

MAY 20-23, 2024

LAS VEGAS, NV  
LAS VEGAS CONVENTION CENTER

ORGANIZED BY  
**gna**  
a TRC company



**ACTEXPO**  
Advanced Clean Transportation Expo

# Exhibitor Rules and Regulations

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### **Advanced Clean Transportation (ACT) Expo 2024**

Organizers of ACT Expo  
Gladstein, Neandross & Associates (GNA) – a TRC Company  
2601 Ocean Park Blvd, Suite 100  
Santa Monica, CA 90405

# Exhibitor Rules and Regulations

as of June 23, 2023

## Introduction

### Purpose

The objective of Advanced Clean Transportation (ACT) Expo is to further Gladstein, Neandross & Associates (GNA) – A TRC Company objectives by providing a conference through exhibits and panels. Exhibitors are limited to firms, organizations, and agencies whose exhibits are in harmony with the purpose of this Exhibition. It is the responsibility of the official exhibitor representative to see that all booth staff are made aware of and adhere to all rules and regulations and conduct themselves in a professional manner. Exhibitor personnel may not enter the exhibit space/meeting rooms of another exhibitor without permission from the latter.

### Location of Exhibits

ACT Expo 2024 will be held at the New West Hall in Las Vegas Convention Center, NV. The conference dates are May 20-23, 2024. The Expo Hall dates are May 21-23, 2024.

### Expo Hall Hours

Monday, May 20	4:30 pm – 6:00 pm (Welcome Reception - Expo Hall Grand Opening)
Tuesday, May 21	10:00 am – 5:00 pm
Wednesday, May 22	10:00 am – 5:00 pm
Thursday, May 23	10:00 am – 2:00 pm

### Attendee/Media List

ACT Expo does not sell or provide its attendee or media lists and does not authorize any third party to sell this information. Any attempt to do so should be considered fraudulent. If you receive ACT Expo-related messages from an unknown contact, please let our events team know at [events@gladstein.org](mailto:events@gladstein.org). For any further questions, please check out Exhibitor FAQs on the ACT Expo Official Website.

## Eligibility to Exhibit

### Eligibility

The purpose of the exhibition is to further the discovery of vehicles, products, and solutions driving fleet sustainability—including electromobility, hydrogen, renewable fuels, connected tech, efficiency products, and more. The character of the exhibits is subject to approval by ACT Expo/GNA a TRC Company (Show Management) which reserves the right, even after a contract is received, to refuse contracts not meeting standards required or abided by the rules and regulations, as well as the right to curtail or to close exhibits or parts of exhibits that reflect unfavorably on the character of the conference. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc. Show Management has the sole right to determine the eligibility of any company or product for inclusion in the Expo Hall. Exhibiting company events are not permitted in Las Vegas Convention Center (LVCC), hotel rooms or other private or public facilities during hours that conflict with ACT Expo programming. LVCC will not reserve meeting rooms or function space for anyone during the ACT Expo dates without prior to Show Management's approval. Show Management will review and approve the event request on a first-come, first-served basis. All event requests will be contracted separately and, on a space, available basis with the hotel or other venue. Show Management reserves the right to decline event requests. Events that are not approved will receive a notification explaining the rejection.

## Booth details

### Booth equipment

Each 10' x 10' booth will be set with 8' high blue and white back drape and 3' high blue side drape. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request. Booth furniture, carpet, electrical, and internet are not included with your booth space.

### Exhibit hall carpet

The exhibit area is not carpeted. All booths must be carpeted. However, the aisles will be carpeted in midnight blue.

## Show schedule

### Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by April 18, 2024.

### Exhibitor move-in

Thursday, May 16, 2024	8:00 AM - 5:00 PM	Targeted move-in - Large displays & vehicle move-in (by appointment only)
Friday, May 17, 2024	8:00 AM - 5:00 PM	Targeted move-in - Large displays & vehicle move-in (by appointment only)
Saturday, May 18, 2024	8:00 AM - 5:00 PM	General move-in (vehicle move-in by appointment only)
Sunday, May 19, 2024	8:00 AM - 5:00 PM	(General exhibitor move-in)
Monday, May 20, 2024	8:00 AM - 1:00 PM	(General exhibitor move-in)

### Exhibit hall hours

Monday, May 20, 2024	4:30 PM - 6:00 PM
Tuesday, May 21, 2024	10:00 AM - 5:00 PM
Wednesday, May 22, 2024	10:00 AM - 5:00 PM
Thursday, May 23, 2024	10:00 AM - 2:00 PM

### Exhibitor move-out

Thursday, May 23, 2024	2:00 PM - 10:00 PM	(Expo hall/closes/move-out)
Friday, May 24, 2024	8:00 AM - 5:00 PM	(Continued move-out)
Saturday, May 25, 2024	8:00 AM - 12:00 PM	(Continued move-out)

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

## Shipping and material handling

Please note: All 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. Refer to the material handling form for charges for this service.

