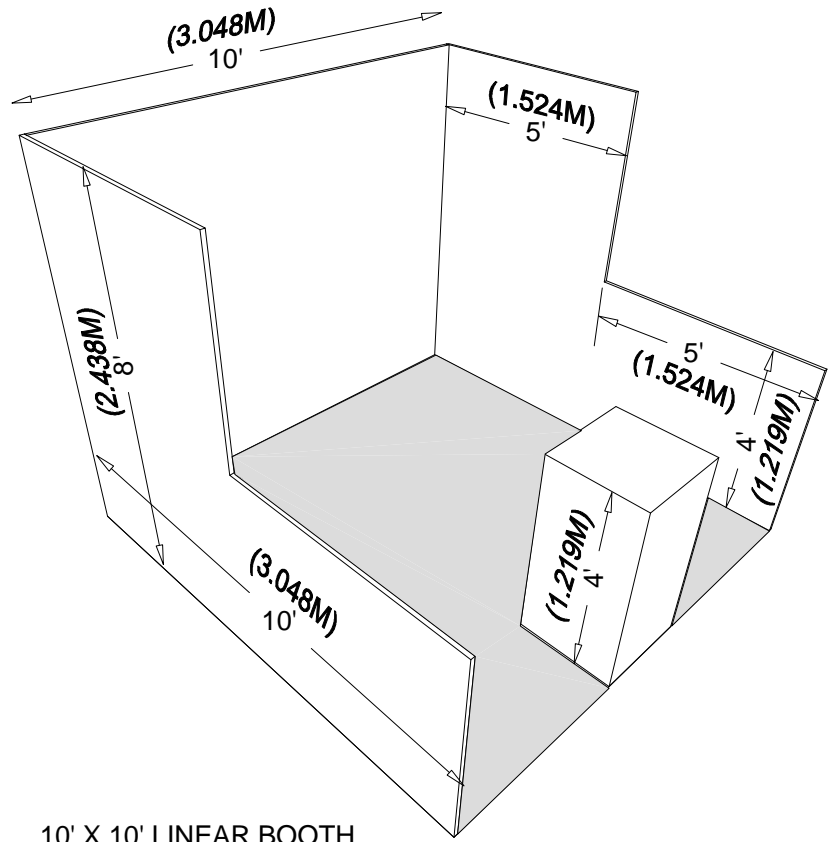
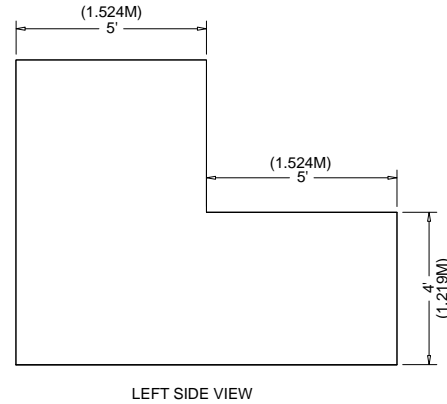
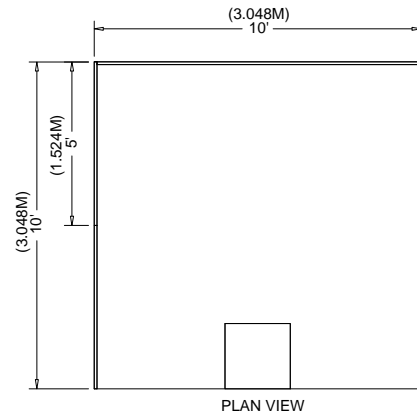
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

## Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

## Use of Space

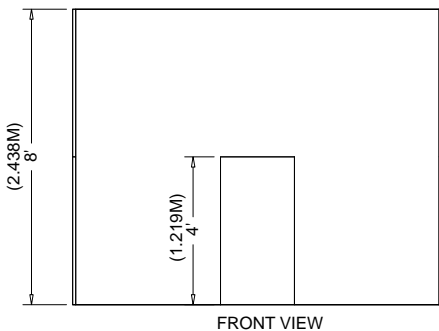
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH

# Corner Booth

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. All other guidelines for Linear Booths apply.



