

# 2022 EXHIBITOR SERVICES MANUAL

## MAIN MENU

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**Welcome** to the WPPI 2022 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at WPPI 2022. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

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

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

## GENERAL INFO

### DATES & TIMES

#### Move-in

Sunday, February 27, 2022	8:00 a.m. - 5:00 p.m.
Monday, February 28, 2022	8:00 a.m. - 5:00 p.m.
Tuesday, March 1, 2022	8:00 a.m. - 10:00 a.m.

*Contact Show Management should you have any special move-in requests.*

#### Show Day

Tuesday, March 1, 2022	10:00 a.m. - 4:00 p.m.
Wednesday, March 2, 2022	10:00 a.m. - 4:00 p.m.
Thursday, March 3, 2022	10:00 a.m. - 3:00 p.m.

#### Move-out

Thursday, March 3, 2022	3:00 p.m. - 10:00 p.m.
Friday, March 4, 2022	8:00 a.m. - 12:00 p.m.

### EXHIBIT HALL LOCATION

The Mirage  
3400 S Las Vegas Blvd, Las Vegas, NV 89109

### SHOW MANAGEMENT CONTACTS

[Click here](#) for a full list of show management

## VENDORS

Click on vendors to get more information.



### FREEMAN

Furniture, Flooring, Labor

[ORDER ONLINE](#)

[EMAIL](#)

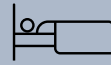


### MIRAGE

Electrical, Cleaning, A/V,  
Rigging

[ORDER ONLINE](#)

[INFORMATION SHEET](#)



### HOUSING & REGISTRATION

[SIGN UP](#)



### FLORAL/PLANTS

[ORDER ONLINE](#)  
[INFORMATION SHEET](#)



### MIRAGE INTERNET

[ORDER ONLINE](#)  
[INFORMATION SHEET](#)



### MIRAGE CATERING

[ORDER ONLINE](#)  
[INFORMATION SHEET](#)



### SOA SECURITY

[WEBSITE](#)  
[INFORMATION SHEET](#)



### INSURANCE

[ORDER ONLINE](#)  
[INFORMATION SHEET](#)



### LEAD RETRIEVAL

[ORDER ONLINE](#)  
[INFORMATION SHEET](#)



### FREEMAN GROUND FREIGHT

[ORDER ONLINE](#)  
[INFORMATION SHEET](#)



### IMAGE MODEL TALENT AGENCY


[WEBSITE](#)  
[INFORMATION SHEET](#)



### PHOENIX INTERNATIONAL SHIPPING

[WEBSITE](#)  
[INFORMATION SHEET](#)

SHOW PLANNER


**January 28** 

UPDATE SHOW DIRECTORY LISTING

WAREHOUSE SHIPPING BEGINS


ORDER LEAD RETRIEVAL

ORDER SECURITY

**February 7** 

FREEMAN EARLY BIRD DEADLINE FOR ONLINE ORDERS





FURNITURE  
FLOORING  
MATERIAL HANDLING  
LABOR

**February 8** 







MIRAGE ORDER DEADLINE

ELECTRICAL  
INTERNET  
CLEANING  
CATERING  
RIGGING

**BEFORE YOU ARRIVE TO SHOWSITE**

-  Submit Certificate of Insurance
-  Coordinate Hotel & Travel
-  Register Booth Personal in Advance
-  Update Show Directory Exhibitor Profile and/or listing


**OPTIONAL SERVICES**

-  FLORAL
-  AV
-  INTL FREIGHT
-  CATERING
-  INTERNET
-  ELECTRIC

**ONCE YOU ARRIVE**

- PICK UP BADGE
- CHECK FREIGHT
- ADVANCED ELECTRICAL RIGGING

**SHOW MANAGEMENT APPROVAL**

-  Hanging Sign Approval by February 4<sup>th</sup>
-  Hiring an Exhibitor Appointed Contractor (EAC) Submit form by February 4<sup>th</sup>

## INSURANCE

WPPI 2022 does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to WPPI 2022 before the show.

