

Las Vegas November 4, 5, 6 Exhibitor Information

Show Hours Friday 10am-6pm, Saturday 10am-6pm, Sun. 10am- 5pm.

Set-Up Hours Thursday ONLY November 3 [8am-6pm] You can work on your booth after 6pm and as late as you like but you will not be allowed to bring display or product into the hall after 6pm. Do not arrive at 5:45 expecting us to keep the door open for you to set-up.

NEW FOR 2016!! You must set-up your booth on Thursday

OFFICIAL HOST HOTEL: Eastside Cannery Hotel 5255 Boulder Hwy. Las Vegas, NV 89122
To Book your reservation with our special rate please call 866-999-4899 or 702-856-5300 and provide Group Code: CRAFT16. Make your reservation before October 1, 2016 to get special discounted rate. **Rooms could be sold out before the deadline!** Deluxe Room Rates: \$34.99 Sunday- Thursday \$64.99 Friday - Saturday
The Eastside Cannery has tons of parking for large trucks and trailers. It is only 8 miles to Cashman on the less traveled 515 freeway.

What We Provide for Exhibitors:

1. Booth Backdrops: Las Vegas will have a 7' high teal-green backdrop behind the exhibit booths.
2. Electricity: is PROVIDED in your booth. You are allowed 500 watts of electricity for a 10' booth. 750 watts for a 15' booth and 1000 watts for a 20' booth. If you need more electricity please call in advance.
3. Security: We have 24 hour security. Please cover and drape your booth at night.
4. Staff and Management is available to you on the show floor : Steve Powers and the festival staff are always willing to help you with any problems that you may encounter.
5. Licensing: Business licenses are taken care of for Art & Craft Exhibitors in Las Vegas.

Last Minute Problems or Cancellations: If you are going to be arriving late to the show, or you have to make a booth cancellation at the last minute, call the emergency exhibitor number at 805-440-8318. If you do not contact us about late arrivals or cancellations your booth will be resold or your future acceptance into our events will be restricted.

Nevada Sales Tax: We will hand you a tax form when you check in at the show office on Thursday. Fill it out on Sunday afternoon and return it to the collection box at the show office on late Sunday afternoon. Steve Powers is the official TAX Collector in Nevada. Tax rate is 8.15%. Bring a blank check with you. You can also pay your sales tax with cash.

Gourmet Food Exhibitor Permits: must be on file 21 days before event Environmental Health PO BOX 3902 LAS VEGAS NV. 89127 702 759 0502 **\$131 permit fee required for all Gourmet food exhibitors**

New for 2016 all gourmet food exhibitors must have a \$1,000,000 liability policy that names Aramark Food Service 850 Las Vegas Blvd N. Las Vegas Nv. 89101 as co-insured. You must mail a copy of this insurance binder to Steve Powers & Co PO Box 1840 Templeton, Ca.93465 no later than October 1, 2016.

