

INTERNATIONAL FASTENER EXPO 2022

October 17-19, 2022
Mandalay Bay, Halls E & F
Las Vegas, NV

MAIN MENU

GENERAL INFO.....	2	Floral	20
DATES & TIMES.....	2	Hanging Signs and Graphics.....	20
EXHIBIT HALL LOCATION	2	Trademarks/Copyright	20
VENDORS	3	Vehicles on Display.....	20
SHOW PLANNER.....	4	DEMONSTRATIONS	20
INSURANCE	5	Exhibitor Conduct /Good Neighbor Policy	20
BOOTH REGULATIONS	6	Food & Beverage Sampling.....	21
CONSTRUCTION/DESIGN	6	Hospitality & Networking Events.....	21
Linear / Inline Booth Guidelines	7	Noise / Music.....	21
Peninsula Booth Guidelines.....	8	Raffles, Drawings, and Contests	21
Island & Split Island Booth Guidelines	9	ADDITIONAL.....	21
Hanging Signs & Airborne Objects	11	Americans with Disabilities Act (ADA).....	21
Food Demonstration	12	Distribution of Promotional Items	22
FREIGHT & DELIVERIES.....	13	Photography	22
Warehouse Address.....	13	Selling at Booth	22
Direct to Show Site Address	13	Sharing of Exhibit Space.....	22
Move-in/out Procedures	14	Strolling Entertainment & Suit casing	22
International Freight	14	SECURITY INFORMATION	23
INSTALL/DISMANTLE & LABOR REGULATIONS	15	REGISTRATION	23
Labor/Union Laws	15	STAFF BADGES.....	23
Building Rules/Guidelines	16	ADMISSION POLICY	24
Safety	16	Children	24
Cleaning	16	Early Appointments.....	24
Donations	17	Exhibitor Appointed Contractors (EAC)	24
UTILITIES.....	19	Guests	24
ELECTRICAL REGULATIONS	19	GETTING THERE	24
LIGHTING	19	HOTELS.....	24
COMPRESSED AIR, DRAINS, GAS & WATER (PLUMBING)	19	PARKING	24
INTERNET SERVICES	19	SHUTTLES.....	25
ONSITE BOOTH GUIDELINES	19	RIDESHARE / TAXI.....	25
DISPLAY	19	CITY RESOURCES	25
Animals	19	BUSINESS CENTER	25
Booth Appearance	19	SPONSORSHIP OPPORTUNITIES	25
Canopies & Ceilings.....	19	MEDIA.....	25
Display of Product	19	PHOTOGRAPHY/VIDEO RECORDING	25

Welcome to the International Fastener Expo 2022 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at International Fastener Expo. 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

Exhibitor Move-in

Sunday, October 16, 2022	1:00 PM – 5:00 PM	By Appointment Only
Monday, October 17, 2022	8:00 AM – 8:00 PM	Exhibitors permitted show floor access until 8:00 PM, no in and out after 5:00 PM

Exhibit Hours

Monday, October 17, 2022	Exhibit Hall Closed	<i>Golf Tournament at Bali Hai Golf Club</i>
Tuesday, October 18, 2022	9:30 AM – 4:00 PM	<i>Hall of Fame & Young Fastener Professional Awards Ceremony - Exhibit Hall</i>
Wednesday, October 18, 2022	9:30 AM – 3:30 PM	<i>All booths must remain set until 3:30 PM, Wednesday</i>

Exhibitor Move-out

Wednesday, October 19, 2022	3:30 PM – 8:00 PM	
Thursday, October 20, 2022	8:00 AM – 12:00 PM	<i>All carrier trucks must be checked in by 10:00 AM.</i>

Important information regarding move-out:

All exhibitor materials must be removed from the exhibit facility by **Thursday, October 20, 2022, at 12:00 PM**

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carrier's check-in **by Thursday, October 20, 2022, at 10:00 AM.**

EXHIBIT HALL LOCATION

Mandalay Bay Convention Center (Halls E & F)
393 Frank Sinatra Dr.
Las Vegas, NV 89119

VENDORS

Click on vendors to get more information.



FREEMAN
[ORDER ONLINE](#)



MANDALAY BAY
EXHIBITOR SERVICES
[ORDER ONLINE](#)



(HOUSING)
[BOOK ONLINE](#)



PLANT RENTAL
[ORDER ONLINE](#)



INTL
FREIGHT & SHIPPING
[MORE INFORMATION](#)



CATERING
[ORDER ONLINE](#)



SECURITY
[DOWNLOAD FORM](#)
[EMAIL](#)



MARSH/TOTAL EVENT
INSURANCE
[ORDER ONLINE](#)



LEAD RETRIEVAL
[ORDER ONLINE](#)
[EMAIL](#)



AUDIO VISUAL
[ORDER ONLINE](#)



BUSINESS CENTER
[ORDER ONLINE](#)

SHOW PLANNER

Click on items to get more information and link to the website or form.