### Warehouse shipping address:

Exhibiting Company & Booth No.

ACT Expo 2024

Organizers of ACT Expo  
Gladstein, Neandross & Associates (GNA) – a TRC Company  
2601 Ocean Park Blvd, Suite 100  
Santa Monica, CA 90405



C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89109  
USA

### Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning April 17, 2024 at the above address.
- Material arriving after May 09, 2024 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 unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 AM - 2:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

### Show site shipping address:

Exhibiting Company Name & Booth No.  
ACT Expo 2024  
Las Vegas Convention Center  
C/O Freeman  
300 Convention Center Dr  
Las Vegas, NV 89109  
USA

### Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning May 16, 2024.
- Shipments arriving before this date may be refused by the facility.
- For important Marshalling Yard information, [click here](#) and review the marshalling yard section of the "Where & when do I ship my materials?"
- Any charges incurred for early freight accepted by the facility will be responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

This show includes a marshalling yard. If you are shipping to show site, make sure to note for your carrier that all carriers must check into the Marshalling Yard before arriving to the show site address and provide this address to your carrier when shipping to show site.

Please ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #. The marshalling yard hours are open:

6:00 AM - 2:30 PM on exhibitor move in days

### Service contractor contact information

#### Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation@](#).

### Exhibitor frequently asked questions

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

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**ADVANCE WAREHOUSE**  
**6675 West Sunset Road**  
**Las Vegas, NV 89118**

**Hours of Operation:**

Warehouse hours are Monday through Friday from 7:00 a.m. to 2:30 p.m., Holidays excluded.

**Directions:**

**From I-15 Northbound or Southbound**

Exit 1-215 West  
Exit Jones Boulevard (stay in center lanes)  
Cross over Jones Blvd staying to the right  
Continue on Raphael Rivera Way  
Freeman will be on right

**From US-93 / I-515 Northbound**

Exit I-215 West  
Exit Jones Boulevard (stay in center lanes)  
Cross over Jones Blvd staying to the right  
Continue on Raphael Rivera Way  
Freeman will be on right



### **Subleasing/Approved Exhibitors and Staff**

Only the exhibiting company that has contracted with ACT Expo will be permitted to display in the assigned booth space. Exhibitors shall not assign, sublet, or share booth space unless pre-approved by Show Management. Exhibitors wishing to share Exhibit Space with the principal Exhibitor must complete the Exhibit Space Contract and pay the required Share Exhibit Space Fees. Exhibitors may not permit non-exhibiting company representatives to operate from their exhibit booth. The rules of ACT Expo shall, in all instances, be final regarding use of exhibit space.

Exhibitor booth staff/representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Exhibit booth staff/representatives shall wear "Exhibitor" badge identification issued by Show Management at all times while they are in the Expo Hall. All exhibiting companies' employees and booth staff of exhibitors must register by April 26, 2024. Show Management reserves the right to restrict or limit the number of booths representatives. All exhibits must have personnel present during show hours.

During Expo Hall Opening Days, exhibitor representatives who are properly badged may enter the exhibit hall prior to the opening of the Expo Hall and may remain in the Expo Hall one hour after the close of exhibits. Meetings in the Expo Hall with other non-exhibitor personnel may only take place during official exhibit hours. These individuals must be properly badged and cannot gain access to the Expo Hall except during official exhibit hours.

### **Exhibit Space Assignments**

The Show Management, in its sole and absolute discretion, retains the right to refuse to provide or assign, modify, or cancel Exhibitor's Exhibit Space assignment and/or terminate the Agreement, without cause, for any or no reason whatsoever, at any time, without liability or further obligation to Exhibitor. In case of cancellation by Show Management, all the pre-paid fees for unused services shall be reimbursed to the Exhibitor.

### **Exhibitor Move-In**

Thursday, May 16	8:00 am – 5:00 pm Direct shipments for large displays & vehicle move-in (By Appointment Only)
Friday, May 17	8:00 am – 5:00 pm Direct shipments for large displays & vehicle move-in (By Appointment Only)
Saturday, May 18	8:00 am – 5:00 pm General move-in (Vehicle move-in By Appointment Only)
Sunday, May 19	8:00 am – 5:00 pm (General Exhibitor Move-In)
Monday, May 20	8:00 am – 1:00 pm (all crates must be cleared from all aisles and all exhibits must be set)

### **Exhibitor Move-Out**

Thursday, May 23	2:00 pm – 10:00 pm
Friday, May 24	8:00 am – 5:00 pm
Saturday, May 25	8:00 am – 12:00 pm

### **Assignment & Relocation of Booth Space**

The Exhibitor understands and agrees that Show Management has sole and non-reviewable discretion as to assignment and relocation of exhibit space. Show Management is under no obligation to assign the Exhibitor the space requested by the Exhibitor. Show Management reserves the right to reassign space at any time (and without any fault of the Exhibitor) if (in its sole and non-reviewable discretion) such

reassignment is deemed in the best interest of the Expo Hall (including without limitation for safety and logistical purposes). Before exercising such discretion, Show Management will consult with the Exhibitor, to the extent reasonably possible. The Exhibitor understands and agrees that Show Management also may, (at its sole and non-reviewable discretion), revise the Expo Hall floor plan and/or renumber the Exhibitor's space at any time (and without any fault of the Exhibitor).

