



## MAIN MENU

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

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

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

## GENERAL INFO

### DATES & TIMES

#### Move-in

Sunday, March 20, 2022	1:00 PM – 8:00 PM
Monday, March 21, 2022	8:00 AM – 8:00 PM

*Contact Show Management should you have any special move-in requests. Exhibitors will be permitted to stay until 10:00 PM to merchandise the booth. There will be no in-and-out access to the building after 8:00 PM.*

#### Show Day

Tuesday, March 22, 2022	10:00 AM – 4:30 PM	<i>All booths must be completely set by 10:00 AM</i>
Wednesday, March 23, 2022	10:00 AM – 4:30 PM	
Thursday, March 24, 2022	10:00 AM – 3:00 PM	<i>All booths must remain set until 3:00 PM</i>

*Exhibitors will be permitted to access the exhibit hall 3 hours prior to show open on Day 1 and 1 hour after show close. Exhibitors will be permitted access 1 hour prior on following show days.*

#### Move-out

Thursday, March 24, 2022	3:00 PM – 10:00 PM
Friday, March 25, 2022	8:00 AM – 12:00 PM

#### Important information regarding move-out:

- Freeman will begin returning empty containers at 4:00 PM on Thursday, March 24.
- All exhibitors must be completely removed by 12:00 PM on Friday, March 25.
- Outbound carriers for exhibitors must arrive & check-in by 10:00 AM on Friday, March 25.
- All exhibitors should be completely packed & material handling forms turned into the Freeman Service Desk by Friday, March 25 at 12:00 PM.

### EXHIBIT HALL LOCATION

Las Vegas Convention Center (Central Halls C1-C2)  
3150 Paradise Rd.  
Las Vegas, NV 89109

This is a non-smoking building.

Entrance to the exhibit halls can be accessed through the Grand Lobby entrance.

## VENDORS

Click on vendors to get more information.



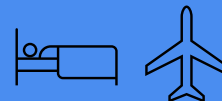
**FREEMAN**

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



**LAS VEGAS CONVENTION  
CENTER**

[BUILDING INFORMATION](#)



**ONPEAK (HOUSING)**  
COMING SOON!  
(855) 906-2787



**PLANT RENTAL**

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



**PHOTOGRAPHER**

[ORDER ONLINE](#)



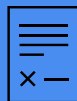
**CATERING**

[DOWNLOAD FORM](#)



**SECURITY**

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



**MARSH/TOTAL EVENT  
INSURANCE**

[ORDER ONLINE](#)



**LEAD RETRIEVAL**

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



**BUSINESS CENTER**

[ORDER ONLINE](#)



**INTERNATIONAL  
FREIGHT**

[EMAIL](#)



**REFRIGERATED  
DISPLAY CASES &  
ACCESSORIES**

[ORDER ONLINE](#)

**SHOW PLANNER**

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

**JANUARY  
10**



ORDER LEAD RETRIEVAL  
(TIERED PRICING)

**FEBRUARY  
28**



FREEMAN EARLY BIRD  
DEADLINE FOR [ONLINE  
ORDERS](#)

Furniture  
Labor  
Booth Accessories  
Booth Cleaning  
Electrical

**FEBRUARY  
18**



FREEMAN ADVANCE  
WAREHOUSE SHIPPING  
BEGINS

ACCEPTED THROUGH  
**MARCH 22**  
WITHOUT SURCHARGE

**FEBRUARY  
18**



[COX BUSINESS](#) (INTERNET)  
ORDER DEADLINE

Internet  
Telephone  
Video

**BEFORE YOU ARRIVE TO SHOWSITE**

Submit Certificate of Insurance

☐


Coordinate Hotel & Travel

☐


Register Booth Personal in Advance

☐


Update Show Directory Exhibitor Profile  
and/or listing

☐


Submit EAC Notification Form & EAC  
Certificate of Insurance

☐


Submit Food Sampling & Beverage  
Approval Form

☐
**SHOW MANAGEMENT APPROVAL**

Booth Design Approval

☐


Hanging Sign & 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

SIAL America 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 SIAL America 2022 before the show.



Submit your insurance documents online through the [Exhibitor Console](#). Be sure the name of the attachment reflects the name of the insured exhibiting company.

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), Las Vegas 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 – SIAL America 2022, Freeman, Las Vegas Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates [move-in – move-out dates]

### NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers  
General Liability Insurance for \$65  
plus tax [ORDER ONLINE](#)



*Certificate Holder Information should be listed as:*

**SIAL America 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

#### **SIAL America is a “Cubic Content” show**

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. *Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.*

#### **SIAL America is a “No Concrete” show**

All standard fabric and upgraded hard wall booth packages include carpet as part of the package. All custom booths 600 SQFT and above must order or supply their own floor covering that completely covers the cement floor within their contracted booth space.