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

The following three types of insurance are required:

- **Workers' Compensation** insurance, unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

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

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

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

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

"Description of Special Items" – Should read as "Emerald (Show Management), Freeman (Official Service Provider), the Mirage (Facility), and WPPI (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald shall be excess and non-contributory. Exhibitor show date(s) are: March 1-3, 2022 in LasVegas, NV."

[Submit your insurance documents online.](#)

Be sure the name of the attachment reflects the name of the insured exhibiting company



### NEED GENERAL LIABILITY INSURANCE?

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



#### *Certificate Holder Information should be listed as:*

WPPI 2022  
31910 Del Obispo, Ste 200  
San Juan Capistrano, CA 92675

### REPORTING

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

## BOOTH REGULATIONS

### CONSTRUCTION/DESIGN

#### **WPPI is a “Cubic Content” show**

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Violations could result in a fine and/or loss of priority points.

Example – more information on each later

#### Linear, Corner and Perimeter booths

- 8’ high pipe and drape back wall.
- 3’ high pipe and drape side rails.
- 7” x 44” booth identification sign with the company name and booth number.

#### Peninsula and End-Cap booths

- 8’ high pipe and drape back wall.

#### Split Island booths

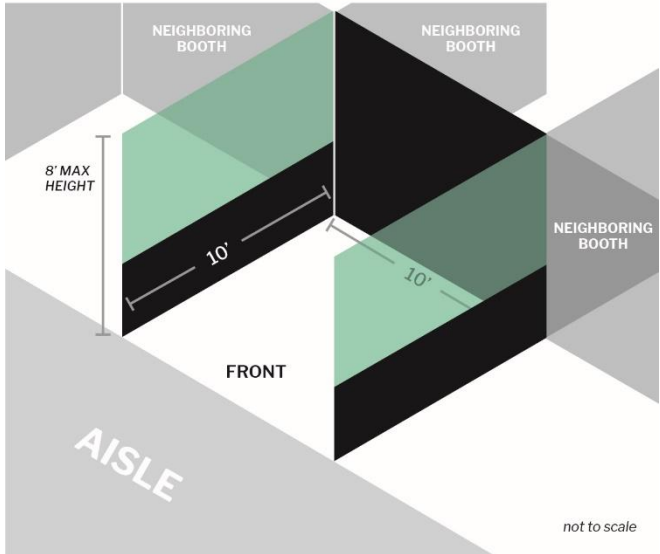
- 8’ high pipe and drape back wall.

#### Island booths

- Island booths do not come with back drapes or ID signs. If desired, they may be ordered from Freeman.

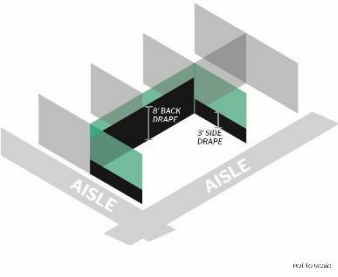
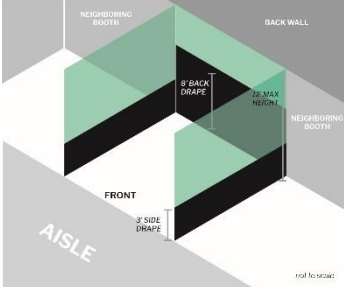
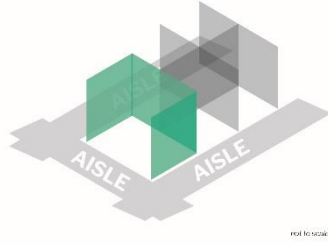
All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this kit.