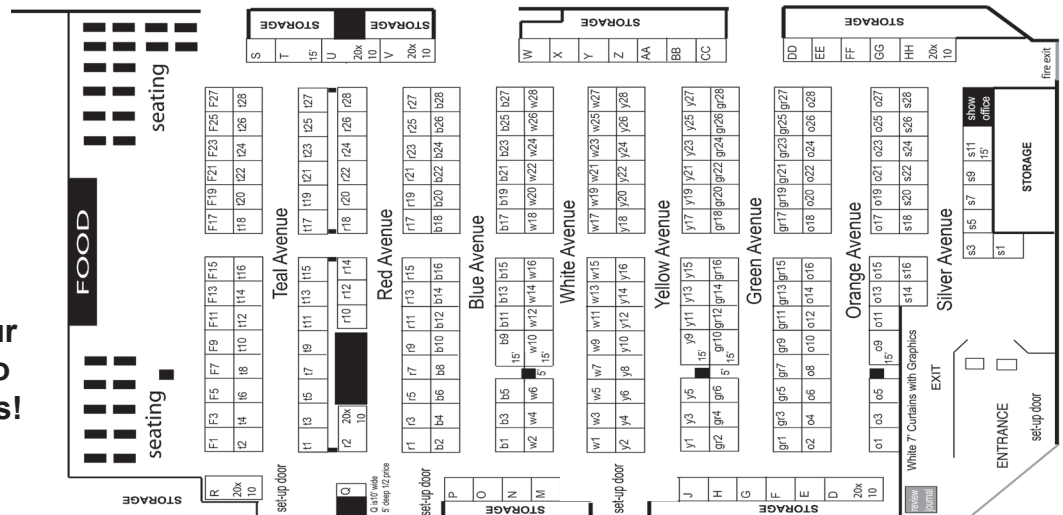
Directions to Hall: From Interstate 15 either South or North take the (95 Interstate 515) merge lanes towards Henderson & Phoenix. Immediately get in the right lanes and take the Las Vegas Blvd off-ramp. Turn left at the bottom of the ramp at the light. Go through the Bonanza Intersection and get in the right lane. Turn right into the Cashman upper lot at the Big Cashman electronic sign. Cut left across the parking lot and take the road down to the lower lot. If you miss the upper lot entrance you can continue to the next intersection at Washington St. and turn right and then turn right again into Cashman.

The address of Cashman Center is 850 Las Vegas Blvd N. Las Vegas, Nv.89101 for UPS/Fed Ex Deliveries.



MAP IS NOT TO SCALE

Festival Entrance is re-designed allowing all aisles in the show to be 12' in width. Do not infringe out of your booth into the aisle. No clothing waterfall racks!



Turn over for information on how your display should look

We are requesting that all exhibitors make the effort to improve their displays.

The sidewall curtain requirement will be enforced. We want you to have your own curtains or panels. Too many exhibitors are relying upon the shows teal curtains, we want you to have your own sidewalls. Your booth sides must be either KD, EZ-Up Caravan etc. white sides between you and your neighbors. Or you can also use flame proof curtains (available at exclusivelyexpo.com) or solid wood or Pro-Panels. We should not be able to look through your booth into your neighbors display. If you have an inline booth then you need 3 walls, two sides and the back. If you have a corner you will only need 2 walls the back and the one side to your neighbor. **We really do not want to install our teal curtains as your complete booth look. Please bring your own back & sidewalls.**



It is OK to use a Ez-Up or KD Canopy with the top on in Cashman Center. You can also use your white sidewalls. PHOTO #1 If you want to use your frame without the top attached make a 1 foot tall valance that covers the side criss-cross framework as in PHOTO #2 Note the coverings on the uprights, the sign and skirting on the tables.



Booth Discount Program for Current Exhibitors



Advance Booking discounts will be offered to exhibitors in the 2016 fall show. The discount offer will only be good for the time that you are at the show, so if you want the discount you have to turn in the handout sheet that we will give you with a deposit or full payment. **Bring a check for the future booth deposit and one for your sales tax.**

When you arrive for check-in at the show office you will be given an advance sign-up sheet for our November 3, 4, 5 2017 show to be produced at Cashman Center. {booth Fees for 2017 are 10x10 \$695, 15x10 \$795, 20x10 \$895 corner booths will be \$100 extra (Best Booth locations are assigned to exhibitors who book early with the discount)

Discount offer #1: Turn in the 2017 advance sign-up sheet with a \$100 non-refundable deposit and you will get a **\$75 discount** off of your booth fee for 2017. The sign up sheet must be turned in by Sunday night at 5pm. (Credit cards accepted)

Discount offer #2: Turn in the 2017 advance sign-up sheet with FULL PAYMENT for the size booth you require and you will get a **\$150 discount** off of your 2017 booth fee. (Credit cards accepted). We will assign booth locations on a first come first serve basis.

