CASHMAN CENTER

BUILDING USERS MANUAL

March 14, 2005

To our Building Customers and Guests:

The events of September 11, 2001 and its aftermath have placed new expectations on public assembly facilities. Prior to 9/11, governmental agencies focused on the threat of chemical and biological agents and considered these the most likely weapon form to be used by terrorists.

These new challenges will test the mettle of all Americans. The Las Vegas Convention and Visitors Authority's (LVCVA) properties have taken action to create the highest level of assurance and comfort to the customers of the industry, including attendees and exhibitors. The members of the LVCVA Security Department will exceed the expectations of its building's visitors. The uniformed officer contingent (over 65 strong) brings more than 130 decades of professional law enforcement, fire protection, military and life safety experience to the Las Vegas Convention Center and Cashman Center properties. The competent, astute staff supports and enhances the contract security component by monitoring all building functions while continuing to assess risks 24 hours a day, seven days a week. In addition to the security officer element, the 24-hour security dispatch control center work group partners to provide the highest level of awareness needed to operate a public facility in a free and open society. Exclusive building contractors are an important part of the overall security component providing added eyes and ears.

Most venues have emergency plans and other planning procedures to establish and implement safety and security practices. Even in cases without terrorist threat, venues may face other serious threats such as crowd behavior, natural disasters, etc.

After 9/11, the Security Department expanded and enhanced the LVCVA emergency response and safety initiatives. Although it is not expected these measures will guarantee all security systems are 100% effective, they have been established to heighten security awareness. Measures include:

- **Mandatory photo identification badges worn by all individuals working on the property**
- **Restrictions placed on all access points to building systems areas**
- **Restricted access for specific vehicle types in parking areas**
- **Initiated a Rapid Response Incident Management Plan**

- **Developed and completed a Workplace Safety Plan**
- **Created building search logs and reinforced building evacuation procedures**
- **Provided building familiarization tours with local emergency first responders**
- **Liaison with the FBI Joint Terrorism Task Force**
- **Daily reviews of the Centers for Disease Control (CDC) websites**
- **On-site offices for the Las Vegas Metropolitan Police Department's Tourism Safety Unit**

In embracing the concept of Homeland security, the LVCVA has continued its liaisons with other governmental agencies, public agencies, utilities and key businesses to develop protection strategies and response protocols.

Over 4,500 men and women comprise the Las Vegas Metropolitan Police Department (LVMPD). In addition, the Las Vegas destination is home to 7,000+ security professionals working in the hotel resort corridor. The Las Vegas Security Chiefs' Association represents these dedicated individuals.

The LVCVA is host to some of the largest gatherings of people in the world. Safety and security measures are now more overt in nature and extensive in options. The enhancements developed are repeatedly reviewed and evaluated for circumstantial and situational conditions.

The LVCVA Security Department serves as a liaison with the Las Vegas Metropolitan Police Department Tourism Safety Unit, Gangs Task Force, Vice Bureau, Narcotics Bureau, Identity Theft, Homeland Security Bureau, Joint Terrorism Task Force and Crime Stoppers to ensure destination safety in our continued efforts to provide legendary customer service to each and every visitor.

Rossi T. Ralenkotter
President and CEO

November 2005

Welcome to Las Vegas and ***Cashman Center***!

This Building Users Manual is intended to assist you in working within ***Cashman Center*.** If your event is at the Las Vegas Convention Center, please refer to the Building Users manual for that facility.

Planning and completing a successful event is difficult, at best, but knowing our policies can make the job much easier. A Convention Services Manager (CSM) is assigned to every event holding space at ***Cashman Center.***

Since policies have a way of changing, your assigned CSM will ask you for your e-mail address, or the best way to contact you, so we may keep you informed of any revisions. Your CSM will also handle any special requests and answer any questions you may have about the facility.

We look forward to working with you and wish you a successful event.

Sincerely,

Kevin Cooke
Director of Convention Services
Las Vegas Convention and Visitors Authority

CONTACT INFORMATION

A Convention Services Manager is assigned specifically to you to act as your liaison with various departments of the Cashman Center throughout your entire planning process.

If you have any questions about security, janitorial, food services or business services for your show, please contact your Customer Account Manager first. The CSM will be able to handle your inquiry quickly and efficiently, on your behalf.

To expedite your show organization, we have also included a short contact list:

TELEPHONE CONTACT LIST

Cashman Center .....(702) 386-7100
.....FAX (702) 386-7126
Administration/Leasing .....(702) 892-2940
.....FAX (702) 892-2933
Convention Services Managers
Jennelle Brewer (jbrewer@lvcva.com) (702) 386-7102
Tim Cox (e-mail: tcox@lvcva.com) .....(702) 386-7103
Patrick Coyne (e-mail: pcoyne@lvcva.com) .....(702) 892-2904
Kim Dlouhy (e-mail: kdlouhy @lvcva.com).....(702) 892-2920
Monte Edralin (e-mail: medralin@lvcva.com.....(702) 892-2924
Beverly Gerome (e-mail: bgerome@lvcva.com) .....(702) 892-7525
Joe Momot (e-mail: jmomot@lvcva.com) .....(702) 386-7107
Melissa Smith (e-mail: msmith@lvcva.com) .....(702) 892-7513
Deanne Stoney (e-mail: dstoney@lvcva.com).....(702) 892-2941

Registration .....(702) 386-7828
Safety Office.....(702) 892-7413
Security Department.....(702) 892-7400
Traffic Office .....(702) 892-7415

ARAMARK Food & Beverage Services
General Manager, Christine Kendzora .....(702) 943-6889
.....FAX (702) 943-6881
Smart City / Telecommunications.....(702) 943-6000
.....FAX (702) 943-6001
Encore Productions / Business Center.....(702) 943-6780
.....FAX (702) 735-2145

INTERNET WEBSITES

LVCVA Business Website .....www.lvcva.com
LVCVA Consumer Website .....www.visitlasvegas.com
Encore Productions .....www.encoreproductions.com
Smart City .....www.smartcity.com

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ACTION CHECKLIST

The LVCVA requires several types of documents and information prior to your first day of move-in. This Action Checklist is to provide you with a list of forms required in the timeframe needed.

TIMING	ACTION	PAGE
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AMERICANS WITH DISABILITIES ACT

1. The Americans with Disabilities Act, in short, is a civil rights act providing equal opportunity in the areas of employment, state and local government services, public accommodations, transportation and telecommunications. The Lessee, its sublessees and contractors, must comply with the ADA as indicated in the lease agreement. All permanent aspects of the facility are the responsibility of the LVCVA. An ADA lift up to 58" high for LVCVA stages is available. Access to show and the services they are providing are the responsibility of the Lessee.

2. "Access Las Vegas" brochures and "ADA Accessibility Maps" are available. Contact your Convention Services Manager for copies.

ADVERTISING, BANNERS, SIGNS AND GRAPHICS

1. Commercial exhibitor advertising is not allowed in the public areas of Cashman Center, including parking lots, without payment of additional compensation to the LVCVA. The current rate is fifteen percent (15%) of show management's gross revenue. Prior to the sale of commercial exhibitor advertising you must enter into a separate agreement with the LVCVA.

2. Permanent facility signs are found throughout Cashman Center and may not be visibly blocked in any manner. These signs include directional graphics, emergency exits, restrooms, concessions, exhibit hall signs, exhibitor service signs, etc. Show signs and/or decorations may not be attached to the permanent facility graphics, and the removal of such is strictly prohibited without the written consent of the Convention Services Manager.

3. Banners and signs may be attached to the facility only in locations and by methods approved by the Convention Services Manager.

4. For your convenience, Cashman has established permanent hang points for banners in the following locations:

Location	**Overall Dimension**
Hall A entrance	30' x 8'
Hall B entrance	30' x 8'
Meeting Rooms entrance	30' x 8'
Theatre entrance	24' x 8'

5. All requests to hang signs and banners must be submitted for approval to the Convention Services Manager sixty (60) days prior to move-in.

6. The request for approval must indicate the size, location and weight per square foot of the proposed signage or banner. The Convention ServicesManager and the installer shall review the area the signage is to be installed, both at installation and removal of signage, to verify any damages due to the installation and removal process. The Lessee shall be responsible for repairing any damage.

7. Signs and banners are permitted on the light poles on Cashman Center property. Labor and materials are the responsibility of the Lessee. When used to promote the association or event, the pole sign brackets are at no charge. Commercial advertising is permitted and is subject to LVCVA revenue percentage. Banners, posters or advertising on light poles off Cashman Center property is a violation of state or county codes and will be removed at the expense of the association or event. The association or event may also be cited and fined and it will be the Lessee's responsibility to bill the offending exhibitors.

8. Signs and banners placed outside of the building must lie flat against the building and be properly secured.

9. Signs and banners will not be placed in such a way as to block or cover any neon sign located in the facility, the access to the concession stand or vending area, the telephones or any drinking fountain.

10. Nails, screws and tape will not be used to hang signs and banners on walls.

11. No mechanical fasteners of any kind may be used in the installation of magnetic signs.

12. Freestanding signs (i.e. kiosks, meter boards, etc.) must have a base design that is approved by the Convention Services Manager and the LVCVA Safety Office.

13. No advertising stickers are allowed on facility property.

AEROSOL CANS

1. Aerosol cans for display purposes must be empty.

2. The Convention Services Manager must approve aerosol cans used for demonstration purposes.

3. Containers of flammable liquids are prohibited from display or use within the facility.

4. Spray painting is not permitted within any areas of Cashman Center.

AIR CONDITIONING AND HEATING

1. Cashman Center provides heating or cooling in the exhibit halls during show days. In addition, Cashman Center charges a standard fee per hall, per day, for heating and cooling during non-show days. Contact your Convention Services Manager for the price structure.

2. Cashman Center does not provide heating or cooling when freight doors are open.

ANIMALS

1. Permission for any domesticated animal (cats, dogs, etc.) to appear in a show or booth must first be approved by show management, then by the Convention Services Manager.

2. The following criteria must be met before the animal is allowed on property:

    a. The animal must have some direct relationship to the booth or show in which it is being exhibited.
    b. The exhibitor must provide a separate certificate of insurance in the amount of $1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention & Visitors Authority as ADDITIONAL INSURED.
    c. Animals will not remain in the building overnight.
    d. A trainer must accompany the animals at all times.

3. Non-domesticated animals will be considered on an individual basis. Call the Customer Account Manager for further details.

4. Seeing eye/assistance animals are always welcome.

BADGES / CONTRACTOR PHOTO IDENTIFICATION

1. As a result of September 11, 2001, the demand for a high level of security nationwide has increased. The LVCVA has taken action to create that level of assurance and comfort to the customers of the industry, including attendees and exhibitors. Although it is not expected these measures will guarantee all security systems are 100% effective, they have been established to heighten security.

2. Effective May 15, 2002, all official trade associates and/or member affiliates, including, but not limited to, building employees, union workers, or contractors needing access to leased areas, will be required at all times to display photo identification meeting the following criteria recommended by members of the industry badging committee and approved by the LVCVA. (Note: This is a destination badge, and is not considered a national badge).

3. This badging requirement does not apply to show staff, attendees or exhibitors who will continue to receive badges directly from the show/lessee.

4. <u>ID Badge Criteria:</u>

    a. Shall be credit card size of vertical white stock with a magnetic strip enabling information to be stored within a database*. (See Recommended Contractor Badge Specs – Addendum B.)

    b. Front: A color photograph, not smaller than 1" x 1" which shall include name, date of issuance, company name and logo. Background color of the card may vary with classification. Two punches shall be placed on card (one at the top to be attached to the owner and the other at the bottom) to display additional access verification, dependent on threat levels.

    c. Back: Shall contain the return postage guarantee in the event of loss and shall also include "property of…" issuing company.

    d. The badge shall be displayed on outer garment for easy visibility, upper left side of chest. Due to regard for safety, consideration will be given when meeting this standard. (e.g. fall arrest harness, etc.)

*The information stored within the employer's database for further identification purposes, must contain the individual's full name, date of birth, home address and telephone number, company affiliation, height, weight, hair and eye color and a copy of his/her photograph.

BALLOONS

1. Show management and the Convention Services anager must approve the use of balloons.

2. The use of helium balloons smaller than 36 inches in diameter is prohibited in the exhibit halls. Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored. Smaller air-filled balloons may be used for decoration and/or handouts.

3. Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown around the exhibit hall.

4. Helium gas cylinders for refilling must be secured in an upright position on secured safety stands with the regulators and gauges protected from damage.

5. Overnight storage of helium or compressed air cylinders in the building is prohibited.

6. Balloons must be removed from the property by the company who provided them and not left for the service contractor, cleaning contractor or Cashman Center.

BROADCAST AND PUBLICATIONS

1. Cashman Center does not regulate, control, approve or disapprove any broadcast, performance or publication of music or any other audio or visual presentations. We do not play or perform any music, nor do we offer referrals to anyone who does. If the Lessee, or an exhibitor, wishes to use copyrighted material it will be necessary for you to make arrangements with the ASCAP, BMI or SESAC for license to perform such copyrighted music or material or otherwise qualify for an exemption.

2. Cashman Center retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial affects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms or the rules and regulations or the lease agreement.

3. Contact the following for more information:

ASCAP
American Society of Composers,
Authors and Publishers
General information: (800) 652-7227
Licensing: (800) 505-4052

BMI
Broadcast Music, Inc.
Telephone: (800) 925-8451

SESAC Telephone: (800) 826-9996

BUSINESS CENTER SERVICES

1. Encore Productions is the exclusive provider of a business center for the Cashman Center. Encore Productions offers complete office and business supplies and services to show management, exhibitors, and attendees during all shows, i.e. black/white and full color copying, desktop publishing, signs and banners, facsimile, and small package shipping (UPS, FedEx, DHL, and AirBorne Express).

2. Encore Productions exclusively provides business services, office machine rentals, small package handling, cellular phones, computer rentals (except for registration computers or exhibitor-owned computers brought into the facility as drayage), and two-way radios (except when provided to the show at no charge by general contractor).

