

EXHIBITOR SERVICES MANUAL

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Welcome to the **MJBizCon 2024** Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at MJBizCon 2024. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The Main Menu is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or to another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions about any areas you need further clarification on.

GENERAL INFO

DATES & TIMES

Move-in

Sunday, December 1, 2024	1:00 PM – 6:00PM (*Show Management approval required)
Monday, December 2, 2024	8:00 AM – 1:00 PM (Booths 400 sq.ft. or larger ONLY)
Monday, December 2, 2024	1:00 PM – 6:00 PM All exhibitors
Tuesday, December 3, 2024	8:00 AM – 6:00 PM

**Exhibits that are 800 sq.ft. or larger, have heavy machinery or large shipping containers: submit requests to move in on Sunday 12/1 1:00pm-6:00pm to operations@mjbiz.com.*

- All credentialed exhibitors and EAC's are allowed access to the exhibit hall during exhibitor move-in and exhibitor move-out hours.
- Exhibitors arriving after the posted move-in hours will not be allowed into the exhibit hall and must return the next morning.
- All booths must be installed and complete by 6:00PM Tuesday, December 3.

Show Days

Wednesday, December 4, 2024	10:00 AM – 6:00 PM
Thursday, December 5, 2024	10:00 AM – 6:00 PM
Friday, December 6, 2024	10:00 AM – 3:00 PM

Move-out

Friday, December 6, 2024	3:00 PM – 11:00 PM
Saturday, December 7, 2024	8:00 AM – 12:00 PM

EXHIBIT HALL LOCATION

Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109

MJBizCon will be located in the North and Central Halls.

This is a non-smoking building.

SHOW MANAGEMENT CONTACTS

[Click here](#) contacts located at the bottom of the Exhibitor Resource Center page.

LAS VEGAS CONVENTION CENTER/ MJBIZCON THC/CBD/SMOKING POLICY

[Click here](#) to read THC/ CBD/ Smoking Policy.

VENDORS

Click on vendors to get more information.



FREEMAN

FURNITURE, ACCESSORIES, LABOR,
ELECTRICAL, UTILITIES, RIGGING,
FREIGHT/SHIPPING, GRAPHICS,
CLEANING

[ORDER ONLINE](#)



FREEMAN
UTILITIES & RIGGING
[ORDER ONLINE](#)



AUDIO/ VISUAL
(SHEPARD AV)
[AUDIO / VISUAL](#)



BOOTH SECURITY
(MY BROTHERS KEEPER)
[ORDER FORM](#)
[E-MAIL](#)



CATERING
(SODEXO LIVE!)
[ONLINE ORDERING](#)
[MENU & ORDER FORM](#)
[E-MAIL](#)



EXHIBITOR INSURANCE
(MARSH TOTAL EVENT)
[ORDER FORM](#)



HOTEL RESERVATIONS
(EVENTSPHERE)
[ONLINE RESERVATIONS](#)
PHONE: (844) 804-9451



INTERNATIONAL SHIPPING
(PHOENIX INTERNATIONAL)
[GUIDELINES AND ORDER FORM](#)



INTERNET & TELEPHONE
(COX BUSINESS)
[ORDER ONLINE](#)
[ORDER FORM](#)
PHONE: (855) 519-2624



PHOTOGRAPHY
(EXPOEASE)
[ORDER FORM](#)
PHONE: (702) 368-2868



PLANT AND FLORAL
(EXPOEASE)
[ORDER FORM](#)
PHONE: (702) 368-2868

IMPORTANT DEADLINES

Click [HERE](#) to get more information from the Exhibitor Resources Page.