## Payments, Cancellations, and Refunds

### Cancellation or Change of Exhibition

In the event that the premises in which the Exhibition is conducted should become unfit for occupancy or substantially interfered with due to any cause or causes not reasonably within the control of Show Management or its vendors, the Exhibition may be canceled or moved to another appropriate location, at the sole discretion of Show Management. Show Management shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of Show Management. Causes for such action beyond the control of Show Management shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by Las Vegas Convention Center, power or internet outages or technology disruptions, state or federal laws, or act of God. Should Show Management terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of Show Management and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by Show Management through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

### Payment Schedule and Information

After the Exhibitor contract is received, full Amount due by **January 15, 2024**, unless approved by show management. Any invoice is sent after January 15, 2024, full payment is due upon receipt. Until full payment is received, Show Management reserves the right to release and reassign booth space at any time.

All exhibit space, support opportunities, advertising and marketing opportunities, and upgraded exhibitor directory listings must be paid in full prior to move-in. Exhibitors with outstanding balances will not be permitted to access the exhibit space or begin the completion of their exhibits. Registrations will also be withheld until full payment has been received.

Check	Wire Transfer/ACH:
<p>Please make checks payable to "TRC Environmental Corporation" and reference your invoice number.</p> <p>Mailing Address:            ACT Expo 2024 c/o TRC Companies, Inc.            TRC Lockbox            PO Box 536282            Pittsburgh, PA 15253-5904</p>	<p>Please add \$25 to your invoice total for the wire transfer fee.</p> <p>Beneficiary Account Name: TRC Environmental Corporation            Beneficiary Account Number: 2232037090            ABA Number: 011500120 (Wires only)            Routing Number: 211170114 (ACH only)            Swift Code: CTZIUS33            Currency: \$ USD            Bank Name: Citizens Bank            Bank Address: Citizens Commercial Banking, 1 Citizens Drive, Riverside, RI 02915</p>



TRC Contact: Dawn Dostie TRC Contact Phone Number: +1 207-660-7222
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### **Cancellation by Exhibitor**

If an Exhibitor wishes to withdraw from ACT Expo, the Exhibitor must provide notice by email to Show Management. Cancellations received **before February 8, 2024**, will be assessed as a cancellation fee of 50% of the total participation fee. No refunds will be made for cancellations received **after February 8, 2024**. Notification of an exhibitor's decision to cancel or reduce exhibit space must be submitted in writing to:

ACT Expo/Gladstein, Neandross and Associates, LLC – A TRC Company  
[tony@gladstein.org](mailto:tony@gladstein.org)

The date the written notice is received is considered the official cancellation date. It is the responsibility of the exhibitor to confirm that the cancellation has been received by Show Management.

## **Insurance and Liability Issues**

### **Limitation of Liability and License of Intellectual Property**

The Exhibitor assumes responsibility for and hereby releases Show Management, Host Agencies, and their owners, members, affiliated agents, servants, employees, and assigns from all liability resulting from, arising out of, or in any way connected with Exhibitor's negligence or intentional acts or omissions at the exhibition.

Exhibitor agrees to make no claim for any reason whatsoever against Show Management, its employees, agents, or representatives for loss or theft; nor for any damage of any nature; nor for any action or omission of Show Management. The exhibitors are each the sole owner of all rights, title, and the Exhibitor's respective information, including such party's logo, trademarks, trade names, and copyrighted information, unless otherwise provided (collectively, "Intellectual Property"). Show Management and the Exhibitor hereby each grant to the other a limited, non-exclusive license to use certain of the granting party's Intellectual Property, including names, trademarks, and copyrights, in connection with promotion of the Expo Hall/Exhibit Program.

### **Insurance**

Exhibitor shall obtain and submit a Certificate of Insurance (COI) to Show Management prior to the event sufficient to cover liability for personal injury and for damage to third-party property that may arise during Show dates May 20-23, 2024. 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. Exhibitors assume full responsibility for any damage their Exhibits may cause to the Las Vegas Convention Center.

### **Exhibitor Representative's Responsibility**

Neither the conference/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the conference or exhibition event. By signing this Agreement, exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the conference/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor's agents, employees or representatives.

