

EXHIBITOR RULES AND REGULATIONS

[updated September 2022]

All Exhibitors must comply with the below rules and regulations.

Age Restriction:

Unless prior written permission is received from Money20/20, all exhibitor personnel must be 21 years of age or older. No one under the age of 21 years old will be allowed in the exhibit hall at any time including move-in, show days and move-out.

Balloons:

Balloons are prohibited throughout the facility.

Booth Approval:

If your exhibit space is 20'x20' and larger or you have a 20'x10' island exhibit space, you are required to submit the below information for approval to Abraxys by **Friday, September 9th**.

Please contact Abraxys if you require templates for any of the below:

- Technical Plans to include elevations (indicating the maximum height of build) and all materials used (+ flame retardant certificates).
- Risk Assessment.
- Method Statement.
- Construction Phase plan.
- Copy of your (or your contractors) Public Liability Insurance

Booth Height:

- 10'x10' and 10'x20' inline booths have a maximum back wall height limitation of 8 feet high.
- Side walls between neighboring booths cannot exceed more than 4 feet in height.
- Booths that are 400 square feet (20'x20') or larger have a maximum height restriction of 16 feet high, measuring from the floor to the top of the booth structure or hanging sign.
- All booth displays should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

Booth Walling:

Built walls on open sides must be no more than 50% of the length of the side of your booth space (excluding mandatory walling where specified).

Dress Code:

The dress code is business casual. During move-in and move-out, closed toe shoes must be worn inside the exhibit hall. Anyone who is not wearing closed toe shoes will not be granted access to the exhibit hall during move-in and move-out.

Exhibitor Appointed Contractor (EAC):

If your company plans to utilize the services of any independent contractors other than TEG or VES, you must complete and submit the EAC form along with the EAC's Certificate of Insurance to assistus@money2020.com by Friday, September 30th. [Click here](#) to view EAC requirements and download the EAC form. Additional EAC rules and regulations can be found in the exhibitor kit .

Fire Regulations:

All exhibitors must comply with the Las Vegas Fire Regulations as posted in the exhibitor kit.

Food & Beverage:

NO OUTSIDE FOOD AND BEVERAGE IS ALLOWED . Catering must be ordered through The Venetian. Any special requests beyond these menus have to be placed through The Venetian and will be subject to corkage and handling fees.

Insurance Requirements:

All exhibitors at Money20/20 are required to have adequate insurance coverage. [Click here](#) to view our insurance requirements.

Lighting:

All lighting within the exhibit space must be arranged and operated so as not to be distracting to adjacent exhibitors. Lighting, fixtures, lighting trusses and overhead lighting must be within the boundaries of the exhibit space and may not shine outside of the contracted space. For example, exhibitors may not shine logos onto the ceiling, aisles, facility wall or adjacent booths, and spotlights may not be mounted to the ceiling outside the boundaries of the exhibit space. Money20/20 reserves the right to remove/turn off any lighting that does not comply and the exhibitor will be responsible for any charges related to this action.

Line of Sight:

- Displays in exhibit spaces must be designed and operated in a manner that respects the rights of other exhibitors and attendees.
- Displays shall not block or obstruct the view of a neighboring exhibitor. Side walls between neighboring booths cannot exceed more than 4 feet in height.

Move-in/Move-Out*:**Exhibitor Move-In**

Saturday, October 22nd 8:00 a.m. - 6:00 p.m. Meeting Rooms Only

1:00pm to 8:00pm EACs/Sponsors for areas 400 sq ft and above

Sunday, October 23rd 8:00 am. - 6:00 p.m. Booths (20'x10' & 10'x10') builds outside TEG

3:00PM - 6:00PM All Sponsor Access

Monday, October 24th 6:30 a.m. - 8:00 a.m Sponsor access for final booth dressing

Meeting cubes, meeting pods & kiosks

- Exhibitor booths must be completed by Sunday, October 23rd at 6:00 p.m.
- All freight must be removed from the show floor by Sunday, October 25th at 6:00 p.m for aisle carpet installation.
- Meeting cubes, meeting pods and kiosks will not be accessible until Monday, October 24 th at 6:30 a.m.
- The set up hours on Monday, October 24 th from 6:30 a.m. to 8:00 a.m. should only be used for putting the finishing touches on your booth such as last minute cleaning, setting up collateral, etc.
- During move-in and move-out, closed toe shoes must be worn inside the exhibit hall. Anyone who is not wearing closed toe shoes will not be granted access to the exhibit hall during move-in and move-out.

Exhibit Hall Open Hours

Monday, October 24 th 8:30 AM - 5:30 PM

Tuesday, October 25 th 8:30 AM - 5:30 PM

Wednesday, October 26 th 8:30 AM - 12:00 PM

Exhibitors will be able to access the exhibit hall at 8:30 a.m. for set up. Breakfast will be available for exhibitors at 8:30 a.m. on Monday and Tuesday, and brunch will be available at 9:00 a.m. on Wednesday. *Subject to Change*

Exhibitor Move-Out

Wednesday, October 26 th 1:00 p.m. - 8:00 p.m.

