

# FACT SHEET

FOR

# 2010 IAFE TRADE SHOW

**iafe**<sup>®</sup>  
THE  
NETWORK!

**WHERE:** Paris Hotel in Las Vegas, Nevada

**WHEN:** November 29-December 1, 2010

## SET-UP DATES AND TIMES:

The show decorator, Freeman Companies, will install pipes and drapes on Saturday, November 27. Exhibitors can set up their exhibits from 8 a.m.-8 p.m. on Sunday, November 28, and on Monday, November 29, from 8 a.m.-2:00 p.m. **Note:** Dock hours on Sunday will be 8 a.m.-6 p.m., therefore exhibitors utilizing the dock for unloading will need to arrive prior to 6 p.m. Show security will not be in effect until 8 a.m., Saturday, November 27. **EXHIBITS MUST BE READY BY 2:00 P.M. MONDAY, NOVEMBER 29.**

## OPENING AND CLOSING OF EXHIBITS:

Monday, November 29.....3:00 p.m. to 6:30 p.m.

*(Note: The IAFE Chair's Reception will be held from 5:30 to 6:30 p.m. in the Trade Show)*

Tuesday, November 30 .....11 a.m. to 5 p.m.

Wednesday, December 1 .....10:30 a.m. to 2:30 p.m.

## REMOVAL OF EXHIBITS:

Exhibits **must not** be disturbed, dismantled, or removed before 2:30 p.m. Wednesday, December 1. However, exhibits must be dismantled and packed by 10 p.m. Wednesday, December 1, and **ALL EXHIBITS MUST BE REMOVED FROM THE HOTEL BEFORE 10 A.M., THURSDAY, DECEMBER 2.**

## BOOTHS:

All individual exhibit spaces measure 10-feet wide by 8-feet deep. The booths will feature a back wall 8-feet high and side rails 36-inches high. The floor is carpeted. Background color (drapes) will be **BLACK**. Each booth will be equipped with one 7" x 44" two-line identification sign. Height of built displays shall not exceed 8 feet across the back without first receiving permission from the Trade Show Management. Sides must not block out adjacent booths; that is, the exhibit may not extend farther than 4 feet from the back wall if the exhibit is over 3-feet tall. Side rails on corner booths may be removed. Show management reserves the right to attach the side rail on corner spaces. Any special signs may be ordered from the decorator.

**EVERYTHING YOU NEED TO KNOW FOR THE SHOW**

## **CEILING HEIGHT, FLOOR LOAD, AND FREIGHT ACCESS DOORS:**

Ceiling height in the Paris Ballroom is 30 feet and maximum floor load is 225 pounds per square foot. Freight access doors are 10-feet wide by 13-feet, 10-inches tall.

## **SETTING UP OF EXHIBITS:**

The Freeman Companies and the IAFE value you as a customer and want your experience in Las Vegas to be a pleasant one. The following information should be helpful in planning your participation in the IAFE Trade Show.

Exhibitors may install/remove their display as long as the people doing the work are full-time company personnel. Identification, such as a medical ID card or payroll stub, is required.

Exhibitors may place their product samples, open their cartons, set out literature without hiring union labor.

Workers hired from a non-union agency or company will not be allowed. An exhibitor-appointed contractor (non-union) may supervise union labor, but not perform the actual work.

To assist exhibitors during move-in and move-out, an easily accessible point of entry will be provided for exhibitors who have a limited quantity of hand-carry items (time limit of 20 minutes), to off-load their personally owned vehicles (P.O.V.'s) on an alternating basis with the show decorator's vehicles, on a first-come-first-serve basis. People unloading exhibitors' vehicles must be full-time employees, as outlined above. P.O.V.'s will be limited to S.U.V.'s, mini-vans, cars, and pick-ups. **RENTAL TRUCKS, BOX TRUCKS, OR VEHICLES WITH TRAILERS IN TOW WILL NOT BE PERMITTED TO USE THE SELF-UNLOADING AREA, AND MUST CONTACT THE SHOW DECORATOR TO OBTAIN LABOR ASSISTANCE TO UNLOAD THEIR VEHICLES.**

It will be to everyone's benefit, for those who decide to "hand-carry," to follow common-sense rules of courtesy to other exhibitors and for the show decorator to properly service everyone's show requests. Exhibitors may not use material handling equipment (dollies, carts, or pallet jacks) to assist them.

Exhibitors who "hand-carry" cartons and products into the hall will be responsible for removing and returning empty containers off-site. **NO STORAGE WILL BE ALLOWED IN THE EXHIBIT AREA PER THE FIRE MARSHAL.** This rule will be strictly enforced. Your cooperation is appreciated.