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## **Indemnification**

Exhibitor shall indemnify and hold harmless Show Management and respective members, officers, directors, shareholders, employees, and agents) from and against all loss, expense, damage, claim, or liability (including reasonable attorneys' fees and expenses) that arises from or in connection with the installation, removal, maintenance, occupancy or use of the exhibit space, Venue, Exhibition hall or any part thereof, or its operation or activities at the Exhibition, excluding any such liability caused by the sole gross negligence or intentional act or omission of Show Management or the Venue (Las Vegas Convention Center). Exhibitor assumes full responsibility and liability for the actions of itself and its agents, employees, and independent contractors.

## **Exhibitor Appointed Contractors (EAC) and Unions**

The official show contractor/decorator is Freeman Company. Exhibitor shall employ labor only from sources officially designated by Show Management for the installation, maintenance, and dismantling of its exhibit and shall use only the service organizations officially designated by Show Management for all services in connection with the installation, maintenance, cleaning, and dismantling of exhibits and in connection with the operation of projection devices. Exhibitor agrees to abide by and comply with all rules and regulations imposed by local unions having arrangements with the Las Vegas Convention Center (the Venue) or with authorized contractors engaged by Show Management.

Exhibitors using any company to provide development or design services for their exhibit booth are responsible for ensuring that the provider is furnished with and complies with the rules and regulations. Exhibitor Appointed Contractor (EAC)'s must also abide by all federal regulations. The exhibitor must email Exhibitor Appointed Contractor (EAC) form to Show Management no later than forty-five (45) days prior to the Show. In the event of a dispute between the Exhibitor and Freeman Company, any action or decision by Show Management intended to resolve the dispute shall be binding on the Exhibitor(s). Show Management may review the exhibits at any time. Show Management may deny an exhibitor access to or expel an exhibitor from the event without refund of any fees if, as determined solely by Show Management, such exhibitor has not complied in all material respects with policies, legal requirements, and terms and conditions of the exhibitor agreement.

## **EAC Staff Registration**

Exhibitor Appointed Contractors (EAC) and exhibitor staff can stay/work on display builds after 5:00pm during move-in days. However, once staff leave the convention center, re-entry will not be allowed. EAC staff will receive a wristband at the registration counter to be allowed in and out during move-in days. If an EAC needs to be in Expo Hall during event hours, an Expo Hall pass will need to be purchased at discounted rate of \$295.

## **EAC Submission Process**

Details coming soon.

## **Exhibit Display Guidelines**

## Exhibitor Services

Each 10x10 sq.ft. exhibition booth space includes:

- Company profile in online ACT Expo Floor Plan e-booth Listing and Mobile App
- An 8' high drape back wall and 3' high drape side rail
- Fascia panel (only text of company name and booth number)

Space Only (Raw Space) includes:

- Company profile in online ACT Expo Floor Plan e-booth Listing and Mobile App
- (3) Expo Hall only badges per each 10x10 sq.ft. exhibition space

NOTE: Below services are **excluded** from your booth space. They must be ordered by the exhibitor at the exhibitor's own expense through the Official Appointed Show Contractor/Decorator and Vendors.

- Booth carpeting (required for all exhibitors)
- Furniture rentals such as tables, chairs, etc.
- Audio-visual equipment
- Electrical, phone, and internet service
- Material handling, installation, and dismantling of booth
- Cleaning service for booth space
- Security of individual booth

## Aisles

Exhibitors and contractors are not to leave items in the aisles. Exhibitors/Contractors must remove all waste materials. Designated Emergency aisles must be kept clear at all times. During the show days no objects are permitted to stick out from the booth into the aisles, no furniture, displays, or parts of the displays are to be placed in the aisles.

## Booth Carpet/Floor Covering

Show Management will carpet all visible aisle space with midnight blue carpet within the exhibit area and will supply linear exhibitors with pipe and drape. Exhibitors must completely cover the entire area of the exhibit space with carpeting or approved material (bare floors are not permitted). The order form for carpeting will be provided in the online Exhibitor Hub. At the discretion of Show Management, Freeman will carpet exhibit booths that are not appropriately carpeted at the expense of the exhibitor.

## Use of Space/Stand Build Regulations

ACT Expo has adapted the [International Association of Exhibitions and Events \(IAEE\) Guidelines for Display Rules and Regulations](#). Your display products must fit within the confines of your booth area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything that does not comply with the ACT Expo Booth Rules and Regulations will be removed at the exhibitor's expense. As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits.

Below are all the Stand Build Regulations for different stands that apply to ACT Expo 2024. For detailed information, please read the [IAEE Guidelines for Display Rules and Regulations](#).