FEBRUARY
4

ORDER LEAD RETRIEVAL
(TIERED PRICING)

SEPTEMBER
26

FREEMAN EARLY BIRD
DEADLINE FOR
ONLINE ORDERS

Furniture
Labor
Booth Accessories
Signs & Graphics

SEPTEMBER
16

FREEMAN ADVANCE
WAREHOUSE SHIPPING
BEGINS

ACCEPTED THROUGH
OCTOBER 6, 2022
WITHOUT SURCHARGE

SEPTEMBER
22

MANDALAY BAY EXHIBITOR
SERVICES EARLY BIRD
DEADLINE
ORDER ONLINE

Internet, Telephone, Video
Electrical
Booth Cleaning
Food & Beverage

BEFORE YOU ARRIVE TO SHOWSITE

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

SHOW MANAGEMENT APPROVAL

-  Hanging Sign Approval Form
-  Booth Variance Approval Form
-  Exhibitor Meeting Room Request

ONCE YOU ARRIVE

- Pick up badge(s) from Registration
- Confirm Freight Delivery
- Confirm Advance Orders
- Place On-Site Orders

INSURANCE

International Fastener Expo 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 International Fastener Expo 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), Mandalay Bay Convention Center (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: [CLICK HERE FOR AN EXAMPLE](#)

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

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

"Description of Special Items" – "Emerald – International Fastener Expo 2022, Freeman, Mandalay Bay Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates Sunday, October 16, 2022 – Thursday, 20, 2022.



Submit your insurance documents online through the [Exhibitor Console](#). 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 [ORDER ONLINE](#)



Certificate Holder Information should be listed as:

International Fastener Expo 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

International Fastener Expo Show is a “Line of Sight” show.

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased.

The intent of these regulations is to allow for the best use of booth space without interfering with or obstructing neighboring exhibitors. These regulations allow for reasonable sight lines from the aisle and open access to attendees walking the aisles. Show Management reserves the right to remove or modify, at the expense of the exhibitor, if the display does not meet the specifications as set forth in this manual.

Exhibit Hall Carpet

The exhibit area is not carpeted. The aisles will not be carpeted. Exhibitors are not required to provide floor covering for their booth space.

Show Colors

Backwall and Siderail Drape: Blue and White

Aisle Carpet: No Carpet

Standard Booth Equipment

Each 10x10 linear / inline booth will include:

- 8’ high pipe and drape back wall – blue and white
- 3’ high pipe and drape side rails - white
- 7” x 44” booth identification sign with the company name and booth number.
****Booths larger than 300 SQFT may receive a 7” x 44” booth identification sign upon request.*

Peninsula (End-Cap) booth will include:

- 8’ high and 3’ H pipe and drape back wall – blue and white
- 7” x 44” booth identification sign with the company name and booth number.

Split-Island booth will include:

- 8’ high pipe and drape back wall – blue and white

Island booth:

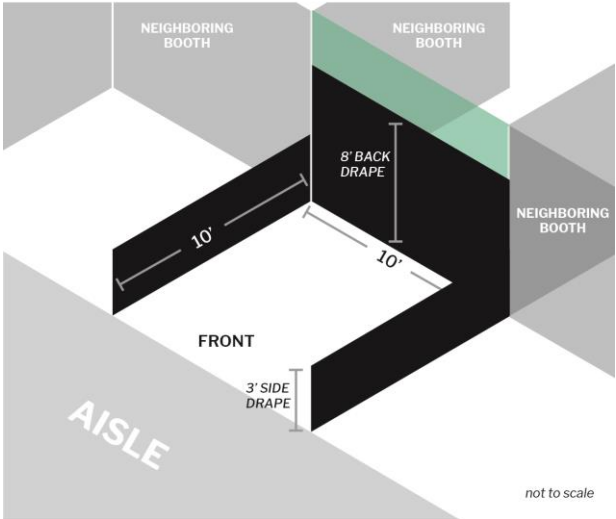
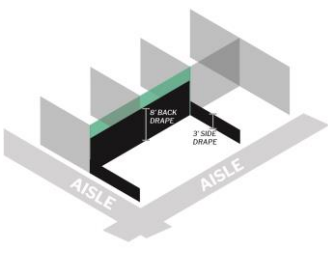
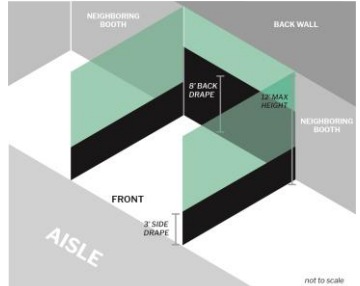
- Island booths do not come with back drape or ID signs. If desired, they may be ordered from Freeman.