3. The following will outline services available through advance order at Cashman Center. Advance orders can be made up to two weeks prior to show dates. Please call or fax order forms. Prices are subject to change at any time without notice.

   a) Equipment Rental
      i) Computer and computer peripherals
      ii) Laptop computer (PC and Mac)
      iii) Standard and flat screen monitors
      iv) Plasma screen monitors
      v) Laser Printers and color laser printers available
      vi) Copier (desktop, mid-size and full-size available)
      vii) Fax machines (plain paper)
      viii) A/V equipment
      ix) Cellular phones
      x) Two-way radios (Nextel units available)

   b) Supplies/Services
      i) Copy paper
      ii) Black-and-white copies (8 ½ x 11 up to 11 x 17)
      iii) Full-color copies (8 ½ x 11 up to 11 x 17)
      iv) Black-and-white or color transparencies (8 ½ x 11)
      v) Quick printing, special paper stocks, and laser color prices are also available upon request.
      vi) Signs, banners, business cards made same day or next day (most cases)
      vii) Typing services
      viii) Office Supplies (pens, staplers, notepads, etc.)

   c) Full-Service Area
      i) Teleconferencing
      ii) Quick printing
      iii) Laser color copying
      iv) Office support personnel
      v) Conference room rental
      vi) Office equipment rental for exhibit booths (copiers, typewriters, cash registers, etc.)
      vii) Computer rentals

3. To maintain an appropriate level of customer service and efficiency in the building, orders for business center services must be made directly through Encore Productions.

CABLE TELEVISION DROPS

Cashman Center provides cable television drops. Established fees are available upon request. Contact the Communications Department (tel #702-892-7450) for technical information. For CATV service, submit appropriate forms to your assigned Convention Services Manager.

CATWALK ACCESS

1. Passes are required when accessing the catwalks.

2. Individuals or companies requesting catwalk passes must have approval from show management and the Convention Services Manager.

3. Catwalk passes must be obtained from the Cashman Center Security Office located at the Lot C entrance.

4. A current driver's license or valid state I.D. will need to be presented before any pass is issued. The driver's license/I.D. will remain at the Security Office until all passes have been accounted for and turned in to Security.

5. Catwalk passes are issued and returned on a daily basis only.

6. All lost passes must be reported. There will be a charge of $100 for a first time lost pass. A second lost pass by the same individual or company will be charged $500. The retained identification will be returned upon total accountability of the passes.

7. Individuals found in a catwalk area without a current approved pass or in possession of an unauthorized pass will be trespassed from Cashman Center property and may be prosecuted according to Nevada Revised Statutes.

8. Smoking is not permitted on the catwalks. Anyone identified smoking on the catwalk will be trespassed from Cashman Center property.

CHILD CARE

Lessee shall not allow any type of child care facility to be operated on the leased premises of Cashman Center.

CONCEALED WEAPONS

Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on Cashman Center property.

CONCRETE/ASPHALT ANCHORING

Drilling and anchoring in concrete is prohibited. Drilling in any other surface inside or outside must be approved in advance by the Convention Services Manager and the Building Operations Manager.

CONTRACTOR RULES & POLICIES

1. Contractors hired by show management are permitted to work on property at Cashman Center provided all contractor requirements are fulfilled prior to any work commencing (see Addendum A for requirements). For further information, contact your Convention Services Manager.

2. Any trailer being used as on onsite office, workspace or storage unit must have prior approval from Cashman Center management. It must also have a 2' x 2' sign readily visible to identify its owner and meet all county and city permit requirements.

3. All bicycles and electric carts that are operated within Cashman Center must be registered. The LVCVA Safety and Security Department administers the registration of bicycles and electric carts and each "vehicle" is required to display evidence of registration while being operated on Las Vegas Convention & Visitors Authority or Cashman Center property.

   a. Numbered permits may be issued for each "vehicle" owned or leased by a service contractor or show management company who is authorized to do business on LVCVA property. Permits will not be issued to individuals.

   b. Permits must be conspicuously attached to each "vehicle" with plastic "flexcuff" type of ties and available for inspection by LVCVA security personnel.

   c. Permits run from January 1 to December 31 each year and the annual fee is $10.

   d. For safety reasons the recharging of electric carts and lift equipment is not permitted inside the building.

4. General Contractor trailer storage is only permitted in the parking lots with the prior approval of the LVCVA Convention Services Manager and scheduled through the Traffic off

5. General Contractors are charged $.0005 per gross square foot of exhibit space leased per show. This charge is in lieu of the $250 fee imposed on Exhibitor Appointed Contractors (EAC). This fee is used to cover minor building damage that occurs during a trade show or convention.

   a. During or immediately following an event, damage reports will be made for each occurrence of damage sustained. Damage of an incidental nature will be covered under the above assessment with no further charges due. Damage of a substantial nature will be invoiced to the Contractor at the current time and materials rate.

   b. Reports of substantial damage will be reviewed by the General Contractor's Account Executive and the Cashman Center Convention Services Manager prior to invoicing. Substantial damage that can be associated with an EAC will be invoiced to that company.

6. All operators on Cashman Center property must have successfully completed an approved course of instruction regarding the safe operation of forklifts, scissor lifts and boom lifts. The Employers Insurance Company of Nevada, the Department of Industrial Relations (Department of Preventative Safety), or the National Safety Council can provide assistance to an employer for the development of this certification program. <u>The certification of</u>

successful completion of this course must be in the driver's possession while operating a forklift on LVCVA property. LVCVA Security officers will make random checks for proof of certification and failure to provide such proof will result in the operator being prohibited from further operation of a forklift on the property.

7. Nothing may be hung from or attached to the roof system of Cashman Center without approval from the LVCVA Chief Engineer. Cashman Center has a suspended load limits procedure, and it is the Contractor's responsibility to ensure that the weight load limits are not exceeded. Refer to Rigging Section for further information.

8. A clean building is provided at move-in, unless arrangements are made between service contractors and the building, for an early move-in. If this is done, it is the responsibility of the contractor making the request to ensure the building is returned clean. This includes all stairwells, parking lots, roads, and catwalks utilized by the contractor and show.

   a. General contactor cleaning personnel must be on site on the first day of move-in through the last day of move-out.

   b. All cardboard boxes must be broken down when placed in dumpsters. It is recommended that open boxes be placed by the cleaning company on shows having heavy cardboard trash.

   c. All wood (pallets, display materials, etc.) is to be placed in an open box (not provided by the Cashman Center). It is the Lessee's responsibility to have the open box removed from Cashman Center property during move-out of the show.

   d. When cleaning, during move-in and move-out, piles of trash may not be left in the building overnight.

   e. All exterior and loading areas must be kept clean and free of debris during move-in, show, and move-out.

   f. Areas around all freight doors should be checked to make sure all pallets and miscellaneous items are removed prior to show opening and during move-out.

   g. The tracks of the freight doors are to be cleaned out each night.

   h. No gas vacuums are allowed inside the building without permission from the LVCVA Safety office.

   i. Cashman Center furnishes 40-gallon waste containers, upon show management approval, throughout the exhibit hall on the first day of the show. It is Lessee's responsibility to empty and replace the waste container liners. It is recommended that clear liners be utilized. It is also recommended that double liners be used in the event of liquid waste.

   j. All tape and residue must be removed from the floors during move-out. Clear tape is not to be used on exhibit hall floors.

   k. Trash must be removed from behind draped areas.

l. Paint spills, hydraulic leaks, or anything of this nature should be handled immediately and meet proper EPA standards for hazard material waste removal.

9. The Cashman Center Sprinkler system may contain liquid fertilizer and connecting to it in any way for any purpose is prohibited.

10. Advise the Convention Services Manager prior to connecting an air compressor in the exhibit halls.

11. Observe the following policies with regard to electrical/lighting service:

    a. For safety and conservation reasons, the LVCVA will now enforce the following requirements of our existing 24-hour show power policy:

        i) All exhibit power shall be shut off no later than one (1) hour after trade shows, conventions or event closing and will be turned on prior to one (1) hour before opening. Electrical power usage and timing for registration and service desk areas will be determined by show management, the general contractor's electrical contractor, and the Convention Services Manager.

        ii) In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor for 24-hour power.

        iii) A copy of the list of exhibitors requiring 24-hour power, with outlets listed, must be provided to the facility's Convention Services Manager three weeks prior to each convention or event. In the event it is determined by the LVCVA Chief Engineer that there is an excessive amount of 24-hour power in use, the department may require the contractor to provide standby electrical labor for all hours that the convention or event is not in operation.

    b) Do not trip breakers or turn off any lights in lobbies or common areas. If request is made, advise the Convention Services Manager and Cashman Center Building Operations Manager.

    c) Advise the Convention Services Manager of any changes before you turn out any lights over booths in the exhibit halls.

    d) Do not use the door tracks in meeting rooms to hang track lights.

    e) Removing or replacing light bulbs in building fixtures is prohibited.

12. When it becomes necessary to revise an approved floor plan, please mark the changes on the plan. This will speed up the review process and make it much simpler. If there is any question about whether or not the planned revision will be approved, fax a copy of that portion of the plan, for preliminary approval to the Convention Services Manager at 702-386-7126 and/or LVCVA Safety Office at 702-892-7410.

13. Carpeting can be placed on top of building carpet in the meeting rooms and designated lobby areas with permission from the Convention Services Manager. Visquene must be laid between the building carpet and the carpet being installed. Use only non-residue tape.

14. It is the responsibility of the service contractors to clean the catwalks at the completion of each show. We also require that the service contractors maintain the catwalks in a clean and safe environment during move-in and move-out. No items may be thrown off the catwalks (i.e. equipment, trash, etc.). Smoking is not permitted on the catwalk.

15. Contractor and Vendor Requirements – See Addendum A.

CONTRACTOR TRAILER RULES

Any trailer being used as an onsite office, workspace or storage unit must have prior approval from the Convention Services Manager and must comply with all city, county and state regulations for temporary building structures. Such trailers must include a 2' x 2' sign readily visible to identify its owner.

CONVENTION HOUSING SERVICES

1. The Las Vegas Convention and Visitors Authority provides convention housing assistance for your organization. This service best serves organizations utilizing room blocks at three or more Las Vegas hotel/motel properties.

2. To discuss the convention housing service procedures and the benefit of using this courtesy service, please call:

Convention Housing Services
Las Vegas Convention and Visitors Authority
(702) 386-7878; Fax (702) 386-7818
E-mail: housing@lvcva.com

DOUBLE DECK AND/OR COVERED EXHIBITS

1. Upper decks or covered areas are required to be limited to dimensions, which do not exceed 1,000 square feet in contiguous area. Definitions:

    a. Upper Decks - Any occupied second story or greater area, which is accessible by an approved means of egress.

    b. Covered Area - Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single story exhibits with ceilings, upper deck exhibits, roofs, overhead lighting installations, and any materials hanging or installed overhead that is not recognized as acceptable for use under fire sprinkler systems by fire code.

c. Contiguous - Any area or combination of areas which are not separated by a clear 10 foot fire break. This measurement is made horizontally.

d. Fire Break - A clear non-combustible space at least 10 feet in width surrounding the exhibit or exhibit space on all sides.

e. Means of Egress - An approved stairway or ramp constructed to the specifications of the code used for access and exiting.

2. If additional Upper Deck or Covered contiguous area is required in excess of 1,000 square feet, a fire sprinkler system shall be installed under the entire area and every level of a multi-level exhibit.

   a. A Nevada State licensed fire sprinkler contractor must install fire sprinkler systems.

3. If additional Upper Deck or Covered area is required in excess of 1,000 square feet without the use of a fire sprinkler system, contiguous areas limited to 1,000 square feet may be separated by a minimum 10 foot fire break on all sides.

   a. The fire break shall be void of any combustible displays, furniture or other material, which could abet transfer of fire from one area to the other.

   b. Exception: The fire break may be spanned by a single bridge, catwalk or structure that shall not exceed 48 inches in width and shall be constructed of fire resistant or non-combustible materials.

4. Upper Deck or Covered areas shall not have any additional deck, ceiling or covering installed above for any purpose unless a fire sprinkler system is installed in each level of the exhibit.

5. Upper Deck areas that are greater than 300 square feet or which will occupy more than 10 persons shall have at least two remote means of egress. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served.

6. Means of egress shall be of an approved type and constructed to the requirement of the code.

   a. Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.

7. Exhibits with Upper Decks, covered or roofed areas exceeding 300 square feet in size will require the installation of battery operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area and must be installed in accordance with NFPA 72.

8. Any single level exhibit exceeding 300 square feet of contiguous covered area and all multi-level exhibits must submit a booth plan to the LVCVA Safety Office for approval, prior to the exhibit coming onto LVCVA property.

9. Smoking is not permitted in any covered or two-story booths.

10. After hours fire watch must be provided for covered areas exceeding 300 square feet. The booth fire watch must have the capability to contact in-house Security Dispatch by radio or other acceptable audible means.

    a. Fire watch coverage is to commence with installation of upper deck, or ceiling, and continue during non-show hours until the upper level or ceiling is removed.

    b. Assigned fire watch staff must be trained and qualified in the use of fire extinguishers. Contract security, or the fire watch contractor is responsible for the verification or qualification of fire watch personnel.

    c. Fire watch personnel will be responsible for immediate notification, by radio, to LVCVA Security Dispatch giving the exact location and description of the problem.

    d. Fire watch personnel may be assigned to multiple contiguous exhibits, based upon not more than one-minute response to any location involved.

    e. Fire watch personnel, prior to start of assignment, shall inspect locations and condition of fire appliances and become familiar with the building, including location of available exits.

    f. Cost, and method of payment for fire watch is to be negotiated between the contractor supplying the service and show management and/or the exhibitor requiring such services.

ELEVATORS

Elevators at Cashman Center are for passenger use only. Usage of elevators to transport freight or equipment is strictly prohibited.

EMERGENCY STAFF

1. LVCVA security staff is trained to handle emergency situations. The Security Office is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. The Convention Services Manager is responsible for keeping show management and service contractors informed of decisions relating to emergency events in progress. The 24-hour security number is (702) 892-7418.

2. All emergencies should be reported to Cashman Center Security first. Dialing 911 will delay the response by medical personnel who may not be able to find or get to the location of the emergency.

EMPLOYEE ACCESS

The LVCVA reserves the right for our employees to access your exhibit area and meeting rooms for reasons including, but not limited to, housekeeping, facility tours, maintenance and security. Show management must agree to allow entry to LVCVA employees presenting suitable identification and stating the job-related need for their entry.