**Inline/Linear 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. They are most commonly 10 ft. (3.05m) wide and 10 ft. (3.05m) deep, with a maximum back-wall height limitation of 10 ft. (3.05m). A **Corner Booth** is an Inline Booth at the end of a series of Inline Booths with exposure to intersecting aisles on two sides. A

**Perimeter Booth** is an Inline Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Inline Booths apply to Perimeter Booths except that the maximum height of the display in the rear half of the booth is 12 ft. (3.66m)

- Maximum height of display in rear half of the booth is 10 ft. (3.05m)
- Maximum height of display in the front half of the booth is 4 ft. (1.22m)
  - When three or more Inline Booths are used in combination as a single exhibit space, the 4 ft. (1.22m) height limitation is applied only to that portion of exhibit space, which is within 10 ft. (3.05m) of an adjoining booth. Materials must be arranged in the booth so they do not obstruct sight lines of neighboring exhibitors.
  - The 4-ft. height restriction does not apply to Inline Booths that are set up like a split island.
- Display materials should be arranged in such a manner as to not to obstruct sight lines of neighboring exhibitors.
- No company logos, branding, or signage may face into an adjoining booth, including booths on either side or behind.
- Hanging signs and trusses are prohibited. All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

An **End-cap Booth** is essentially an Inline Booth placed in the position of a Peninsula or Split Island. End-cap Booths are generally 10 ft. (3.05m) deep by 20 ft. (6.10m) wide and back up to Inline Booths.

- Maximum width of back-wall is 10 ft. (3.05m) and maximum height of back-wall is 10 ft.(3.05m)
- Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m), permitting adequate line-of-sight for the adjoining Linear Booths.
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- No company logos, branding, or signage may face into an adjoining booth.
- Hanging signs and trusses are prohibited
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

A **Peninsula Booth** is exposed to aisles on three sides and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Inline/Linear Booths. Any booth 400 sq. ft. or larger must submit a rendered booth design or photographs from previous use of the booth to [tony@gladstein.org](mailto:tony@gladstein.org) for approval by March 29, 2024.

- Maximum width of back-wall is 10 ft. (3.05m)
- Maximum height of back-wall is 16 ft. (4.88m)
- Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m).
  - Maximum height dimension of hanging sign is 6 ft. (1.83m)
  - 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
  - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
  - Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m), permitting adequate line-of-sight for the adjoining Linear Booths.
  - Hanging signs are allowed, only in the front half of the booth. All hanging signs must be submitted to Show Management for approval by March 29, 2024.
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.

- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

A **Split Island Booth** is a Peninsula Booth, which shares a common back wall with another Peninsula Booth.

\*Split Island booths must adhere to all rules for Island booths AND the rules listed below. Any booth 400 sq. ft. or larger must submit a rendered booth design or photographs from previous use of the booth to [tony@gladstein.org](mailto:tony@gladstein.org) for approval by March 29, 2024.

- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by March 29, 2024.
- Hanging trusses are prohibited.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

An **Island Booth** is any size booth exposed to aisles on all four sides and is a minimum of 400 sq. ft. Any booth 400 sq. ft. or larger must submit a rendered booth design or photographs from previous use of the booth to [tony@gladstein.org](mailto:tony@gladstein.org) for approval by March 29, 2024.

- Maximum height of structure is 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 20 ft. (6.1m). You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) long
- Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m).
  - Maximum height dimension of hanging sign is 6 ft. (1.83m) 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
  - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
  - Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.
  - Hanging signs are allowed. All hanging signs must be submitted to show management for approval by March 29, 2022.
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

**Two-story/double decker and enclosed booths**, must be exposed to aisles on all four sides, and be a minimum

of 400 sq. ft. **Two-story booths** are prohibited for peninsulas, split islands and all other booths. Detailed plans of a multiple-story or enclosed booth must be submitted to [tony@gladstein.org](mailto:tony@gladstein.org) for approval by March 29, 2024 and multi-story booths over 300sqft need to email CAD plans to LVCVA for approval.

. Plans must indicate if the booth is a multiple-story and/or enclosed with a ceiling.

- The second level of a two-story booth can only be 60% of the total square footage of the island booth, including the stairwells/steps.