Deadline	Key Action Items	Completed
ASAP	Complete Your Online Directory Listing and Product Categories	<input type="checkbox"/>
ASAP	Register for Staff Badges	<input type="checkbox"/>
ASAP	Book Your Hotel Reservations	<input type="checkbox"/>
November 1	Advance Warehouse Freight Receiving Begins	<input type="checkbox"/>
November 4	Order Furniture & Accessories (Discount Deadline)	<input type="checkbox"/>
November 4	Electrical Outlets & Labor (Discount Deadline)	<input type="checkbox"/>
November 4	Booth Cleaning Services (Discount Deadline)	<input type="checkbox"/>
November 4	Upload Exhibitor Appointed Contractor (EAC) Form + Insurance	<input type="checkbox"/>
November 4	Order Internet/Wireless Services	<input type="checkbox"/>
November 7	Food & Beverage <ul style="list-style-type: none"> • Order Booth Catering • Submit Request to Sample 	<input type="checkbox"/>
November 11	Submit Exhibitor Certificate of Insurance	<input type="checkbox"/>
November 11	Purchase Insurance (if needed)	<input type="checkbox"/>
November 4	Order Audio Visual Equipment	<input type="checkbox"/>
November 26	Advance Warehouse Deadline (without surcharge)	<input type="checkbox"/>
November 22	Order Booth Security (Discount Deadline)	<input type="checkbox"/>
November 22	Plant and Floral (Discount Deadline)	<input type="checkbox"/>

ONCE YOU ARRIVE

- PICK UP BADGE FROM REGISTRATION
- CONFIRM FREIGHT DELIVERY
- CONFIRM ADVANCED ORDERS
- PLACE ONSITE ORDERS

INSURANCE

MJBizCon does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to MJBizCon before the show.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **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).
- **Automobile Liability** insurance with limits not less than \$500,000 for 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. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), MJBiz a division of Emerald X, LLC, Las Vegas Convention & Visitors Authority (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – MJBiz a division of Emerald X, LLC, Freeman, the Las Vegas Convention & Visitors Authority and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates of December 1-7, 2024.

[Submit your insurance document in the Exhibitor Hub under Tasks.](#)
Be sure the name of the attachment reflects the name of the insured exhibiting company.

NEED GENERAL LIABILITY INSURANCE?

[Marsh/TotalEvent Insurance offers General Liability Insurance for \\$65 plus tax. Click for more information.](#)



Certificate Holder Information should be listed as:

MJBiz, a division of Emerald X, LLC
31910 Del Obispo, Suite 200
San Juan Capistrano, CA 92675

REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

BOOTH REGULATIONS

CONSTRUCTION/DESIGN

MJBizCon is a “Line-of-Sight” show

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Display materials cannot obstruct sightlines of neighboring booths. Violations could result in a fine and/or loss of priority points.

MJBizCon is a “No Concrete” show

All booths must order or supply their own floor covering that completely covers the cement floor within their contracted booth space.

Show Colors (Drape and Carpet)

Backwall and Siderail Drape: Black

Aisle Carpet: Black

Side aisles: Tuxedo

Inline booths: Gray

Island booths: Island booths do not include drape or carpet, and must provide their own flooring

Standard Booth Equipment

Inline Booths

Each 10x10 standard inline booth will be set with the following:

- 8’ high black back drape
- 3’ high black side drape (*please note: corner booths do **NOT** have a side wall on the side that borders an aisle*)
- Gray carpet
- One 4’L x 24”W x 30”H or one 6’L x 24”W x 30”H black draped table *Must be ordered from Freeman by Nov. 4. After Nov. 4, standard rates apply. [Click here for additional info on Free Furnishings.](#)*
- Two Limerick chairs *Must be ordered from Freeman by Nov. 4. After Nov. 4, standard rates apply. [Click here for additional info on Free Furnishings.](#)*
- Wastebasket
- 300 square feet and larger receive an 11” x 17” booth ID sign with the company name and booth number

Island Booths

Island booths 400 sq ft and larger will be set with the following:

- One wastebasket per 100 square feet

All other equipment and services, including electrical, are the responsibility of the exhibitor. Links to online ordering (where available) and to download printable order forms are located within this kit.

ATTENTION SPECIAL PAVILION EXHIBITORS

Manufacturing Pavilion Exhibitors

Standard booth equipment as listed above applies EXCEPT you will receive white drape instead of black.

