RE+ RENEWING WHAT’S POSSIBLE
SEPTEMBER 11-14, 2023
LAS VEGAS, NV Caesars Forum
EXHIBITOR RESOURCE MANUAL
Dear RE+ 2023 Exhibitor,

Welcome to RE+, being held Monday, September 11 – Thursday, September 14, 2023, at the Venetian Expo and Caesars Forum. It’s going to be a big year for the clean energy industry and we are pleased that you are joining us!

This year, RE+ is now working with Freeman Decorating as our General Services Contractor. The following manual was designed to help you effectively plan and prepare for the RE+ 2023 show. Please review it carefully and completely.

You may also access this information in this document online through both the ‘Exhibitor Service Kit’ link located in the Exhibitor Dashboard and directly from the Exhibitor Resources page of www.re-plus.com at any time.

We would like to emphasize that taking the time to plan and prepare for RE+ 2023 early will save you both time and money. As you read through this manual, please pay close attention to the pages that include important checklists, show information and deadlines as well as the targeted move-in and move-out floor plans. You may want to print these pages out and use them as a guide for ordering your rental items, planning for marketing opportunities, and packing for the show.

RE+ is growing! New for this year we have a new vendor, EAC Management, to manage our EAC process. If you are using a third party make sure to review this information.

At RE+ Events, our main goal is to provide our exhibitors with the tools they need to have a successful show. If we can assist you in any way, please let us know by emailing exhibit@re-plus.com. For specific questions regarding the exhibit hall, freight docks, and freight doors, please contact our General Services Contractor, Freeman at (888) 508-5054.

We look forward to working with you, now, and for many years to come!

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Show Requirements

Below is a list of MANDATORY forms that every exhibitor must submit. The deadline to submit forms is Friday, August 11, 2023 unless otherwise noted. Please review the full list of deadlines in Appendix C.

- **Onsite Contact Form** required for all.
- **Exhibitor Liability Insurance Form** (required for all, see Appendix D for instructions and a sample insurance certificate) Liability insurance is separate from Exhibitor Appointed Contractor (EAC) insurance. Make sure you have a copy of your certificate prior to view the link. For Questions email REplusExhibitorInsur@EACmgmt.com.
- **Booth Diagram & Hanging Sign Form** (required if over 400 sq. ft.). For Questions email REplus@EACmgmt.com.
Services & Official Show Vendors

General Service Contractor: Freeman (Discount Deadline: Friday, August 11 at 5:00 pm PST),

- Material handling / Drayage (exclusive provider)
- Carpet (mandatory)
- Shipping
- Booth Cleaning
- Booth setup
- Booth furnishings
- Custom booth design
- Signage

Caesars Forum Exclusive Vendors: These vendors must be used below. Outside vendors cannot be used for the following.

- Booth Catering: Caesars Forum
- Internet and Telecommunications: Encore
- Rigging, Lighting Banner Hanging: Encore
- Truss and Motor Rental: Encore
- Electrical: Encore
- Audio/Visual in Exhibit Areas: Encore
- Audio/Visual in Meeting Rooms: Encore

Exhibitor Liability Insurance: TotalEvent- Coming Soon!

EAC Process, Exhibitor Insurance Form Submission, Booth Diagram and Hanging Sign Submission:
EAC Management, REplus@EACmgmt.com

Lead Retrieval: XPress Leads

Freight Forwarder: TBD

Plant & Floral: 800 PLANT IT

Security: Lincoln Security Services

Special Transportation Services: CMAC

Temporary Staff: TBD

Registration: Convention Data Services, re-plus@xpressreg.net, (Toll Free) 800-748-4736 (International) 508-743-8522, Monday – Friday, 6:00 am – 2:00 pm PST.

Housing: RE+ Housing
Appendix A – Show at a Glance

**HOUSING:**
The official RE+ hotels are listed on the [RE+ Website](#). The deadline to make a reservation is August 17, 2023 at 12:00 am ET. NOTE: The Venetian® Resort Hotel Casino and IMN Solutions are the only verified housing vendor for RE+ 2023.

**INSTALL HOURS:**
This is a targeted move in please refer to the Freeman target move in floorplan for your install time.

- Sunday, September 10: 12pm – 6pm
- Monday, September 11: 8am – 5pm

**SHOW HOURS:**
Exhibit staff may enter the hall at 7am each morning to set up their booth, but only those who are wearing an Exhibitor Booth Personnel or Exhibitor Full Conference badge will be permitted early access to the hall. All exhibits must be staffed during the following times.