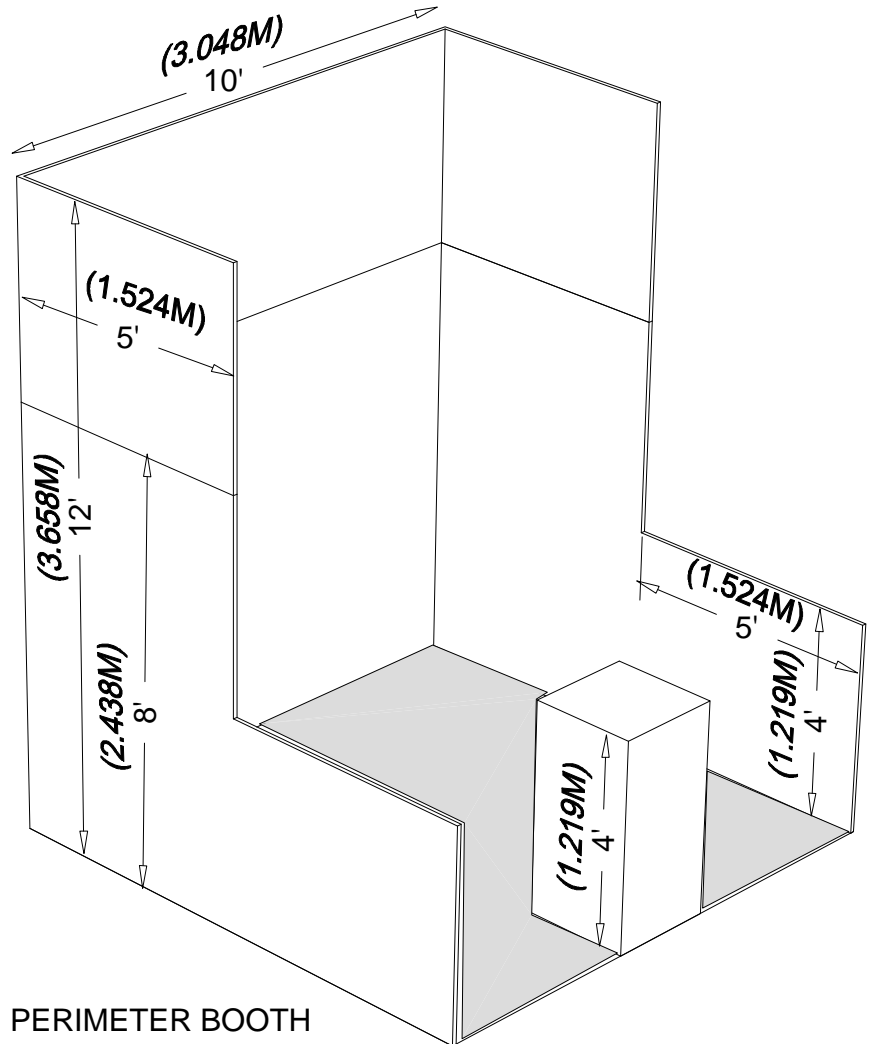
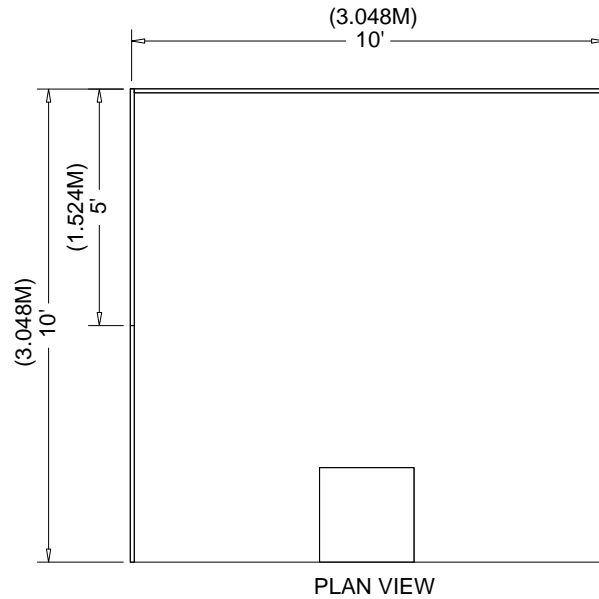
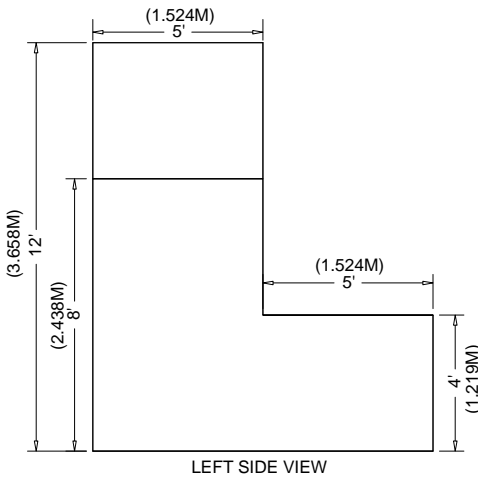
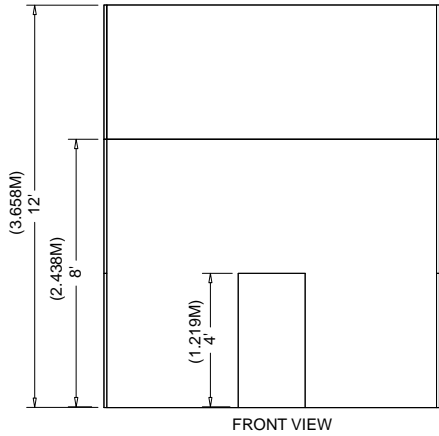
FRONT VIEW

# Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).



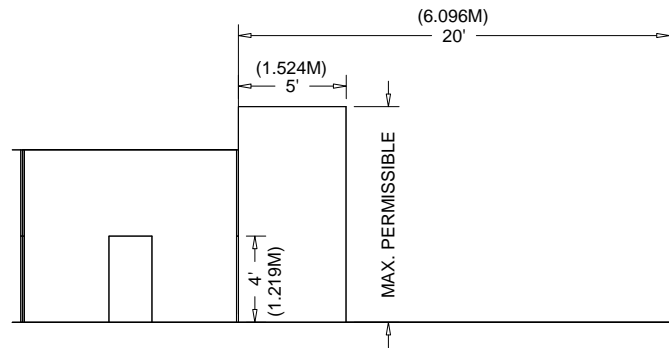
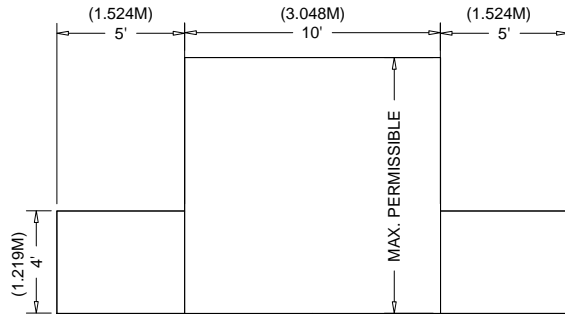
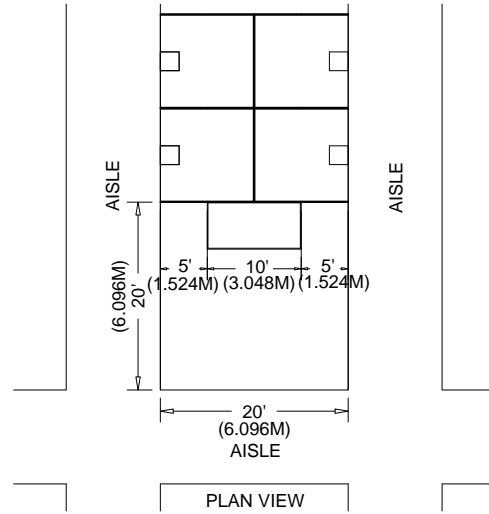
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# Peninsula Booth