Aisle Carpet: Midnight Blue

SIAL America 2022 provides a fabric booth or pvc hard wall booth package as part of the standard booth equipment for linear, corner and perimeter booths.

**Standard Booth Equipment - Fabric Booth Packages** - *(please refer to your exhibit space contract for booth package type ordered)*

#### Linear, Corner and Perimeter booths (100 SQFT – 599 SQFT)

- 8’ high white fabric back wall.
- 3’ high white fabric side rails.
- Light gray booth carpet.
- 7” x 44” booth identification sign with the show logo, company name and booth number.

#### Peninsula, Split Island and End-Cap booths (200 SQFT – 400 SQFT)

- 8’ high white fabric back wall.
- 3’ high white fabric side rails *(please specify if these are not needed when submitting exhibit space contract)*
- Light gray booth carpet.
- 7” x 44” booth identification sign with the show logo, company name and booth number.

**Standard Booth Equipment - Hard Wall Booth Packages** - *(please refer to your exhibit space contract for booth package type ordered)*

#### Linear, Corner and Perimeter booths (100 SQFT – 599 SQFT)

- 8’ high white pvc hard wall back wall.
- 3’ high white pvc hard wall side rails.
- Light gray booth carpet.
- 7” x 44” booth identification sign with the show logo, company name and booth number.

#### Peninsula, Split Island and End-Cap booths (200 SQFT – 400 SQFT)

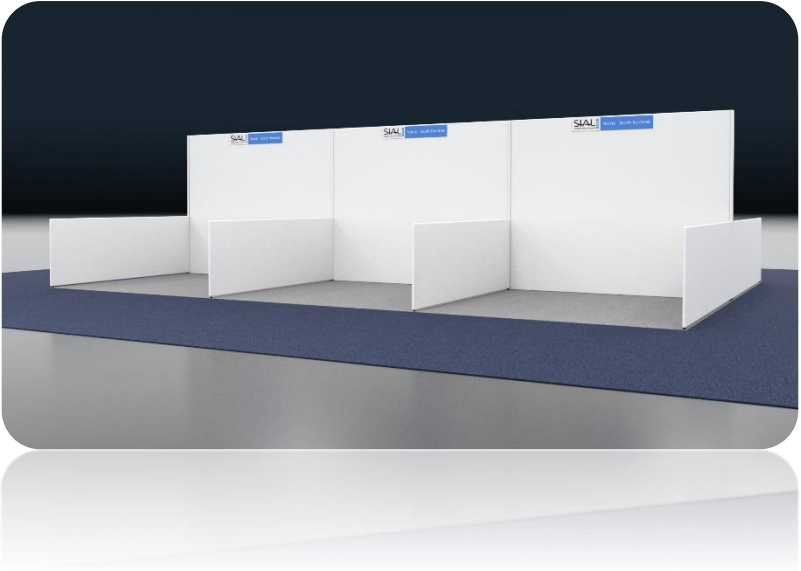
- 8’ high white pvc hard wall back wall.
- 4’ high white pvc hard wall side rails *(please specify if these are not needed when submitting exhibit space contract)*
- Light gray booth carpet.
- 7” x 44” booth identification sign with the show logo, company name and booth number.

#### Island booths (1000 SQFT and above)

Island booths **do not** come with hard wall, carpet 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.**

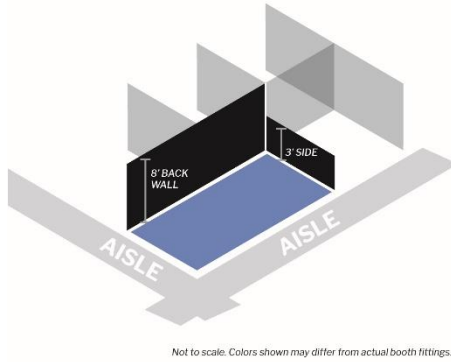
## Inline Booth Guidelines – FABRIC Booth Packages