- Monday, September 11: 7pm – 8:30pm
- Tuesday, September 12: 9am – 6pm
- Wednesday, September 13: 9am – 6pm
- Thursday, September 14: 9am – 2pm

**EXHIBITOR MOVE-OUT:**
Thursday, September 14: 2pm – 6pm
NOTE: Please reference Targeted Move-out Floor Plan for your specific date & time. Carriers MUST be checked in by 2pm.

**WAREHOUSE SHIPPING ADDRESS:**
EXHIBITOR NAME/BOOTH NUMBER
RE+ Sept 2023 – Caesars Forum
C/O Freeman
6675 W Sunset Rd
Las Vegas, NV 89118
Freeman will accept crated, boxed or skidded material beginning August 14, 2023 at the above address. Material arriving after September 6, 2023 will be received at the warehouse with an additional deadline charge.

**SHOW SITE SHIPPING ADDRESS:**
EXHIBITOR/ BOOTH NUMBER
RE+ Sept 2023 – Caesars Forum
Caesars Forum
3911 Koval Ln
Las Vegas, NV 89109
Freeman will receive shipments at the exhibit facility beginning September 10, 2023.

**MARSHALL/MATERIAL HANDLING:**
This show will be marshalled. Please refer to the Marshalling Yard Map & Directions on the Freeman Online Site. Note: Any materials received and/or delivered by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through Official Show Vendors. Refer to the material handling form for charges for the service.

**EXHIBIT DISPLAY DISPOSAL:**
Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.
Appendix B– Exhibitor Checklist

☐ Immediately – Log in and update your exhibitor profile. This information is public-facing via the Exhibitor Search tool and Floorplan on the event website. Your company name and description, as you enter it, will be used in the mobile app and in the printed guide. Please pay special attention to grammar, spelling, punctuation, etc. Update profile.

☐ Immediately – Review the Booth Rules and Regulations on page 10 of this document.


☐ Register booth staff. Your complimentary pass allotments are automatically added to the exhibitor registration system based on your booth size. All other staff working the event must purchase a pass at the regular rate. Prices increase after June 8. Register.

☐ Book housing. Make sure to book your housing early, as discounted rooms in our housing block are limited. The housing deadline is Thursday, August 17 at 11:59 pm ET, or when the block sells out, whichever comes first. Book housing.

☐ Submit mandatory forms. See page 3 for a complete list of required forms. The deadline for all forms is Friday, August 11 unless otherwise noted.

☐ If you’re not using Freeman labor, submit the Notice of Intent to Hire an EAC and the required insurance.

☐ Invite customers. Customer pass allotments are automatically added to the exhibitor registration system based on your booth size. A customer pass is a complimentary exhibit-hall only pass. You can send customer invitation letters via the Exhibitor Registration Portal. Customers must register by Friday, August 25.

☐ Plan your advance outreach early. Your best leads will come from those intentionally seeking out your services and products. The Exhibitor Marketing Toolkit includes various sizes of pre-designed banners, pre-written social media posts, and a customer invitation letter.

☐ Increase your visibility and purchase a sponsorship. View sponsorship opportunities.

☐ Buy ad space in the RE+ Insider, or Exhibitor Brochure. This can be found in the ‘Digital & e- Newsletter Advertising’ title in your Exhibitor Dashboard.

☐ Order items for your booth by Friday, August 11.
Appendix C – Important Dates & Deadlines

Exhibitor Directory Listing (Print Copy)  
July 1

Registration

• Cancellation (no refund) After Tuesday, August 1
• Cancellation (full refund less $50 fee) 21 days from the date of Registration prior to Monday, July 31
• Standard Rates Friday, June 9 - Saturday, September 9
• Early Bird Rates ends Thursday, June 8

Customer Invites

• Customers must register by Friday, August 25

Housing

• Exhibitor Group Blocks- Full Payment and Rooming List Due Tuesday, August 1 (non refundable)
• Cancellation ($150 penalty per reservation) Friday, June 30
• Reservation Deadline June 29th.