- The height of the second story cannot measure more than 16 feet in height.
- Two-story booths cannot be located under passenger or utility truss ways. Booth plans must specify the maximum occupant load capacity. Booth plans must specify the maximum number of occupants and must have a structural engineer's stamp certifying the maximum occupant load capacity.
- Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.
- Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.
- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by March 29, 2024.
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
- Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.
- Las Vegas Fire & Rescue requires that plans for all two-story exhibits in which both floors will be occupied receive approval from Las Vegas Fire & Rescue prior to installation. All such plans must bear the stamp of a registered Nevada structural engineer or certified architect and be accompanied by a letter from the engineer or architect stating that the booth conforms to the current Uniform Building Code. A Fire Watch may be required.
- Exhibitor must submit (2) drawings with an engineer's stamp of approval to the following by March 29, 2024:
  - Exhibitor Services via the Booth Diagram and Hanging Sign form.
  - Submit booth diagrams that includes a Stamp from a Nevada Licensed Structural or Civil Engineer. Provide on the Exhibitor Permit: 1) the live load per square foot (provided by engineer) and square footage of the second floor (or any floors above floor level).
  - The width of each staircase
  - Any doors, walls or room separations or setups on the upper levels.
  - Booths that do not have approval from Las Vegas Fire & Rescue shall not be occupied or have storage on the second floor.
  - Someone from Show Management will also review the plans to make sure all booth rules and regulations are upheld.

### **Lighting**

All island booths may utilize special lighting.

- Lighting must be directly over or in the exhibitor's booth and may not extend into the aisles or neighboring booths.
- Exhibitor lighting cannot affect other exhibitors or aisles.
- Overhead lighting may be dimmed or turned off at the exhibitor's expense with on-site approval from Show Management. Requests must be approved by Show Management and may be made on site at the Exhibitor Service Desk.

### **Exhibit Dismantling**

Exhibits will close promptly at the designated time. Exhibitor employees must be present for the dismantling and packing of the displays until the booth area is cleared. Show Management is not responsible for items left after the Show closes. Any goods, exhibition materials or miscellaneous items remaining after move out officially ends will be treated as abandoned and disposed of accordingly at the exhibitor's expense.

### **Booth Vehicle Displays**

Exhibitor may not display products in their booth or on Show vehicles from eligible non-exhibiting companies unless approved in writing by Show Management. If the vehicle arrives at ACT Expo with blatant usage and/or branding of products from non-exhibiting companies, your booth vehicle will not be placed at the Show.

### Freeman Vehicle Marshaling Yard Address

6555 West Serene Avenue Las Vegas, NV 89139

**This location does not accept deliveries. This location is only for the staging of trucks delivering to and picking up from show site facilities.**

#### Directions:

##### From I-15 Northbound

Exit NV160 W/Blue Diamond Rd  
Left onto Blue Diamond Rd  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead

##### From I-15 Southbound

Exit NV160 W/Blue Diamond Rd  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead

##### From US-93 / I-515 Northbound

Exit I-215 West  
Exit I-15 South  
Merge on NV160 W/Blue Diamond Rd  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead



#### Please note:

- All carriers delivering to or picking up from the facility must check in at the Marshaling Yard.
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available and your booth space carpet has been installed.
- Please be advised that certified weight tickets are required when checking into the Marshaling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshaling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshaling Yard.

#### **All Booth Vehicles must adhere to LVCVA Fire Regulations:**

- All vehicles must have both battery cables disconnected and taped, alarms disconnected, and fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering.
- Fuel tanks cannot be more than ¼ tank full or contain 5 gallons, whichever is less.
- Vehicles must be set back 10 inches from the aisle.
- Vehicles may not be started, or battery cables connected during Show hours.
- Electric vehicles (EV) may NOT be started, and high voltage batteries disconnected.

**Organizers of ACT Expo**  
**Gladstein, Neandross & Associates (GNA) – a TRC Company**  
2601 Ocean Park Blvd, Suite 100  
Santa Monica, CA 90405

### **Booth Display Vehicle(s) Instructions for Move-In:**

- Due to the many exhibitors setting up over the course of (3) days in varying stages of readiness, this would be impossible to manage.
- Booth needs to be completely set-up – (vehicle cannot block aisles.)
- Empty freight needs to be removed from the booth.
- There needs to be a clear aisle to get vehicle to booth – Freeman will help with this.
- Go to assigned area per your hall.
- A Freeman representative will assist you in escorting your vehicle(s) to your booth.
- No spotting fees will be incurred by exhibitor (unless vehicle is inoperable and needs to be towed or pushed at which time a labor fee will be incurred.)

**Please note there is no overnight parking at LVCC - this includes trailers. This does not apply to approved vehicles. Trailers cannot be left on LVCC grounds – they will be towed.**

### **Children Admittance Regulations**

For safety and liability reasons, Show Management does not permit any children 18 years of age or younger during move-in or move-out within the Expo Hall. Children who are of an appropriate age and permitted into the exhibit area must be registered as a guest and must wear their badge in order to be allowed access to the Expo Hall. There must be one accompanying adult 18 years of age or older per child. No strollers are allowed on the show floor at any time. This policy is strictly enforced. Children are not allowed to attend ACT Expo activities. Contact [events@gladstein.org](mailto:events@gladstein.org) should you have any questions.

**Smoking Ban** Smoking is prohibited in all public indoor areas, including private areas of the Expo Hall.

### **Smoke Machines**

The use of smoke machines must be previously approved by Show Management and Las Vegas Convention Center.

