



## MEETING/FUNCTION SPACE GUIDELINES

### EXHIBITION LOCATION, DATES & HOURS

CONEXPO-CON/AGG & IFPE 2017 will be held at the Las Vegas Convention Center in Las Vegas, Nevada, USA. Exhibition dates and hours will be:

- Tuesday, March 7, 2017 9:00 am to 5:00 pm
- Wednesday, March 8, 2017 9:00 am to 5:00 pm
- Thursday, March 9, 2017 9:00 am to 5:00 pm
- Friday, March 10, 2017 9:00 am to 5:00 pm
- Saturday, March 11, 2017 9:00 am to 3:00 pm

### FOOD & BEVERAGE SERVICE

ARAMARK has exclusive rights to all food and beverage (including bottled water) at the Las Vegas Convention Center facility. Food and beverage consumed, prepared or distributed, including food and beverage items used for promotional purposes, must be purchased through ARAMARK and are subject to regulations and permit requirements of the Clark County Nevada Health District, the LVCC and ARAMARK. Alcoholic beverages and food may be served by exhibitors during Exhibition hours provided that:

1. The beverages and food are served in an enclosed area within the boundaries of the exhibitor's rented space or the second story of the exhibit. - OR - The beverages and food are served in an area that is set back at least 5 feet from the aisle or neighboring exhibit.
2. The exhibitor must obtain host liquor liability insurance and provide Exhibition Management with documentation of the insurance.

### UTILIZATION OF MEETING/FUNCTION SPACE

CONEXPO-CON/AGG & IFPE allocates a limited number of meeting rooms at the Las Vegas Convention Center and Westgate Las Vegas Resort & Casino for meetings, offices, storage, hospitality or entertainment. To utilize meeting space you must either be an exhibitor, sponsor, supporting organization, or official co-located group. There is a fee for space based on square footage of the meeting room—and rates vary depending on facility. Space is on a first-come-first-serve basis. Show Management will make every effort to accommodate meeting size needs however due to limited meeting room inventory it may be necessary to place an event in a larger or smaller room and pricing will reflect that need.

Meeting space can be used for social functions, hospitality suites, promotional events, focus groups, research activities, client meetings, staff offices, and staff training. Meeting space cannot be used for exhibits or be subleased.

Fees include the usage of the room during specified times, stock tables and chairs for standard room sets (U-shape, classroom style, banquet rounds or conference style). Groups are responsible for all fees and service charges associated with the meeting room during their rental—including but not limited to room set fees, electrical, patch fees, catering, AV, special staging, special furniture, etc. Nothing can be affixed to meeting room walls or doors without written approval of facility.

### ENTERTAINMENT RULES

Exhibitors are not allowed to utilize hospitality suites or hold hospitality functions outside their rented space in official exhibit areas during Exhibition hours. CONEXPO-CON/AGG & IFPE 2017 Exhibition hours are: 9:00 am-5:00 pm Tuesday, March 7 to Friday, March 10 and 9:00 am -3:00 pm Saturday, March 11.



## PRE-SHOW FUNCTIONS IN EXHIBIT STAND

Pre-show functions (either in exhibit stands or meeting rooms) can begin at 7:00 am on all show days.

1. Exhibitors/Groups are required to submit the *In-Booth Event* form to Exhibition Management that provides the details of the event being held before the show opening. This form will be located in the Exhibitor Service Manual.
2. Once the request is submitted, Exhibition Management will follow up with a confirmation to the exhibitor.
3. For exhibit stand functions, Exhibitors are required to staff their booth with one or more security guards (depends on size of the stand) to ensure that attendees stay within the confines of the host exhibitor's exhibit space. The fire-watch guards can also serve as the security guards.

Exhibitors/Groups wishing to hold meetings on Pre-Show Days (i.e. Monday) will require approval by Show Management because of safety concerns during installation of the show.

## POST-SHOW FUNCTIONS IN EXHIBIT STANDS

Post-show functions may begin at 5:00 pm – Tuesday through Friday (Events cannot be held on the show floor on Saturday due to the dismantling period) and must conclude by 8:00 pm. Post Group events in meeting rooms on Saturday will require approval by Exhibition Management because of safety concerns during the dismantling of show.

1. Exhibitors/Groups are required to submit the *In-Booth Event* form to Exhibition Management that provides the details of the event being held before the show opening. This form will be located in the Exhibitor Service Manual.
2. Once the request is submitted, Exhibition Management will follow up with a confirmation to the exhibitor.
3. For exhibit stand functions, Exhibitors are required to staff their booth with one or more security guards (depends on size of the stand) to ensure that attendees stay within the confines of the host exhibitor's exhibit space. The fire-watch guards can also serve as the security guards.
4. Post Group events in meeting rooms on Saturday will require approval by Exhibition Management because of safety concerns during the dismantling of show.

## FIELD TRIPS

No CONEXPO-CON/AGG or IFPE exhibitor shall organize any field trips to plants, equipment installations or other places or events involving the display of the exhibitor's equipment or services during Exhibition period.

## AUDIO-VISUAL

Audio-visual equipment is not provided in meeting rooms. Audio visual equipment can be ordered through the CONEXPO-CON/AGG and IFPE 2017 preferred provider:

### PRG, LLC

Phone: (404) 214-4800, Toll Free: (888) 844-4225, Email: [tradeshows@prg.com](mailto:tradeshows@prg.com)

## PRESS EVENTS

To arrange press or media events please contact Pat Monroe, [pmonroe@aem.org](mailto:pmonroe@aem.org) or (414) 298-4123.

## RESERVE MEETING SPACE

To reserve a meeting room you will need to complete the request form located at the following link:

<http://www.etches.com/162411>

For questions or comments, please contact:

### Joe Dymek

Event Space Coordinator

E-mail: [joe.dymek@conferencedirect.com](mailto:joe.dymek@conferencedirect.com)

Phone: (708) 829-1935