<p><b>Definition and/or Dimension</b></p> <p>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 and perimeter booths are commonly ten feet 10 ft. (3.05m) deep and multiples of 10 ft. (3.05m) wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.</p>	<p style="text-align: center;"><b>Fabric Booth Package</b></p> 
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8 ft. (2.44m) high fabric back wall (shared with exhibitor directly behind unless a perimeter booth)</li> <li>• 3' (0.9144m) high fabric side walls (shared with neighboring exhibitors)</li> <li>• Light Gray carpet</li> <li>• 7" x 44" booth identification sign with the company name and booth number.</li> </ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space – Cubic Content Rule:</b></p> <p>Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of 8 ft. (2.44m) of the linear booth type/variation.</p>	<p><b>“Wiggle Room” Factor</b></p> <p>The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Hanging Signs / Graphics</b></p> <p>Linear / inline booths are <b>not permitted</b> to have hanging signs.</p> <p>Freestanding signs, logos and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>Exposed Surfaces</b></p> <p>All exposed exhibit components extending above the 3 ft. (0.9144m) fabric sidewalls and/or the 8 ft. (2.44m) fabric backwall must be completely finished, painted and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order material for the exposed sides at the exhibitor’s expense.</p>
<p><b>Additional Information</b></p> <p><a href="#">Labor/Union Laws</a></p> <p><a href="#">Building Rules/Guidelines</a></p> <p><a href="#">Onsite Booth Guidelines</a></p>	<p><b>Variance Requests</b></p> <p>Variance requests can be submitted to Show Management for review using the online Booth Variance Request Form located within the <a href="#">Exhibitor Console</a>.</p>

**Corner** booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.

#### CORNER BOOTH SPACE

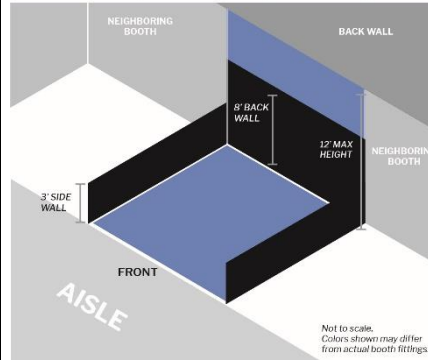
aisles on 2 sides; cubic content w/ provided fabric walls



**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 12 ft. (3.66m).

#### PERIMETER BOOTH SPACE

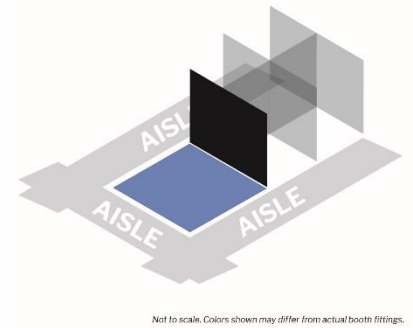
booth backs up to wall in event space, max height 12'



**End-Cap** booths are exposed to an aisle on three sides and comprised of two adjacent 10 ft. (3.05m) wide by 10 ft. (3.05m) booth spaces.

#### PENINSULA BOOTH SPACE

cubic content, aisles on 3 sides, with provided 8' fabric wall





## Inline Booth Guidelines – HARD WALL Booth Packages

### 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.

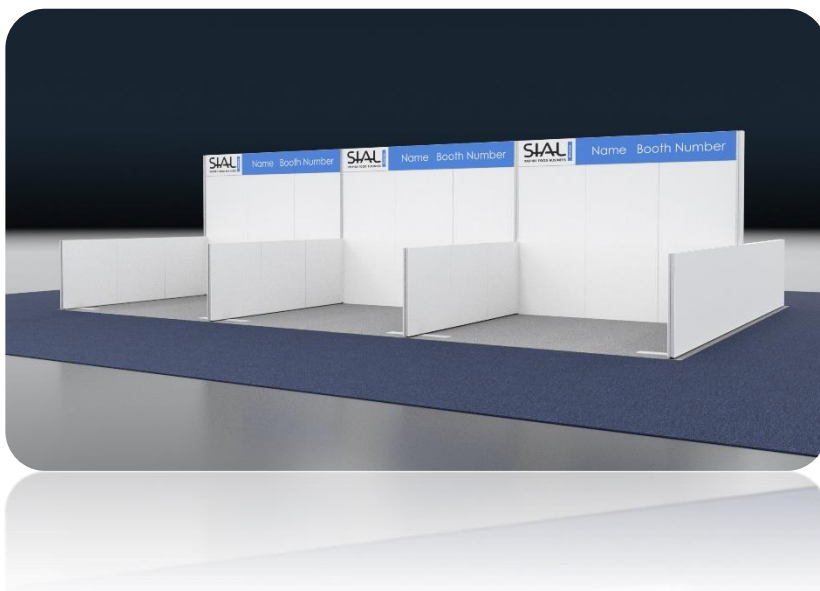
Linear and perimeter booths are commonly ten feet 10 ft. (3.05m) deep and multiples of 10 ft. (3.05m) wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.

### What's Provided / Included

- 8 ft. (2.44m) high fabric back wall (shared with exhibitor directly behind unless a perimeter booth)
- 4 ft. (1.22m) high hard wall side walls (shared with neighboring exhibitors)
- Light Gray carpet
- Custom sized booth identification sign with the company name and booth number.