EQUIPMENT

1. STAGING: Cashman Center can set risers for a dais if required. Risers are 4' x 8' and are available in 16", 24", 36" and 56" heights. Stage panels have a load limit of 125 lbs. per sq. ft. or 4000 lbs. per panel. The platform is two sided. One side is carpet in a multi-pattern of black, gray and white. The other side is black vinyl. All skirting is black. Also available are 6' x 8' fold-n-roll staging panels and are available in heights of 16" and 24", weight limits are identical to 4' x 8' stage panels. Availability of all staging and stage skirting is limited to the extent of inventory and subsequent facility requirements.

2. TABLES: Table sizes are 8' x 18", 8' x 30" and 6' rounds. The tops are gray and are hard plastic. Use of staples or tape is prohibited.

3. DRAPED/SKIRTED TABLES: 8' x 30" tables for skirting are available to extent of inventory and limited to facility requirements. Consult with the Convention Services Manager for equipment rates and availability. Tablecloths for any tables are not provided by the facility, but are available for rental through Aramark. Staples or tapes are not allowed on Cashman Center tables.

4. CHAIRS: Chairs are the gray hard plastics with metal framing. Chairs are available for meeting room and hall set-ups to the extent of our inventory at current rental rate.

5. MICROPHONES: The LVCVA will provide wired microphones including podium/microphones, lavalieres, aisle, and table microphones at no charge to the extent of LVCVA inventory. All wireless microphones must be supplied by an A/V contractor.

6. LECTERNS: Standing lecterns and table top lecterns are provided free of charge to the extent of our inventory.

7. AUDIO/VISUAL EQUIPMENT. All projectors, screens, overheads, VCRs, etc., are ordered through Lessee's audio/visual contractor. Four line inputs may be set in one room without a sound operator. A fifth input requires an operator which must be ordered from the audio/visual contractor.

8. EASELS: Cashman Center provides easels to the extent of our inventory. Note: Easels are not the style that will hold a flip chart.

9. CHALKBOARDS/CORK BOARDS: Cashman Center provides dry erase boards and/or cork boards to the extent of our inventory. See Convention Services Manager for fee.

10. FLIP CHARTS/MARKERS/POINTERS: Flip charts markers and pointers must be obtained

from Lessee's audio/visual contractor.

11. PADS/PENCILS: Cashman Center does not provide pads or pencils.

12. TRASH CONTAINERS: Cashman Center places 30-gallon waste containers. If you require small trashcans, you may order these from the Service Contractor.

13. To make audio recordings of your meetings, Cashman Center has one line level output patch bay for recording meetings. Contact your Convention Services Manager for additional information and recording room fees.

EXHIBIT HALL SPECIFICATIONS

EXHIBIT HALL	SQUARE FEET	CEILING HEIGHT		10X10 BOOTH CAPACITY
		35,850 sq. ft.	14,340 sq. ft.	
Hall A	49,050	35'	25'	250
Hall B	49,050	35'	25'	250

1. For Public Event daily rates and other exhibit hall information, see Addendum C.

2. For Convention daily rates and other exhibit hall information, see Addendum D.

EXHIBITOR APPOINTED CONTRACTORS (EACs)

Exhibitor Appointed Contractors are permitted to work on property at Cashman Center provided all contractor requirements are fulfilled prior to any work commencing (see Addendum A for requirements). For further information, contact your Convention Services Manager.

EXIT SIGNS

1. Building exit signs must be illuminated and visible at all times and are never to be turned off.

2. If an exit is not to be used (by permission of the Convention Services Manager), a sign stating "This is Not an Exit" must be posted with directions to the nearest available exit.

3. Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so the exit sign is not covered. If an exit sign is blocked from the usual site line, another emergency exit sign must be temporarily installed with a secondary power source.
4. There will be no power interruption to the emergency sockets within an exit sign. Cashman Center emergency power supply will not be used as a secondary power source for temporary signs.

FIRE & SAFETY EXHIBIT GUIDELINES

1. Hard walls must be a MINIMUM of 9 inches from the booth line for access to electrical.

2. No storage of any kind is allowed behind booths or near electrical service.

3. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times.

4. The moveable wall pockets in the exhibit halls are not storage areas.

5. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

6. Keep freight and product 1 foot away from moveable walls.

7. Halogen and quartz lamp use must be reviewed with Convention Services Manager and Safety Coordinator (please review Halogen Lamp Restriction section).

8. Vehicles on display:

    a. Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 38L (ten gal.) of fues, whichever is less..

    b. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.

    c. External chargers or batteries are recommended for demonstration purposes.

    d. No battery charging is permitted inside the building.

    e. Combustible materials are not to be stored beneath display vehicles.

9. Model or modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.

10. Vehicles in the building for loading or unloading must not be left with engine idling.

11. Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and LVCVA Safety Supervisor. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside Cashman Center. Any use of LPG (propane) on Cashman Center property must be approved by the LVCVA Safety Office prior to arrival.

a. When approved, LPG (propane) containers having a maximum water capacity of 12 lb. [nominal 5 lb. LP-Gas capacity] may be permitted temporarily inside the facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.

b. When approved, LPG (propane) containers complying with UL 147A *Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies*, and having a maximum water capacity of 2.7 lb. And filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the facility as part of approved self-contained torch assemblies or similar appliances.

c. Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager.

d. All LPG (propane) containers must be separated and inaccessible to the public.

e. The after-hours, overnight storage of any LPG (propane) container inside the facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.

f. Storage of LPG (propane) containers must be either off-site or on-site in an approved metal storage vault and approved location.

g. No dispensing from or refilling of LPG (propane) containers will be permitted inside of the facility.

h. Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on Cashman Center property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.

12. Smoking is not permitted in any covered or two story booths.

13. Smoking is not permitted in the exhibit halls during move-in or move-out due to fire hazard.

14. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors, which are audible outside the area of the booth. A fire watch may be required. (See Double Deck and/or Covered Exhibits for more information.)

15. Demonstration of Fuel Burning Appliances

    a. Exhibitors who plan to demonstrate fuel-burning appliances in Cashman Center must have approval from the Convention Services Manager sixty (60) days prior to their event.

16. Heated and Cooking Oil or Grease Operations

    a. Exhibitors using heated oil or grease for cooking or any other purpose must have a type “K” fire extinguisher present during the demonstration. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher.

b. Fire code prohibits the use of any “B” type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.

c. Type “K” fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for “fire extinguishers” can be referenced for a supplier. There are several companies local in Las Vegas that offer this service.

17. Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.

    a. Vented fireplaces cannot be burned since venting directly outdoors is not possible.

    b. Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.

    c. Screen front fireplaces will not be approved for burning.

    d. Exhibit design directly around the fireplace and installation of the fireplace must meet the requirements/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.

18. A sample Fire Code Violations form can be found in Addendum E

FIRST AID/MEDICS/AMBULANCE

Lessee is responsible for paramedics, ambulance, and/or first aid staffing and supplies as deemed necessary by the LVCVA.

FLOOR PLANS

1. The Lessee or general contractor must submit all floor plans to Cashman Center for approval by LVCVA Safety Office. Once the general contractor has prepared the floor plan, it must be reviewed by the Lessee to ensure it meets Lessee’s needs in terms of islands, aisles and traffic flow.

2. Once the Lessee has approved the floor plan, number and date the plan and forward six hard copies or send the plan via email to the LVCVA Safety Office for approval. Contact your Convention Services Manager for emailing instructions. A copy of the approved floor plan will be returned. If for some reason the floor plan is not approved, a copy will be returned to the Lessee with a cover letter explaining what must be corrected.

3. When it becomes necessary to revise a floor plan, follow the above procedure. Number and date the revision and include a cover letter detailing the revised parts of the floor plan. Minor changes, such as booth or island sizes, may be faxed or emailed to the LVCVA

Safety Office for interim approval with a cover letter noting the plan that is changed and with a 1A, 1B, etc. designation. All of the interim changes can be combined in a final floor plan prior to move in.

4. Floor plans are required for all areas including exhibit halls, lobbies, meeting rooms and parking lots.

5. Floor plans must be drawn to scale and include all structures, obstructions and booths. Final approval of floor plans for common areas such as lobbies and parking lots may be delayed if the building has multiple users.

6. Floor plans should include the following scale for equipment for meetings and general sessions:
   6.1 Chair – 20" x 20"
   6.2 Row Spacing from back of chair to front of chair – 18"
   6.3 Staging – Any 4'x 8' configuration within the limits of our inventory. Heights – 16", 24", 32", 34", up to 54"
   6.4 Tables – 8' x 18", 8' x 30", 72" round – all 30" high

7. The approval process for all floor plans is a two step process. First, the Safety Office must approve it, then it is forwarded to the Convention Services Manager. A plan must be approved by both offices before it can be an "Approved" plan.

8. Floor plans must be submitted and approved in advance before space is sold or assigned. This is to ensure that exits, aisles, fire protection equipment, etc. are clear and unobstructed. The Safety Supervisor and the Convention Services Manager must approve any changes before they may be put into effect.

9. Lobby floor plans must be on a separate scaled drawing showing all booths, displays, kiosks, signs, vehicles, etc. Please note that all public areas may not be subleased space and all use of this space must be approved by the LVCVA.

FLORAL/PLANT CONTRACTORS RULES

1. Floral operations are usually quite dirty. To prevent damage to the building, floral and plant operations may not be staged on any carpeted area in the Cashman Center. If you have made arrangements for a floral contractor and are unable to provide them with a staging area on the exhibit floor, please contact your Convention Services Manager for detailed procedures.

FOOD & BEVERAGE SERVICES

1. Unless otherwise expressly stated to the contrary in your lease, the LVCVA reserves the sole and exclusive right to offer for sale on, in, or about the premises covered by your lease agreement, beverages of any type, food, souvenirs, or other merchandise of any sort. This concession has been granted to ARAMARK. The lessee, sublessees, exhibitors, agents or

guests are not permitted to bring into Cashman Center any food, whether prepared or unprepared, or beverages of any kind, including but not limited to alcoholic beverages, without prior written consent. This does not restrict the free distribution of small quantities of product samples from a designated exhibit space. All samples being distributed must be manufactured or produced directly by the exhibitor. Before any samples can be distributed, ARAMARK must be notified and give their approval.

2. Exhibitors that sell or provide food & beverage products are subject to the following Exhibitor Food Guidelines:

    a. All food items should be unique in quality and follow the theme of the show.
    a. Any food items similar to those sold or offered by ARAMARK or its subcontractors are prohibited for sale by exhibitors.
    b. Food sales by exhibitors are restricted to pre-packaged products designed and genuinely packaged to be consumed off-property. Ten-ounce serving size or larger is recommended.
    c. Free samples of food products are restricted to a maximum of two-ounce portions.
    d. All exhibitors providing samples of food products are required to obtain a permit from the Clark County Health District.
    e. Coolers, ice chests and anything similar are not permitted to be brought into the facility.
    f. Any meals, snacks or beverages purchased off property are not allowed into the facility.
    g. Use of outside catering services is prohibited.

3. To maintain an appropriate level of customer service and efficiency in the building, orders for food and beverage services must be made directly through ARAMARK.

FOOD PREPARATION WITHIN EXHIBITS

1. Whenever food is prepared within an exhibit, an Application for Food Preparation within Exhibits form should be completed and forwarded to your Convention Services Manager. This form can be found in Addendum F. Upon receipt of this form, your Convention Services Manager will forward the information to LVCVA Safety personnel for review.

2. Cooking and food warming devices in exhibit booths shall comply with provisions in NFPA 101-Life Safety Code, Sections 8-7.5.3.9.

    a. Devices shall be isolated from the public by at least 4 ft. (122 cm) or by a barrier between the devices and the public.

    b. Multi-well cooking equipment (fryers) using combustible oils or solids (heated and cooking oil or grease) are not allowed unless installed in accordance with NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.

    c. Single well cooking equipment (fryers) using combustible oils or solids (heated and cooking oil or grease) shall:

i. Be of a self-contained, and enclosed type.
ii. Be limited to 288 sq. in. (.19 sq. m) of cooking surface.
iii. Be placed on non-combustible surface materials.
iv. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm).
v. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material.

Exception: Multiple single well cooking equipment where the aggregate cooking surface does not exceed 288 square inches (.19 square meter) of cooking surface.

3. NFPA-101, Sec 8-7.1.4 Definition:
"Portable Cooking Equipment" – Portable cooking equipment that is not flue connected shall be permitted only as follows:

   a. No open flame devices shall be used in any assembly occupancy unless:

      i. Equipment is fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment (including "solid alcohol") may be used provided adequate precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials. These devices must be attended at all times by personnel that are provided by the contractor who has exclusive food service rights to the LVCVA. The only duty of this personnel will be to supervise the food service operation. In addition, the food service personnel must be trained in the usage of a fire extinguisher.

      ii. Candles may be used on a dining table used for decorative purposes if securely supported on substantial non-combustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire.

4. Fire Extinguishers for Heated and Cooking Oil or Grease Operations:

   a. Exhibitors using heated oil or grease for cooking or any other purpose must have a type "K" fire extinguisher present during the demonstration. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher.

   b. Fire code prohibits the use of any "B" type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.

   c. Type "K" fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for "fire extinguishers" can be referenced for a supplier. There are several companies local in Las Vegas that offer this service.

5. Contact your Convention Services for additional information and guidelines regarding the Clark County Health District rules and regulations.

GUN SHOW POLICIES AND PROCEDURES

The following procedures for gun shows are in addition to the policies and procedures for Public Invited Events.

1. City/County Licensing Office may require a Federal Firearms License (FFL) and State of NV license before approving any gun show.

2. The Lessee must make arrangements to have Metro on property during gun shows. Contact LVMPD at (702) 229-3186.

3. Metro will be posted near the entrance to check serial numbers on handguns being brought into the show. The purpose of this check is to see if a handgun has been reported stolen or has been used in a crime, etc. Metro will also check the identification of the person bringing in the handgun to see if it matches that of handgun's registered owner in computer system. If the serial check indicates another person as owner, Metro will contact the registered owner. If the registered owner has not authorized the person carrying the weapon, Metro will take appropriate action as necessary.