Las Vegas
November 4, 5, 6

Important information while you are at the show site

SHOW HOURS Friday 10am-6pm; Saturday 10am-6pm; Sunday 10am-5pm

FESTIVAL OFFICE Is located under the white Festival Office banner on SILVER Avenue. We are here to assist you with any problems that you might encounter. ***The Hall will be open to exhibitors at 8am each day.***

EXHIBITOR LOADING Please park with the back end of your vehicle next to the red curb. No RV's or Trailers on the Red curb please. ***Unload your vehicle first. Bring all your gear into the hall. Then move your vehicle away from the direct loading zone. Come back into the Hall and complete your set-up.***

No exhibitors are to park in the front (load in) lot during the show hours.

Exhibitors are to park in "C" & "D" Lots only during the festival. "C" & "D" Lots are located behind the Exhibit Hall to the Southeast. You can enter the Festival through the Gate next to the Stadium. If you have a trailer or RV Please park it out Flats of "D" Lot. Cargo Trailers can be left overnight.

NEW FOR 2016!! You must set-up your booth on Thursday

SHOW HOURS Friday 10am-6pm; Saturday 10am-6pm; Sunday 10am-5pm

IMPORTANT LIGHTING INFORMATION We dim the overhead lighting in the Hall about 50%. Please make sure that your booth has its own lighting. You are limited to 500 watts per 10' booth; 750 watts for 15' booth and 1000 watts for a 20' booth. If you are over the limit you will be asked to adjust your wattage by the electrical contractor. Clip on Lights are available at Home Depot at the corner of Charleston and Lamb just 1 mile east of the 515/95 Henderson Freeway. Take the Charleston off ramp and go east to Home Depot about 4 miles from Cashman Hall. Please follow the fire marshals instructions on this requirement. ***The lighting in the hall during set-up is the exact same lighting used during show hours.***

BOOTH REQUIREMENTS & RESTRICTIONS If you do not have a complete three sided booth. You MUST order 7' high sidewalls for the curtain crew to install. **We require all displays to have sides.** The extra charge for the Two teal green sidewalls is \$50 or \$25 per side. You can sign up for the sidewalls at the Festival office. You can use your KD or EZ up canopy in Las Vegas. Your Top cover MUST BE ATTACHED TO YOUR CANOPY FRAME. NO FRAMES WITHOUT TOPS ALLOWED unless you have a custom valance to hide the criss cross top structure.

SALES TAX In Las Vegas is 8.15%. We do not have tax charts. You will be give a tax form when to check in on Thursday at the show office. Please fill it out and return it to the Festival Office no later than 6pm on Sunday.

SUNDAY NIGHT BREAKDOWN PLAN No vehicles are allowed on the Red Curb until 5:10pm. There will be security guards controlling the loading area. If you have a Large RV or Truck and Trailer rig; go ahead and park it in the front parking lot starting around 4:30 pm. No large RV's or Truck and Trailers are to park along the RED Curb. Your booth must be removed on Sunday by 11pm. **DO NOT PARK IN THE HANDICAP ZONES YOU COULD BE TICKETED FOR \$100**

Paid Exhibitor Parking: Exhibitor Parking is \$5 per day. You can purchase an unlimited in and out pass during Thursday for \$15 near the show office. You can also buy this pass at the parking kiosks on Friday am just show your exhibitor badge

Turn over for Very important Electrical Booth lighting & wiring information

Required Electrical Connections & Lighting For The Craft Festival at Cashman Center!

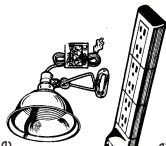
The Fire Marshall requires that ALL EXTENSION CORDS MUST BE OF THE #14G THREE WIRE GROUNDED TYPE. Cords connected directly to lights can have just two wires (non grounded). You must always use a fused power strip as the destination for all of your extension cords. Place your reflector lights on the display. Plug them into a three wire extension cord or directly into your fused power strip. Never use two wire - lightweight extension cords in any area of your booth!