All other equipment and services are the responsibility of the exhibitor.

## Hard Wall Booth Package



### Use of Space – Cubic Content Rule:

Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height 8 ft. (2.44m) of the linear booth type/variation.

### “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.

### Hanging Signs / Graphics

Linear / inline booths are **not permitted** to have hanging signs.

Freestanding signs, logos and graphics placed along booth edges may not face into adjacent booths.

### Exposed Surfaces

All exposed exhibit components extending above the 4 ft. (1.22m) pvc hard wall sidewalls and/or the 8 ft. (2.44m) high pvc hard wall backwall must be completely finished, painted and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order material for the exposed sides at the exhibitor’s expense.

### Additional Information

[Labor/Union Laws](#)  
[Building Rules/Guidelines](#)  
[Onsite Booth Guidelines](#)

### Variance Requests

Variance requests can be submitted to Show Management for review using the online Booth Variance Request Form located within the [Exhibitor Console](#).

**Corner** booths must adhere to the same guidelines as linear booths with the

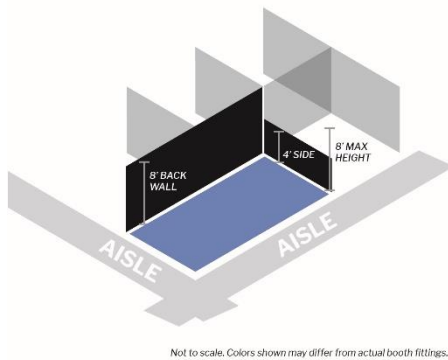
**Perimeter** booths are linear booths that back up against a wall of the

**End-Cap** booths are exposed to an aisle on three sides and comprised of

exception that two sides will be exposed to an aisle.

### CORNER BOOTH SPACE

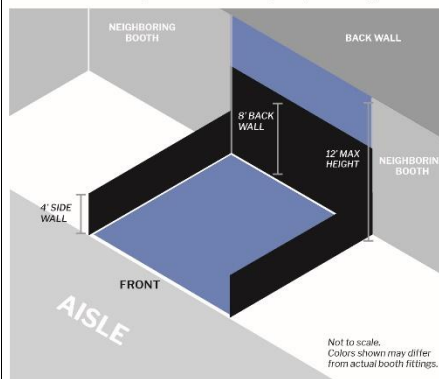
aisles on 2 sides; cubic content w/ provided hard walls



facility, not to another line of exhibits, and have a maximum height of 12 ft. (3.66m).

### PERIMETER BOOTH SPACE

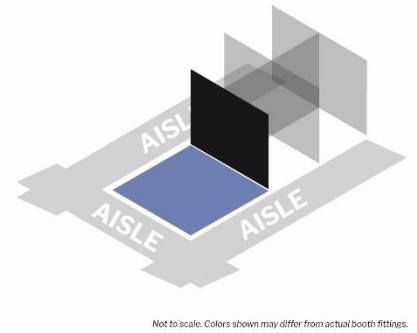
booth backs up to wall in event space, max height 12'



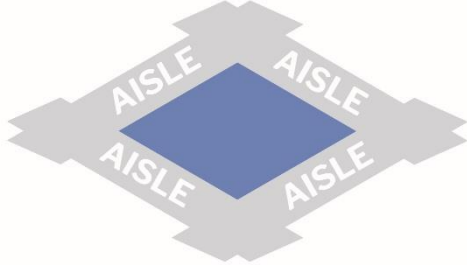
two adjacent 10 ft. (3.05m) wide by 10 ft. (3.05m) booth spaces.

### PENINSULA BOOTH SPACE

cubic content, aisles on 3 sides, with provided 8' hard wall



## Island Booth Guidelines

<p><b>Definition and/or Dimension</b> An Island Booth is considered at 1000 SQFT (92.9m<sup>2</sup>) and above and exposed to aisles on all four sides.</p> <p><b>What's Provided / Included</b> Island booths do not come with fabric walls, pvc hard walls or ID signs.</p> <p>All equipment and services are the responsibility of the exhibitor.</p>	<p><b>ISLAND BOOTH SPACE</b> aisles on 4 sides</p>  <p><small>Not to scale. Floor covering not included for island booth configurations.</small></p>
<p><b>Use of Space</b> The entire cubic content of the booth may be used up to the maximum allowable combined height of 16 ft. (4.88m) between any ground supported structure and top of hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p><b>“Wiggle Room” Factor</b> Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.</p>
<p><b>Booth Design Approvals</b> All custom booth designs require pre-approval by Show Management. Booth designs can be submitted through the <a href="#">Exhibitor Console</a> for approval.</p>	<p><b>Multi-Level Exhibits</b> A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p> <p>All Multi-Level exhibits require pre-approval by Show Management and designs may be submitted through the <a href="#">Exhibitor Console</a> for approval.</p>
<p><b>Hanging Signs / Graphics</b> Booth 600 sqft (55.74m<sup>2</sup>) and above are <b>permitted</b> to have hanging signs but require pre-approval by show management. Hanging sign request forms are located within the <a href="#">Exhibitor Console</a>.</p> <p>Please note that the height of your booth and sign may not exceed the 16 ft. (4.88m) height limit. Additionally, when including a hanging sign within your booth, there must be at least a 2 ft. (.61m) between the booth height and the hanging sign.</p>	<p><b>Variance Requests</b> Variance requests can be submitted to Show Management for review using the online Booth Variance Request Form located within the <a href="#">Exhibitor Console</a>.</p>