4. Guns (handguns, rifles, shotguns, etc) may be legally bought and sold at gun shows in Nevada and Clark County. All gun sales must be handled through an authorized gun dealer in Clark County. For example, an out-of-state company may not sell a gun to a NV resident. The Lessee must make arrangements to have a local licensed gun dealer on property to handle transfers.

5. All buyers of firearms (handguns, rifles, shotguns) are required to have a "Brady Check" completed. A Brady Check consists of a waiting period that can be accomplished through the local dealer. The dealer will check to see that the person does not have a criminal record and meets all requirements to own a gun. Person must be 18 years of age to buy rifle or shotgun (or 14 years old and with a parent or legal guardian); person must be 21 years of age to purchase a handgun.

6. If a gun buyer has a "Blue Card" (a local registration card showing authorization to own or carry a gun), that person can buy a gun and walk off the show floor with the gun after a Brady Check is completed. A Brady Check is not necessary if a person has a Nevada Concealed Weapons Permit.

7. Show contract security is responsible for checking for proof of purchased receipt for any gun leaving the building. The receipt must show the gun's serial number, for comparison to the serial number on the gun. A show security desk should be located near the Metro desk to enable the handling of any incidents.

8. For safety/fire purposes black powder is strictly prohibited to be inside of the facility.

HALOGEN LAMP RESTRICTION

In a move to ensure the safety of building customers at Cashman Center, the LVCVA has

placed a ban on certain halogen lamps. Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. The ban became effective January 1, 2003.

The following statement was issued jointly by the LVCVA and the Exhibit Designers and Producers Association in order to clarify all prior communications concerning the use of halogen lighting at LVCVA facilities. This revision replaces the halogen lighting policy statement issued by the LVCVA on August 1, 2002.

Why is LVCVA restricting the use of halogen lighting?

LVCVA has experienced several fire safety incidents arising from the use of stem-and track mounted halogen light fixtures attached to exhibit booths where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains.

Misuse encountered by the LVCVA has included failure to correctly install the fixtures in a secure fashion and failure to ensure that fixtures are not in close proximity to drapes, displayed items, or similar flammable material.

Poor maintenance includes replacing bulbs with higher wattages than the permitted maximum marked on the fixture, failure to replace lenses or shields after re-lamping, failure to follow the lamp manufacturer's instructions concerning direct contact with the bulb, and replacement of broken lenses and other components with sub-standard, non-approved, parts. These practices are not within the ability of LVCVA or the equipment manufacturer/distributor to supervise and may result in safety risks.

What halogen lighting IS covered by this policy?

This policy covers only certain restrictions on stem- and track-mounted halogen lighting installed by display contractors and exhibitors for the temporary lighting of exhibit booths. Stem-mounted fixtures employ an arm that extends outward from the mounting mechanism, which is typically terminated in a light head that pivots, swivels, or is otherwise moveable. The use of stem- and track-mounted halogen or other fixtures employing either a linear halogen bulb (Addendum G, Fig.1) or a non-shielded halogen bulb (Addendum G, Fig. 2) is not allowed.

What halogen lighting is NOT covered by this policy?

Halogen bulbs or lighting fixtures (including track lighting) containing halogen bulbs that are being displayed or demonstrated as part of an exhibiting company's product line or business in its booth, and any theater, stage, or studio lighting equipment utilizing halogen bulbs, are not covered by this policy.

In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed.

How do the restrictions affect stem- and track-mounted halogen light fixtures?

Unless otherwise stated in this policy, stem- or track-mounted halogen light fixtures installed in LVCVA facilities must:

1. Utilize one of the halogen bulb styles shown in Fig.3 (Self-Shielded Bulbs-See Addendum H). These bulbs have an additional glass shield that is integrated with the bulb design and require no other shield as part of the light fixture; and

2. Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, but in no case exceeding 75 watts.

Alternative Designs:

The LVCVA will periodically review this policy and take into consideration any improvements in products and practices that provide appropriate levels of operational safety.

HAZARDOUS MATERIAL

1. All hazardous materials brought into the facility must be labeled and accompanied by the applicable Material Safety Data Sheet (MSDS) and must be produced upon request.

2 The Lessee is responsible for the handling and removal of hazardous materials used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event. Arrangements must be made in advance for disposal by a qualified, licensed disposal service provider. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility.

3. The Lessee is responsible for the tracking of all hazardous material brought into the facility.

4. Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.

HEAVY EQUIPMENT PROCEDURES

1. Show management must provide Cashman Center with a list and obtain approval for all equipment weighing over 250,000 lbs. that will be brought onto LVCVA property. Please contact your Convention Services Manager for additional information.

2. A site plan is required showing locations of each piece of heavy equipment.

3. Equipment over 250,000 lbs. should be moved on railroad ties, not steel plates and Cashman personnel must be present. Meetings must take place between the Convention Services Manager and the general contractor to determine routes and method of movement.

HELICOPTERS

1. Lessee or an exhibitor requiring helicopter landings on Cashman Center premises shall provide insurance coverage of $10,000,000 Aircraft Liability including passenger liability.

2. Contact your Convention Services Manager regarding landing sites.

3. A Certificate of Insurance listing the Las Vegas Convention and Visitors Authority as additional insured must be provided thirty (30) days prior to the use of the facility for landing a helicopter.

4. All appropriate FAA approvals must be accomplished thirty (30) days prior to the proposed landing and proof of approval provided to Convention Services Manager.

INDOOR AIR QUALITY

1. In order to improve the level of indoor air quality for the personnel working in the facility, including the catwalks, during move-in and move-out of events at Cashman Center, adhere to the following:

    a. All forklift trucks, platform lifts, boom lifts and other motorized equipment utilized for the move-in and move-out of events shall utilize cleaner burning alternative fuel than gasoline. The alternative fuel shall be electric, natural gas, and/or propane fuel.

    b. All refueling, changing of propane/natural gas bottle/containers or recharging of these vehicles must be conducted outside the facility.

    c. Any vehicles that are utilized to deliver freight directly into the facility for move-in or move-out shall turn the vehicle off upon arriving at the final location. No vehicle should be allowed to sit with an engine idling in the facility.

    d. The use of any special equipment (such as cranes, large lift trucks, etc.) in the facility for move-in and move-out shall be coordinated with the Convention Services Manager, 30 days in advance, so provisions can be made to insure proper ventilation is maintained. If the existing ventilation system cannot provide adequate air exchanges, the contractor shall provide means of ventilation, at contractor's expense.

2. All equipment utilized for move-in and move-out shall be kept in compliance with all governing laws and regulations, at all times.

INSURANCE AND INDEMNITY

1. The Lessee must provide Cashman Center with a copy of the show's insurance certificate thirty (30) days prior to the first move-in date. The certificate must list the total days leased

in the facility to include early move-in days, and late move-out days, and include all coverages set forth in the lease.

2. All issuing insurance companies must have authorization to do business in the State of Nevada. This certificate of insurance must state that the LVCVA, its Directors, Officers, and employees are additional insured.

JANITORIAL AND CLEANING SERVICE

1. Cashman Center will clean public areas, meeting rooms and restrooms during the leased period. Cashman Center will not clean any areas used for exhibits, including parking lots. Cashman Center does not clean show offices, registration areas or meeting rooms used for storage, or work rooms. All other janitorial and cleaning service, through move-in, show and move-out is the responsibility of the Lessee.

2. Lessee will receive the leased area in a clean state and is required to return the leased area in the same condition, (i.e., trash and floor tape removed). Excessive cleaning and trash removal will result in an additional cost to be invoiced to Lessee. Any building damages incurred will be repaired and labor/materials invoiced to Lessee.

KEYS & ACCESS LOCKS

1. Cashman Center uses standard locks for all of the meeting rooms and miscellaneous areas. If Lessee requires meeting room keys, Lessee must submit request one (1) week prior to event and keys will be issued at no extra charge. Unreturned keys will result in a lost key fee.

2. The LVCVA assumes no responsibility for any items left in any of the facilities' rooms regardless if locks have been changed or if keys have been issued to Show Management. You may consider contracting your security company to ensure the security of these rooms.

LEASE

1. Lessee must advise Cashman Center if Lessee cannot meet the deadline for return of the lease and deposit. If lease and deposit are not returned by due date, space will be cancelled.

2. Any alteration to the lease will automatically render it null and void. Please contact the Convention Services Manager should you have any questions regarding the terms of the lease agreement.

3. Please note the cancellation and forfeiture clauses. These have been established by the Board of Directors of the LVCVA and are not negotiable.

4. LVCVA/Cashman Center retains certain exclusive rights to services. These include but are not limited to telecommunications, food service, electronic sign, newsstand, gift shop and business center services. Contact your Convention Services Manager if you have any questions about LVCVA exclusives.

5. If available, meeting room charges are based on 10 (ten) complimentary meeting rooms per 100,000 square feet of exhibit space used for convention/association use. Additional meeting rooms, if available, will be leased at the current rate, and meeting rooms used for exhibits or registration will be leased at double the current rate. Meeting rooms for public events and meetings are leased at current rate. Final charges for meeting rooms will be invoiced at the close of the show.

   Standard meeting room equipment such as tables and chairs will be provided at no charge in meeting rooms, unless sold with exhibits. A fee will be charged for equipment provided to all other areas of the facility.

6. Lessee must furnish the Convention Services Manager, in writing, a complete list of companies (e.g., A/V, decorators, security, electrical, etc.) who are providing a service to Lessee or Lessee's exhibitors. Lessee is responsible to make sure each service company is properly licensed and insured.

7. If Lessee plans to sell commercial advertising in any of the public areas of the Cashman Center, please note that the LVCVA receives a percentage of gross revenues for such advertising. Lessee will be required to furnish a list of all advertising sold in public areas thirty (30) days prior to the first day of move-in.

8. Any change to leased space or event dates requires a revision to the lease. These revisions will reflect current rates and/or policy changes that have been implemented since initiation of previous lease.

LICENSES

1. Lessee shall obtain all permits or licenses required by laws, ordinances, rules and regulations from the City of Las Vegas. For further information please contact:

City of Las Vegas
Department of Finance & Business Services
3rd Floor, City Hall
400 E. Stewart Avenue
Las Vegas, NV 89101
Telephone (702) 229-6281 Fax (702) 382-6642

LOBBIES

1. Lobbies, meeting rooms and exhibit hall corridors as leased space areas, must always be kept open for public access and used within certain guidelines set forth by the LVCVA.

2. LVCVA management reserves the right to determine areas to be used by each show and to resolve any conflicts in the event the lobbies are to be shared by two or more shows.

3. Floor plans of the lobbies and outdoor areas must be submitted sixty (60) days prior to the first move-in date for approval. Do not assume that approval for one show guarantees approval for following shows. Activity in the public spaces must be approved on a per show basis.

4. No carpet or flooring may be placed on the existing carpet in the lobbies or public areas.

5. No signs, banners, lights, trusses or equipment may be hung or attached to any of the stairwells, overhangs, canopies or balconies in the lobbies or public areas unless approved by the Convention Services Manager or pre-approved on the floor plan. Nothing may be hung from any ceiling in the lobbies, public areas or meeting rooms of Cashman Center.

6. Electric carts and bicycles may not be used on any carpeted area in Cashman Center.

7. Neon signs may not be covered or turned off without the permission of the Convention Services Manager.

LOST AND FOUND ARTICLES

1. Cashman Center Security has the right to collect all articles left in the building or parking lot(s) by persons attending any public event, meeting or tradeshow for return to owner or disposal thereof.

MARQUEE

1. Announcements on marquee, located on Las Vegas Blvd. North and Maryland Parkway, must contain a client contact phone number or website address.

2. Lessee is allowed one (1) complimentary message per cycle on the two (2) message centers.

3. Outdoor messages are programmed to be displayed one (1) week prior to the event.

MEETING ROOMS

1. Meeting rooms may be used for commercial exhibits with the following restrictions:

    a. Electrical service is limited to installed plugs in each room.

    b. No carpet/flooring may be installed on top of the existing carpet.

    c. When moving freight or equipment in these areas the existing carpet must be protected by the use of approved runners or Visquene.

    d. No signs, banners, trussing, lights, etc. may be hung from the ceilings or the support structures above the ceilings.

    e. Nothing can be affixed to meeting room walls or doors.

    e. No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.

    f. Walled exhibits are restricted to GEM-/MIS-type construction.

    g. When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, exit signs or exits.

    h. All exhibits being set in these rooms must have an approved floor plan. These floor plans must be submitted to the Convention Services Manager at least sixty (60) days in advance of set up.

    i. All persons who are in the process of designing exhibits or displays for these meeting rooms are encouraged to contact the Convention Services Manager for clarification of all rules and regulations.

    j. At all times due care must be used to protect the property of Cashman Center from any damage or wear and tear. When in doubt as to the proper procedure or regulation regarding these meeting rooms, you must contact the Convention Services Manager.

2. Meeting rooms may not be used for custom exhibits. Only tabletop exhibits, hospitality suites or registrations may be set in these rooms. Product shown in these rooms must consist of items that an exhibitor can hand carry to his assigned table/room. No crates, skids, trussing, carpet/floor installation, hanging of signs or the building of a room within a room will be allowed. Standard furniture such as desks, chairs, sofas, cocktail tables will be allowed in those rooms designated as hospitality suites. GEM-/MIS-type wall installations must be used when subdividing these rooms. Under no circumstance will GEM-/MIS-type structures be allowed with a ceiling.

3. Closet and utility rooms are not included with any meeting room. These are for Cashman Center use only.

4. Moveable air walls are to be repositioned by in-house personnel only.

5. Rental of each meeting room includes one room set per day. Additional charges will apply if multiple room sets are needed. See Convention Services Manager for fees.