Linear / Inline Booth Guidelines


<p><b>Definition and/or Dimension</b>                  Linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.</p> <p>Linear &amp; Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.</p>	<p style="text-align: center;"><b>INLINE BOOTH SPACE</b>                  10 X 10, cubic content, with provided drupe, max height 8'</p> 
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drupe back wall.</li> <li>• 3' high pipe and drupe side rails.</li> <li>• 7" x 44" booth identification sign with the company name and booth number.</li> </ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	<p><b>Use of Space – Cubic Content Rule:</b>                  Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of the linear booth type/variation.</p> <p><b>Footprint Rule or “Wiggle Room” Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drupe and utility cables/hoses that must be run between booths.</p>
<p><b>Hanging Signs / Graphics</b>                  Linear/Inline booths are not permitted to have hanging signs.</p> <p>Signs, logos and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>Exposed Surfaces</b>                  All exposed exhibit components extending above the 3' high pipe and drupe sidewalls and/or the 8' high pipe and drupe backwall must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.</p>
<p><b>Additional Information</b>  <a href="#">Labor/Union Laws</a>  <a href="#">Building Rules/Guidelines</a></p>	<p><b>Variance Requests</b>                  Variance requests can be submitted to <a href="#">Show Management</a> for review.</p>

**Linear / Inline Booth Variations:**

<p><b>Corner</b> booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.</p>	<p><b>Perimeter</b> booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12').</p>	<p><b>End-Cap</b> booths are exposed to an aisle on three sides and comprised of two adjacent 10'x10' booth spaces and must adhere to the same guidelines as linear booths.</p>
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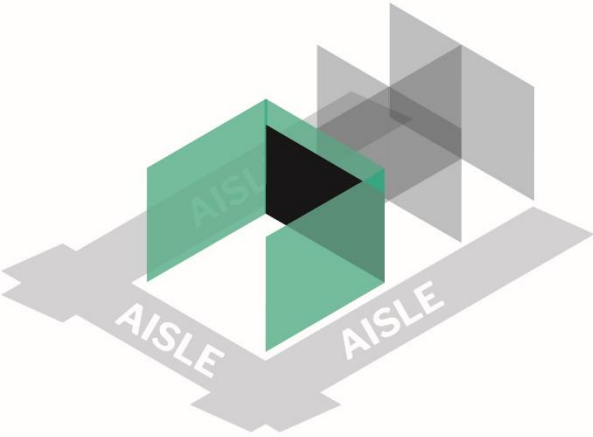
<p style="text-align: center;"><b>CORNER BOOTH SPACE</b>                  aisles on 2 sides; cubic content w/ provided drupe</p> 	<p style="text-align: center;"><b>PERIMETER BOOTH SPACE</b>                  booth backs up to wall in event space, max height 12'</p> 	<p style="text-align: center;"><b>END CAP PENINSULA BOOTH SPACE</b>                  cubic content, aisles on 3 sides</p> 
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Island Booth Guidelines

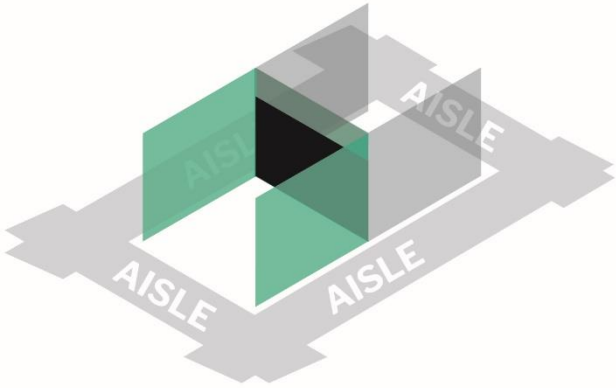
<p><b>Definition and/or Dimension</b> Island booths are any size booth exposed to an aisle on all four sides.  Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.</p>	<p style="text-align: center;"><b>ISLAND BOOTH SPACE</b> aisles on 4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