Remember the overhead lights in the hall will be very low so you must light your booth directly as pictured below

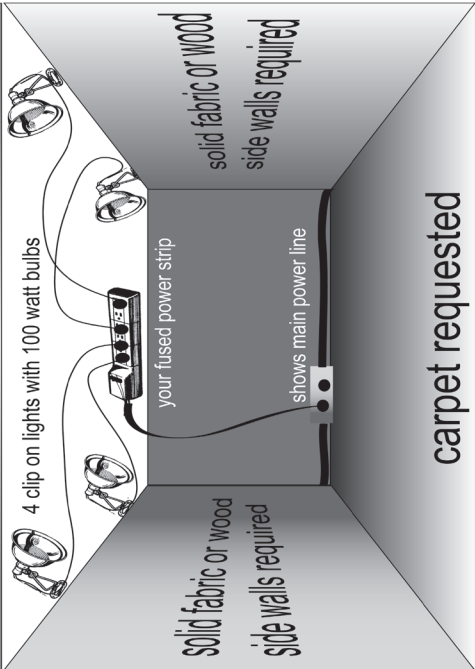
Clamp on reflector lamps average cost \$6.00-\$8.00 at a discount home store

use this

Fused power strip Average cost \$5 at a discount home store



Attractive Sign Requested



All lights must be directly plugged into a fused power strip. No three plug blocks or light duty extension cords allowed. If you have to use 4 fused power strips then do it!

LAS VEGAS CONVENTION CENTER AND CASHMAN CENTER SECURITY SECTION

FIRE PREVENTION CODE REQUIRED ELECTRICAL CONNECTIONS

ALL 110 VOLT ELECTRICAL EXTENSION CORDS shall be 3-wire (grounded), #14 or larger American Wire Gauge (AWG) copper wire and connectors must not be supported by cords.

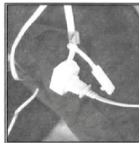
CUBE TAP ADAPTERS AND MULTI-PLUG CONNECTORS (POWER STRIPS) must be UL approved and have built-in overload protection. Without built-in overload protection, these devices are strictly prohibited.

APPROVED POWER STRIP
CIRCUIT BREAKER IS BUILT IN



DISAPPROVED CORDS

THESE TYPES OF CORDS ARE STRICTLY PROHIBITED BY FIRE SAFETY BECAUSE THEY DO NOT HAVE A CIRCUIT BREAKER BUILT IN.



POWER STRIPS MUST BE SECURE: All power strips must be firmly secured and not supported by their own weight or hanging by their cord.

DO NOT DAISY CHAIN YOUR POWER STRIPS:

PLUG YOUR POWER STRIPS DIRECTLY IN TO THE MAIN FLOOR POWER. YOU CAN ADD A THREE WIRE GROUNDED EXTENSION CORD TO HELP YOUR POWER STRIP REACH THE MAIN FLOOR POWER.



ROUTING ROUND CORDS UNDER CARPETING IS PROHIBITED:

FLAT, GROUNDED, 14 GAUGE, OR LARGER, 3 PRONG CORDS CAN BE ROUTED UNDER THE CARPET.



Any inquiries or for more information, please contact the LVCVA Fire Prevention Office at (702) 892-7413 or our 24/7 Control Center at (702) 892-7400.

Las Vegas Convention and Visitors Authority
3150 Paradise Road, Las Vegas, Nevada 89109
www.lasvegas.com or www.LVCVA.com

Revised: 06/14

Don't get busted by the Fire Marshall

Attention All New and Long Term Exhibitors:

Cashman Center's Health and Safety inspectors are enforcing that ALL EXTENSION CORDS BE A MINIMUM OF 14 GAUGE. They will not allow 16g wire to be used, especially to connect your power strips to the main show power. A quick example of what 14g wire feels like is the cord on ANY CIRCUIT BREAKER POWER STRIP. All of these common \$5-\$8 power strips have 14g cords. Upgrade your electrical equipment before the show to avoid any problems.