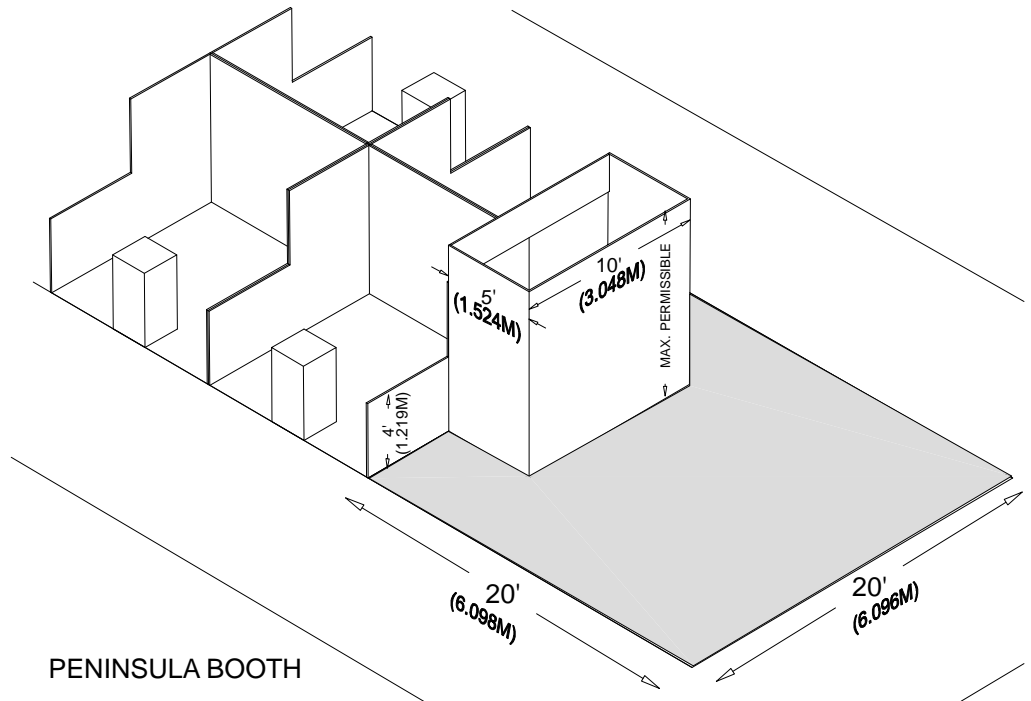
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

## Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



FRONT VIEW



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# Island Booth

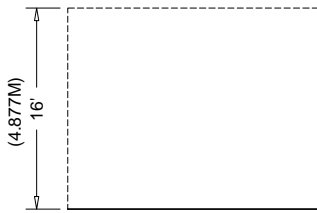
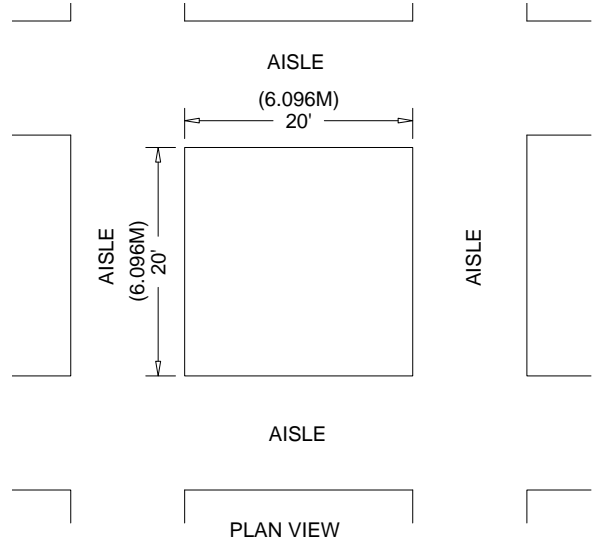
An Island Booth is any size booth exposed to aisles on all four sides.