Peninsula Booth Guidelines

<p><b>Definition and/or Dimension</b>                  Peninsula booths are exposed to an aisle on three sides, comprised of a minimum of four booths, and typically back up to linear booths behind.</p> <p>Peninsula booths are usually twenty feet (20') by twenty feet (20') or larger.</p>	<p style="text-align: center;"><b>PENINSULA BOOTH SPACE</b>                  cubic content, aisles on 3 sides, with provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall.</li> <li>• 7" x 44" booth identification sign with the company name and booth number.</li> </ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space – Cubic Content Rule:</b>                  The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p><b>Footprint Rule or "Wiggle Room" Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Multi-Level Exhibits</b>                  A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p><b>Covered Exhibits</b>                  A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p><b>Hanging Signs / Graphics</b>                  Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>Signs, logos and graphics must be set back no less than five feet (5') from adjacent booths. This includes the side of a hanging sign that is facing adjacent booths.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p><b>Exposed Surfaces</b>                  All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p><b>Additional Information</b>  <a href="#">Labor/Union Laws</a>  <a href="#">Building Rules/Guidelines</a></p>	<p><b>Variance Requests</b>                  Variance requests can be submitted to <a href="#">Show Management</a> for review.</p>

## Split Island Booth Guidelines

<p><b>Definition and/or Dimension</b>                  Split Island booths are exposed to an aisle on three sides, comprised of a minimum of four booths, and typically back up to another island booth behind.</p> <p>Split Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.</p>	<p style="text-align: center;"><b>SPLIT ISLAND BOOTH SPACE</b> w/ provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall.</li> <li>• 7" x 44" booth identification sign with the company name and booth number.</li> </ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space – Cubic Content Rule:</b>                  The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p><b>Footprint Rule or "Wiggle Room" Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Multi-Level Exhibits</b>                  A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p><b>Covered Exhibits</b>                  A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p><b>Hanging Signs / Graphics</b>                  Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>Signs, logos and graphics must be set back no less than five feet (5') from adjacent booths. This includes the side of a hanging sign that is facing adjacent booths.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p><b>Exposed Surfaces</b>                  All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p><b>Additional Information</b>  <a href="#">Labor/Union Laws</a>  <a href="#">Building Rules/Guidelines</a></p>	<p><b>Variance Requests</b>                  Variance requests can be submitted to <a href="#">Show Management</a> for review.</p>