**Additional Information**

[Labor/Union Laws](#)

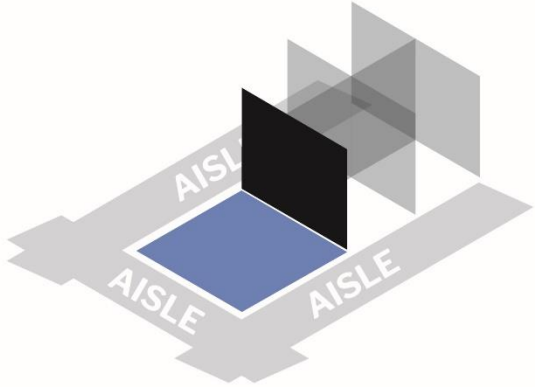
[Building Rules/Guidelines](#)

[Onsite Booth Guidelines](#)

[ADA Guidelines](#)

[Fire Code](#)

## Peninsula Booth Guidelines

<p><b>Definition and/or Dimension</b></p> <p>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 20 ft. (6.01m) by 20 ft. (6.01m) or larger.</p>	<p><b>PENINSULA BOOTH SPACE</b> cubic content, aisles on 3 sides, with provided 8' hard wall</p>  <p><small>Not to scale. Colors shown may differ from actual booth fittings.</small></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8 ft. (2.44m) fabric or pvc hard wall back wall.</li> <li>• 4 ft. (1.22m) fabric or pvc hard wall side wall.</li> <li>• Booth ID Sign</li> </ul>	
<p><b>Use of Space</b></p> <p>Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of 8 ft. (2.44m) of the linear booth type/variation.</p>	<p><b>"Wiggle Room" Factor</b></p> <p>The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Hanging Signs / Graphics</b></p> <p>Booths 600 sqft (55.74m<sup>2</sup>) and above are <b>permitted</b> to have hanging signs but require pre-approval by show management. Hanging sign request forms are located within the <a href="#">Exhibitor Console</a>.</p> <p>For peninsula booths, hanging signs, double-sided signs and logos must set back 10 ft (3.05m) from adjacent booths.</p>	<p><b>Variance Requests</b></p> <p>Variance requests can be submitted to Show Management for review using the online Booth Variance Request Form located within the <a href="#">Exhibitor Console</a>.</p>
<p><b>Additional Information</b></p> <p><a href="#">Labor/Union Laws</a>  <a href="#">Building Rules/Guidelines</a>  <a href="#">Onsite Booth Guidelines</a>  <a href="#">ADA Guidelines</a>  <a href="#">Fire Code</a></p>	

## Hanging Signs & Airborne Objects

Permitted in all Island, Split Island, and Peninsula booths that are 600 sqft. (55.74m<sup>2</sup>) or larger and require prior approval from show management. Endcap and linear booths **do not** qualify for hanging signs and graphics, regardless of size.

Maximum height of 16 ft. (4.88m) 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 16 ft. (4.88m). If a structure that 16 ft. (4.88m) in height is used, a hanging sign is not permitted.

### Rigging Orders

All overhead hanging must be assembled, installed, and removed by Freeman. Set up instructions must be provided for signs needing assembly.

LVCC Rigging Regulations must be adhered to in order to complete your hang. Refer to [LVCC Rigging Regulations](#) for details.

Hanging signs should be shipped to the Freeman Advance Warehouse arriving between February 18 and March 15, 2022 using the [Hanging Sign Shipping Label](#). Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

### Approval Process

If you'd like to request approval to a sign above your booth, please submit a [Hanging Sign Request Form](#).

Approvals 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 System (UAS) request form located within the [Building Rules & Regulations manual](#) must be completed prior to the event and submitted to the LVCC Convention Services by [email](#). For questions or additional information, please call 702-892-2860.