6. For daily rates and other meeting room information, see Addendums C and D.

MEETING ROOM SPECIFICATIONS

MEETING ROOM	ROOM DIMENSIONS	SQUARE FEET	CEILING HEIGHT	THEATRE CAPACITY	CLASSROOM CAPACITY	BANQUET CAPACITY
101	30’3” x 35’4”	1,083	10’	84	48	40
102	30’2” x 35’2”	1,083	10’	84	48	40
103	30’2” x 36’9”	1,113	10’	84	48	40
104	30’7” x 36’9”	1,113	10’	84	48	40
105	30’2” x 36’4”	1,113	10’	84	48	40
106	30’7” x 36’4”	1,113	10’	84	48	40
107	30’2” x 35’4”	1,083	10’	84	48	40
108	30’2” x 35’4”	1,083	10’	84	48	40
203	30’2 x 36’9”	1,113	12’	84	48	40
204	30’7” x 36’9”	1,113	12’	84	48	40
205	30’2” x 36’4”	1,113	12’	84	48	40
206	30’7” x 36’4”	1,113	12’	84	48	40
101-102		2,166		208	120	80
103-104		2,226		208	120	80
105-106		2,226		208	120	80
107-108		2,166		208	120	80
203-204		2,226		208	120	80
205-206		2,226		208	120	80
103-106		4,452		450	225	220
203-206		4,452		450	225	220

NEVADA ADMINISTRATIVE CODE

1. The Nevada Administrative Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for their respective event.

2. If Show Management or exhibitors are tax-exempt, the State of Nevada requires a copy of the following on file with LVCVA:

    a. NEVADA tax-exempt sales tax permit providing the evidence of non-taxability.

b. U.S. Government Tax-exempt sales tax permit.

3. Please contact the Nevada Department of Taxation at (702) 486-2300 for further details.

OUTDOOR EXHIBITS

1. When parking lots are used for outdoor exhibits or events, the current rate per day per space used will be charged. This charge will only apply to the spaces actually used unless access to the entire lot is blocked in which case the Lessee will be charged for the entire lot. Outdoor exhibits must have an approved floor plan. Plans submitted must show the location of any enclosed structure.

2. Temporary structures must meet all City, County and State codes as they apply to temporary structures.

3. Parking lots used for exhibits that will have tents, pavilions, trailers or sprung structures must have a 30-foot clear perimeter around it for fire & emergency vehicle access. Lessee is responsible for all repairs to refill holes in asphalt.

4. Booths that will have tents, pavilions, trailers or sprung structures must be on a 20-foot wide aisle.

5. Fire apparatus access points must have a minimum unobstructed vertical clearance of 13-feet 6-inches.

6. Temporary rest room facilities may be required for outdoor exhibits.

7. When parking lots are used for outdoor exhibits or events, client will be charged back for the cost of open trash boxes and portable trash compactors.

PAGING

1. Show paging is available for the stadium and exhibit halls. The LVCVA will provide a mixer and microphone and place where specified by show management, either on the show floor or in a meeting room. If the location for show paging on the show floor is not near available power, show management will need to provide an electrical drop.

PARADES

1. Authorization for use of the Cashman Center parking lots for parades is approved by Cashman Center Management. Parade permit forms should be submitted to Metropolitan Police Special Events Department plus final approval by Dept. of Transportation and/or County or City Manager's office. Parade route plan denoting streets and driveways should

be completed by Highway Rentals. Certificate of Insurance covering State of Nevada, City of Las Vegas, Clark County, LVMPD and LVCVA/Cashman Center in the amount of $1 million each is required.

PARKING

1. The current Cashman Center parking fee is $3.00 per space. Vehicles taking up more than one standard parking space wll be charged accordingly upon entry when paid parking is in effect. There are no in-and-out privileges. There are no in-and-out privileges. Paid parking begins one (1) day prior to the show opening. NOTE: If other shows are in the building at the same time, paid parking could be in effect during your move-in/move-out period. Check with your Convention Services Manager for paid parking dates.

2. Cashman Center management will determine the number of parking spaces and location within the controlled parking area for Show Management. A reasonable number of parking passes that allow access or egress for paid parking spaces will be given to Show Management. Cashman Center will provide adequate signage to reserve the spaces.

3. All parking attendants and traffic control personnel will be provided by LVCVA for standard traffic patterns.

4. When lots are leased by Show Management for parking, lots may not be resold unless prior approval from the LVCVA Director of Convention Services has been received, and then the charge can be no more than the LVCVA standard fee per vehicle.

PARKING LOTS

1. Parking lots are available for lease for use for outdoor exhibits and special events. If a portion of a lot is leased for ancillary or exhibit space, entrances/exits cannot be blocked or restricted. There will be a charge for each occupied space and each space left vacant for safety purposes around the area utilized. When parking lots are leased for exhibits and special events, a floor plan must be submitted for approval, and show management is responsible for providing contract security. When parking lots are leased for parking, a minimum number of ADA accessible parking spaces must remain. This number will be determined by LVCVA management with traffic control personnel provided by the LVCVA.

2. Overnight parking is prohibited on Cashman Center property. Vehicles left on the property overnight will be towed at the owner's expense.

3. Parking is prohibited at all loading docks, dumpsters, compactors, entrances to buildings, along drives, crosswalks, hashed-out areas, fire hydrants, building perimeter red-lined areas, spaces posted with signs, red curbs, yellow curbs, or anywhere the vehicle constitutes a safety or other hazard. All drives are fire lanes unless marked for parking. A vehicle parked on a sidewalk is subject to removal. Vehicles must be parked in a marked parking space at all times.

4. Individuals with special parking situations or concerns should inquire at the Traffic Operations Office for assistance at (702) 892-7415.

5. Trailer storage in any parking lot is prohibited without the prior approval of the Convention Services Manager and scheduled through the Traffic Operations Office.

6. If music or broadcasting is involved, the client must lay out their activity so speakers are not facing residential areas to the east & south. Reasonable sound levels must be adhered to. See SOUND LEVELS.

7. If any activity/event is planned beyond 5:00 p.m. Lessee must advise the Convention Services Manager prior to the date this is to occur.

8. Drilling holes in parking lots, for any reason, must be authorized by the Convention Services Manager.

9. Parking lot capacities are subject to change during periods of construction, renovation, or during certain shows. The Convention Services Manager will advise if capacity has changed during leased dates.

    a. Parking Lot A - 1,138 spaces

    b. Parking Lot B - 503 spaces

    c. Parking Lot C - 287 spaces

    d. Parking Lot D - 762 spaces

PUBLIC INVITED EVENTS

1. A Public Invited Event (PIE) is defined as any show or event at which the organizer or promoter sells tickets to the general public for admission. These tickets may be sold in advance or at the gate.

2. All requests for space for public events will be booked through the Marketing Division of the Las Vegas Convention and Visitors Authority. Requests for assistance in obtaining sleeping room blocks will be referred to the LVCVA Reservations Center.

3. Unless otherwise specified in writing, the LVCVA shall be privileged to book similar events at any time.

4. Public events must comply with the same policies as conventions and tradeshows at Cashman Center, with the following exceptions:

    a. The rate for public events will be the current rate for Cashman Center or 12% of the gross gate, whichever is greater, per show day.

    b. Meeting rooms may be used for tabletop exhibits.

c. A one-day non-refundable deposit not to exceed $25,000 may be required with the signed lease to secure the dates. This deposit will be credited when the event is invoiced and no interest will be paid to the Lessee.

5. Cashman Center "Public Shows and Meeting Rate Structure" is Board approved and contains all pertinent leasing information. (See Addendum C.)

6. Conventions take number one booking priority and annual open to the public events take second booking priority. Lease agreements for public events are issued two years prior to the event. The lease is initiated with two copies mailed to lessee. Lessee signs and returns both copies of lease, together with required deposit; lease is then routed to the President for final execution. One copy is returned to lessee, and one copy is retained by Cashman Center.

7. Vehicles on display from automobile dealers must carry Nevada DMV Off Premise Display License.

8. The cost for Parking Lots, when used for commercial exhibits, is minimum daily rate per area as shown on the Public Rate Structure Sheet ($10.00 per space per day when used for commercial purposes). (See Addendum C.)

9. Additional move-in/move-out requests, when granted by the Las Vegas Convention and Visitors Authority Management, are for the service contractor activities only, i.e. carpeting, power drops, pipe/drape, hanging aisle signs, et cetera, and not to be used for exhibitor booth or product move-in.

10. Lessee is responsible for complete security in all areas leased from the time of initial occupancy until completion of move-out. All security arrangements are to be submitted to the LVCVA Director of Security fifteen (15) days prior to show opening for approval.

11. LVCVA operates paid parking at $3.00 per vehicle and assumes responsibility for traffic control. Show Manager will be given a limited number of Show Staff Parking Passes. There are no in-an-out privileges granted.

12. Lessee is responsible for paramedics, ambulance, and/or first aid staffingand supplies as deemed necessary by the Las Vegas Convention and Visitors Authority.

13. LVCVA Client Services personnel will clean common use (public) areas, i.e. meeting rooms, restrooms and uncarpeted trade show aisles. All other janitorial and cleaning service, through move-in, show, and move-out, is the responsibility of the Lessee. Lessee will receive the leased area in a clean state and is required to return the leased area in the same condition, (i.e. trash and floor tape removed). This includes all stairwells, parking lots, and roads, utilized by the contractor and show. Excessive cleaning and trash removal will result in an additional cost to be invoiced to lessee. Any building damages incurred will be repaired and labor/materials invoiced to lessee.

14. For Policies and Procedures for Public Ticketed Events, see Addendum I.

15. Governmental Organizations (City, County, State, or Federal) will be granted a 50% rental rate discount. Governmental lessees must furnish a certificate of insurance naming Las Vegas Convention and Visitors Authority as additional insured, or a letter of self-insurance.

16. Nevada Chartered Non-profit Fundraisers will be leased at 50% rental rate discount versus 12% of gate, whichever is greater, per show day plus labor and equipment rental charges as required. The documents necessary to qualify for the discount rental rate are:

    a. Articles of Incorporation;
    b. Nevada State Non-Profit Charter;
    c. Proof of 501C3 Tax Exempt Status.

PYROTECHNICS AND SPECIAL EFFECTS

1. Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the City of Las Vegas Fire Department and the LVCVA.

2. Pyrotechnics for special events may be permitted with the approval of the LVCVA and the City of Las Vegas Fire Department. Request for use of pyrotechnics must be submitted to the Convention Services Manager sixty (60) days prior to event for consideration and approval.

3. Once approved by Convention Services Manager, show management may be permitted, with the approval of the City of Las Vegas Fire Department, to proceed with the proposed usage of pyrotechnics. Show Management is responsible for providing the City of Las Vegas Fire Department with the written plan of operations within sixty (60) days of the scheduled event date.

City of Las Vegas Fire Department
500 N. Casino Center Boulevard
Las Vegas, NV 89101
Telephone (702) 383-2888 Fax (702) 384-1667

The plan of operations shall provide the following:

(a) Name of the person, group, or organization sponsoring the production.
(b) Date and time of day of the production.
(c) Exact location of the production.
(d) Name of the person actually in charge of firing the pyrotechnics (i.e., the pyrotechnic operator).
(e) Number, names, and ages of all assistants who are to be present.
(f) Qualifications of the pyrotechnic operator.
(g) Pyrotechnic experience of the operator.
(h) Confirmation of any applicable state and federal licenses held by the operator or assistant(s).
(i) Evidence of the permittee's insurance carrier or financial responsibility.
(j) Number and types of pyrotechnic devices and materials to be used, the operator's experience with those devices and effects, and a definition of the general responsibilities of assistant(s).

(k) Diagram of the grounds or facilities where the production is to be held. This diagram shall show the point at which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device used in the performance, and the lines behind which the audience shall be restrained.
(l) Point of on-site assembly of pyrotechnic devices.
(m) Manner and place of storage of the pyrotechnic materials and devices.
(n) Material safety data sheet (MSDS) for the pyrotechnic material(s) to be used.
(o) Certification that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy.

4. When you receive a permit for your plan from the City of Las Vegas Fire Department, please forward a copy of the plan and permit to your Convention Services Manager and the LVCVA Safety Office within thirty (30) days of the scheduled event. After a permit has been granted, the permittee shall keep the plan available at the site for safety inspectors or other designated agents of the authority having jurisdiction.

5. Portable Fire-Fighting Equipment: Two or more fire extinguishers of the proper classification and size as approved by the authority having jurisdiction shall be readily accessible while the pyrotechnics are being loaded, prepared for firing, or fired. In all cases, at least two pressurized water or pump extinguishers shall be available. (NFPA 1126)

6. Personnel who have a working knowledge of the use of the applicable fire extinguishers shall be provided by the permittee and present while the pyrotechnics are being handled, used, or removed.

7. Fire detection and life safety systems shall not be permitted to be interrupted during the operation of pyrotechnic effects.

   7.1 Exception No. 1: Portions of fire detection and life safety systems shall be permitted to be interrupted during the operation of temporarily installed pyrotechnic effects when the following conditions are met: (a) Approval of the authority having jurisdiction is received. (b) Approval of the owner or owner's agent is received. (c) An approved fire watch capable of directing the operation of all fire detection and life safety systems installed in the building is present.
   7.2 Exception No. 2: Fire detection and life safety systems shall be permitted to be interrupted during the operation of permanently installed pyrotechnic effects only for initial acceptance of the system. (NFPA 1126.6.1.6)

8. Pyrotechnic devices and materials used indoors shall be specifically manufactured and marked for indoor use by the manufacturer.

9. Airbursts shall comply with NFPA 1126 and be subject to the following conditions:

   9.1 The airburst shall be suspended by a minimum 30-gauge metal wire that is attached securely to a secure support acceptable to the authority having jurisdiction.
   9.2 The airburst shall occur at a minimum height of three times the diameter of the effect.
   9.3 Where the effect is demonstrated, there shall be no burning or glowing particles below the 15-ft (4.6m) level above the floor.

10. During pyrotechnic activity the following items must be properly maintained:

10.1 Access.

(1) Fire lane kept clear
(2) Hydrants not blocked
(3) Fire department connections clear
(4) Standpipe connections clear
(5) At least two fire extinguishers provided
(6) Extinguishing equipment charged and in good working order
(7) Warning signs

10.2 Exits.

(1) All designated exits clear
(2) Exits visible

10.3 Pyrotechnic Materials and Devices.

(1) Proper and current license in the possession of the pyrotechnic operator
(2) Permit on site
(3) Fire department briefed on proposed activity
(4) Proper ventilation

10.4 Electrical.

(1) Cords and connections in good condition
(2) Power supply
(3) Pyrotechnic firing mechanism in good working order

10.5 Flameproofing.

(1) Set and scenic materials treated for flame retardance
(2) Burlap or other protective materials used for rigging treated for flame retardance

REGISTRATION

1. The Las Vegas Convention and Visitors Authority offers supplemental registration assistance by skilled, uniformed professionals for qualified convention and trade shows events.