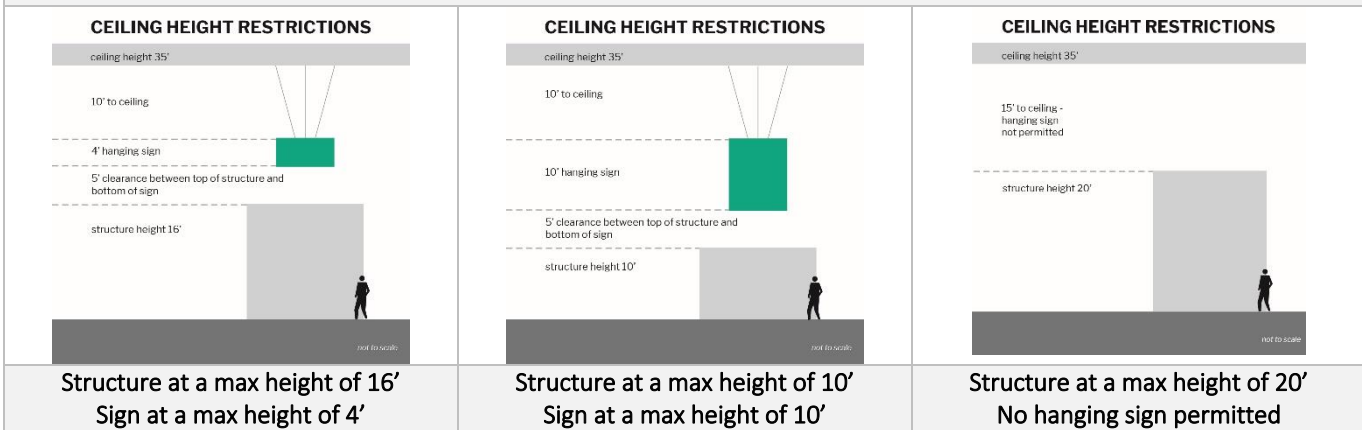
## Hanging Signs & Airborne Objects

Permitted in all Island, Split Island, and Peninsula booths that are 400 sq. ft. or larger. End-cap and linear booths do not qualify for hanging signs and graphics, regardless of size.

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

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

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



### Rigging Orders

For more information on aerial rigging services, please review the [Rigging and Labor Forms](#).

Aerial rigging services can be [ordered online](#).

Hanging signs should be shipped to the Freeman Advance Warehouse arriving between January 28 and February 22. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number

### Approval Process

If your hanging sign does not comply with the WPPI Hanging Sign & Graphics Guidelines or you would like to request approval to hang signs at a height of twenty-six to thirty feet (26'-30'), please submit for a variance approval from WPPI [Show Management](#).

Variances may be issued at show management's discretion. Drawings and three-dimensional renderings of both the hanging sign and the floor supported booth structure, with dimensions, should be submitted to Show Management with the approval request and available onsite for inspection. If your hanging sign complies with the WPPI Hanging Sign & Graphics Guidelines, a variance approval submission is not required.

For Booth Variations and Hanging Sign requests, please reach out to [Allyson.magda@emeraldix.com](mailto:Allyson.magda@emeraldix.com).

## Drones

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

## Balloons or Inflatables

Latex helium balloons are allowed on the show floor. Mylar balloons are not allowed at any time and should not be used in the design of the exhibit space or be distributed at the Expo.

## Lighting/Truss

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited. Clip lights must be installed by the Mirage Event Center.

## Food Demonstration

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples will be allowed to be distributed from an exhibitor's booth. Alcoholic sampling is also allowed. However, sampling sizes will be strictly enforced.

## FREIGHT & DELIVERIES

### Warehouse Address

Exhibiting Company Name / Booth #  
WPPI 2022  
C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89118

### Direct to Site Address

Exhibiting Company Name / Booth #  
WPPI 2022  
Mirage Event Center  
C/O Freeman  
3400 Las Vegas Blvd S  
Receiving Rd 2  
Las Vegas, NV 89109

### Marshaling Yard Directions & Map

6555 West Serene Avenue Las Vegas, NV 89139

*\*This location does not accept deliveries. This location is only for the staging of trucks delivering to and picking up from show site facilities.*

Please note:

- All carriers delivering to or picking up from the facility must check in at the Marshaling Yard.
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available.
- Please be advised that certified weight tickets are required when checking into the Marshaling Yard. For your convenience, Freeman has available a full-sized certified scale at the Marshaling Yard. If your driver has valid verified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshaling Yard.

#### Directions:

##### From I-15 Northbound

Exit NV160 W/Blue Diamond Rd  
 Left onto Blue Diamond Rd  
 West on Blue Diamond Rd  
 (approximately 4 miles)  
 Left on S Torrey Pines Dr  
 From stop sign at Serene, go straight  
 Marshaling Yard is directly ahead