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

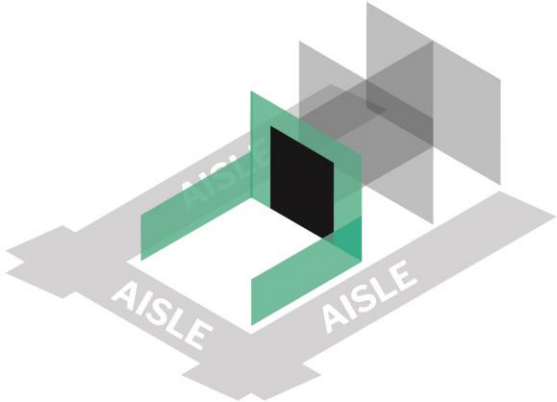
Early Teardown Policy

Early booth breakdown is strictly prohibited. International Fastener Expo Show is committed to eliminating these practices from the show floor on the final day of the tradeshow. Please keep this in mind when making staffing decisions and travel arrangements.


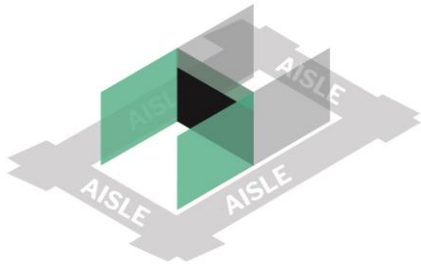
Linear / Inline Booth Guidelines

<p>Definition and/or Dimension 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 & 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;">INLINE BOOTH SPACE 10 X 10, line of sight, with provided drape</p>  <p style="text-align: right;"><i>not to scale</i></p>
<p>What's Provided / Included:</p> <ul style="list-style-type: none"> • 8' high white pipe and drape back wall • 3' high white pipe and drape side rails • 7" x 44" booth identification sign with the company name and booth number <p>All other equipment and services are the responsibility of the exhibitor.</p>	<p>Use of Space – Line of Sight Rule: A maximum height of 8' for Linear and Corner booths and 12' for Perimeter booths is allowed only in the rear 5' of the booth, with a 3' height restriction imposed on all materials in the remaining space forward to the aisle. Materials within the booth must be constructed so not to obstruct sight lines of neighboring exhibitors.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>
<p>Use of Space – Line of Sight Rule: A maximum height of 8' for Linear and Corner booths and 12' for Perimeter booths is allowed only in the rear 5' of the booth, with a 3' height restriction imposed on all materials in the remaining space forward to the aisle. Materials within the booth must be constructed so not to obstruct sight lines of neighboring exhibitors.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p>Footprint Rule or “Wiggle Room” Factor 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>Floor Covering Floor covering is optional in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet if desired. Floor covering must be fire retardant in compliance with local fire and safety regulations.</p>	<p>Exposed Surfaces Any unfinished and exposed portion of an exhibit must be made presentable prior to show opening at the expense of the exhibitor. 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>Hanging Signs / Graphics Linear/Inline booths are not permitted to have hanging signs.</p>	<p>Required Forms (submit through Exhibitor Console)</p> <ul style="list-style-type: none"> • Certificate of Insurance • Exhibitor Appointed Contractor (EAC) – if applicable
<p>Linear / Inline Booth Variations:</p>	
<p>Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.</p>	<p>Perimeter 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 style="text-align: center;">CORNER BOOTH SPACE aisles on 2 sides; line of sight w/ provided drape</p>  <p style="text-align: right;"><i>not to scale</i></p>	<p style="text-align: center;">PERIMETER BOOTH SPACE booth backs up to wall in event space, max height 12'</p>  <p style="text-align: right;"><i>not to scale</i></p>

Peninsula Booth Guidelines

<p>Definition and/or Dimension 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;">PENINSULA BOOTH SPACE line of sight, aisles on 3 sides, with provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p>What's Provided / Included:</p> <ul style="list-style-type: none"> • 8' high and 3' blue and white pipe and drape back wall • 7" x 44" booth identification sign with the company name and booth number. <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p>Use of Space When a peninsula booth backs up to two Linear booths, the back wall is restricted to 3' high within 5' of each aisle, maintaining adequate line of sight for the adjoining linear booths. A maximum of (16') is allowed, including signage for the center portion of the back wall.</p>	<p>Footprint Rule or "Wiggle Room" Factor 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>Hanging Signs / Graphics Peninsula booths are not permitted to have hanging signs without prior approval from show management.</p> <p>Double-sided signs, logos and graphics shall be set back 10' from adjacent booths. Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p>Exposed Surfaces 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>Required Forms (submit through Exhibitor Console)</p> <ul style="list-style-type: none"> • <u>Certificate of Insurance</u> • <u>Exhibitor Appointed Contractor (EAC) – if applicable</u> 	<p>Variance Requests Variance requests can be submitted to Show Management for review using the online Booth & Hanging Sign Variance Request Form located within the <u>Exhibitor Console</u>.</p>
<p>Additional Information</p> <p><u>Labor/Union Laws</u> <u>Demonstration Guidelines</u> <u>Building Rules/Guidelines</u> <u>Americans with Disabilities Act</u> <u>Display Guidelines</u></p>	