Discount Deadline for Freeman Orders Friday, August 11 at 5:00 PM

Mandatory Forms Due

• Booth Diagram & Hanging Sign Form (if 400+ sq. ft.) Friday, August 7
• Vehicle Placement Form Friday, August 7
• Onsite Contact Information & Exhibitor Liability Insurance Form Friday, August 11
• EAC Submission and EAC COIs Friday, August 11
Appendix D – Exhibitor Liability Insurance Requirements

Required Coverage

As an exhibitor, you are required to carry commercial general liability insurance (Occurrence Form) covering bodily injury, property damage, products and completed operations, and personal and advertising injury with minimum limits of one million dollars ($1,000,000) per occurrence. The general aggregate limit shall be two times (2x) the required occurrence limit.

Workers’ Compensation Insurance with statutory limits as required by law and Employer’s Liability Insurance covering legal obligation to pay damages for bodily injury or occupational disease (including death) sustained by an employee with minimum limits of: $1,000,000 bodily injury by accident; $1,000,000 bodily injury by disease; $1,000,000 policy limit.

Automobile Liability Insurance covering loss arising out of the ownership, maintenance, operation, or use of any motor vehicle, whether owned, hired or non-owned, with minimum limits of one million dollars ($1,000,000) per accident for bodily injury and property damage.

Coverage should begin from your first move-in day and last through your final move-out day.

Exhibitors must name the following entities as additionally insured: RE+ 2023, Solar Energy Trade Shows (SETS, Solar Energy Industries Association (SEIA), Smart Electric Power Alliance (SEPA), Freeman Expositions LLC, Eastside Convention Center, LLC. Db a Caesars Forum on behalf of Caesars Forum and Caesars Entertainment, Caesars Enterprise Services, LLC including their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the names insured(s) in or about the property of Caesars Forum Las Vegas, Caesars Entertainment, Caesar Enterprise Services, are named as additional insured under General Liability for all aspect of the show dates, 9/10/23 - 9/16/23 (includes installation and dismantle in Las Vegas, NV at Caesars Forum. See sample certificate of insurance on the next page.

Exhibitors must name RE+ 2023 as the Certificate Holder.

Note that liability insurance is separate from Exhibitor Appointed Contractor (EAC) insurance. See below for more information.

What You Need to Send Us

Liability Insurance is MANDATORY for all exhibitors. Separate insurance is also required if you hire an Exhibitor Appointed Contractor (EAC).

Exhibitor Liability Insurance: All exhibitors must carry liability insurance and submit a copy of their policy to show management. Make sure you have a pdf of your insurance certificate prior to viewing the Exhibitor Liability Insurance Form. For Questions email REplusExhibitorInsur@EACmgmt.com.

Exhibitor Appointed Contractor Insurance: All exhibitors must submit a Certificate of Insurance for each of EACs via the at EAC Management. These forms can be found on the Exhibitor Appointed Contractors (EACs) section. Exhibitor Appointed Contractors who have not been approved by Freeman will not be permitted by security to enter the exhibit hall during setup and breakdown times, and you may be required to hire Freeman labor at your own expense.
How to Purchase Liability Insurance if You Do Not Already Have It

If you do not have a preferred insurance vendor we have made arrangements with TotalEvent to make an inexpensive policy available to exhibitors who need it. If you choose to purchase your policy with TotalEvent you are still required to submit a copy via the Exhibitor Liability Insurance Form. This policy has all the coverages you need to meet the obligations in your space contract. Please buy your insurance using the same name you gave us on your exhibit space contract. Note that this insurance option is included solely as a convenience and is not an endorsement for TotalEvent.
APPENDIX E - BOOTH RULES AND REGULATIONS

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RE+ has adapted the following guidelines from the International Association of Exhibitions and Events (IAEE) Guidelines for Display Rules and Regulations. Your display products must fit within the confines of your booth area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything that does not comply with the RE+ Booth Rules and Regulations will be removed at the exhibitor’s expense. As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits.
Types of Booths

Linear / In-line (yellow): Linear Booths, also called “in-line” 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. Linear Booths are most commonly 10ft. (3.05m) wide and 10ft. (3.05m) deep.

Perimeter (green): A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. See “Linear / In-line” for guidelines.

End-cap (pink): An End-cap configuration is essentially an In-line (Linear) Booth placed in the position of a Peninsula or Split Island and is exposed to aisles on three sides.

Peninsula (purple): A Peninsula Booth is exposed to aisles on three sides and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Linear Booths.

Split Island (blue): A Split Island Booth is a Peninsula Booth, which shares a common back-wall with another Peninsula Booth.