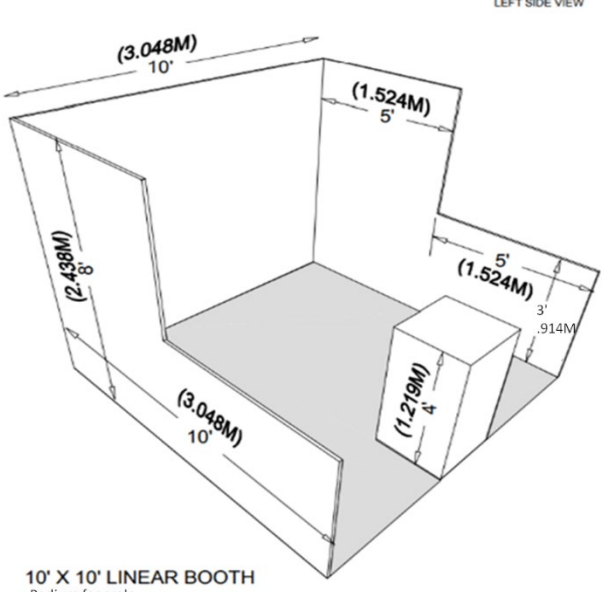
Seeds Pavilion Exhibitors

Seeds Pavilion exhibitors receive a special package. Contact your sales representative for details.


Weed Maps Village Exhibitors

Weed Maps Village exhibitors receive a special package. Contact your sales representative for details.

Linear / Inline Booth Guidelines

<p>Definition and/or Dimension Linear booths, also called “inline” 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.</p> <p>Linear & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.</p>		
<p>Use of Space – Line-of-Sight: Line-of-sight display rules provide restrictions on certain areas of the booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. The maximum height is allowed only in the rear half of the booth space, with a 3ft restriction on all materials in the remaining space forward to the aisle.</p>	<p>Footprint Rule or “Wiggle Room” Factor The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>	
<p>Hanging Signs / Graphics Linear/Inline booths are NOT permitted to have hanging signs.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p>Exposed Surfaces All exposed exhibit components extending above the 3’ high pipe and drape sidewalls and/or the 8’ high pipe and drape backwall must be finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.</p>	
<p>Additional Information Labor/Union Laws Building Rules/Guidelines Onsite Booth Guidelines</p>	<p>Pop-Up Tents/Canopies Pop-up tents and canopies are NOT allowed.</p>	
<p>Linear / Inline Booth Variations:</p>		
<p>Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.</p>	<p>Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12’).</p>	<p>End-Cap booths are exposed to an aisle on three sides and comprised of two adjacent 10’x10’ booth spaces and must adhere to the same guidelines as linear booths. MJBiz does not allow End-Cap booths.</p>
<p>Height Guidelines: Exhibitors may go up to 10ft on the back wall without penalty. All guidelines still apply. 10’-14’: a \$800 height fee will be charged, contact your sales rep to have the height fee added prior to arriving onsite. Inline booths over 14’ are not allowed.</p>		

Island Booth Guidelines

<p>Definition and/or Dimension Island booths are any size booth exposed to an aisle on all four sides.</p> <p>Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently. Booths must be a minimum of 20 feet long on both sides to be considered a split island booth.</p>	<p style="text-align: center;">ISLAND BOOTH SPACE aisles on 4 sides</p>  <p style="text-align: right; font-size: small;">not to scale</p>
<p>Use of Space – Cubic Content Rule: The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	
<p>Exposed Surfaces All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>	<p>Footprint Rule or "Wiggle Room" Factor Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.</p>
<p>Multi-Level Exhibits A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p>Covered Exhibits A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p>Hanging Signs / Graphics Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>If a hanging sign is used, it is preferred that there be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This space should be continuous throughout the entire cubic space of the booth.</p>	<p>Additional Information Labor/Union Laws Demonstration Guidelines Building Rules/Guidelines Americans with Disabilities Act Display Guidelines</p>
<p>Variance Requests Variance requests can be submitted to Show Management for review at operations@mjbiz.com</p>	

Hanging Signs & Airborne Objects

Permitted in all Island booths that are 400 sq. ft. or larger. **Inline booths do not qualify for hanging signs and graphics, regardless of size.**

Maximum height of twenty feet (25') from the floor to the top of the hanging sign.