## Lighting/Truss

For **hanging** truss & lighting equipment, official services contractor (Freeman) responsibilities include:

Freeman personnel/employees:

- Must operate all chain motors, including the final trim.
- Only be allowed in aerial lifts.
- Only will be allowed to operate mechanized equipment.
- Must assemble and disassemble any and all overhead rigging including assembly of all truss, attachment and disassembly of light fixtures to truss, installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.

Freeman electricians will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources. Freeman stagehands install and dismantle all programmable dimmable lighting fixtures, video walls, audio and projection.

For **ground** supported truss & lighting equipment, official services contractor (Freeman) responsibilities include:

Freeman personnel/employees:

- Will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.

- Must assemble and disassemble as well as install and dismantle all electrical hanging signs.

### Balloons or Inflatables

Inflatables must be anchored, and exhibitors must have prior written approval by show management. Any cost incurred for removal of lost inflatables will be the responsibility of the exhibitor. Exhibitors are not permitted to hand out inflated balloons as giveaways. Helium may not be stored overnight inside & must be stored upright.

### Food Demonstration

Centerplate is the exclusive food and beverage provider for the Las Vegas Convention Center. As such Centerplate is responsible for the safety of all food and beverage consumed, prepared and dispensed on property. See also [Food & Beverage Sampling](#).

Please familiarize yourself with the Centerplate [Food and Beverage Sampling Policy and Guidelines](#) and if applicable, submit a Food and Beverage Sampling / On-site Preparation [Approval Form](#).

## FREIGHT & DELIVERIES

### Warehouse Address

Freeman will accept materials at the warehouse address **beginning** Friday, February 18, 2022. Materials arriving after Tuesday, March 15, 2022 will be received at the warehouse with an additional after deadline charge.

Exhibiting Company Name / Booth #

SIAL America 2022

C/O Freeman

6675 West Sunset Road

Las Vegas, NV 89118

Warehouse hours are Monday through Friday from 7:00 AM to 2:30 PM, Holidays excluded.

### Direct to Show Site Address

Freeman will receive shipments at the show site address **beginning** Sunday, March 20, 2022. Materials arriving before this date may be refused by the facility.

Exhibiting Company Name / Booth #

SIAL America 2022

Las Vegas Convention Center

C/O Freeman

3150 Paradise Rd

Las Vegas, NV 89109

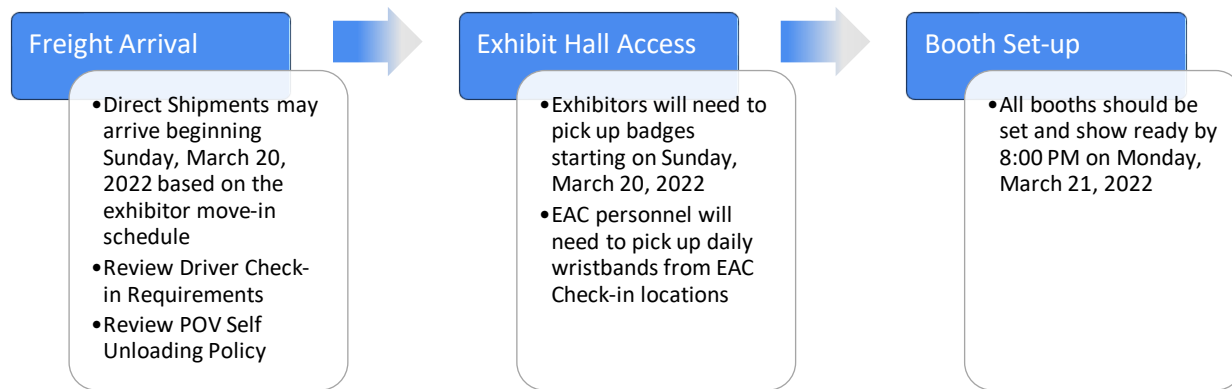
### Marshaling Yard Directions & Map

**THIS LOCATION DOES NOT ACCEPT DELIVERIES.** This location is only for the staging of trucks delivering to and picking up from show site facilities. Download the [Marshaling Yard Map](#).

6555 West Serene Avenue

Las Vegas, NV 89139

## 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 one person can carry. 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.