Island (orange): An Island Booth is any size booth exposed to aisles on all four sides.
Use of Space - Linear / In-line (yellow)

Linear Booths, also called “in-line” 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. Linear Booths are most commonly 10 ft. (3.05m) wide and 10 ft. (3.05m) deep, with a maximum back-wall height limitation of 10 ft. (3.05m).

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

- A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the maximum height of the display in the rear half of the booth is 12 ft. (3.66m).

Use of Space:

- Maximum height of display in rear half of the booth is 10 ft. (3.05m)
- Maximum height of display in the front half of the booth is 4 ft. (1.22m)
  - When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft. (1.22m) height limitation is applied only to that portion of exhibit space, which is within 10 ft. (3.05m) of an adjoining booth. Materials must be arranged in the booth so they do not obstruct sight lines of neighboring exhibitors.
  - The 4-ft. height restriction does not apply to Linear Booths that are set up like a split island. See the yellow striped booth example on the previous page.
- Display materials should be arranged in such a manner as to not to obstruct sight lines of neighboring exhibitors.
- No company logos, branding, or signage may face into an adjoining booth, including booths on either side or behind.
- Hanging signs and trusses are prohibited.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

Pipe and Drape:

Linear Booths are equipped with complimentary 8 ft. (2.44m) high blue back-drape and 3 ft. (1.22m) high blue side-drape. Drape is not intended as a display fixture. Therefore, products and signs should not be attached or affixed. You may order a different color drape via the Freeman Online Service Kit.
Use of Space - End-cap (pink)

An End-cap configuration is essentially a Linear Booth placed in the position of a Peninsula or Split Island. End-cap Booths are generally 10 ft. (3.05m) deep by 20 ft. (6.10m) wide and back up to Linear Booths.

Use of Space:

- Maximum width of back-wall is 10 ft. (3.05m) and maximum height of back-wall is 10 ft. (3.05m)
- Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m), permitting adequate line-of-sight for the adjoining Linear Booths.
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- No company logos, branding, or signage may face into an adjoining booth.
- Hanging signs and trusses are prohibited.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
Use of Space - Peninsula (purple)

A Peninsula Booth is exposed to aisles on three sides and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Linear Booths.

Use of Space:

- Maximum width of back-wall is 10 ft. (3.05m)
- Maximum height of back-wall is 16 ft. (4.88m)
- Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m). Hanging sign information is on page 18.
  - Maximum height dimension of hanging sign is 6 ft. (1.83m)
  - 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
  - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
- Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m), permitting adequate line-of-sight for the adjoining Linear Booths.
- Hanging signs are allowed, only in the front half of the booth. All hanging signs must be submitted to show management for approval by Friday, August 7. Please refer to page 18, for more information about hanging signs.
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
Use of Space - Split Island (blue)

A Split Island Booth is a Peninsula Booth, which shares a common back wall with another Peninsula Booth.

*Split Island booths must adhere to all rules for Island booths (see next page) AND the rules listed below. Use of Space:

- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.

- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.

- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by Friday, August 7.

- Hanging trusses are prohibited.

- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
Use of Space - Island (orange)

An Island Booth is any size booth exposed to aisles on all four sides and is a minimum of 400 sq. ft. (37.21m).

Use of Space:

- Maximum height of structure is 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 20 ft. (6.1m). You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) tall.
  - Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. Hanging sign information is on page 18. All hanging signs must be submitted to show management for approval by Friday, August 7.
  - Maximum height dimension of hanging sign is 6 ft. (1.83m).
  - 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign.
  - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m).

- Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.

- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.

- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
Use of Space – Two-Story & Enclosed Booths

Two-story/double decker and enclosed booths, must be exposed to aisles on all four sides, and be a minimum of 400 sq. ft. Two-story booths are prohibited for peninsulas, split islands and all other booths. Hanging sign information is on page 18.

- Detailed plans of two-story and enclosed booths must be submitted Friday, August 7 to RE+ and Caesar Forum for approval. Plans must indicate if the booth is a multiple-story and/or enclosed with a ceiling.

- Booths are required to have sprinkler coverage throughout the space.

- For all booths consisting of four (4) walls and no ceiling, it is recommended that each enclosed area has access to fire extinguisher close by.

- Previously, exhibitors with a double-deck and single-story structures were required to obtain a permit from Clark County Building Department (CCBD). Please note, as of 12/10/19, the Clark County Department of Building & Fire Prevention has suspended the Temporary Building Permit requirement for indoor exhibit booths. For more information, please see the Floorplan Submission Process section. If you have questions or need assistance, please contact exhibit@re-plus.com.