##### From I-15 Southbound

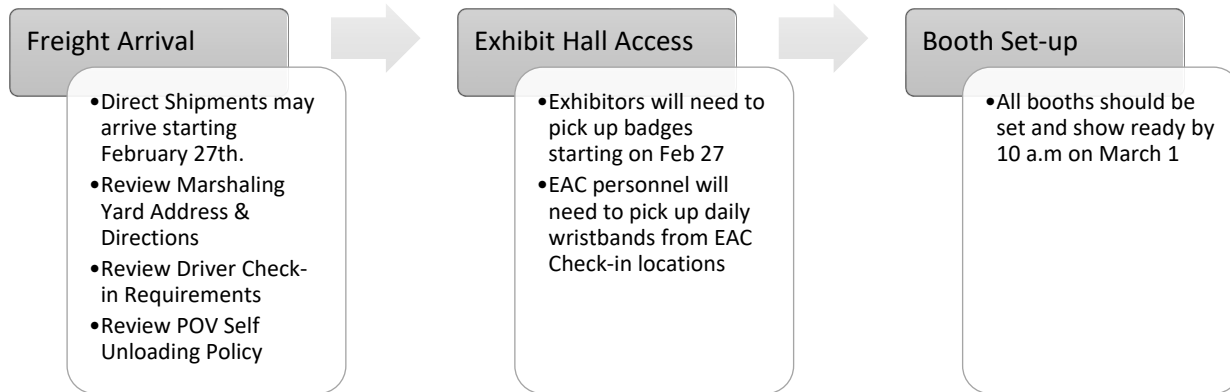
Exit NV160 W/Blue Diamond Rd  
 West on Blue Diamond Rd  
 (approximately 4 miles)  
 Left on S Torrey Pines Dr  
 From stop sign at Serene, go straight  
 Marshaling Yard is directly ahead

##### From US-93 / I-515 Northbound

Exit I-215 West  
 Exit I-15 South  
 Merge on NV160 W/Blue Diamond  
 West on Blue Diamond Rd  
 (approximately 4 miles)  
 Left on S Torrey Pines Dr  
 From stop sign at Serene, go straight  
 Marshaling Yard is directly ahead



## Move-in/out Procedures



## Self-Unloading / Hand Carry Policy

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

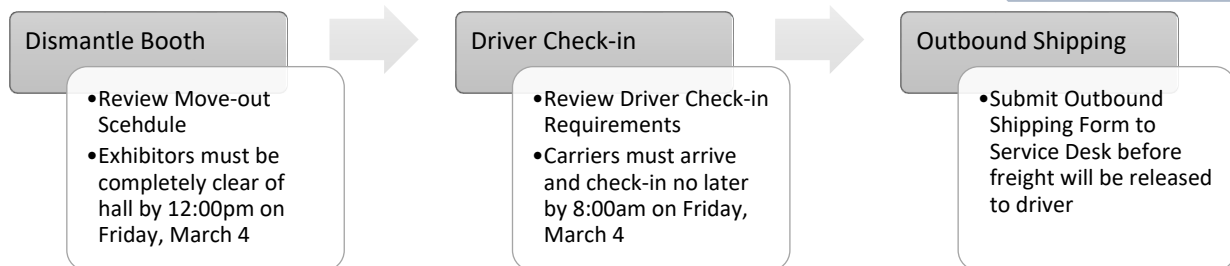
## Privately Owned Vehicles (POV)

Please refer to page 21 of the [Freeman Service Manual](#).

## Outbound Shipping

Please refer to page 81 of the [Freeman Service Manual](#).

*A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include: pick-up trucks, passenger van, SUV, taxi, or a box truck less than 17' in length.*



## Material Handling & Storage

- The official [material handling contractor](#), Freeman, will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- [Fire regulations](#) prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- [Empty crates](#), cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

## International Freight

Phoenix International Business Logistics has been appointed as the official international freight forwarder and customs broker. For more information, please visit their [website](#) or [download the International Shipping Instructions](#).

## INSTALL/DISMANTLE & LABOR REGULATIONS

### Labor/Union Laws

Please refer to page 7 in the [Freeman Service Manual](#).

### Forklifts

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.

### Local Guidelines

Please refer to page 7 in the [Freeman Service Manual](#).

### Building Rules/Guidelines

Please refer to page 8 in the [Freeman Service Manual](#).