2. Requests for personnel should be made in writing a minimum of thirty (30) days in advance of the service date to help insure adequate staffing will be available. Requests can be faxed, e-mailed or mailed to:

Registration Services
Las Vegas Convention and Visitors Authority
3150 Paradise Road
Las Vegas NV 89109-9096
Telephone (702) 386-7828 Fax (702) 386-7838
E-mail: registrationservices@lvcva.com

RIGGING

1. The Lessee/Show Manager is responsible for any hoist motor and rigging, including signs used in conjunction with an event. The Lessee/Show Manager, or their designee, is responsible for the overall rigging plan that is done in accordance with the suspended load limits procedure as prepared by LVCVA's structural engineering consultant. Lessee/Show Manager will ensure that the weight load limits provided are not exceeded.

2. Lessee/Show Manager will ensure that only trained and qualified riggers are used.

3. Lessee/Show Manger shall supply the name of the individual responsible for all rigging to the LVCVA Chief Engineer 15 days prior to the start of any rigging work. This person will be responsible for all rigging installations and removal.

4. Lessee/Show Manager will ensure all hoist motors and rigging apparatus are inspected before they are installed. At a minimum, all hoist motors must be visibly inspected yearly and weight tested every two years by a certified inspector. Certification papers for hoist motors must be provided within one hour of request.

5. Lessee/Show Manager will be responsible for any damage occurring from improper rigging.

6. Lessee/Show Manager must obtain written permission from the LVCVA Chief Engineer for special or unusual rigging weights, motor apparatus or items not normally hung, such as vehicles, boats, etc.

7. Carpet and/or burlap material and any other material used to protect a beam against steel cables, chains for rigging point, shall be removed after the show. Lessee/Show Manager will be responsible for the removal of such items and for any costs involved. After the area is cleaned, the Lessee/Show Manager can contact the Convention Services Manager for an inspection of the area or hall.

8. All rigging structures hung more than three feet above the floor must have safety devices as a backup. The backup device must be capable of sustaining the load for which it is providing backup.

9. Any weight loads requiring professional evaluation shall be sent to the LVCVA Chief Engineer with weight loads clearly marked on the prints. Any structural engineering firm selected by the LVCVA must approve the prints. Lessee/Show Manager will be responsible for the cost of having the prints evaluated. A copy of the evaluation will be sent to the LVCVA Chief Engineer prior to show move-in.

10. Any weight load exceeding the building load limit is subject to removal at the Lessee/Show Manager's expense.

11. Transformers weighing more than 25 pounds per square foot will not be permitted on catwalks. This weight restriction also includes large dimmer apparatus. Storing large amounts of electrical cables, storage boxes and other materials in one area may exceed the weight restriction as well.

12. Rigging apparatus, supports, or devices used for hanging truss made of non-metal material, such as span set straps or nylon rope, shall not be used near house light fixtures. The minimum distance shall be three feet. This also applies to safety or backup supports, cables, or straps. Only chain or aircraft cable may be used.

13. House light fixtures with emergency lights shall not be covered or shielded without permission from the LVCVA Chief Engineer. Gels shall not be placed on any emergency light fixture.

14. No rigging apparatus shall be hung in such a way that it deflects the air flow or affects the temperature of the cooling and heating systems in the exhibit halls, meeting rooms, or hallways of Cashman Center.

15. Hanging of light fixtures off catwalks is prohibited. If augmentation of hall lighting is necessary, additional lighting must be hung from trusses.

16. Ground/floor based rigging/truss is not permitted without each leg of the structure terminating at floor level via footing or base plate. Rigging/truss structures that require jointed legs will only be permitted with jointed legs that consist of two legs with joints and two legs that make up a flat mating surface that bolt together.

17. Rigging/truss that is exceedingly large in design, rigging/truss that supports abnormal loads of weight, or rigging/truss that has non-uniform distribution of weight or hardware shall have an implemented, supplemental, support system that connects into the facility overhead rigging points. Such systems shall be designed, reviewed and approved by a licensed engineer.

ROOF ACCESS

1. All persons desiring roof access must first obtain a special roof access pass. A pass may be obtained by contacting the Cashman Center Security Department. Persons accessing the roof without a pass will be considered a trespasser and will be denied future access. All persons accessing the roof areas will be given a list of rules to follow while on the roof.

2. Access to the roof areas must be through designated locations. There will be no access to the roof areas via a man lift. Everything placed on the roof must have the contractor's name, booth number and show name.

3. Foot traffic over roof surfaces must be via mats where provided.

4. No penetrations of the roof surface are permitted.

5. Any items, such as wiring, satellite dishes, etc. placed on the roof for support of a show must be placed on designated platforms and removed during the move-out of that show.

6. All roof areas are no smoking areas.

7. Blocking or taping open any roof access doors will be grounds for trespass from property.

SECURITY (Private) COMPANIES

1. Lessee is responsible for complete security in all areas leased from the time of initial occupancy until completion of move-out. All security arrangements are to be submitted to the Convention Services Manager thirty (30) days prior to show opening for approval.

2. Companies must be licensed by the State of Nevada Private Investigators board to conduct business as a private patrolman per Chapter 248 N.R.S.

3. The following requirements must be met in order for a private security company to work at Cashman Center:

    a. Copy of current city/county business license on file with the LVCVA Safety and Security Department per local ordinance
    b. Copy of current Certificate of Insurance from Employers Insurance Company of Nevada
    c. A Certificate of Insurance for $1 million naming the Las Vegas Convention and Visitors Authority as additional insured.

4. Security guards must have their Sheriff's work card prominently displayed on their uniform and any other documents that may be required by city ordinance or state law. They must wear a distinctive uniform approved by the State of Nevada Private Investigator's Licensing Board, the Metropolitan Police Department and the LVCVA.

5. The Las Vegas Convention and Visitors Authority requires a $250 annual fee from all independent service contractors providing a service at the Las Vegas Convention Center and Cashman Center.

6. Concealed weapons or weapons of any type (guns, nightsticks, mace, etc.) are not allowed on LVCVA property. Sidearms may be approved as follows:

a. Receipt of a letter, on company letterhead from the organization/convention contracting your services, requesting armed officers and the reason for the request. This letter should be directed to the Convention Services Manager.

b. LVCVA Weapons Request Form, filled out in full, with all information attached, including signature of the Show Manager. A weapons request form is included as Addendum J.

7. A completed Private Security Locator Form must be returned to LVCVA Security thirty (30) days prior to the move-in of the show. A copy of this form is located in Addendum J.During the course of a show (to include move-in and move-out,) Cashman Center Security must be furnished a copy of all criminal, incident or injury reports which occur on property. These are to be delivered immediately to Cashman Center Security. Notify Cashman Center Security immediately of any major offense or unusual activity, which may require reporting, assistance, or follow-up investigation.

8. During the course of a show (to include move-in and move-out,) contract security agencies will furnish a copy of all their reports to show management or show management security as well as Cashman Center Security.

9. Contract security agencies will keep Cashman Center Security informed of any action taken against any person(s) or of any properties seized, recovered or found.

10. Report and deliver all Lost and Found items to Cashman Center Security.

11. Cashman Center door designations will be used by contract security agencies for requests of assistance or for opening and closing areas (as requested by show management). All freight doors and pedestrian doors are clearly marked. In addition, the hall in which the doors are located will be identified.

12. Any deviations from these policies must have prior written approval from the LVCVA Director of Security.

SECURITY PLAN REQUIREMENTS

1. It is the responsibility of the contracted security company to submit, to the LVCVA Safety and Security Department, a security plan consisting of the following:

   a. A floor plan designating all security posts.

   b. A schedule showing the hours each security post will be worked.

   c. Information regarding any armed positions (accompanied by the appropriate paperwork), and including location and hours armed positions are to be worked.

   d. Command Post location and telephone number where people can be directed to file

any necessary reports.

e. The LVCVA Safety and Security Department must be notified of any changes, additions or deletions.

2. Booth Specials: Companies handling booth specials are not required to submit a plan, but must supply the following information on letterhead stationary:

   a. Booth name and location.

   b. Number of guards to work and their hours.

   c. Name and phone number of responsible party to notify in case of emergency or problems.

3. All security plans must be submitted to the LVCVA Safety and Security Department for approval at least thirty (30) days prior to coming onto the property and updated immediately should any change occur. The Director of Security or his designee must approve any deviation from these policies or requirements.

4. Any changes in an approved plan require notification and approval by the Convention Services Manager and Director of Security, or his designee.

SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS

1. Lessee's freight company will handle the shipping and receiving of all goods to Cashman Center. Please note that Cashman Center has no storage facilities in the building and is unable to accept any goods shipped to the facility for Show Management or any exhibiting company. Any shipping must be scheduled to arrive on the first day of occupancy and received by show management. All packages shipped to Cashman Center should include the event name.

2. Note: Encore Productions holds the exclusive right to handle all small package shipping.

SKATEBOARDS, IN-LINE SKATES, ROLLER SKATES, SCOOTERS

The use of skateboards, in-line skates, roller skates, scooters (either motorized or foot-powered) are not permitted on Cashman Center property.

SKY DIVING

1. Any lessee or exhibitor wishing to have a sky diving exhibition must have the approval of the Convention Services Manager thirty (30) days prior to proposed event.

2. All jumps must be pre-approved by the FAA and proof of approval provided to the Convention Services Manager.

3. Lessee, exhibitor and skydiving company or companies must provide insurance coverage of $5,000,000 naming LVCVA, Lessee and exhibitor as additional insured.

4. Any approved jump must meet all existing LVCVA policies and procedures for such activity.

SMALL PACKAGE FREIGHT

1. The LVCVA has reserved the exclusive right to handle small package freight, and this right is included in the lease signed by all Cashman Center users. This exclusive is in addition to the other exclusives spelled out in the lease, and the Lessee has no right to subcontract out for these services.
2. The LVCVA has contracted out the right to handle small package freight to Encore Productions.

3. Encore Productions has the right, under the contract, to distribute information on the trade show floor to exhibitors regarding outbound small package freight service.

4. The general contractor may set up a desk in the exhibit hall for outbound freight, however, this desk may not be identified as small package freight.

5. Exhibitors requesting outbound small package freight service must be referred to Encore Productions for handling during Encore Productions' business hours.

6. If exhibitors require assistance in bringing their outbound packages to Encore Productions, they will be referred back to the general contractor for labor. This labor may be at the expense of the general contractor or exhibitor.

7. If the general contractor refuses or is unable to provide labor to assist the exhibitor, Encore Productions may provide the necessary labor.

8. Small package freight, on which round trip freight charges have been prepaid by the exhibitor to the general contractor as part of a special freight package, are exempt.

9. All outbound small package freight operations must cease when the general contractor ceases operations for the day.

SMOKING/NON-SMOKING POLICY

1. Cashman Center is a non-smoking facility with the exception of designated areas in the Stadium.

2. Show Management may designate show halls as smoking by authorization their Convention Services Manager, placing appropriate signage at entry portals and allowing smoking only during show hours. No smoking is allowed in any meeting rooms or in the exhibit halls during move-in or move-out.

SOUND LEVELS

Cashman Center retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms of the lease agreement and the building policies.

SPECIAL CONTRACTOR RULES & POLICIES

Special contractor policies and rules are in Addendum E.

STATE LAWS

1. Lessee has the responsibility of meeting Nevada State Department of Taxation requirements.

2. State law prohibits smoking in public buildings (except in designated areas) and prohibits any alcoholic beverages from being brought into or taken from Cashman Center.

TELECOMMUNICATIONS

1. The LVCVA reserves the sole and exclusive right to handle for the Lessee, and its sublessees, all telecommunication services. SMART CITY NETWORKS (702-943-6080, 702-943-6085 Fax) is the exclusive provider of telephones, Internet access, and networking services at Cashman Center. SMART CITY NETWORKS offers the following services from a convenient “single source”:

   a. High-speed Internet access via fiber (shared and dedicated 10 base-T, 100 base T)
   b. Special circuits (ISDN< T-1, DS3 and other high-speed data circuits)
   c. Satellite feed extensions
   d. ADSL
   e. Wireless Ethernet Service
   f. Wireless Phones
   g. Full-featured single-line and multi-line phones
   h. Webcasting (Internet broadcasting)
   i. Equipment rentals

TRANSPORTATION & TRAFFIC PLANS

1. Please submit to your Convention Services Manager, for approval, your traffic plan thirty (30) days prior to the first day of move in, with the following information included:

   Name of Transportation Coordination Company and Shuttle/Bus Companies
   Key contact on-site for shuttle buses
   Telephone number
   Number of buses being utilized on Cashman Center property
   Number of routes that will be running
   Schedule of dates and hours of the shuttle service
   Hours of peak traffic inbound and outbound
   Las Vegas Metropolitan Police traffic-control schedule
   Any ADA transportation information
   Any special requirements
   Any potential challenges

2. Cashman Center has established standard traffic plans. If you anticipate heavy or unusual vehicle traffic during your show contact your Convention Services Manager.

3. No out of state limousine or transportation companies may operate in Nevada/Clark County without proper licenses and permits.

UNION LABOR DISPUTES

1. Cashman Center is a user-friendly building. Customers have many choices on where to hold their conventions and events, and the following rules have been established to ensure that their experience in Las Vegas is one that will make them want to return

   a. It is the responsibility of the general contractor to resolve all jurisdictional disputes.

   b. Union contracts contain dispute resolution procedures and all involved parties must follow them. Work now, grieve later.

   c. Threats to or illegal confrontations with exhibitors or show management will not be tolerated.

   d. Individuals involved in threats or illegal confrontations with exhibitors, show management, other workers or LVCVA personnel may be issued a Trespass Notice and escorted from Cashman Center. If any information is received, or incidents observed, notify the LVCVA Department of Security at (702) 892-7400.

VEHICLES

Vehicles on display from automobile dealers must have a Nevada DMV Off Premise Display License. Proof of license must be provided upon request.

WHEELCHAIRS

Wheelchair rental is not available at Cashman Center. Contact the Convention Services Manager for further information.

ADDENDUM A

CONTRACTOR & VENDOR REQUIREMENTS

Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. PERMITS ARE ISSUED ON AN ANNUAL BASIS.

To expedite permit processing, please submit payment and all documents to LVCVA at one time.