Island & Split Island Booth Guidelines

<p>Definition and/or Dimension Island booths are any size booth exposed to an aisle on all four sides.</p> <p>Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.</p>	<p style="text-align: center;">ISLAND BOOTH SPACE aisles on 4 sides</p>  <p style="text-align: center;">SPLIT ISLAND BOOTH SPACE w/ provided drape</p>  <p style="text-align: right; font-size: small;">not to scale</p>
<p>What's Provided / Included Island booths do not come with drape, furniture, or ID signs.</p> <p>Split-Island booths come with 8' H white and blue drape. All other equipment and services are the responsibility of the exhibitor.</p>	
<p>Use of Space – Line of Sight Rule: The entire Line of Sight of the booth may be used up to the maximum allowable combined height of sixteen feet (16') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side for Split Island booths.</p> <p>The entire cubic content of Island booths may be used up to the maximum allowable height of 16', including signage.</p>	
<p>Multi-Level Exhibits 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>Multi-Level Exhibit plans can be submitted to Show Management for review and approval using the online Booth Variance Request Form through the Exhibitor Console.</p>	<p>Footprint Rule or "Wiggle Room" Factor Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.</p> <p>For Split Island Booths 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>Covered Exhibits 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 exhibit designs must be approved by show management in advance. Please submit a variance request through the Exhibitor Console.</p>

<p>Hanging Signs / Graphics Island booths 400 SQFT (20' x 20') and above are permitted to have hanging signs but require pre-approval by show management.</p> <p>Reference Hanging Signs & Airborne Objects page for details</p> <p>Hanging sign request forms are located within the Exhibitor Console, under Important Exhibitor Forms.</p>	<p>Exposed Surfaces All exposed exhibit components must be 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>Additional Information</p> <p>Labor/Union Laws Demonstration Guidelines Building Rules/Guidelines Americans with Disabilities Act Display Guidelines</p>	<p>Required Forms (submit through Exhibitor Console)</p> <ul style="list-style-type: none"> • Certificate of Insurance • Exhibitor Appointed Contractor (EAC) – if applicable • Hanging Sign Form – If applicable <p>Variance Requests Variance requests can be submitted to Show Management for review using the online Booth & Hanging Sign Variance Request Form located within the Exhibitor Console.</p>

Hanging Signs & Airborne Objects

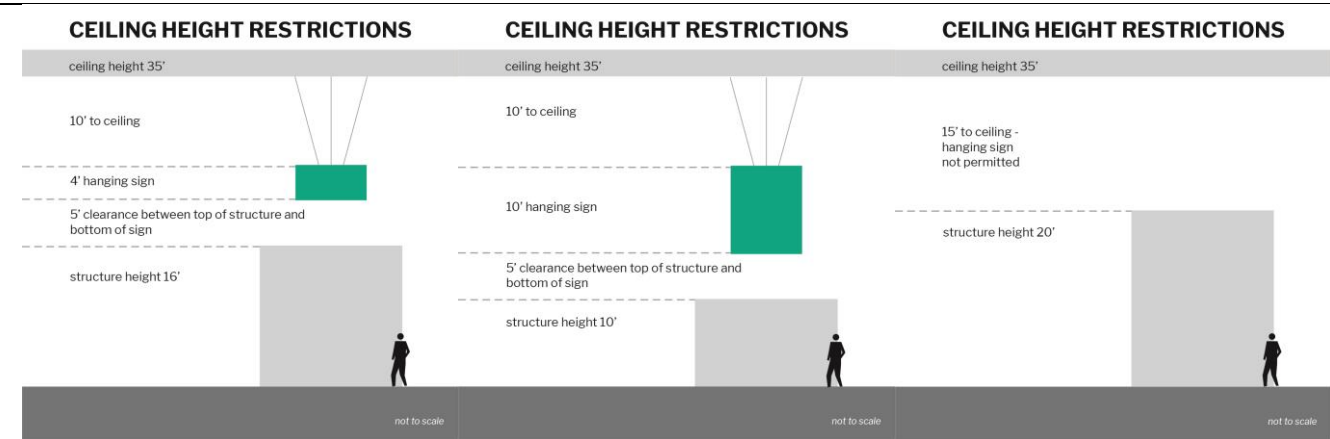
Permitted in all Island booths that are 400 sq. ft. or larger and require prior approval from show management. End-cap and linear booths **do not** qualify for hanging signs and graphics, regardless of size.

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-five feet (25').