### **Catering/Bar Services**

Food & Beverage at the Las Vegas Convention Center is exclusively provided by Sodexo. They provide guests with various outlets in the center as well as on-site catering. They will work closely with you to fully customize menus for your specific needs. The culinary team is ready to craft any creative theming that will align with your event's overall experience. For a catering menu ([Click here](#)). Cleaning Services are not included, please arrange your own cleaning services through Freeman.

### **Cleaning and Waste Disposal**

Cleaning of the aisles only will be provided daily by Show Management. Exhibitors may order cleaning services for their stands separately through Freeman which is the exclusive provider of cleaning services at Las Vegas Convention Center.

### **Solicitation/Suit-casing**

Exhibitor personnel, including vendors hired to work in their booth, may not solicit attendees, other exhibitors, presenters, or faculty from outside of their booth or elsewhere in the meeting venue, including at educational sessions, private meeting rooms, and poster sessions, and may not canvass in any part of the Expo Hall or Conference venue. To do so, individuals will be asked to leave immediately, and their conference credentials will be confiscated and will be denied registration to attend future ACT Expo related events.

### **Outboarding**

Non-participating companies setting up meetings and/or demos at off-site locations—hotel hospitality suites, restaurants, etc.—and encourage show attendees to leave the conference and show floor to spend time with them is prohibited and will be shut down if utilizing properties with which ACT Expo has an agreement. Those found to be involved with outboarding will be denied registration to attend or exhibit at future ACT Expo events.

### **What is Suitcasing and Outboarding?**

“Suitcasing” and “outboarding” are unethical parasitic business practices in which non-exhibitors and non-sponsors attempt to gain access to conference attendees. “Suitcasing” refers to those non-participating companies or persons who go to conferences as an attendee but “work the aisles” from their suitcase (briefcase) and solicit business in the aisles or lobby area. “Outboarding” refers to non-participating companies that set up meetings and demos at off-site locations—hotel hospitality suites, restaurants, etc.—and encourage show attendees to leave the conference and show floor to spend time with them.

ACT Expo is serious about protecting the investment of our exhibitors and sponsors and ensuring their success at our event. As such, the ACT Expo Suitcasing and Outboarding Policy is strictly enforced. Attendees who engage in suitcasing or outboarding gain an unfair competitive advantage over our exhibitors/sponsors who have dedicated money and resources to fairly participate in the conference. These actions diminish the size and diffuse the quality of the audience available to exhibitors and sponsors. ACT expo strictly prohibits solicitation, “suitcasing” or “outboarding” by attendees who conduct business at the event and do not have an exhibit or sponsorship investment at the ACT Expo.

#### Examples may include but are not limited to:

- A non-exhibitor sets up a hospitality suite off the show floor and invites attendees to leave the show floor and visit their suite.
- A non-exhibitor sends out alerts to potential customers that while they will not be participating this year, they will have personnel walking the show floor and will be offering demos/sales material.
- A non-exhibitor puts together a webpage with the conference logo and solicits meetings with attendees. A non-exhibitor piggybacks on the activities of a third party such as a vendor or partner who is exhibiting. A non-exhibitor sets up a luncheon or other activity and invites conference attendees to promote their product while not being an approved ACT Expo vendor.

Please note that any attendee at ACT Expo, who is observed to be soliciting business in the aisles or other public spaces, or uninvited attendees in another company’s booth, will be asked to leave immediately and their conference credentials will be confiscated.

Conversely, known commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, or any other public place in proximity to the Las Vegas Convention Center during ACT Expo by non-participating companies, will be shut down if utilizing properties with which ACT Expo has an agreement. Those found to be involved with “suitcasing” or “outboarding” will be denied registration to attend future ACT Expo events.

### **Statement of Intent**

To protect our valued exhibitors/sponsors and the investment they make in the event, thereby supporting ACT Expo’s objectives, our rules strictly prohibit solicitation, “suitcasing” or “outboarding” by attendees who transact business at our conferences and meetings and do not have exhibit booths or sponsor investment. By suitcasing or outboarding the show, an attendee gains an unfair competitive advantage over exhibitors and sponsors that have invested money and other resources to participate in the events and deprives ACT Expo of income we use to support organizing the event.

### **Outside Exhibits**

Exhibits and/or the distribution of any type of promotional material or similar activities are prohibited anywhere on Las Vegas Convention Center property that is outside the exhibit hall, except contracted sponsors. All such exhibits (including, without limitation, displays and demonstrations) will be removed or terminated at Exhibitor's sole cost and expense and subject to be invoiced for non-approved activations.