1. **Annual Contractor Fee $250.00**
   - The Las Vegas Convention and Visitors Authority requires a two-hundred and fifty dollar annual fee from all Contractors providing a service at the Las Vegas Convention Center and/or Cashman Center.
   - Submit this form with an original signature by an appropriate company designee
   - Include evidence of compliance with the requirements set forth below
   - Make check payable to the Las Vegas Convention and Visitors Authority
   - Return this form with a check for the annual fee to the following address:

     Director of Convention Services
     Las Vegas Convention and Visitors Authority
     3150 Paradise Road
     Las Vegas, NV 89109

2. **Clark County Business License-Required for Contractor work at Las Vegas Convention Center and City of Las Vegas Business License-Required for Contractor work at Cashman Center**
   - Application should be made at the address set forth below
   - There is a **one-time** Application Processing Fee.
   - The License fee will vary based on the type of business or service to be provided
   - Clark County Department of Business License and City of Las Vegas Business Services will provide a receipt as proof of application
   - The License will be mailed directly to the company address of record
   - Allow forty-five (45) days for processing an application

Clark County Department of Business License
500 Grand Central Parkway, Third Floor
Las Vegas, NV 89155 (702) 455-0174
www.co.clark.nv.us (Access County Services by Dept)

City of Las Vegas, Dept of Finance & Business Services
400 Stewart Avenue
Las Vegas, NV 89101 (702) 229-6281
www.ci.las-vegas.nv.us

3. **CERTIFICATE OF INSURANCE**

- **Workers' Compensation Coverage in the State of Nevada**
  If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com
- **General Liability in the amount of one million dollars ($1,000,000)** combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, **naming the Las Vegas Convention and Visitors Authority as additionally insured.**

4. **LEGAL COMPLIANCE – SIGNATURE REQUIRED BELOW**

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 4 hereof.

Name of Company: _____

Address: _____

City, State, Zip: _____

Type of Business: _____

By: _____
(Signature)

_____
(Print Name)

Title: _____ Date _____

Web Address: _____ Phone _____

E-Mail Address: _____ FAX _____

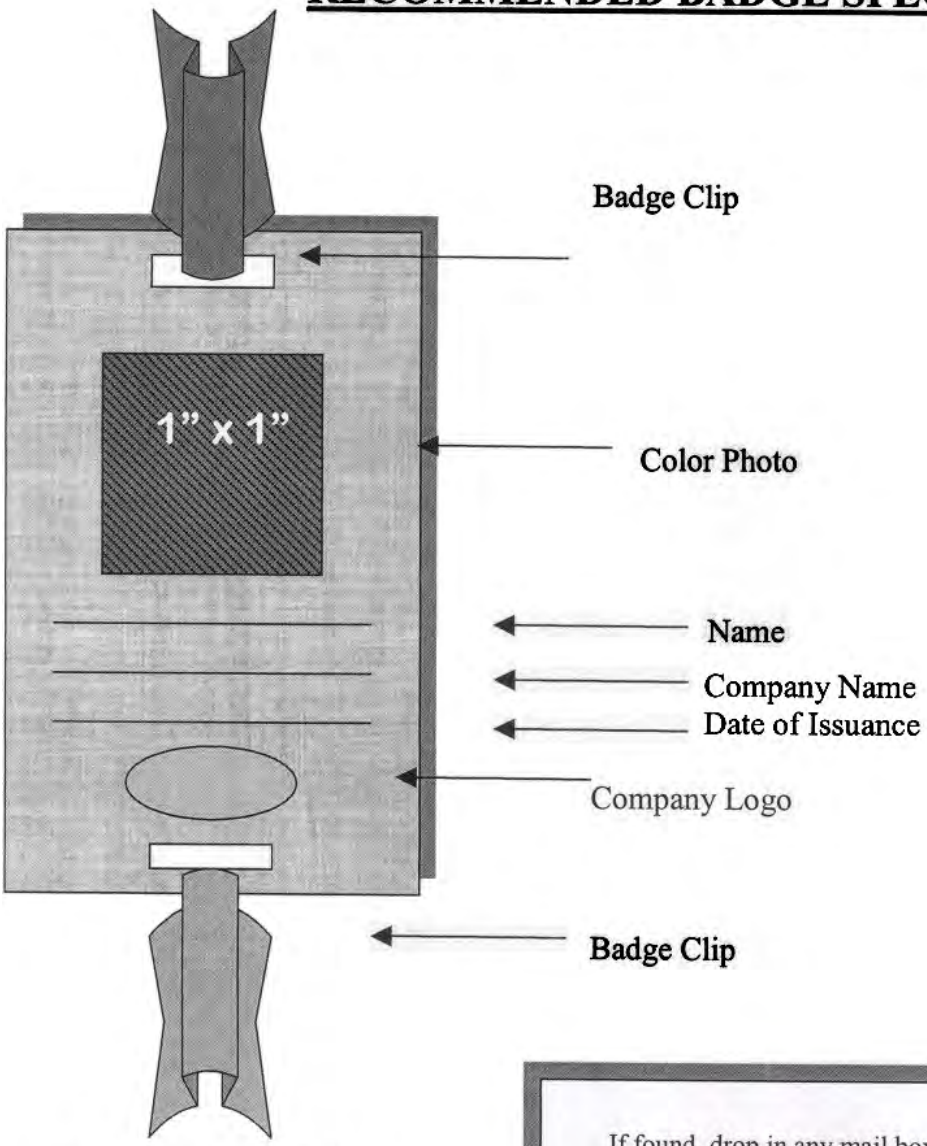
All documentation must be received BEFORE work may commence on the property of the Las Vegas Convention Center or Cashman Center

Direct questions to the Convention Services Department, LVCVA
Phone (702) 892-2940 FAX (702) 892-2933
Have you provided all of the following AS ONE SUBMISSION:

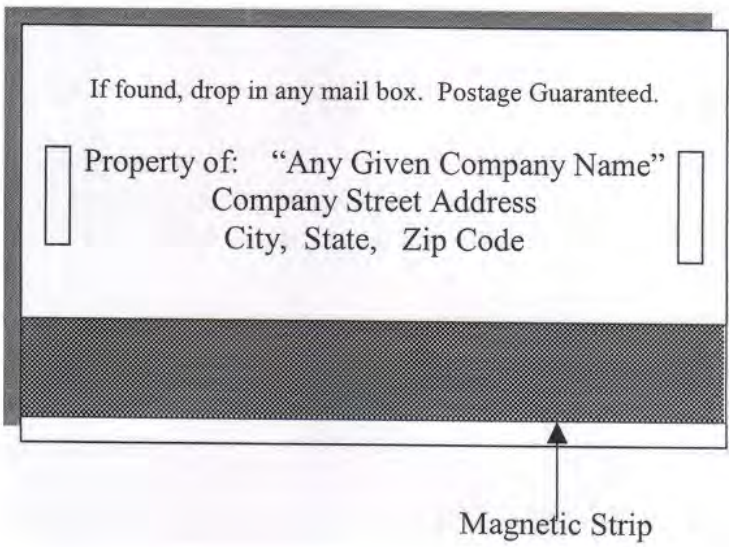
- ☐ Contractor Fee
- ☐ Copy of Business License
- ☐ Certificate of Insurance with Appropriate Coverage
- ☐ This Form with Appropriate Signature

ADDENDUM B

RECOMMENDED BADGE SPECS



FRONT VIEW



BACK VIEW

ADDENDUM C

PUBLIC SHOW AND MEETING RATE STRUCTURE

EXHIBIT HALLS (Minimum daily rate vs. 12% total gate, whichever is greater, per show day)

Area	Square Feet	Minimum Daily Rate
Exhibit Hall A	49,050	$3,000
Exhibit Hall B	49,050	$3,000

MEETING ROOMS

Area	Square Feet	Minimum Daily Rate
101, 102, 107, 108	1,083 per room	$300 per room
103, 104, 105, 106	1,113 per room	$300 per room
203, 204, 205, 206	1,113 per room	$300 per room

THEATRE

Area	Square Feet	Seating Capacity	Minimum Daily Rate
Theatre	3,000 (stage)	1,922	$2,500 vs. 12% total gate, whichever is greater, per show day.
Business Meeting Rate (4 hour maximum)			$1,250

STADIUM

Area	Square Feet	Seating Capacity	Minimum Daily Rate
Stadium	148,500	9,370	$4,000 vs. 12% total gate, whichever is greater, per show day.
Club Level Restaurant	6,000	Banquet - 400 Buffet - 500	$800 - Based on Catering Commitment

PARKING LOTS (Paid Parking - $3.00 per vehicle. No in/out privileges)

Area	Square Feet	Number of Spaces	Minimum Daily Rate when used for:	
			Parking	**Exhibits/Events**
Parking Lot A	403,391	1,138	$5,690	$11,380
Parking Lot B	226,352	503	$2,515	$5,030
Parking Lot C	128,464	287	$1,435	$2,870
Parking Lot D	305,600	762	$3,810	$7,620

$ 5 per space per day when used for parking purposes

Lobbies and exterior areas .25¢ per net square foot per show day when used for commercial purposes.

Equipment and labor rates not included in lease rates, but are available upon request.

EXHIBIT HALLS / MEETING ROOMS / THEATRE - Booked within one year and leased on 24-hour basis (12:01 am - 11:59 pm) at daily rate, vs. 12% total gate, whichever is greater, per show day. One time set-up per 24-hour period includes lights, heat, air, and one microphone per room. Daily rate is charged for additional set-up or turn-around. Total number of move-in/out/rehearsal days equal to one times the number of show days at no additional charge. Additional move in/out/rehearsal days at 50% of rental rate per day. One-half normal illumination for move in-/out days. Additional lighting, heating and air conditioning requested will be assessed a charge based on actual usage.

PAID PARKING - $3.00 per vehicle.

DEPOSITS - Minimum of one-day non-refundable advance deposit not to exceed $25,000 required to secure dates. Deposit credited when show is invoiced. No interest will accrue by or be paid to lessee. Balance due within 30 days of final invoice. Interest will be assessed at 1 ½% per month on balance due 30 days after billing date.

CANCELLATIONS - Cancellation results in forfeiture of advance deposit.

INSURANCE - Minimum requirement $1,000,000 combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability in which LVCVA is named as Additional Insured, coverage for entire period of occupancy, including move-in/out.

SECURITY - Lessee is responsible for complete security in all areas leased, including exhibit areas, meeting rooms, loading dock areas, emergency exits, from the time of initial occupancy until completion of move-out. Such security arrangements will be at the expense of the lessee. All security arrangements are subject to approval by the Las Vegas Convention and Visitors Authority (LVCVA). Lessee will provide a security placement plan for stationary or roving posts to the Convention Services Manager for the LVCVA Chief of Security thirty (30) days prior to show opening. The LVCVA maintains twenty-four (24) hour security for protection of building perimeter. Only licensed Nevada security agencies will be used. The use of voluntary security is not permitted.

KEYS - Lessee responsible for keys requested. Unreturned keys will be invoiced at $20 per key.

JANITORIAL AND CLEANING SERVICE - LVCVA personnel will clean common use public areas, meeting rooms (except when used as exhibit area) and restrooms. All other janitorial and cleaning service, beginning with the first day of move-in, during show days, and through the final day of move-out is the responsibility of Lessee. Actual cost for removal of trash from premises invoiced to Lessee per published rate structure.

FLOOR PLANS - Exhibit hall floor plans, or any revision thereof, must be approved by LVCVA Fire Safety Coordinator before sale of exhibit space.

TELEPHONE SERVICE - Available through Smart City Networks (tel. 702-943-6000). All arrangements are the responsibility of the Lessee.

TELEVISION AND BROADCASTING RIGHTS AND FEES - Negotiable.

FIRST AID - Lessee responsible for paramedics or first aid staffing and supplies as deemed necessary by the LVCVA.

THEATRE - Any use of theatre sound system by Lessee's contracted lighting or sound contract must be qualified with LVCVA building management.

OUTDOOR MESSAGE CENTER - One complimentary message per cycle on the two message centers located on Las Vegas Boulevard North and Maryland Parkway.

FOOD, BEVERAGE and CONCESSIONARY ITEMS/CATERED EVENT - Exclusive through Aramark Service, Inc. (tel 702-943-6889).

LABOR AND TRASH REMOVAL - As per current rate schedule.

STATE LAW - Prohibits any alcoholic beverages from being brought into Cashman Center.

GOVERNMENTAL ORGANIZATIONS (CITY, COUNTY, STATE, OR FEDERAL) - 50% discount plus certificate of insurance or letter of self-insurance.

NEVADA CHARTER NON-PROFIT ORGANIZATIONS - 50% discount plus certificate of insurance, proof of Nevada state non-profit charter, Articles of Incorporation, and proof of 501(c)(3) tax exempt status.

NON-PROFIT FUNDRAISERS - Daily rate vs 12% of gross gate, whichever is greater, plus labor and equipment charges.

TICKET EVENTS - Daily rate vs 12% of gross gate, whichever is greater, per show day, plus labor and equipment charges. Ticket manifest and audit through LVCVA - Finance Division. Deposit for presold tickets and/or performance bond is required.

ADDENDUM D

CONVENTION RATE STRUCTURE

EXHIBIT HALLS (Minimum daily rate vs. $.25 per net square foot, whichever is greater, per show day)		
Area	**Square Feet**	**Minimum Daily Rate**
Exhibit Hall A	49,050	$6,130
Exhibit Hall B	49,050	$6,130
MEETING ROOMS		
Area	**Square Feet**	**Minimum Daily Rate**
101, 102, 107, 108	1,083 per room	$300 per room -or- $600 per room for exhibits or registration
103, 104, 105, 106	1,113 per room	$300 per room -or- $600 per room for exhibits or registration
203, 204, 205, 206	1,113 per room	$300 per room -or- $600 per room for exhibits or registration

THEATRE			
Area	**Square Feet**	**Seating Capacity**	**Minimum Daily Rate**
Theatre	3,000 (stage)	1,922	$2,500
STADIUM			
Area	**Square Feet**	**Seating Capacity**	**Minimum Daily Rate**
Stadium	148,500	9,370	$4,000
Club Level Restaurant	6,000	Banquet - 400 Buffet - 500	$800 - Based on Catering Commitment

PARKING LOTS (Paid Parking - $3.00 per vehicle. No in/out privileges)				
Area	**Square Feet**	**Number of Spaces**	**Minimum Daily Rate when used for:**	
			Parking	**Exhibits/Events**
Parking Lot A	403,391	1,138	$5,690	$11,380
Parking Lot B	226,352	503	$2,515	$5,030
Parking Lot C	128,464	287	$1,435	$2,870
Parking Lot D	305,600	762	$3,810	$7,620

$ 5 per space per day when used for parking purposes

Lobbies and exterior areas .25¢ per net square foot per show day when used for commercial purposes.