The maximum combined vertical height between any ground supported structure and hanging sign, at their highest dimensions when viewed perpendicular to the floor from any point on any side, may not exceed a maximum of twenty feet (20'). Examples of different types of booths and hanging sign designs in a hall with a 35' ceiling are shown below (actual designs will vary based on actual hall ceiling height). If a structure that is twenty feet (20') in height is used, a hanging sign is not permitted.

$$\text{Height of Structure} + \text{Height of Hanging Sign} = \text{Combined Max of 20'}$$

<p>CEILING HEIGHT RESTRICTIONS</p> <p>ceiling height 35'</p> <p>10' to ceiling</p> <p>4' hanging sign</p> <p>5' clearance between top of structure and bottom of sign</p> <p>structure height 16'</p> <p>not to scale</p>	<p>CEILING HEIGHT RESTRICTIONS</p> <p>ceiling height 35'</p> <p>10' to ceiling</p> <p>10' hanging sign</p> <p>5' clearance between top of structure and bottom of sign</p> <p>structure height 10'</p> <p>not to scale</p>	<p>CEILING HEIGHT RESTRICTIONS</p> <p>ceiling height 35'</p> <p>15' to ceiling - hanging sign not permitted</p> <p>structure height 20'</p> <p>not to scale</p>
<p>Structure at a max height of 16' Sign at a max height of 4'</p>	<p>Structure at a max height of 10' Sign at a max height of 10'</p>	<p>Structure at a max height of 20' No hanging sign permitted</p>

Rigging Orders

Freeman is the exclusive provider of rigging services inside the Las Vegas Convention Center exhibit hall during MJBizCon.

All rigging orders should be made with [FreemanOnline](#).

Hanging signs should be shipped to the Freeman Advance Warehouse arriving between November 1 and November 26 using the [Hanging Sign Advance Shipping Label](#). Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Approval Process

Variations may be issued at Show Management's discretion. Drawings and three-dimensional renderings of both the hanging sign and the floor supported booth structure, with dimensions, should be submitted to Show Management at operations@mjbiz.com

With the approval request and available onsite for inspection. If your hanging sign complies with the MJBizCon Hanging Sign & Graphics Guidelines, a variance approval submission is not required.

Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted in any exhibit hall or any MJBizCon space.

Balloons or Inflatables

Any exhibitor planning to use balloons or other lighter-than-air objects as part of their display must submit for approval to Kim Winkfield, Convention Services Manager at the Las Vegas Convention Center, at kwinkfield@lvcva.com. In addition, the following must be adhered to:

- Helium balloons, including columns and arches, must be tethered.
- Helium gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Blimps may not be flown around the exhibit hall.

Lighting/Truss

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 Show Management for approval.

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit 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 by Show Management.

Lighting that spins, rotates or 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 exhibition.

Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for rules specific to the event facility.

Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.

Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

FREIGHT & DELIVERIES

Warehouse Address

Exhibiting Company Name

Booth No.

MJBizCon 2024

c/o Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

Freeman will accept crated, boxed, or skidded materials at their warehouse beginning Friday, November 1, 2024, at the above address. Material arriving after Tuesday, November 26, 2024, will be received at the warehouse with an additional after deadline charge.

Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 108 inches high x 93 inches wide x 122 inches long.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 AM and 2:30 PM. The Freeman warehouse will be closed on Monday, November 11, 2024 in observance of Veteran's Day and on Thursday, November 28, 2024 and Friday, November 29, 2024 in observance of Thanksgiving.