## Dimensions

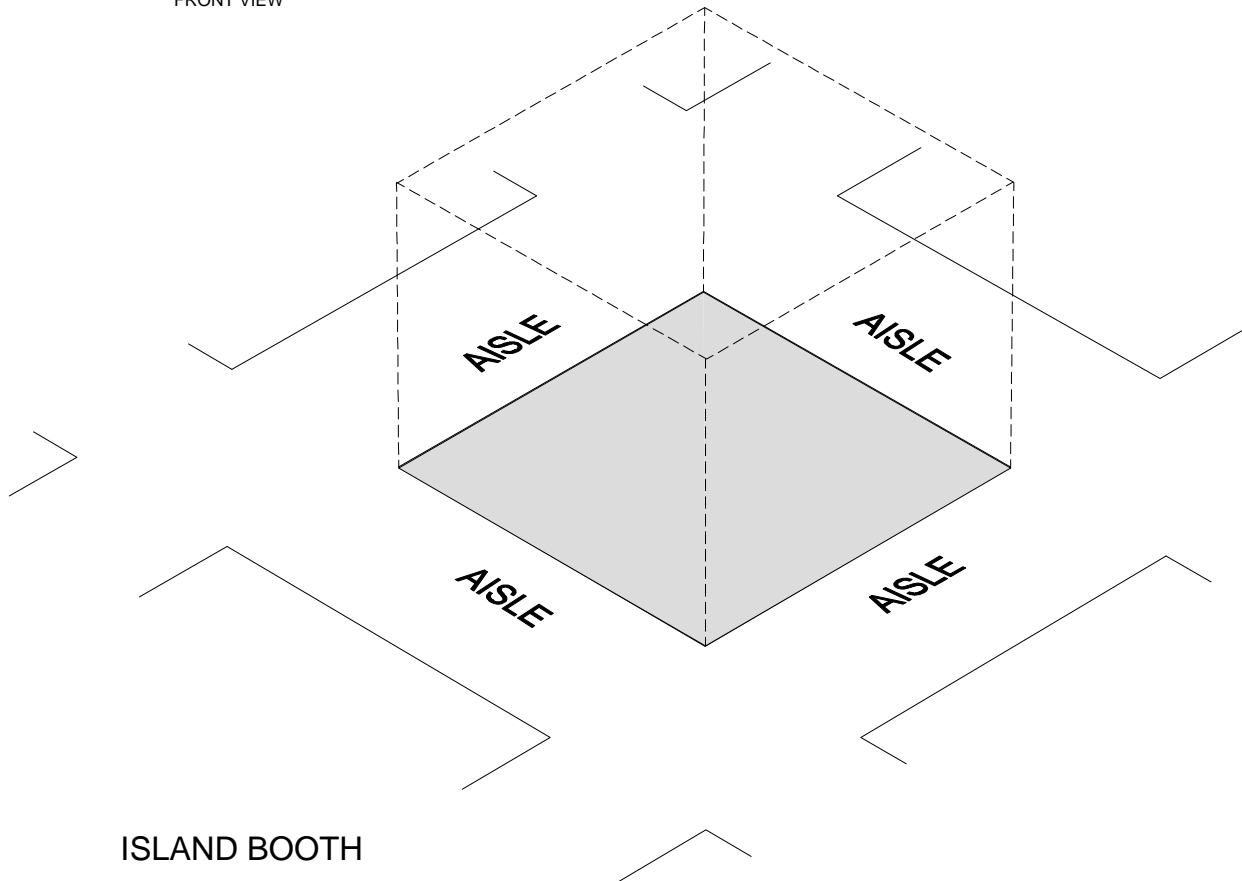
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

## Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW



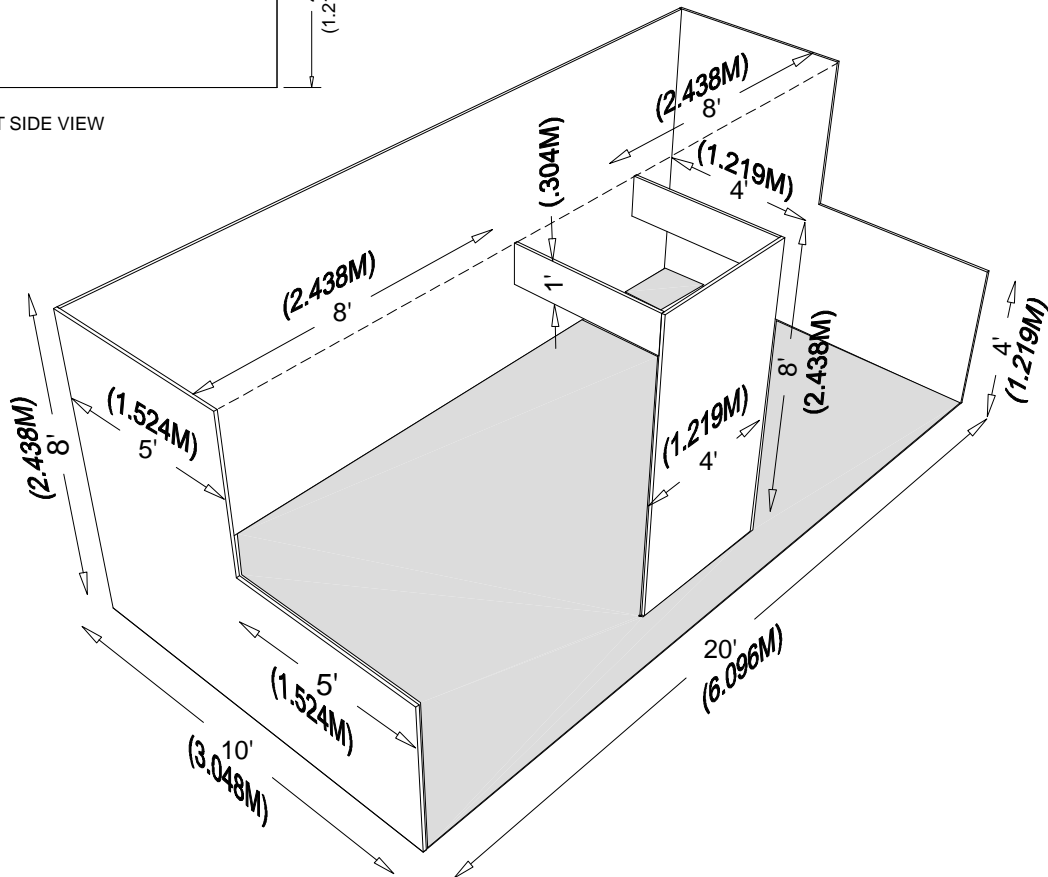
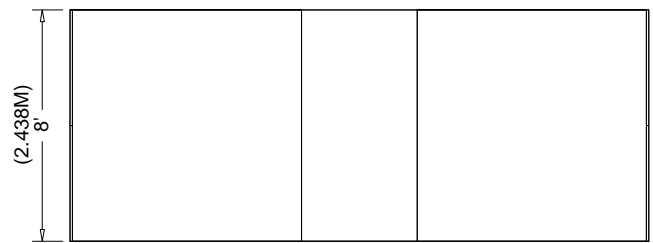
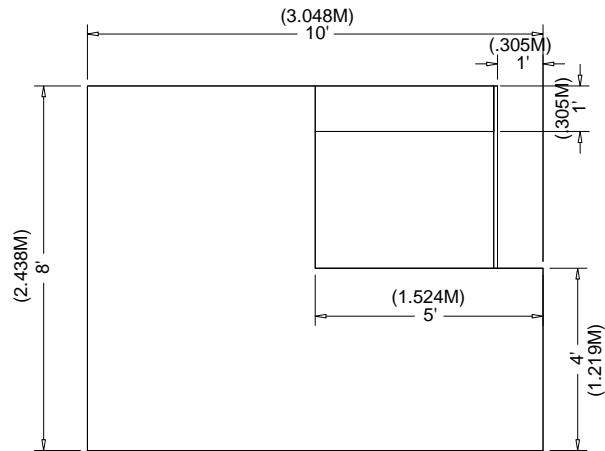
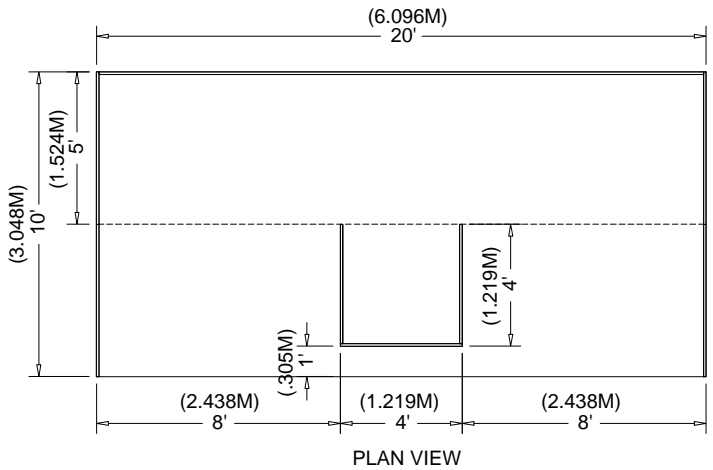
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# Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