- The second level of a two-story booth can only be 60% of the total square footage of the island booth, including the stairwells/steps.

- The height of the second story cannot measure more than 16 feet in height.

- Two-story booths cannot be located under passenger or utility truss ways. Booth plans must specify the maximum occupant load capacity. Booth plans must specify the maximum number of occupants and must have a structural engineer’s stamp certifying the maximum occupant load capacity.

- Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.

- Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.

- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by Friday, August 7. Please see below, for more information about hanging signs.

- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.

- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

- Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.
**Hanging Signs & Graphics**

- All hanging signs must be submitted to show management for approval by Friday, August 7. Please submit the [Booth Diagram and Hanging Sign Form](#).

- It is **MANDATORY** that all exhibitors with a hanging sign submit a FINAL, accurate layout prior to arriving at show site.

- Hanging signs are only permitted in peninsula and island booths 400 sq. ft. (37.2sqm) and larger.

- All hanging signs must be installed by Encore. Please order rigging for your sign on the [Online Service Link](#).

- Hanging signs and graphics should be set back 10 ft. (3.05m) from adjacent booths and be directly over contracted space only.

- Signs and truss are limited only by ceiling height and fire regulations but must not exceed any portion of the booth perimeter.

- Drawings and written approval should be available onsite for inspection.

- The maximum size for a hanging sign is 6 ft. (1.83m) from top to bottom and must remain within the footprint of the contracted booth space.

- Hanging signs must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m) with a 2 ft. (0.61m) break between the top of the structure and the bottom of the sign.

- All exhibitor-supplied hanging signs must be sent to the advance warehouse in order to obtain the discount rate, along with the placement plan and a paid order for the install. The hanging sign must be in a container separate from the rest of the freight and have the hanging sign label attached to the container to identify your sign. By sending it to the advance warehouse, hanging signs will be hung by their target date, as long as, exact placement info is provided, including the height for placement of the sign.

**Tower Signs**

- All towers must be submitted to show management for approval by Friday, August 7. Please submit the [Booth Diagram and Hanging Sign Form](#).

- A tower is a free-standing exhibit component separate from the main exhibit fixture.

- In lieu of a hanging sign, island booths that are 400 sq. ft. (37.2sqm) and larger may opt for one tower structure per 1,000 sq. ft. (92.96sqm) of booth space, each to have a footprint no larger than 10 ft. (3.05m) x 10 ft. (3.05m). The maximum height of a tower may not exceed 20 ft. (6.10m).

**Carpet/Floor Covering**

- The Ballroom does have carpeting.

- Utility connections (electrical or internet wires, air/water/gas hoses, etc.) must be hidden from view, to maintain a high level of safety and professional appearance.
Furnishing
- Unless explicitly contracted with show management, booth spaces are unfurnished. Please refer to the Freeman Service Kit to rent booth furniture.

Storage
- Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. Violators will be notified and if not removed by show opening, the Official Service Contractor will remove and store items at the exhibitor’s expense.
- Exhibitors may store a one-day supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unprofessional.

Donation
- Exhibitors have the option to dispose of or donate the following items at the end of the show. If you plan to dispose of your booth, exhibitors should PRE-ORDER this service as it is not automatic.
- Items being collected for donation include, but are not limited to:
  - Books/Magazines
  - Furniture
  - Office Supplies
  - Giveaways

Bulk Trash & Discarded Booths
Exhibitors who generate additional bulk trash are required to pre-order Show Cleaning services to remove it during move-in and/or move-out. Any wooden crates, exhibit materials, carpet and/or large containers left on the show floor or in meeting rooms or hallways are the responsibility of the exhibitor.

If you intend to discard your booth at show site rather than making outbound shipping arrangements, you must order labor from Freeman (as defined in “Labor Rules”) for dismantle and pay a dumpster fee through Freeman to discard the materials. To arrange for these services in advance, please contact Freeman order online. If you need to order on-site, please visit the Service Desk. Any items left in in your exhibit space after your assigned target move-out date and time will be considered trash and will be discarded at the exhibitor’s expense. Wire transfers are only accepted 30 days prior to move-in and will not be accepted after that time frame.