## Safety

### Fire Marshal Requirements & Permitting

All exhibit spaces must be in full compliance with all facility, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

- **Fire and Safety**
  - The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
  - Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
  - Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
  - Spray painting is prohibited.
  - Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
  - Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
  - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.
- **Flammable and Toxic Materials**
  - All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
  - Samples should also be available for testing.
  - Materials that cannot be treated to meet the requirements should not be used.
  - A flame-proofing certificate should be available for inspection.
  - Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
  - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.



## Environmental Laws/OSHA Regulations

All exhibitors must be following environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

## Cleaning

### Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 5 pm on Monday, February 28, 2022. This will allow sufficient time to complete the overall cleaning of the Exhibit Hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

The Mirage is the exclusive booth cleaning contractor for the Expo. Please note: your booth will NOT automatically be vacuumed the night before the show opens unless you order and pay for this service. Booth cleaning (vacuuming booth carpet) is not included in your booth space rental. Wastebaskets left at the front edge of your booth will be emptied during show days. Any booth structure, crates, carpet padding or booth equipment abandoned at the Expo after the published move-out deadline (Noon on Thursday, March 3) will be deemed trash and disposed by Freeman at a cost to the exhibitor. Arrange for cleaning services by utilizing the online order forms within this manual

### Excessive/Bulk Trash

Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

### Booth & Material Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

### Care of the Facility

- It is understood that exhibitors shall neither injure, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents, contractors or representatives.



## EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.** Completion of the required EAC/I&D form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be licensed, insured, and authorized to work in the Mirage. Contractors must adhere to all rules and regulations of WPPI 2022, the Mirage, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, and being properly badged.

All contracted personnel must check-in at Exhibitor Registration before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor’s work.

The EAC will not solicit business at the event and must wear badges at all times. It is the exhibitor’s responsibility to make sure that all independent contractors are properly badged before arrival.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The Mirage(Facility), Emerald (Show Management), and Freeman(General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers’ compensation and employers’ liability, comprehensive general liability, and automobile liability insurance.
- The workers’ compensation and employers’ liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

Services ordered on behalf of exhibitors by EAC’s or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.



Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC/I&D form in the [Exhibitor Console](#) by January 28.

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

## DONATIONS

[Opportunity Village](#) is the charity of choice for this event and is available to accept donations and provide your company with a tax deductible receipt. To donate your product and/or booth materials, please call (702) 300-8409.

## MOVE-OUT

Thursday, March 3, 2022                      3:01 p.m. - 10:00 p.m.  
Friday, March 4, 2022                      8:00 a.m. - 12:00 p.m.

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by Friday, March 4, 2022 at 12:00 p.m.
- Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by Friday, March 4, 2022 at 9:00 a.m.

## UTILITIES

### ELECTRICAL, CABLE & INTERNET

The Mirage is the exclusive provider of electrical, cable services, and internet to exhibitors. [Services can be ordered online.](#)

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### Animals

No animals, except Seeing Eye dogs, are permitted in the Mirage. Any request for an exception must be requested with Show Management

Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

#### Booth Appearance

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Unfinished hard-walls are not permitted.
- The Mirage Events Center is carpeted throughout with convention style carpeting. Rental carpet is available through Freeman.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.

## Floral

The official provider of floral and plants is Short Term Plant Rental/800 Plant It. Visit their [website](#) for more information.

## Trademarks/Copyright

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

## Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/8-tank full or five gallons (include metric), whichever is less, and fuel tank tapped.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- The flooring underneath the vehicle must be completely covered and protected.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.
- All vehicles on display require a permit from the Clark County Fire Department.

## DEMONSTRATIONS

### Exhibitor Conduct /Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

## Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples will be allowed to be distributed from an exhibitor's booth. Alcoholic sampling is also allowed. However, sampling sizes will be strictly enforced.

## Hospitality & Networking Events

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to [show management](#) for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

## Models / Temporary Staffing

Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

The official provider of models, hosts, and other talent is Image Model Talent Agency. Please refer to the [booking and pricing information](#).