Exhibitors desiring to unload at the convention hotel freight area should obtain clearance from the Freeman Companies before pulling into the loading/unloading area. A Freeman representative will be stationed at the bottom of the ramp that leads to the freight loading/unloading area. The freight loading/unloading area is located on Audrie Street behind the Paris Hotel. The Dock hours are 8 a.m.-6 p.m. on Sunday, November 28, and 8 a.m.-2:00 p.m. on Monday, November 29.

International Brotherhood of Electrical Workers Union, Local 357, is the electrical union responsible for supplying all feed wiring and electrical conductors to each exhibit. They are responsible for electrical work in exhibits.

## **ELECTRICAL LIGHTING:**

General illumination in the exhibit area is good. Additional lights and electrical outlets may be arranged through the electrical contractor.

## **INSURANCE REQUIREMENTS:**

On or before November 1, 2010, each exhibitor is required to furnish an original certificate of insurance to the IAFE office. The insurance policy needs to cover the show dates including set-up and teardown (November 28-December 2). The coverage must be for General Liability with a combined single limit of \$1,000,000. All insurance must be on an occurrence policy and must include the IAFE, Harrah's Entertainment, Inc., and Bally's/Paris Las Vegas as an additional insured. If you do not currently have a General Liability policy, you can purchase insurance coverage from the IAFE. Please contact the IAFE office for details.

## **COOKING OR FOOD SERVICE:**

Cooking and/or serving food or beverages will be permitted only with the approval of the IAFE and the Paris Hotel Convention Services and Catering Department. In addition to the insurance requirements for all exhibitors, companies serving food or beverage must have a policy including product liability.

## **THE DISPLAY OF ANIMALS:**

Any exhibitor who wants to display an animal must first receive permission from the IAFE.

## **DEMONSTRATIONS AND PERFORMANCES:**

Booth demonstrations and performances shall not disturb adjacent exhibitors and their patrons. Musical instruments and P.A. systems may not be used. **NO HAZING, SMOKING, OR FOG IS PERMITTED WITH ANY EXHIBIT.**

## **FIRE DEPARTMENT REQUIREMENTS AND MOTORIZED VEHICLES:**

Automobiles, trucks, motorcycles, and other motorized vehicles displayed shall have their batteries removed or battery cables disconnected. Exceptions to this requirement may be made by the Fire Marshal when the use of the battery is essential to the display. The fuel tank should not be more than one-fourth of a tank full and the fuel tank must be sealed with tape or locked. Garden tractors, snowmobiles, chain saws, or other gasoline-powered equipment must be safeguarded in a similar manner. **THE PARIS HOTEL REQUIRES VISQUEEN TO BE PLACED UNDER ANY MOTORIZED VEHICLE ON DISPLAY.**

Show management shall assume responsibility for daily adequate janitorial and rubbish pick-up service and will **ADVISE ALL EXHIBITORS THAT BOOTHS WILL BE CLEANED OF COMBUSTIBLE RUBBISH DAILY.**

## **OFFICIAL SHOW DECORATOR AND OFFICIAL DRAYAGE FIRM:**

**Freeman Companies**  
6555 West Sunset Road  
Las Vegas, NV 89118  
**Phone: 702-579-1400**

## **SHIPPING INSTRUCTIONS:**

Exhibitors must send all freight directly to the Freeman Companies on a **PREPAID** basis. The Paris Hotel has no facilities for receiving and handling shipments or empty containers. **COMPLETE SHIPPING INSTRUCTIONS** will be included in the exhibitor's kit.

## **REGISTRATION:**

A kit of pertinent materials and Trade Show admittance badges for the people manning your exhibit will be available for pickup Sunday, November 28, from 8 a.m.-6 p.m. or Monday, November 29, from 8 a.m.-3:00 p.m. For each booth purchased, you are eligible for a maximum of 4 badges to provide to company personnel. The maximum number of badges for any booth size is 12. However, additional badges above the maximum will be available for \$50 each.

Please note that the list of people manning your exhibit must be received in the IAFE office by **OCTOBER 1.**

## **LOUNGE AREA:**

A lounge area will again be included as part of the floor plan. We feel this area (including a snack bar) will offer exhibitors a break and resting area, and help retain delegates to the Trade Show area.

## **TRADE SHOW COMMITTEE:**

The IAFE Trade Show Committee will monitor the Trade Show and have authority to act on behalf of Trade Show Management. Vendors who are not registered Trade Show exhibitors will be asked to leave.

## **TRADE SHOW DRAWINGS:**

If exhibitors hold individual prize drawings at their booths, show management will announce winners prior to the IAFE Sponsor Drawings on Wednesday, December 1, and also display a list of winners in the IAFE office. However, all gifts or prizes distributed by exhibitors through drawings must be registered and approved in writing by show management prior to November 29.