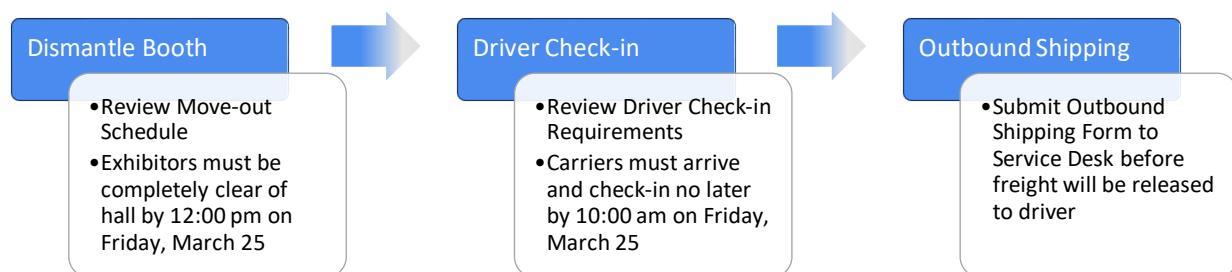
## Privately Owned Vehicles (POV)

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 P.O.V. Cartload Service. A P.O.V. 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. [P.O.V. Cartload Service](#) allows the exhibitor to unload their vehicle with Freeman labor assistance.

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

## 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 Material Handling Authorization and Shipping labels 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.*



## Storage

### Refrigerator/Freezer

Refrigerated and Frozen Storage is provided by Freeman and services can be ordered [online](#). Please note that containers must utilize the [Refrigerated / Frozen Shipping Labels](#) and labeled properly with SIAL America 2022, booth number and company name. Details regarding disposal of leftover items at the close of the show may be obtained at the Freeman Service Center on-site.

Note that exhibitors are not permitted direct access to cold storage. Arrangements for deliveries need to be made at the Freeman Service Center once on-site.



## 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

### Late Set-up

On Sunday, March 20 and Monday, March 22, exhibitors are welcome to stay in the exhibit hall past the published move-in time of 8:00 PM to continue setting up their booth but must remain inside the exhibit hall until they are leaving the hall for the night. No re-entry will be allowed after 8:00 PM until 8:00 AM the next morning.

### Labor/Union Laws

Nevada is a right-to-work state. **Exhibitors may use full-time company personnel to set-up an exhibit, however they cannot operate heavy machinery or lift equipment.** If full-time company personnel are utilized, they are required to carry photo ID as well as company identification, such as an insurance identification card or payroll stub. At no time may union labor approach an exhibitor for monetary tips or products. If this occurs, please notify Show Management immediately.

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

### Forklifts

Forklift labor is an exclusive service provided by Freeman.

### Tipping

Freeman, the official service contractor for SIAL America 2022 requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman.

**Freeman is the official service contractor for SIAL America 2022. As the official service contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services.**

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 <b>by hand carry</b>	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
ELECTRICAL	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 [Las Vegas Convention Center Building Rules & Guidelines](#), especially for Fire Marshal requirements and specific policies and procedures that directly pertain to your booth design and demonstration plans.

## Safety

### Fire Marshal Requirements & Permitting

Please reference the [Las Vegas Convention Center Building Rules & Guidelines](#) 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

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 that allows an exhibitor to access their materials in a Fire Marshal approved designated area. Please reference [Freeman Online](#) Freight Services for additional information and instructions to order.

## 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. Please review the [cleaning order form](#) for this type of service.

If an exhibitor leaves behind **any bulk trash, excessive literature and/or booth display materials** that is not labeled for shipment out or donated through the “Green” program at the end of the show, it will be deemed as trash and the exhibitor will be charged for the removal of these items. Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in the license agreement for the event will be billed to the exhibitor directly.

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, no mar, nor in any manner deface the premises. Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises. All curtains, draperies and decorations made from textiles of combustible fibers or any other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions. Exhibitors 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.

## 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 Las Vegas Convention Center. Contractors must adhere to all rules and regulations of SIAL America 2022 the Las Vegas 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.



Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, **must complete the EAC/I&D form in the [Exhibitor Console](#) by January 15th.**

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.

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 Las Vegas 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.

## DONATIONS

If you have food that you would like to donate after the show, Freeman and Emerald have established a program with several local charities to help you do so. Our goal is to assist you with donating the leftover food to local charities, keep them out of landfills, help to feed the less fortunate and make this as easy as possible for you.

If your company is interested in the donation program, please submit [this form](#) to the Freeman Service Center. You will be given donation stickers to place on your items after they are properly packed up. During move-out, we will pick up your donated items and deliver it to the local charities at no additional cost to you.

## UTILITIES

### ELECTRICAL REGULATIONS

All electrical must be ordered through [Freeman](#). 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 Freeman. Services can be [ordered online](#) or [download the order form](#).

### 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.

Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Examples of approved lights are; MR 11/16 Covered – low voltage, PAR 14, 16, 20, 30 and MR 16 Covered – line voltage.

### COMPRESSED AIR, DRAINS, GAS & WATER (PLUMBING)

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

## INTERNET SERVICES

Telephone & Internet is not included as part of your booth package. [COX Business](#) is the exclusive full-service provider for all internet, telephone and TV services at the Las Vegas Convention Center. Please refer their [website](#) for additional information and ways to order services.