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

You can download and print Advance Warehouse Shipping Labels for the [North and Central Halls](#), depending on the location of your booth. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Freeman material handling fees for advance shipments to the Freeman warehouse include:

- Delivery of items to the booth prior to 8:00 AM on scheduled Targeted Freight Move-In Day.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours, and Freeman cannot guarantee or specify the arrival time of empty crates.

Direct to Site Address

Exhibiting Company Name

Booth No.

MJBizCon 2024

Las Vegas Convention Center

c/o Freeman

3150 Paradise Rd.

Las Vegas, NV 89109

Freeman will receive shipments at the exhibit facility on target dates. Shipments arriving before target dates may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor. Please reference the move-in schedule for your target move-in date and time.

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

This show will be marshalled. Drivers must check in no later than 2:30 PM on the targeted move-in date in order to be off-loaded on the same day. Show site deliveries do not have a guaranteed time and are handled on an "as checked in and received" basis.

Please note: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Form in [FreemanOnline](#) for charges for the service.

You can download and print Show Site Shipping Labels for the [North Hall and Central Hall](#), depending on the location of your booth. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Freeman material handling fees for direct shipments to the Las Vegas Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours, and Freeman cannot guarantee or specify the arrival time of empty crates.

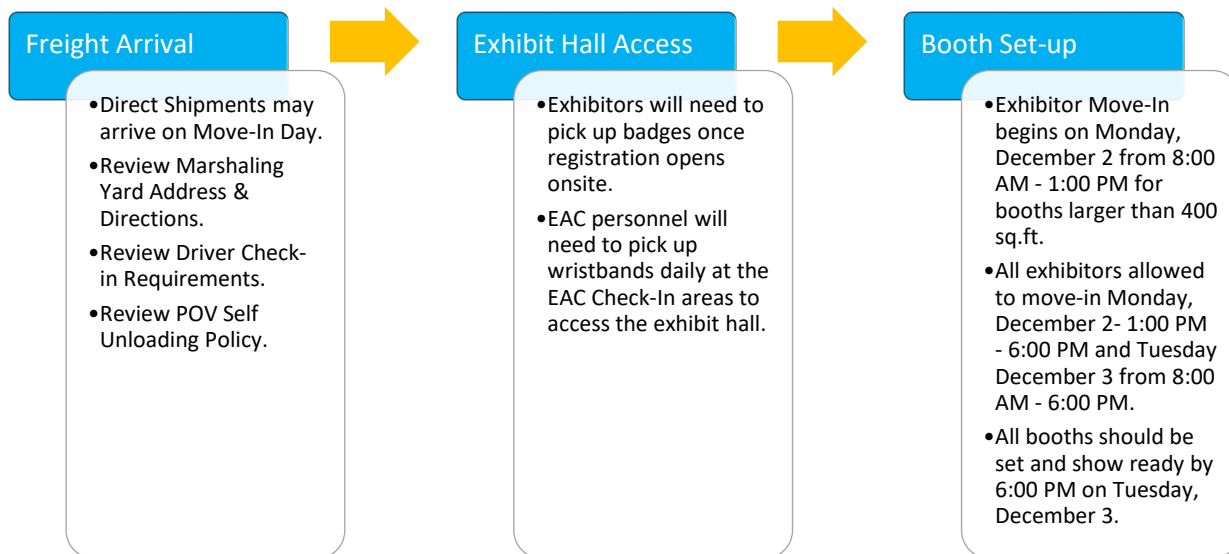
Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

Marshaling Yard

All delivering carriers must check in at the Freeman Marshaling Yard prior to delivering to the Las Vegas Convention Center. The Freeman Marshaling Yard is located at 6555 West Serene Avenue, Las Vegas, NV 89139. Please review the [marshaling yard map and directions](#).

If required, provide your carrier with this phone number: (888) 508-5054.