Sound & Music
- Sound must be contained within, and directed into, the footprint of the contracted booth space.
- Sound must not be at a level that does not disrupt the activities of neighboring exhibitors. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. Show management reserves the right to request you to change the volume of the sound in your booth.
- Music played in your booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Please confirm you are in compliance with ASCAP, BMI, and SESAC, three authorized licensing organizations, that collect copyright fees on behalf of composers and publishers of music.
Lighting / Truss

- Hanging trusses are permitted in island booths 400 sq. ft and greater. (37.2sqm).
- Drawings must be submitted to the RE+, and Encore for approval by Friday, August 7. Please find review the Overhead Lighting Layout Submission in the service kit.
- Truss may be used to hang or secure audiovisual equipment, speakers, lights, monitors, and/or projectors. Equipment hanging from truss that is to be utilized as part of the demonstration of the products or services of the exhibitor must meet all restrictions in regard to height, placement within the booth, and all exhibit construction guidelines of the booth.
- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights, flashing, or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, 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 event.
- LED lights are recommended. They can be very bright yet generally generate less heat and require less electricity.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Freeman.
- Reduced lighting for theater areas should be approved by show management, the utility provider, and the exhibit facility.
- If an exhibitor that is eligible to hang signage wishes to have lighting directed onto the signage from outside of the contracted booth space, the lighting must be hung within 5 ft. (1.5m) of the booth space unless the physical structure of the convention center requires otherwise, in which case the lights must be placed as close as possible. When this approach is used, lighting must be focused onto the signage and may not bleed into neighboring booth spaces. Show management reserves the right to request that such lighting be removed in the event it is determined to have a negative impact on other exhibitors’ ability to do business.

Machinery

- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
- Machinery is subject to line-of-sight rules and should be placed accordingly in the booth.
- Under no circumstance may machinery, or any part of your display, extend outside the boundary of your contracted booth space regardless of the height clearance from the floor of the item. All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
• Under no circumstance may machinery, or any part of your display, extend outside the boundary of your contracted booth space regardless of the height clearance from the floor of the item.

Vehicles for Indoor Displays

• Vehicle displays are permitted. Due to the entryway size restrictions, vehicles are not permitted in any other meeting room at Caesars Forum. Exhibitors must comply with facility regulations, as well as Clark County Fire Department (CCFD) regulations. Vehicles must comply with floor load limits, booth regulations and fit within the confines of the exhibitor’s booth.

• Combustible materials may not be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

• Additionally, exhibitors must work with Freeman to load in the vehicle during the exhibitor’s target move-in/out date and time and complete the Mobile Unit & Vehicle Spotting Form by Friday, August 7.

• All requests for placement of automobiles, trucks, motorcycles, and other motorized vehicles must be approved in advance by the Clark County Fire Marshal. The exhibitor must submit a floorplan of the proposed location of any automobiles, trucks, motorcycles, or other motorized vehicles to the Clark County Fire Marshal's office for approval one (1) month prior to the event. Photographs of each vehicle to be displayed must be submitted along with your application. Any changes to approved plans will require additional approval by the Fire Marshal.

• Automobile or other fuel-powered vehicles of any nature must follow these guidelines:

  • Fuel tank openings shall be locked or sealed by tape to prevent escape of vapors; batteries must be disconnected. Fuel tanks for gasoline/diesel shall not contain in excess of 1/8 full of gasoline.

  • Vehicles may not be started, run, or moved during event hours.

  • Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers or batteries are recommended for demonstration purposes.

  • No battery charging is permitted inside the building.

  • Combustible/flammable materials must not be stored beneath display vehicles.

  • Fuelling or de-fueling of vehicles is prohibited

  • Vehicles shall not be moved during exhibit hours.

  • 36” of clear access or aisles must be maintained around the vehicle.

  • Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

  • No leaks underneath vehicles. Visqueen must be placed underneath to protect carpet.

  • Propane tanks must be removed.

  • Each vehicle must be equipped with its own fire extinguisher.

  • All fuel-powered vehicles must have Fire Marshal approval.

Balloons (Static and Controlled)

• Balloons, including Mylar and helium balloons, are not permitted in any exhibit booth or lobby area.
Human Safety

- Ropes or other items are prohibited from being hung from the facility’s ceiling trusses.
- If a booth has a raised floor, yellow and black-striped hazard tape, or an edging of a different color, must be used to increase visibility, and minimize a tripping hazard.
- Exhibitors should be aware of local regulations regarding fire/safety and environment, to which they must adhere. Special caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 ft. (.91m) and/or install hazard barriers as necessary to prevent accidental injury to attendees. Additionally, demonstrations should only be conducted by qualified personnel.
- Hoverboards, Segway, and other electric vehicles are prohibited at all times. For handicap purposes, electric vehicles with a handicap-approved label are allowed; however, handicap plaques or hanging signs that you would use in a car are not acceptable.