## Noise / Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

## Raffles, Drawings, and Contests

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

## ADDITIONAL

### Americans with Disabilities Act (ADA)

All exhibiting companies are required to follow the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

### Distribution of Promotional Items

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of WPPI".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

### Concessions

Cash concessions will be available through food outlets in the Mirage during the show.

### Copyrights

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

### First Aid

A first aid station, staffed by licensed medical professionals, will be available on show days and move-in/out.

### Occupancy

Exhibit displays must be set by 10:00am on Tuesday, March 1. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, show management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee. Exhibitor's displays must not be dismantled or packed in preparation for removal prior to 3:00pm on Thursday, March 3. Every exhibit must be fully staffed and operational during published Expo Open hours. Dismantling of displays begins at 3:00pm on Thursday, March 3, and continues until Noon on Friday, March 4. By 12:01pm on Friday, March 4, all exhibitor displays, or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the discretion of show management at the exhibitor's expense.

### Photography/Video Recording

Exhibitors may only photograph/film their own exhibit at the Expo. In order to take a photograph or film another booth, you must receive permission from booth personnel in the booth prior to taking pictures or filming. Show Management and the Official Show Photographer are exempt from this rule. Members of the Press must first receive permission from the exhibitor to photograph or film the exhibitor's booth. Violation of the policy may result in confiscation and removal of camera images and expulsion from the show.

## Selling at Booth

Order taking ONLY is the recommended policy during show hours for all three-show days. It is the sole responsibility of the exhibitor that sells off the show floor to report the appropriate amount of sales tax due. If you plan to sell anything from your booth or display, you will need a temporary business license. Contact Clark County Business License at (702) 455-4252 or visit their [website](#).

## Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from show management

## Show Colors

Backwall: White

Siderail: White

Aisle Carpet: Existing Mirage carpet

## Smoking Policy

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms during move-in, move-out and all show days.

## Strolling Entertainment

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

## SECURITY INFORMATION

WPPI 2022 Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Mirage agents nor employees assumes any responsibility for such property, loss, or theft.

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

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

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

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



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

***Tips To Help Protect Your Product:***

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

## REGISTRATION

### STAFF BADGES

Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.

Each exhibiting firm receives ten (10) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation. Register for Exhibitor Badges [here](#).

### ADMISSION POLICY

#### Children

Children under the age of 14, including infants, are not permitted in the conference seminars at any time. Children under the age of 14 will be permitted in the Expo Hall, during show hours, provided they have adult supervision at all times. No more than two children per adult. Strollers are permitted, but strongly discouraged. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No children are allowed on the floor during set-up and tear-down. There are no exceptions

#### Early Appointments

Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.

Attendees, speakers, press, and any other registration type other than Exhibitor will not be allowed access to the show floor at any time during move-in and move-out or prior to 10:00 AM on show days.

#### Exhibitor Appointed Contractors (EAC)

All contracted personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor. Each individual person must sign-in and present photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others. A different wristband will be used each day and available after 1:00 PM the day prior.

#### Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by WPPI during move-in, move-out or show hours.

## GETTING THERE

### HOTELS

Mirage is offering discounted rates as the official hotel for WPPI. Book your hotel and register for badges at the same time [here](#).

### PARKING

Please refer to the [Mirage Parking Guidelines](#).

### RIDESHARE / TAXI

The Mirage's Rideshare pick-up/drop-off location is: North Valet Entrance across from Valet.  
Taxi assistance is available 24 hours a day from the main entrance.

### BUSINESS CENTER

Ho The FedEx Office® Business Center is located in the Mirage Theatre Lobby next to Roasted Bean. The staffed hours of assistance are Monday to Friday from 7:00am - 6:00pm, Saturday and Sunday from 8:00am - 4:00pm, along with 24 hour access to computer rental stations with internet and printing. For more information about the FedEx Office® Print & Ship Centers at The Mirage, [click here](#).