Equipment and labor rates not included in lease rates, but are available upon request.

EXHIBIT HALLS / MEETING ROOMS / THEATRE - Leased on 24-hour basis (12:01 am - 11:59 pm) at daily rate, vs. 25¢ per net square foot, whichever is greater, per show day. One time set-up per 24-hour period includes lights, heat, air, and one microphone per room. Daily rate is charged for additional set-up or turn-around. Total number of move-in/out days equal to one times the number of show days at no additional charge. Additional move in/out days at 50% of minimum daily rate per day. One-half normal illumination for move in-/out days. Additional lighting, heating and air conditioning requested will be assessed a charge based on actual usage. Dress rehearsal performed prior to actual show days - 50% minimum daily rate.

PAID PARKING - $3.00 per vehicle.

DEPOSITS - Minimum of one-day non-refundable advance deposit not to exceed $25,000 required to secure dates. Deposit credited when show is invoiced. No interest will accrue by or be paid to lessee. Balance due within 30 days of final invoice. Interest will be assessed at 1½ % per month on balance due 30 days after billing date.

CANCELLATIONS - Cancellation results in forfeiture of advance deposit.

INSURANCE - Minimum requirement $1,000,000 combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability in which LVCVA is named as Additional Insured, coverage for entire period of occupancy, including move-in/out.

SECURITY - Lessee is responsible for complete security in all areas leased, including exhibit areas, meeting rooms, loading dock areas, emergency exits, from the time of initial occupancy until completion of move-out. Such security arrangements will be at the expense of the lessee. All security arrangements are subject to approval by the Las Vegas Convention and Visitors Authority (LVCVA). Lessee will provide a security placement plan for stationary or roving posts to the Customer Account Manager for the LVCVA Chief of Security thirty (30) days prior to show opening. The LVCVA maintains twenty-four (24) hour security for protection of building perimeter. Only licensed Nevada security agencies will be used. The use of voluntary security is not permitted.

KEYS - Lessee responsible for keys requested. Unreturned keys will be invoiced at $20 per key.

JANITORIAL AND CLEANING SERVICE - LVCVA personnel will clean common use public areas, meeting rooms (except when used as exhibit area) and restrooms. All other janitorial and cleaning service, beginning with the first day of move-in, during show days, and through the final day of move-out is the responsibility of Lessee. Actual cost for removal of trash from premises invoiced to Lessee per published rate structure.

FLOOR PLANS - Exhibit hall floor plans, or any revision thereof, must be approved by LVCVA Fire Safety Coordinator before sale of exhibit space.

TELEPHONE SERVICE - Available through Smart City Networks (tel. 702-943-6000). All arrangements are the responsibility of the Lessee.

TELEVISION AND BROADCASTING RIGHTS AND FEES - Negotiable.

FIRST AID - Lessee responsible for paramedics or first aid staffing and supplies as deemed necessary by the LVCVA.

THEATRE - Any use of theatre sound system by Lessee's contracted lighting or sound contract must be qualified with LVCVA building management.

OUTDOOR MESSAGE CENTER - One complimentary message per cycle on the two message centers located on Las Vegas Boulevard North and Maryland Parkway.

FOOD, BEVERAGE and CONCESSIONARY ITEMS/CATERED EVENT - Exclusive through Aramark Service, Inc. (tel 702-943-6885).

LABOR AND TRASH REMOVAL - As per current rate schedule.

STATE LAW - Prohibits any alcoholic beverages from being brought into Cashman Center.

Conv.
Board Approved: 12/11/01

ADDENDUM E
SAMPLE FIRE CODE VIOLATIONS NOTICE

EXHIBITOR: Welcome to Las Vegas! It is our pleasure to have you as a visitor and we ask that you please comply with State and Local Fire Codes and the Las Vegas Convention and Visitors Authority building policies.

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT.

1. All materials used in exhibit construction, decoration, or as a temporary cover MUST BE CERTIFIED AS FLAME RETARDANT or a sample must be available for testing.

2. ALL EXITS AND EXIT AISLES must be kept clear and unobstructed. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.

3. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS must be visible and accessible.

4. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL. Materials for handouts must be limited to one-day supply and stored neatly within the booth. IF NOT REMOVED BY SHOW OPENING, SHOW GENERAL CONTRACTOR WILL REMOVE AND STORE AT EXHIBITOR'S EXPENSE.

5. HARD WALLS MUST BE NINE (9) INCHES FROM PROPERTY LINE FOR ACCESS TO ELECTRICAL.

6. All 110 VOLT EXTENSION CORDS shall be 3-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.

7. CUBE TAP ADAPTERS ARE PROHIBITED. Multi-plug connectors must be UL approved with built-in overload protection.

8. ELECTRICAL WORK UNDER CARPETS must be done, or supervised by the general contractor's electrical contractor. Round cords are not authorized under carpet.

9. VEHICLES ON DISPLAY must have filler caps sealed and batteries must be disconnected. VEHICLES BEING UNLOADED must not be left with engines idling.

10. HALOGEN LAMPS MUST BE IN UL OR RECOGNIZED LABORATORY APPROVED METALLIC FIXTURE. Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Certain forms of halogen lamps have been completely prohibited. Contact the Safety Office for a current copy of the halogen ban statement.

11. COMPRESSED GAS CYLINDERS, INCLUDING LPG, are prohibited unless approved by the Safety Office. No cylinders will remain in the facility overnight.

12. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED inside of buildings except as approved by the Office of Fire Protection and Safety. Paint spraying must be done outside the building.

13. Areas enclosed by solid walls and ceiling must be provided with APPROVED SMOKE DETECTORS.

14. ALL MULTI-LEVEL EXHIBITS AND EXHIBITS WITH COVERED AREAS MUST SUBMIT PLANS FOR APPROVAL TO THE LVCVA OFFICE OF SAFETY. Any occupied portion of an exhibit above floor level (double-deck) must submit an engineer-stamped set of drawings to the Office of Safety prior to the show.

15. IN PLACES OF PUBLIC ASSEMBLY, any two story booth with only one stairway must have a sign stating maximum occupancy – 9 people.

For questions or further information, please contact the LVCVA Safety Office at 702-892-7413 or the 24-hour Security Dispatch Control Center at (702) 892-7400..

ADDENDUM F

APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS

Name of Event: _____

Dates of Event: _____ **Booth Number:** _____

Name of Exhibiting Company: _____

Contact Person/Title: _____

Phone: _____ **FAX:** _____

- **Please indicate the food item(s) you wish to prepare:** _____

_____

- **Please indicate the process/equipment that would be used:** _____

_____

No open flames will be permitted.
A 5ABC portable fire extinguisher will be required for each approved device.
A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

Please FAX this form to**:**

Convention Services Manager
Cashman Center
702/386-7126

A Safety representative will call you to discuss your food preparation plans. DO NOT **finalize plans to prepare food in your booth without approval of your equipment by Cashman Center.**

Approved	Denied

ADDENDUM G

DISAPPROVED HALOGEN BULBS

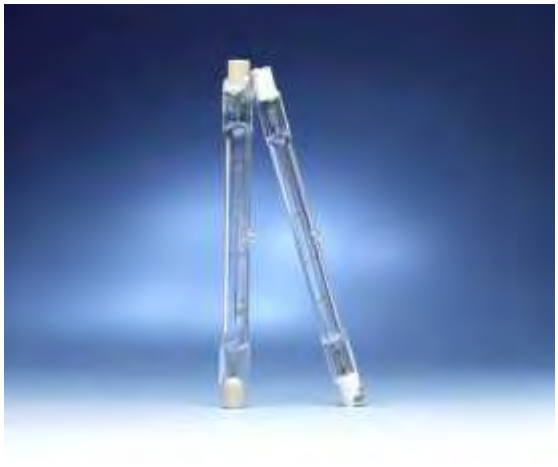


Fig. 1. Linear Bulbs

MR 11/16 Uncovered

Line Voltage

Low Voltage Bi-Pin

Fig. 2 Non-Shielded Bulbs

ADDENDUM H

APPROVED HALOGEN BULBS – 75watts max

MR 11/16 Covered – low voltage

MR 16 Covered – line voltage

PAR 14, 16, 20, 30, and 38

Figure 3. Self-Shielded Bulbs

ADDENDUM I

POLICIES & PROCEDURES For PUBLIC TICKETED EVENTS

Pre-Printed Pre-Sold Tickets –
LVCVA/Cashman Center to provide client with a list of licensed and bonded ticket-selling agencies (i.e. Ticketmaster, Tickets.com, ETM. etc.), for handling the printing and sales for public ticketed events. When a licensed/bonded ticket agency is used, that agency handles all deposits required, and deposited monies are held until after event takes place, as a guarantee against any necessary refunding of monies.

In cases where the client chooses to select an outside ticket printing agency, and to pre-sell tickets through selected outlets, the printing of tickets must be accomplished by a licensed ticket printing agency, and delivered to LVCVA/ Cashman Center Convention Services Manager in **sealed** box directly from the ticket printing company, together with a certified ticket manifest. Upon receipt of the tickets, these tickets become the property of LVCVA/Cashman Center, and the Convention Services Manager will verify the beginning and ending numbers in each box and the ticket types and numbers against the certified manifest.

Issuance of Tickets –
Full deposit (cashier's check made payable to LVCVA) for face value of all pre-printed, pre-sale tickets disbursed will be made by promoter to LVCVA/Cashman Center prior to issuance of tickets to Promoter. As tickets are issued to Promoter, the beginning and ending ticket numbers will be recorded and signed for by both the Promoter (or Event Representative) and the Convention Services Manager. A performance bond may be required to ensure payment for services rendered by all parties.

Day of Event – Pre-printed Tickets Sold at the Door –
On-site day of event pre-printed ticket sales will require the pre-printed tickets to be delivered directly by Ticket Agency or Promoter (or Event Representative) to LVCVA/Cashman Center Convention Services Manager, for comparison to the ticket manifest and verification of price and numbers of tickets that are to be sold on site. Said documentation to be verified and signed by the Convention Services Manager and Promoter (or Event Representative). Tickets will be issued to Promoter at the Cashman Center Ticket Office day of event, prior to start of sale. A supply of generic tickets will be held on site to use in case all pre-printed tickets are sold.

Turnstiles –
Turnstiles will be set for all ticketed events. The turnstiles will be tested and numbers verified and recorded prior to each day of event. Final turnstile numbers will be taken at the close of the event, and cross verification of actual ticket sales vs. turnstile counts will be done for audit purposes. Any variation of three (3) to five (5)% or more will require investigation to determine difference in accounting of attendance. All handling of variations to be documented to file.

Ticket Drop Boxes –
For all Public Ticketed Events, secured (locked) ticket drop boxes will be set at entrance doors. Dropped tickets/stubs will be removed from drop boxes by the Convention Services Manager at various times throughout the event. Ticket stubs will be reviewed at least daily to ensure that no unauthorized ticket stock is being accepted. These tickets/stubs are the property of LVCVA/Cashman Center and will be held by the Convention Services Manager for subsequent verification if required.

Final Ticket Accounting –
Any unused or unsold tickets will be returned to the Convention Services Manager upon completion of event. These tickets will be counted and verified (signed) by both the CSM and the Promoter (Account Representative). Any unreturned tickets will be considered as “Sold Tickets” in the final accounting audit.

Complimentary Tickets –
Complimentary tickets to be printed with a prominent designation on the ticket (and stub, if applicable) and issued separately using same verification methods. Complimentary tickets to be limited to two (2)% of total gate sales determined at official show close. Any complimentary tickets issued beyond the allowed two (2)% will be documented as “Sold Tickets” at the highest ticket price determined by show management.

Final Summary of Charges –
Final post-event “summary of charges” form to be completed by Convention Services Manager for each event. No monies will be distributed to Promoter (Event Representative) until final settlement of ticketing and ticket manifest has been verified, and summary of charges has been completed. From the summary of charges, the final invoice will be prepared. Disbursement of any funds will be performed within five (5) to seven (7) working days after the conclusion of the event.

ADDENDUM J

LAS VEGAS CONVENTION AND VISITORS AUTHORITY
SECURITY DEPARTMENT
3150 PARADISE ROAD
LAS VEGAS, NEVADA 89109

WEAPONS REQUEST

DATE: _____

TO: LAS VEGAS CONVENTION AND VISITORS AUTHORITY
DIRECTOR OF SECURITY

FROM: _____
Company Name

SUBJECT: WEAPONS REQUEST

We are requesting Security Officer _____be
(Please Print Name)
Permitted to wear the below listed firearm at:

_____Convention Center _____Cashman Center

For the following convention or event:_____

The above named officer will be located at _____ for the

following reasons: _____

FROM: DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____

DATE _____ TIME _____ TO _____

The following must be submitted with this request:

___ Work Card Number _____ Expiration Date _____

___ State of Nevada firearm Safety Course # _____ Exp. Date _____

___ Firearm Serial # _____ Manufacturer _____

Caliber _____ Type_____ Color_____

___ Photostat copies of the Work Card, Firearm Safety Course card and the Firearm Registration Card attached.

THIS REQUEST MUST BE SUBMITTED TO THE LVCVA DEPARTMENT OF SECURITY 72 HOURS PRIOR TO THE DATE REQUESTED TO BE ON LVCVA PROPERTY.

_____ _____

REQUEST AUTHORIZED BY TITLE (SIGNATURE)
(Please Print)

_____

SHOW MANAGER APPROVAL

___Approved _____Disapproved

_____

DIRECTOR OF SECURITY

LAS VEGAS CONVENTION AND VISITORS AUTHORITY
CASHMAN CENTER
850 LAS VEGAS BLVD. NORTH, LAS VEGAS, NV 89101
702-892-0711 • FAX 702-386-7126
LVCVA.com • VisitLasVegas.com