10' X 20' EXTENDED HEADER BOOTH

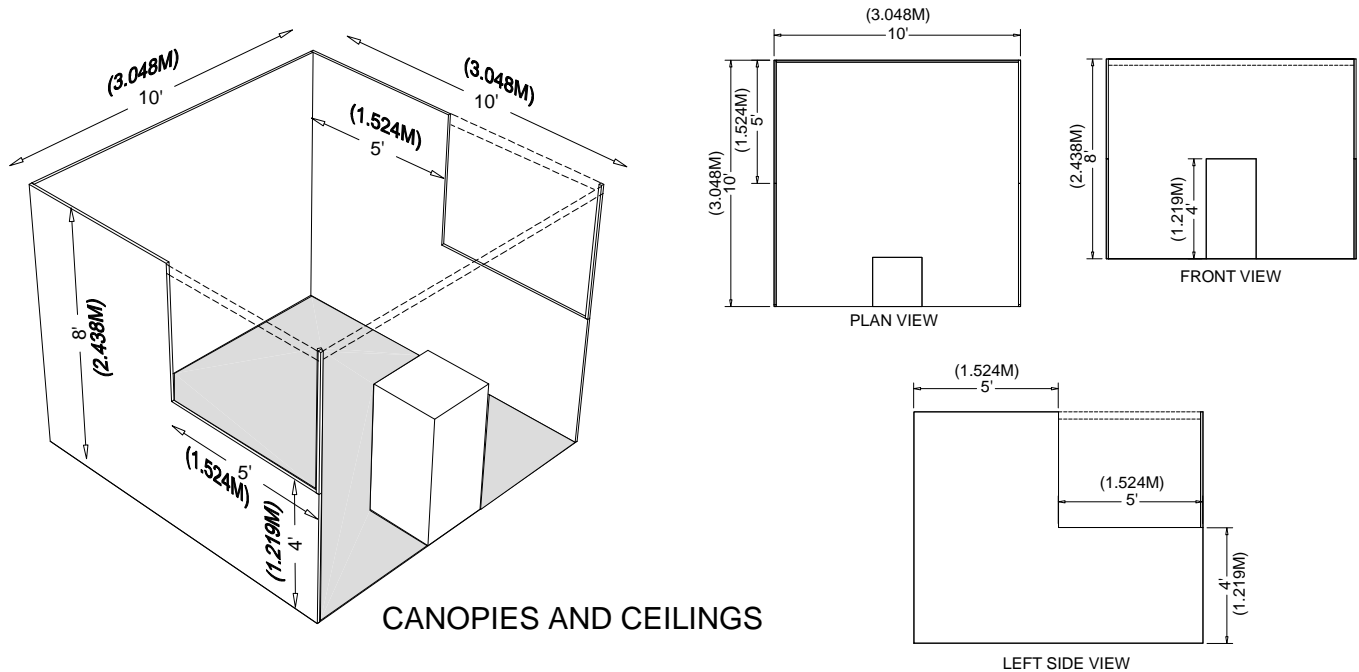
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# Other Important Considerations

## Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow 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 bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). 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. Check with the appropriate local agencies prior to determining specific exhibition rules.