Examples of different types of booths 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

Mandalay Bay Convention Center must be used for rigging for all banners and signs requiring a lifting motor, chain fall, pulley, or any other mechanical device. As such, any rigging required that uses these items should be ordered through [Mandalay Bay Convention Center Exhibitor Services](#).

All non-electrical overhead hanging must be assembled, installed, and removed by Freeman. Hanging sign labor can be ordered through [Freeman Online](#). If any hang point supports over 200 lbs., hanging sign services must be ordered through Mandalay Bay Convention Center.

Approval Process

If your hanging sign does not comply with the International Fastener Expo 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 International Fastener Expo Management using the online Booth & Hanging Sign Variance Request Form located within the [Exhibitor Console](#).

Variations 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.

Hanging Sign Approval Request Form

Drones

A [Drones / Unmanned Aerial Vehicle Policy \(UAV\) request form](#) located within the Mandalay Bay Building Rules & Regulations manual must be completed prior to the event and submitted to the Convention Services Manager/Risk Management. For questions or additional information, please call 877-632-7700.

Lighting/Truss

Mandalay Bay is the exclusive provider of all rigging equipment and services for all items 200 lbs. or more suspended over the exhibit space. This includes: labor, electrical signs, trussing, chain motors, cables, span sets and all other rigging related equipment.

Freeman (unless ordered through Mandalay Bay) will assemble, hang and dismantle any items suspended from the suspended truss (i.e. programmable/dimmable lighting fixtures, audio, projection, non-electrical signs, graphics, fabric solutions, etc.) or anything under 200 lbs. suspended from the ceiling except electrical hanging signs which must be ordered through Mandalay Bay Exhibitor Services. More information regarding Truss & Theatrical Lighting Equipment & Labor can be found on [Freeman Online](#) and [Mandalay Bay Exhibitor Services](#).

Balloons or Inflatables

The use of helium balloons smaller than 36 inches in diameter is not allowed. Smaller air-filled balloons may be used for decoration and/or handouts. Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown inside the Mandalay Bay Convention Center.

Food Demonstration

Mandalay Bay Catering Department is the exclusive food and beverage provider for the Mandalay Bay Convention Center. It is not permissible to bring or sell any food or beverage on the premises and outside catering services is prohibited.

If you will be sampling your product that is manufactured, produced, or distributed by your company, please email exhibitorservices@mandalaybay.com to request a Sample Authorization Form.

FREIGHT & DELIVERIES

Warehouse Address

Exhibiting Company Name / Booth #
International Fastener Expo 2022
C/O Freeman
6675 West Sunset Road
Las Vegas, NV 89118

Download advance warehouse freight labels [here](#).

Freeman will accept crated, boxed, or skidded material **beginning** Friday, September 16, 2022, at the above address. Material arriving after Thursday, October 6, 2022, will be received at the warehouse with an additional after deadline charge.

Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m.

Certified weight tickets must accompany all shipments.

Direct to Show Site Address

Exhibiting Company Name / Booth #
International Fastener Expo 2022
Mandalay Bay Convention Center
C/O Freeman
3970 Las Vegas Blvd S
Las Vegas, NV 89119

Download show site shipping freight labels [here](#).

Freeman will receive shipments at the exhibit facility **beginning Sunday, October 16, 2022**. Shipments arriving before target dates may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

Please note: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors.

Freeman material handling fees for direct shipments to the Mandalay Bay Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours, and Freeman cannot guarantee or specify the arrival time of empty crates.

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.

Move-in/out Procedures



Self-Unloading / Hand Carry Policy

Exhibitors may hand carry their merchandise from their personally owned vehicle (P.O.V. i.e. car, van or SUV) in the designated area(s). All vehicles must be parked in a parking lot; no curbside parking allowed. Hand carry is defined as small items such as cartons or packages that can be hand carried by only one person through the main entrance of a facility during move-in and move-out that weighs less than 300lbs. Any mechanical assistance is limited to a small dolly. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas or four wheeled dolly or cart.

More information regarding hand carry can be found [here](#).

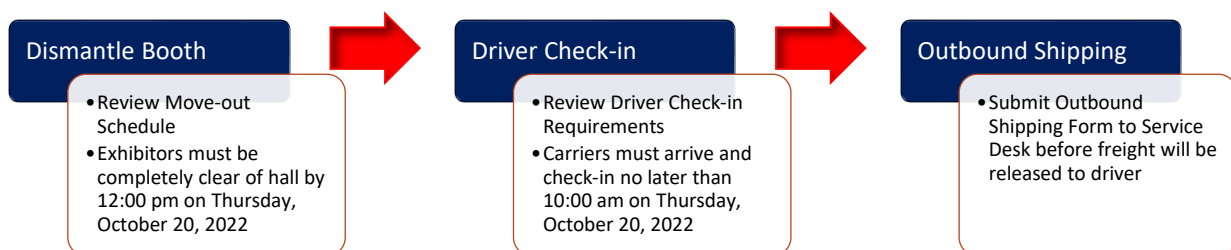
Privately Owned Vehicles (POV)

For exhibitors who are not able to hand carry their items into the building, per the hand carry details in this kit, they have the option of utilizing **POV Cartload Service**. A POV is a personally owned vehicle such as a car, van or SUV. It is NOT a commercial truck, commercial van, a vehicle with a trailer or any rental company vehicle.