Move-in/out Procedures



Self-Unloading / Hand Carry Policy

Full-time exhibitor personnel may carry materials in and out of the Las Vegas Convention Center by hand or with the use of an exhibitor-owned, non-motorized two-wheeled lightweight hand cart. This does NOT include pallet jacks or motorized equipment of any type. If needed, cart service and/or empty storage and return will be provided by Freeman at the prevailing rates.

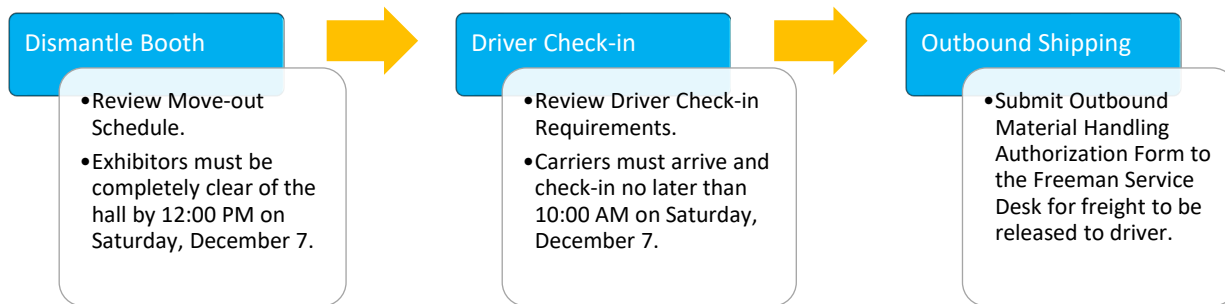
Privately Owned Vehicles (POV)

Vehicles that qualify as a POV may utilize the POV Check-In Area at the Las Vegas Convention Center. Freeman workers equipped with flat carts will assist exhibitors with unloading at the posted roundtrip rate. Two people must be with the vehicle – one to accompany the product to the booth and one to remove the vehicle from the area – and the vehicle must be completely unloaded within 30 minutes of arrival at the unloading area. Vehicles that do not qualify for this service or that require mechanical assistance to unload will be directed to the marshaling yard. Please review the information about [POV's, Cart Service, and the Self-Unloading Policy](#) prior to arrival.

POV, or Privately Owned Vehicles, are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not for cargo or freight.

Outbound Shipping

Freeman Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.



Accessible Storage

Accessible storage service is available at show site for exhibitors to easily access their product samples and literature during show days only.

INSTALL/DISMANTLE & LABOR REGULATIONS

Labor/Union Laws

MJBizCon Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the [Exhibitor and Official Services Contractor Information](#) to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a Freeman management representative.

Union exhibits labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all the regulations as an Exhibitor Appointed Contractor.

Forklifts

Forklift labor is an exclusive service provided by Freeman.

Tipping

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Freeman.

Building Rules/Guidelines

It is strongly recommended that all exhibitors review the [Las Vegas Convention Center Building User's Manual](#).

Safety

Fire Marshal Requirements & Permitting

For information on the Clark County Fire Marshal Regulations, please review the [Las Vegas Fire Regulations](#) and the [Las Vegas Convention Center Building User's Manual](#).

OSHA Regulations

All exhibitors and hired third-party contractors, must comply with environmental laws and OSHA regulations.

Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3' x 3' x 3' or 1m x 1m x 1m. The exhibitor will be charged for the removal and disposal of these items.

Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through Freeman. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of "material abandonment" and will be charged for the removal of these items.

Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.

No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.

No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.

Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas.

All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions. Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

EXHIBITOR APPOINTED CONTRACTOR

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who are not the official contractors of the show but provide a necessary service at show site for the Exhibitor.

MJBizCon recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must be authorized to work in the Las Vegas Convention Center, agree to all rules & regulations, provide a Certificate of Insurance (COI) with the necessary coverages, and will be assessed a fee. An administrative fee of \$300 must be submitted for each booth location the EAC is providing services and/or products for. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

To review the information on the [EAC Process](#) follow the link.