Floorplan Submission Process

- Exhibitors must submit booth plans to RE+ for review and approval by August 7. For booths 1,000 sq. ft. or larger.
- Other booth elements, such as display vehicles, open flames, hot works, flame effects and compressed gases require Clark County Fire Department (CCFD) and Caesars Expo Facilities Department approval. All exhibit materials must be flame resistant or treated, and a certificate of flame retardancy must be on hand for all materials used.
- Plans are required to be submitted for each show, regardless if the booth has been previously approved.

Structural Integrity

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts.
- Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, chairs, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- Please refer to the Floorplan Submission Process section for rules regarding which booths require a Fire Marshal Permit and how to submit your floorplan to the Caesars Forum Services

Flammable and Toxic Materials

- Exhibitors should be aware of local regulations regarding fire/safety and environment, to which they must adhere.
- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
- 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.
Food Preparation and Sampling
Per the facility guidelines, any food items not directly manufactured by the exhibitor must be purchased from and supplied by the in-house catering provider. All alcoholic beverages must be served by an employee of the in-house catering provider who is a certified bartender.

Americans with Disabilities Act (ADA)

- All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.
- Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov).
- Examples:
  - Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length).
  - Provide the same attendee experience on both levels of a two-story exhibit.
  - Run an audio presentation for people with sight problems.
  - Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

Use of Space and Secondary Exhibitor Restrictions

Per the terms and conditions of the booth reservation contract signed at the time of reservation, booth shares, sublets, and/or re-sells are not permitted at RE+. See below for language in contract.

Exhibiting company may not assign, sublet or re-sell, in whole or in part, contracted exhibit space. Exhibiting companies are allowed one exhibit space on the show floor. No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to this exhibitor of record, nor shall the exhibiting company display articles not manufactured or normally sold directly by them.

Booth Personnel

Booth personnel must maintain a professional appearance. All staff hired for the event (defined as any booth personnel who are not full-time employees of the exhibiting company) must wear business professional attire. This includes, and is not limited to, ANY gender used by exhibitors to promote their products at RE+ by using overtly sexual or suggestive methods. Partial nudity, the aggressive display of cleavage and the navel, and shorts/skirts higher than 4" above the knee are not allowed. If for any reason an exhibit and/or its contents are deemed objectionable to RE+ show management, the exhibitor will be asked to alter the attire of its staff.

RE+ further recommends that you encourage your booth personnel to:

- abstain from overt statements or offensive humor, which would disparage the dignity of any individual or group;
- substitute asexual words (e.g. sales representative or salesperson instead of salesman);
- refrain from using labels (e.g., referring to women as “girls”); and
- eliminate from all marketing collateral sexist language (i.e., replace masculine pronouns with he or she, or reword sentences or phrases) and discriminatory jokes or visual aids that show people in stereotypical roles by presenting individuals without bias regardless of sex, race, age, groups, etc.

All booth personnel must wear a conference badge at all times.
Suitcasing/Outboarding

RE+ restricts exhibitors from hosting or participating in competing or conflicting events or activities that occur during official RE+ show hours. Exhibitors violating this policy will be subject to cancellation of their booth without refund and may not be invited to participate in future RE+ Event exhibitions.

Booth Personnel are not permitted to promote the exhibiting company outside the contracted exhibit space. All marketing must remain within the contracted exhibit space. Marketing materials may not be placed on conference tables or other areas that are not within the boundaries of the booth, both inside and outside of the exhibit hall. Show management reserves the right to remove individuals or discard display materials that do not comply with these guidelines.

RE+ has a zero-tolerance policy regarding suitcasing. Please note that while all meeting attendees are invited to the exhibit floor, any attendee who is observed to be soliciting business in the aisles or other public spaces, or in another company’s booth, will be asked to leave immediately.

What is suitcasing? Suitcasing is a business practice in which unethical companies will gain access to an event by obtaining some type of event credential (attendee badge, expo-only badge, etc.) and then solicit business in the aisles or other public spaces used for the conference. This practice skirts the support of the organizer and the industry.

What can you do? Please report any violations you observe to the Exhibits Manager, other RE+ staff, or conference security. The exhibits manager will investigate all complaints of suitcasing.