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### Animals

Animals domesticated or non-domesticated are not permitted on the show floor at any time. Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their registered 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 & Approvals

**SIAL America 2022 is a cubic content show.** Each exhibitor that has not purchased raw space **must** select a booth package from their exhibit space contract.

Construction of booths and displays in excess of 8 feet in height, including signage, shall be permitted in island, perimeter and peninsula booths. Any exhibitor occupying 600 SQFT and above (not applicable for inline booths) must submit their booth design for approval by Show Management. Booth designs may be submitted within the [Exhibitor Console](#) for approval.

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.

All booth packages purchased through the exhibit space contract will have gray carpet. No substitutions permitted. All booths in excess of 600 SQFT may supply your own carpet or floor covering or rent from the official contractor. All floor coverings must be fire retardant in compliance with local fire and safety regulations.

#### 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). Canopies for linear or perimeter booths should comply with line-of-sight requirements. The base of the canopy should not be lower than 7 feet from the floor within 5 feet of any aisle. Canopy supports should be no wider than 3 inches. This applies to any booth configuration that has a sight line restriction, such as a linear booth. Please review the Fire Department Regulations for Canopies & Ceilings found in the [Las Vegas Convention Center Building User's Manual](#).

#### 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 National Plant & Floral. Download the order form [here](#).

## Hanging Signs and Graphics

Pre-approval for the use of Hanging Signs and Graphics must be obtained from Show Management for booths in excess of 600 SQFT only. 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.

## Refrigerated Showcases & Displays

The official provider for rental refrigerated showcases and displays is Lowe Worldwide Rental Specialists. [Online ordering](#) is available.

## 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

Please review the Fire Department Regulations for Display Vehicles found in the [Las Vegas Convention Center Building User's Manual](#).

## 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 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. A copy of the food and beverage policy and sampling guidelines can be accessed [here](#).

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.

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.

## Models / Temporary Staffing

The official provider of models, hosts and other talent is Brand Model & Talent Agency. Download the [order form](#) to order necessary services.

## 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

Selling merchandise from your booth during the show is strictly prohibited.

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.

## Strolling Entertainment & Suitcasing

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

Suitcasing 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 (state restriction-include metrics if needed) of the exhibit facility without permission of show management are in violation of this clause.

## SECURITY INFORMATION

SIAL America 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 Las Vegas 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.



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



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 Las Vegas 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 five (5) 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.

Exhibitor badges do NOT automatically receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at Exhibitor Registration.

### 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 prior to posted move-in and move-out days/hours. On show days without scheduled move-in prior to show opening, exhibitors will be allowed access beginning at 7:00 AM and (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 portal](#). Exhibitors must log into to the Exhibitor Console and click on Important Exhibitor Forms.**

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.
- Not solicit business at the event.
- Is responsible for always adhering to all rules and regulations and wear badges.

## Guests

All guests must have the proper Guest show badge worn at all times while in the exhibit hall, seminar sessions or any function held by SIAL America during move-in, move-out or show hours.

# GETTING THERE

## HOTELS

The official hotel agency for SIAL America 2022 is onPeak. Hotel arrangements can be made online soon through the Exhibitor Housing Reservations page.

With onPeak 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, fax or mail.

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 onPeak. Please refer to your hotel confirmation for individual cancellation policies.

## PARKING

The Las Vegas Convention Center has a parking fee of \$10 per day. Daily parking has in-and-out privileges if space is available. Overnight parking is not permitted. A map of the Las Vegas Convention Center campus with parking lot locations can be found [here](#). The closest parking lot to SIAL America 2022 is Silver Lot.

## SHUTTLES

Shuttles are available to and from designated hotels. More information can be found through the Hotel and Travel link on the [SIAL America 2022](#) website. The Las Vegas Monorail stops at the Las Vegas Convention Center. Click [here](#) to find out which hotels have a monorail stop.

## 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 Las Vegas 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 Las Vegas Convention Center (LVCC) are operated by the FedEx offices. They are in the [South Hall lower lobby](#) and the [Central Hall grand lobby](#). The business centers are open 9:00 AM – 5:00 PM, seven days a week; however, hours are subject to change. Please contact the FedEx Office Business Center at 702-943-6780 for additional information.

## SPONSORSHIP OPPORTUNITIES

Find opportunities to maximize your exposure and brand presence to the entire SIAL America audience by visiting the Advertising & Sponsorship page of the SIAL America 2022 website.

## ONSITE EXHIBIT SPACE RENEWALS

Onsite booth sales for SIAL America 2023 will take place in the Sales Suite located in Booth #1621 in Central Hall C2.

## MEDIA

### PHOTOGRAPHY/VIDEO RECORDING

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.