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 24' in length.

Outbound Shipping

Every outbound shipment will require a material handling agreement and shipping labels. Freeman offers complimentary pre-printing of these items. To take advantage of this service, please complete Freeman's **Outbound Shipping form**. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. *Please note: all third parties must pick up MHA/labels at the Freeman Service Desk.*



International Freight

Phoenix Logistics, Inc. has been appointed as the official international freight forwarder and customs broker. For more information, please [e-mail](#) or download the **International Shipping Instructions** form.

INSTALL/DISMANTLE & LABOR REGULATIONS

Labor/Union Laws

Nevada is a “right-to-work” state. Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the providers’ order forms. Exhibitors may not operate or utilize any type of powered or mechanical equipment

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all the regulations as an Exhibitor Appointed Contractor. More information on Exhibitor and Official Services rules and regulations can be found [here](#).

Forklifts

Forklift labor is an exclusive service provided by Freeman.

Tipping

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Freeman.

A full, detailed list of tasks exhibitors can and cannot complete within their booth are listed [here](#).

Union	Definition of Jurisdiction
Teamster Union	Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services, and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at the exhibitor’s expense.
Carpenter Union	Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.
Electrical Union	Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets, and install signs or headers that are lighted, unless they are permanently a part of the exhibit's back wall.

	Task	An Exhibitor Can	An Exhibitor Cannot
CONSTRUCTION	Use Power tools or other types of carpenter/construction equipment with the exception of heavy machinery or lift equipment.	X	
	Exhibitor may choose to utilize own personnel to set up and dismantle exhibit.	X	
	Exhibitor may hire and EAC (Exhibitor Appointed Contractor to perform work.	X	
FREIGHT	Move any freight by hand carry	If carried by one person	If required more than one person
	Move any freight from a vehicle larger than an Econoline van		X
	Move any freight moved on equipment larger than a two-wheeled baggage cart		X
ELECTRIC AL	Plugin their own devices and equipment for properly ordered 110-volt electrical service of 1500 watts or less.	X	
	Plugin their own devices of 110 volt/ 1500 watts themselves	X	

	Install or hang up to four small clip-on lights per booth	X	
	Distribution of all electrical equipment necessary to provide electrical service		X
	Connect modems, printers, computers and keyboards, test and tune own equipment, and run their own communications cable between machines in the same booth above the booth carpet	X	
MERCHANDISING	Test and tune equipment	X	
	Unpack, pack, and arrange their merchandise and products in their exhibit.	X	
	Clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Freeman labor.	X	

Building Rules/Guidelines

It is strongly recommended that all exhibitors review and understand the [Mandalay Bay Convention Center Building Rules & Guidelines](#) as well as the [Las Vegas Fire Marshal Regulations](#) for specific policies and procedures that directly pertain to your booth design and demonstration plans. For more information specific to the Mandalay Bay Convention Center, please contact their exhibitor services department (855) 408-1349.

Safety

Fire Marshal Requirements & Permitting

Please reference the [Las Vegas Fire Regulations](#) for Fire Marshal requirements.

OSHA Regulations

All exhibitors and hired third-party contractors, must comply with environmental laws and OSHA regulations.

Cleaning

Clean Floor Policy

Mandalay Bay Convention Center is the exclusive booth cleaning contractor for International Fastener Expo 2022. ***Please note: your booth will NOT automatically be vacuumed the night before the show opens unless services are ordered through [Mandalay Bay Exhibitor Services](#).***

Empty cartons and cases must be removed from your booth. Cartons may NOT be stored behind curtains or in your booth. The Freeman Service Center will provide “empty crate” stickers to affix to boxes, cases, and crates. Freeman will store and return them to your booth at show closing. The policy will be strictly enforced by Show Management and the Las Vegas Fire Marshal. Should exhibitors have cartons and cases they need to access throughout the event, Accessible Storage is a service provided by Freeman upon request that allows an exhibitor to access their materials in a Fire Marshal approved designated area. Accessible Storage can be purchased through the Freeman Exhibitor Services desk on-site.

Excessive/Bulk Trash, Booth & Material Abandonment

Exhibitors promoting giveaways from their booths which generate excessive trash are required to order porter service for their booth. Note these giveaway items do not include food and beverage sampling. Booth cleaning services can be ordered through [Mandalay Bay Exhibitor Services](#).

