

## **EXHIBITOR RULES AND REGULATIONS**

[updated October 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

*This is a mandatory requirement and plans not received before move-in will not be allowed to start construction until a Floor Manager has assessed these documents. This may lead to delays in your booth being built and restrictions on elements of your booth that are not approved to be in accordance with the show rules & regulations.*

### **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](mailto: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 .

*This is a mandatory security requirement to permit EACs access to your booth during move-in and move-out. EACs who arrive onsite and have not been registered will be required to provide this information including their Certificate of Insurance (COI) before they are permitted access. This may lead to delays in your booth being built or access refused if they cannot produce the documents required.*

**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.

**Internet**

We are providing a WiFi service across the show floor and we encourage our exhibitors to use this WiFi network as much as possible.

If you do have a requirement to bring in any personal network equipment please ensure that;

- The broadcasted SSID must clearly include the name of the company and be visible at all times. Hidden SSIDs are not permitted.
- 'Free wifi' or variations of this as the SSID are not allowed. The event name or variation of the event name is also not allowed as SSID.
- Network SSIDs will be broadcasted with a Transmit Power less than 14 dBm / 25mW.
- Channel bonding is not permitted, only standard 20MHz channels are allowed.

## 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\*:

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.

<b>Show Floor - Booths, Kiosks, Meeting Cubes &amp; Meeting Pods *Dates/times are subject to change</b>			
<b>Day</b>	<b>Who</b>	<b>Access Times</b>	<b>Important Note</b>
Saturday 10/22 Move-in	EACs Only	1pm - 8pm	If an EAC needs to be in the hall past 8pm - call The Expo Group for approval.
Sunday 10/23 Move-in	EACs Only	8am - 6pm	All exhibits must be fully installed, empty containers removed and moved to storage by 6pm.
Sunday 10/23 Move-in	EACs and Sponsors (excluding AI & Product Pavilion)	3pm - 6pm	All exhibits must be fully installed, empty containers removed and moved to storage by 6pm.
Monday 10/24 Move-in/Show	EACs and Sponsors	6.30am - 8.30am	Access is for final booth dressing Only.
Wednesday 10/26 Show/Move-out	EACs and Sponsors	1pm - 8pm	You are permitted to pack up light weighted loose items on your booth from show close at 12pm but nothing can be dismantled or removed from the booth until 1pm.  All carriers MUST be checked in by 2pm All booths must be dismantled by 7pm.

### Meeting cubes, meeting pods & kiosks

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 24th from 6:30 a.m. to 8:30 a.m. should only be used for putting finishing touches on your booth such as last minute cleaning, setting up collateral etc.
- Meeting cubes, meeting pods and kiosks must be cleared promptly at 12:00 pm for dismantle.

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

### **Exhibit Hall Open Hours**

Monday, October 24th 9:00 AM - 5:30 PM

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

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

Exhibitors will be able to access the exhibit hall at 6.30am on Monday, 7.30am on Tuesday and 8am on Wednesday.

Breakfast will be available for exhibitors at 8:30am on Monday and Tuesday, and brunch will be available at 9am. on Wednesday. *Subject to Change*

### **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  $\frac{1}{8}$  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](mailto: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  $\frac{1}{8}$  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](mailto:assistus@money2020.com).