CANOPIES AND CEILINGS

## Hanging Signs & Graphics

Most exhibition rules allow for hanging signs and graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign. End-cap Booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibition organizer at least 60 days prior to installation. Variances may be issued at the exhibition management’s discretion. Drawings should be available for inspection.

## Towers

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.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

## Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers should be prepared to assist exhibitors in this application process.



# Issues Common To All Booth Types

## Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the 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 Web site at [www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm).

## Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

*(continued on next page)*

## Issues Common To All Booth Types *(continued)*

### Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth 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 exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition 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.
- Currently, some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

### Storage

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

### Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

### Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

*RECEIVING DATE BEGINS: OCTOBER 15, 2018*

*DEADLINE DATE IS: NOVEMBER 6, 2018*

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O FREEMAN  
6675 W SUNSET RD  
LAS VEGAS, NV 89118

**WAREHOUSE  
HANGING SIGN**

EVENT: \_\_\_\_\_ *MJBizCon Fall 2018*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

*RECEIVING DATE BEGINS: OCTOBER 15, 2018*

*DEADLINE DATE IS: NOVEMBER 6, 2018*

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O FREEMAN  
6675 W SUNSET RD  
LAS VEGAS, NV 89118

**WAREHOUSE  
HANGING SIGN**

EVENT: \_\_\_\_\_ *MJBizCon Fall 2018*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

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**STRUCTURAL INTEGRITY STATEMENT  
THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **MJBizCon Fall 2018 / November 14-16, 2018** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, LAS VEGAS CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top of this form.**

**FREEMAN structural integrity statement**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **MJBizCon Fall 2018 / November 14-16, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled, installed by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install the hanging sign. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST be received by the warehouse shipping deadline in order to receive Advance prices.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 200 lbs., notify FREEMAN immediately for special authorization. See enclosed LVCC Rigging Regulations.
- LVCC Rigging Regulations must be adhered to in order to complete your hang.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

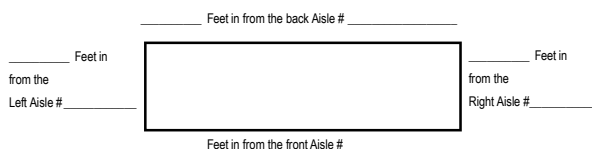
Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No \*

*(Initial in the applicable box above)*

\* Please see Hanging Truss and Chain Hoist Order Form to order rotator(s).

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to **TOP** of sign: \_\_\_\_\_

**STRUCTURAL INTEGRITY STATEMENT  
MUST ACCOMPANY ORDER**

(467352) LVCC 18/19

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Equipment With Crew

- Standard prices will apply to all labor orders placed after the deadline date.
- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- Rates are per lift and crew per hour.
- Condor and Crew consists of condor, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- Freeman components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.

#### Labor Rates

	Advance Price	Standard Price
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#### Condor

Condor with crew	\$695.00	\$973.00
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#### Sign Assembly

Sign Assembly/Ground Labor	\$139.00	\$195.00
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- Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show.

#### Electrical Assembly

Electrical Assembly/Ground Labor

Straight Time	\$142.00	\$199.00
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Overtime	\$284.00	\$398.00
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#### Straight Time (cannot be guaranteed)

8:00 A.M. to 5:00 P.M., Monday through Friday

#### Overtime

5:00 P.M. to 8:00 A.M. Monday through Friday,

All day Saturday, Sunday and holidays

#### Installation Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
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\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Dismantle Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
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\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Please Note:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, Standard prices will apply and the sign will be hung when the equipment and labor become available.