Exhibiting companies are **required to make cleaning and labor arrangements for booth materials dismantle and/or removal**. It is expected and required that all the exhibiting material be removed at the end of the show.

It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in.

Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal

and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. The exhibitor will be charged for the removal and disposal of these items.

Show management and the facility is NOT responsible for the recovery of abandoned materials that are left in and exhibitor's booth past the move-out dates and times as published.

Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises. 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 areas.

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, agent's contractors or representatives.

DONATIONS

Exhibitors wishing to donate product may make arrangements to do so before the conclusion of the show at the Mandalay Bay Exhibitor Services center. Booth and display materials should not be left as donated materials.

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 Mandalay Bay Convention Center. Contractors must adhere to all rules and regulations of International Fastener Expo 2022 the Mandalay Bay Convention Center, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, abiding by the [Early Teardown Policy](#) 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 always wear badges. 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 Mandalay Bay Convention Center (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 September 15, 2022.**

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.

UTILITIES

ELECTRICAL REGULATIONS

All electrical must be ordered through [Mandalay Bay Exhibitor Services](#). Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets, you will be charged for your power usage at a higher rate than if you had ordered in advance. For your safety and the safety of other show participants, **all electrical work** including floor distribution must be performed by Mandalay Bay Convention Center.

LIGHTING

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Lighting, including spotlights and gobos should be directed to the inner confines of the exhibit space and should not project onto other exhibits or exhibition aisles.

COMPRESSED AIR, DRAINS, GAS & WATER (PLUMBING)

Compressed air, water, drains, fill & drains and natural gas can be ordered through [Mandalay Bay Exhibitor Services](#).

INTERNET SERVICES

Telephone & Internet is not included as part of your booth package. [Mandalay Bay Exhibitor Services](#) is the exclusive full-service provider for all internet, telephone, and TV services at the Mandalay Bay Convention Center.

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis. 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

International Fastener Expo 2022 is a "Line of Sight" 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.

Construction of booths and displays in excess of eight feet (8') in height, including signage, shall be permitted only in island booths 400 SQFT and larger. **Please note:** the exhibit hall aisles are **NOT** carpeted.

Show management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with exposition standards. This may require the replacement, rearrangement, or redecoration of any items or of any booth. Show management is not liable for any cost that may be incurred by the exhibitor.

Canopies & Ceilings

Canopies, including ceilings, umbrellas, and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Tents in excess of 200 square feet, canopies in excess of 400 square feet, and temporary membrane structures must be approved by the Clark County Department of Building & Fire Prevention and **require a permit**. Exhibitors are responsible for obtaining any permits through the Clark County Nevada [website](#).

Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in

a presentation or demonstration within the booth. All features, signs and/or walls that are facing the aisle need to be covered or finished.

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. 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 800 Plant It. Download the order form [here](#).

Hanging Signs and Graphics

Island booths 400 SQFT (20' x 20') or larger may request approval from Show Management to hang a sign/banner over their booth. Signs, banners, or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface. Please fill out the Hanging Sign Approval Form within the [Exhibitor Console](#) and reference the [Hanging Signs & Graphics](#) guidelines listed within this document 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 any and 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 services from Freeman, at the exhibitors' expense. Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4 -tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed. To request more information and approval to display a vehicle on the show floor at International Fastener Expo 2022, please submit a variance request form through the [Exhibitor Console](#).

DEMONSTRATIONS

Exhibitor Conduct /Good Neighbor Policy

As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendee are within the contracted exhibit space and no encroaching on the aisle or neighboring exhibits. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

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. 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. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance.

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 will need to submit a sampling form to the exclusive food and beverage vendor for review and to show management for acceptance or rejection. The distribution of food and beverages must be within the exhibitor's allotted space. Any violation could result in fees, the removal of product from the show floor and/or obligatory discontinuation of booth activities.

If you will be sampling your product that is manufactured, produced, or distributed by your company, please email exhibitorservices@mandalaybay.com to request a Sample Authorization Form.

Peanuts in the shell and cotton candy are NOT permitted on the show floor at any time and may not be distributed from any exhibit booth.

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.

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. Additionally, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during the 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.

Noise / Music

Loud noises, bright lights or other distractions are not permitted. Sound volume of amplifiers or audio-visual presentations must be regulated to not disturb other exhibitors. Sound created by amplified devices should not exceed 80 decibels when measured from the aisle immediately in front of a booth. Management reserves the right to terminate use of equipment determined to be a nuisance.

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, exhibitors are 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 comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

Distribution of Promotional Items

The distribution of samples, printed materials and any promotional material is restricted to within the exhibitor's booth only. Exhibitors may not distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle busses, parking garages, etc., without prior written approval of show management.