EACs will NOT be allowed on the show floor unless all the requirements are satisfied:

- EAC must complete all required documentation via the online [EAC portal](#)
- EAC must submit a valid [Certificate of Insurance \(COI\)](#) with the required coverage via the online EAC portal
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Kit along with the [EAC Rules & Regulations](#)
- EAC must pay an administrative fee required for each booth location; payment will be submitted via the online EAC portal. Payments are NON-REFUNDABLE.

Should you have any questions regarding the process, please email MJBizCon@EACMgmt.com.



Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC form by November 4, 2024.

Complete this form **only** if you are using the services of an outside contractor to install or dismantle your display. Please fill out the form completely.

UTILITIES

ELECTRICAL, PLUMBING, GAS & CABLE

Freeman is the exclusive provider of electrical, plumbing, gas, and cable services to MJBizCon exhibitors at the Las Vegas Convention Center. Services can be ordered through [FreemanOnline](#).

INTERNET SERVICES

Cox Business is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors at the Las Vegas Convention Center. Services can be [ordered online](#) or [download the order form](#).

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by Show Management then by the facility. Non-domesticated animals will be considered on an individual basis.

Booth Appearance

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at the exhibitor's expense.

Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Exhibitors that do not properly cover the floor of their entire exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.

Floral

The official provider of floral and plants is National Floral and Plant Services, [download the order form](#).

Vehicles on Display

Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Department of Building & Fire Prevention. For more information on vehicle displays and requirements, please review the [Las Vegas Fire Regulations](#) and the [Las Vegas Convention Center Building User's Manual](#).

DEMONSTRATIONS

Exhibitor Conduct / Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal, or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

Food & Beverage Sampling

Sodexo Live!, the facility's exclusive food and beverage vendor, has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served within the regulations of the city and county.

Any exhibitor that intends to sample products must apply at least 3 weeks in advance and follow all Sodexo Live! and Southern Nevada Health Department guidelines. [Sampling Approval Form and Information](#).

Alcohol must be purchased and dispensed by the Sodexo Live!. No outside alcohol may be brought into the facility, including owned and donated product.

No other food and beverage items may be brought into the facility.

Noise / Music

In general, exhibitors with booths that are 400 sq. ft. and larger may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of Show Management, 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.

Sound created by amplified devices should not exceed 80 decibels when measured from the aisle immediately in front of a booth.

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. Show Management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

Booths under 400 sq. ft. in size are not allowed to utilize any type of sound system or any device that amplifies sound.

Raffles, Drawings, and Contests

Raffles, drawings, and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles, and drawings.

ADDITIONAL INFORMATION

Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA). A [Las Vegas Convention Center ADA Accessibility Map](#) is also available.

Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational, or other giveaway matter may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of Show Management.

Photography

Exhibitors may photograph or record **ONLY** their own exhibits.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions, and Meeting Rooms) is prohibited.

Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.

Selling at Booth

No cannabis/THC/Hemp products, including flowers, concentrates, topicals, or edibles, may be sold, displayed, or distributed, including free samples, at the LVCC or other venues hosted by Show Management. Show Management will actively monitor and prohibit the use, sale, display, or distribution of cannabis/THC/Hemp products by exhibitors and show attendees. Please refer to the MJBizCon Cannabis/CBD/THC policies [here](#) for more information.

For MJBizCon 2024, exhibitors have the opportunity to do direct retail sales to MJBizCon attendees. You must apply to MJBizCon by October 18 and approval is required. *More info coming soon.*

Sharing of Exhibit Space

Booth Sharing is not permitted on our Expo floor. Every company displaying their products or company on the show floor must be contracted with MJBiz.

Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of Show Management are in violation of this clause.

SECURITY INFORMATION

MJBizCon Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Las Vegas Convention & Visitors Authority, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are recommended and available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damage or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.



[Review the Booth Security Form for more information on booth guards.](#)

REGISTRATION

STAFF BADGES

Booth personnel must be registered online by logging in to the [Exhibitor Hub](#).