RE+ recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, or any other public place in proximity to our event. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. It is for this reason RE+ must be informed of any hospitality suites and expressed consent must be given prior to the event.
Exhibitor Appointed Contractors (EACs)
An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EAC’s are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who are not the official contractors of RE+ but provide a necessary service at show site for the Exhibitor.

All EACs must register online by Friday, August 11 to be approved as an official EAC at RE+.

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

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and will be assessed a fee. An administrative fee of $150 for each booth location you are providing a service or products for. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

To review the information on the EAC Process follow the link.

EACs will NOT be allowed on the show floor unless all the requirements are satisfied:
- EAC must complete all required documentation via the online EAC portal
- EAC must submit a valid Certificate of Insurance (COI) with the required coverage via the online EAC portal
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Kit along with the EAC Rules & Regulations
- EAC must pay an administrative fee is required for each exhibiting company in each booth location; payment will be submitted via the online EAC portal

Should you have any questions regarding the process, please email REplus@EACmgmt.com.

Certificate of Insurance
EAC must maintain the following insurance from the first day of their move in to the last day of their move out at RE+. No access to the floor will be granted without insurance coverage. Please see section Appendix D, page 8 – Exhibitor Liability Insurance Requirements and a sample certificate of insurance form.
Exhibitor Appointed Contractors (EAC) Rules and Regulations

1. The exhibitor appointed contractor (EAC) must complete the EAC registration process to gain access to the RE+ exhibit floor.

2. EAC must register for each booth and/or meeting room for which they have been contracted.

3. EAC must provide proof of insurance through the term of RE+ 2023 as outlined in the Exhibitor Resource Manual.

4. All workers working on behalf of an EAC must always wear the appropriate daily wristband.

5. EAC agrees that they will only work between the published move-in/move-out hours specified in the Exhibitor Resource Manual and will abide by all badging rules established by RE+. Permission for after hour work must be obtained from RE+ Operations prior to 2:00 PM daily before the late work may commence. Permission may be obtained from RE+ Operations (RE+ Floor Manager), Freeman Decorating. Note some vendor services may not be available past posted install hours. Workers must be inside the hall prior to posted install closing time. Once a person leaves the hall after the posted install closing time, there is no reentry until the following day posted hours.

6. As an additional safety and security measure, no workers will be permitted on the show floor on Thursday, September 14 until one hour after the show closes. The only exception is Freeman teamster labor to roll aisle carpet one half hour after the show break.

7. All exhibitor and EAC equipment, including saws, ladders and gang boxes, must be removed from the show floor by 5 PM on Monday, September 11 and is not permitted back until the close of show. Absolutely no motorized equipment will be allowed on the show floor after 7 AM on Monday, September 11; this includes all boom, scissor and forklifts and motorized scooters.

8. EAC may not operate a service desk within the exhibit halls, lobbies or other public space. The EAC must confine its operations within the exhibitor's booth space.

9. EACs and exhibitors are not permitted to have electric carts or scooters in the building at any time.

10. The operation or use of motorized or mechanical material handling equipment or lifts by exhibitors or their appointed contractors is prohibited.

11. EAC affirms that they have confirmed work orders from all exhibitors for whom they are working and will not in any manner solicit work from other exhibitors or booths.

12. EAC will not remove floor marking tape until the close of the exposition.

13. EAC must abide by the fire and safety and exhibit hall regulations.

All booth designs and structures must conform to the rules and regulations in the Exhibitor Resource Manual.
14. EAC agrees to abide by all existing union contracts, regardless of dispute from a prior work engagement. Any dispute causing injury of any kind to RE+, its agents, contractors, exhibitors or attendees will be the full responsibility of the EAC including, but not limited to, all consequential damages arising out of such a dispute.

15. EAC must meet all venue and general service contractor requirements in order to participate at RE+.

16. EAC agrees to pay all costs incurred by the official general service contractor (Freeman) or other official vendors in connection with the EAC’s operation. This includes dismantle and/ or disposal of bulk trash and booth materials.

17. RE+ has no responsibility whatsoever for any property at the event or any financial obligation of EAC under any circumstances.

18. EAC will be denied access to the show and or trespassed from the premises if:
   - EAC breaches any of the provisions of the EAC Agreement or rules and regulations established by RE+.
   - EACs participation at the show leads to strikes, picketing or other labor action directed at RE+. 