All models must always remain within the booth space. Advertising materials may be handed out within the booth space only. Distribution from booth to booth or canvassing on any part of the facility property is forbidden.

Photography

Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products. Photographing or producing audio/video of other displays, products, or materials without prior written permission from show management and the owner of the subject is prohibited.

Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense. Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event. Exhibitors wishing to use an outside photographer must receive written permission in advance from show management. Seminar sessions may not be photographed, or video/audio recorded.

Selling at Booth

Retail sales are NOT permitted on the exhibition floor at any time EXCEPT in the Cash & Carry section only and abiding by local & state retail sales tax regulations. Exhibitors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

Sharing of Exhibit Space

Exhibitors may not share booth space with another non-contracted or unauthorized manufacturer or distributor.

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.

Strolling Entertainment & Suit casing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space is not permitted.

Suit casing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within the confines of the exhibit facility without permission of show management are in violation of this clause.

SECURITY INFORMATION

International Fastener Expo 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 Mandalay Bay Convention Center, 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.

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

Register for your staff badges in advance. Booth personnel may be registered online by logging in to your [Exhibitor Console](#). Badges must be picked up by each individual person at onsite registration upon arriving to the Mandalay Bay Convention Center. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present photo I.D. when picking up their badge.

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. No one will be allowed on the exhibit floor at any time without a badge.

Each exhibiting firm receives three (3) booth staff badges per 100 per square foot space occupied. Additional exhibitor registrations are available for a fee. Buyers, customers, and exhibitor appointed contractor personnel should **not** be registered as exhibitors.

Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

ADMISSION POLICY

Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor, or its authorized agents must be properly identified with an official show management badge. Once the show has opened, all persons must enter and exit only through designated entrances where security is posted.

Children

No one under the age of 16 is permitted on the exhibition floor at any time. Show management reserves the right to request proof of age for any person and restrict minors from the exhibitions floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.

Early Appointments

No exhibitors will be allowed access to the exhibit hall posted move-in and move-out days/hours. On show days without scheduled move-in prior to show opening, exhibitors will be allowed 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.

Exhibitor Appointed Contractors (EAC)

All contracted personnel must pick up an **EAC badge** at onsite Registration before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D. An online exhibitor appointed contractor form must be completed and qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. **Please note that an EAC Notification form must be completed through your Exhibitor Console. Exhibitors must log into to the Exhibitor Console and click on Important Exhibitor Forms.**

Guests

All guests must have the proper Guest show badge worn at all times while in the exhibit hall, conference sessions or any function held by International Fastener Expo 2022 during move-in, move-out or show hours.

GETTING THERE

HOTELS

The official hotel agency for International Fastener Expo 2022 is EventSphere. Hotel arrangements can be made online through the **Hotel & Travel** page.

With EventSphere you will receive descriptions, photos, and maps to help you choose the perfect hotel. An acknowledgement of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone or email.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through EventSphere. Please refer to your hotel confirmation for individual cancellation policies.

PARKING

Parking information can be found in the **MGM Resorts Parking Guide**.

Vehicles that are self-parked at any MGM Resorts parking facility for longer than one hour will be subject to a parking fee. Fees vary according to time parked.

SHUTTLES

Shuttle service is **not** provided for International Fastener Expo 2022.

RIDESHARE / TAXI

A full list of transportation options in Las Vegas can be found [here](#).

Taxis are a reliable form of transportation used throughout Vegas for decades although unlike other cities, you cannot hail a taxi on the street in Las Vegas. Taxis are required to pick up passengers at a physical address, such as a hotel taxi line.

Ridesharing is common and widely available in Las Vegas. Drop-off and pick-up will be in specific areas as designated by individual hotels and the Mandalay Bay Convention Center.

CITY RESOURCES

As the Entertainment Capital of the World and a top three destination in the United States for business conventions and a global leader in the hospitality industry, Las Vegas has much more to offer than just meetings. Information about Las Vegas, including experience, food & drink and entertainment options can be found at [Visit Las Vegas](#).

BUSINESS CENTER

Business centers at the Mandalay Bay Convention Center are operated by [FedEx Offices](#). They are located on Level 1 of the South Convention Center, as well as at Mandalay Bay front desk. All packages/boxes shipped to the hotel will be received at the FedEx Office Business Center and will incur a handling fee through FedEx.

SPONSORSHIP OPPORTUNITIES

Find opportunities to maximize your exposure and brand presence to the entire International Fastener Expo 2022 audience by contacting your sales account executive today for more information.

MEDIA

PHOTOGRAPHY/VIDEO RECORDING

No photography, video recording or sketching is permitted during show hours. Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products. Photographing or producing audio/video of other displays, products, or materials without prior written permission from show management and the owner of the subject is prohibited.

Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense. Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event. Exhibitors wishing to use an outside photographer must receive written permission in advance from show management. Seminar sessions may not be photographed, or video/audio recorded.