Each exhibiting firm receives four (4) Expo Only Exhibitor badges per 100 square feet of space occupied. Additional exhibitor badges may be purchased for a fee. Exhibitor Expo Only badges do NOT include access to conference sessions. Exhibitor Conference + Expo or Exhibitor VIP badges are available for purchase online and at Exhibitor Registration.

The authorized contact is the only staff member who can make additions or changes to your original badge request, both in advance and on-site at the show.

When ordering Exhibitor Badges, you should ONLY register company personnel that will be working at your booth. You should NOT register anyone who is not employed by your company, including but not limited to customers, consultants and/or independent distributors with whom your company works. Violations of this policy are subject to a \$500 fine and possible loss of booth space.

MJBizCon requires all registrants to have a photo on their badge. Once registered, each person will receive an email with a link to take or upload a photo to their record. Badges will not be issued without a photo. If a photo is not submitted in advance, one must be taken onsite before the badge is printed.

Exhibitor personnel must always wear their Exhibitor badge while in the exhibit hall, including during move-in, move-out and official show hours. Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation and ejection from the show.

MJBizCon does not mail badges. Each registered employee will receive an email confirmation at the email address provided during registration. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present a photo ID when picking up their badge.

ADMISSION POLICY

Children

Children under the age of 18 are **NOT** allowed on the exhibit floor.

Exhibitor Appointed Contractors (EAC)

It is the exhibitor's responsibility to make sure your independent contractors are properly registered and abide by all rules and regulations including:

- All EACs must obtain an MJBizCon badge or MJBizCon wristband prior to entry to the exhibit floor. All EAC personnel must check in at the designated EAC Registration location prior to entry to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.
- EACs must submit certificates of insurance and pay the \$300 administrative fee to the EAC portal prior to the show. For insurance requirements, please refer to the Required Insurance and Exhibitor Appointed Contractors pages within this manual or email MJBizCon@EACMgmt.com.
- EACs must be licensed, insured, and authorized to work in the Las Vegas Convention Center. Contractors must adhere to all rules and regulations of MJBizCon, the Las Vegas Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and always wearing an ASD badge or wristband.

GETTING THERE

HOTELS

Eventsphere is the official hotel agency for MJBizCon and the best way to book hotel reservations. Hotel arrangements can be made online through the [Exhibitor Housing Reservations](#) page.

With Eventsphere you will receive descriptions, photos, and maps to help you choose the perfect hotel. An acknowledgment of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone, fax, or mail.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through Eventsphere. Please refer to your hotel confirmation for individual cancellation policies.

PARKING

Download the [Las Vegas Convention Center Campus Map](#) to review parking locations around the convention center campus.

RIDESHARE / TAXI

Taxis, Uber, and Lyft are available for anyone choosing to use their services. Drop-off and pick-up will be in designated areas at the Las Vegas Convention Center.

CITY RESOURCES

From show-stopping entertainment and exhilarating sporting events to the top expos, Las Vegas is where the most influential brands gather. Take advantage of the [Las Vegas Convention & Visitors Authority](#) to plan your trip!

BUSINESS CENTER

[FedEx Office](#) is the exclusive business center for all convention participants, offering full-service printing materials, advertising opportunities, mobility services, Internet access and faxing.

SPONSORSHIP OPPORTUNITIES

Log in to your [Exhibitor Hub](#) to enter your company profile and product categories by Friday, October 18.

Find opportunities to maximize your exposure and brand presence to the entire MJBizCon audience by visiting the [Advertising & Sponsorship](#) site.

EVENTS

HOTEL FUNCTIONS

Hotel functions cannot conflict with show hours or other select Show Management activities from Tuesday, December 2 through Friday, December 6. Hotel functions can include receptions, banquets, or meetings. Meeting rooms cannot be used for exhibiting or display of product.

To inquire about hotel functions, please contact the desired hotel directly. The hotel will then contact MJBizCon Show Management to review for approval.

NETWORKING EVENTS

Review the [MJBizCon website](#) for special events providing the opportunity to engage with customers and other industry professionals during MJBizCon.