- Meeting cubes, meeting pods and kiosks must be cleared promptly at 12:00 pm for dismantle.
- All carriers MUST be checked in by 12:00 p.m.
- All exhibitor materials MUST be removed by 8:00 p.m. Except Turnkey Exhibitors who have until 10:00pm to move out.
- During move-in and move-out, closed toe shoes must be worn inside the exhibit hall. Anyone who is not wearing closed toe shoes will not be granted access to the exhibit hall during move-in and move-out.

*Dates/times are subject to change

Please note during move-in/move-out lighting in the exhibit hall will be at 50% and there will be no air conditioning.

Power:

Power is not included with exhibit spaces. Power must be ordered separately from VES. All power cords must be confined to the Exhibitor's space. Exhibitors are not permitted at any time to run power cords across or underneath the exhibit hall aisle carpet or any area outside of their allocated space.

Promotional Materials/Activities:

All promotional materials/activities must be confined to your booth and/or meeting space. Exhibitors are not permitted to distribute promotional materials in any areas outside of their allocated space without prior approval from Money20/20.

Registration:

Every attendee must be registered and is required to wear a Money20/20 badge in order to access any part of the Money20/20 event including sessions, meal functions, networking receptions, meeting rooms, hospitality suites, and the exhibit hall. Anyone who requires access to your booth during show hours must be registered for Money20/20.

Click here to register and purchase any additional passes that you need.

Click here to view registration procedures for exhibit hall move- in/move- out and EACs.

Safety Guidelines for Exhibit Hall:

At all times, please remember that the exhibit hall is an active work zone.

- Only authorized personnel and employees are allowed, all others are prohibited.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at the show site.
- Report any fires immediately.

Exhibitors and EACs are prohibited from operating or using motorized or mechanical material handling equipment or motorized lifting equipment at the show site. This includes the use of mechanical carts and scooters for material handling and installation of booth structures and signs. ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

TEG equipment is for use by TEG employees only.

If you notice anything you feel is unsafe, please contact an Abraxys, TEG or Money20/20 employee Immediately.

Selling Products:

If you will be selling products from your booth and the product will actually be given to the buyer at your booth at the time of the sale, you will need to contact the Department of Taxation for the State of Nevada, <http://tax.nv.gov> and adhere to sales tax regulations.

However, if you will only be taking orders and shipping the product after the event, you will not need to contact the Department of Taxation for the State of Nevada. Money20/20 reserves the right to prohibit the sale of any product for any reason.

Signage:

Hanging signs are only allowed above booths that are 400 square feet (20'x20') or larger. Hanging signs may not exceed the length of any side of your booth space or hang over the common aisle space. The top of any hanging sign may not exceed the maximum height restriction of 16 feet.

Exhibitors are not permitted to display signage in any areas outside of their allocated booth/meeting space without prior approval from Money20/20.

In order to facilitate exhibitor move-in, hanging signs MUST be shipped in advance to TEG warehouse using the hanging sign labels found in the exhibitor kit . The hanging sign must arrive at the warehouse by October 14th to receive the TEG discount price and to ensure that the sign is hung prior to the show opening. There is no guarantee that your sign will be hung if it is not received by October 14th.

For non-electrical hanging signs under 200 lbs, please contact TEG for installation. For all other hanging signs, please contact Venetian Expo Services VES

Sound:

Sound must be maintained at a level that is not disruptive to neighboring exhibitors.

Vehicles:

Any vehicles that are brought into the facility to display within your exhibit space must be approved in advance by show management

Exhibitors are responsible for completing and submitting all necessary paperwork and must abide by all display vehicle rules and regulations found in the exhibitor kit. All vehicles must have only 1/8 tank of gas and the battery must be disconnected when displayed. Exhibitors must obtain a vehicle display permit from the Clark County Fire Marshal and submit a copy of the permit to assistus@money2020.com by Friday, September 23rd. Additional vehicle display guidelines can be found in the exhibitor kit.

The permit application is available for download [here](#).

Once the vehicle is placed at the show, Automobiles or other fuel-powered vehicles of any nature must follow the following guidelines:

- i. A. Gas tank to be no more than 1/8 full of gasoline.
- ii. B. Batteries to be disconnected.
- iii. C. Locking gas caps.
- iv. D. Ignition keys removed and turned into Facilities or with agreement hold their own keys.
- v. E. Propane tanks to be removed.
- vi. F. Each vehicle must be equipped with its own fire extinguisher.

vii. G. All fuel-powered vehicles must have Fire Marshall approval.

viii. H. Visqueen must be placed underneath to protect carpet. (when within meeting space/public space)

If you have any questions, please email assistus@money2020.com.