### **Photograph and Video Release**

By attending/exhibiting at ACT Expo 2024 or its associated events, you hereby understand that you may be photographed, videotaped, or digitally recorded, as may be your voice, and hereby waive any objection, condition, limit, or right you may have to the photographs or recordings. Furthermore, you hereby authorize Show Management to use any such photographs, videotapes, or other recordings of yourself and your guests for any promotional purposes and to license other relevant people/organizations to use them. You hereby indemnify and hold the Show Management harmless for any such licensed or unlicensed use.

### **Music**

Exhibitors are permitted to use the following if they do not interfere with the activities of neighboring exhibitors:

- Exhibitors may use sound equipment in their booths provided the noise level does not disrupt the activities of the neighboring exhibitors. Microphones must be kept at a level of 85 decibels or below.
- Excessive audio/visual devices and offensive displays are not permitted, and sound effects are discouraged because of the potential to interfere with other exhibitors and detract from the professional atmosphere of the Expo Hall.
- Music played in your booths, whether live or recorded, may be subject to regulations governing the use of copyrighted compositions. Please confirm you follow ASCAP, BMI, and SESAC, three authorized licensing organizations, that collect copyright fees on behalf of composers and publishers of music.

### **Noise and Odors**

Noisy, musical or obstructive work/performance will not be permitted during exhibit hours of the Expo Hall, nor will noisily operating displays, nor exhibits producing objectionable odors. Show Management shall have sole discretion in determining what is noisy, obstructive or objectionable.

### **Security**

Neither the Show nor the Venue is responsible for the loss of any material by or for any cause and urges the Exhibitor to exercise normal precautions to discourage pilferage.

### **Attendance**

Admission policies shall remain, always, the prerogative of Show Management, and may be revised or amended to suit unforeseen conditions.

### **Display**

Show Management shall have full authority for approval or arrangement and appearance of items displayed on the Expo Hall. Show Management may, at its discretion, require replacement, rearrangement, or redecoration of any exhibit booth, and no liability shall attach to Show Management for the costs that may evolve upon exhibitor thereby.

### **Ride & Drive**

All registered attendees/sponsors/exhibitors can test drive the latest advanced clean technology vehicles. By exhibiting at ACT Expo 2024, it is not guaranteed your exhibiting company a spot to participate in the



Ride & Drive. If you are interested in providing a vehicle in the Ride & Drive, please contact Tony Quist at [tony@gladstein.org](mailto:tony@gladstein.org).

### **Vehicle Wash**

Details coming soon.

### **Vehicles for Indoor Displays**

All vehicles must be submitted to the General Service Contractor for approval by March 29, 2024 and exhibitors are required to pay a vehicle permit fee through Las Vegas Convention Center.

Vehicles on display from automobile dealers must have a Nevada DMV off Premise Display License.

- Proof of license must be provided upon request.
- Fuel tanks shall be maintained below 1/4 tank of fuel.
- Fuel tank openings shall be locked or sealed by tape to prevent vapors; batteries must be disconnected. Vehicles may not be started, run, or moved during event hours.
- Batteries must be disconnected. Battery cables are removed. Auxiliary batteries not connected to engine starting system may be left connected. External chargers or batteries are recommended for demonstration purposes.
- No battery charging is permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles shall not be moved during exhibit hours.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- No leaks underneath vehicles

### **Vehicles Move-in Instructions**

Drivers transport vehicles to the event. Please be prepared to provide exhibiting company and booth number to the Freeman staff attendant. Once checked in, drivers will be instructed where to park to unload vehicles to prep/wash before moving into the Expo Hall, or park in Ride & Drive pre-event staging location.

### **Vehicle Identification & Location**

Place a piece of paper on the inside windshield/dash of the vehicle to indicate where the vehicle should be placed. (Ride & Drive Vehicle or Booth Space Vehicle with Booth Number/Company).

After your vehicle is washed/ready to move in, and carpet and electrical have been installed, your staff/driver will drive the vehicle into the Expo Hall while being escorted/spotted by Freeman & ACT Expo staff in the designated booth location.

### **Flammable materials**

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national or local fire regulations may be used in any exhibit. Any materials not approved by the appropriate authority must be removed from the building at the exhibitor's expense. Open flames are strictly prohibited.

## Industry, Federal and State Regulations

### **Americans with Disabilities Act**

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992 regarding their exhibit space, including, but not limited to wheelchair access. Further information regarding ADA compliance is available via phone at 800-514-0301 or at [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).

### **Agreement to Rules**

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitor Service Manual, and by any amendments and additional rules that may be put into effect by Show Management.

Violation of any of these regulations on the part of the exhibitor, his/her/its employees or agents, shall annul the right to occupy the contracted booth space and such exhibit will forfeit to Show Management all monies, which may have been paid. ACT Expo will neither refund the booth fee(s) paid nor pay for exhibitor losses of any kind.

In the event of a violation, Show Management may shut down and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages which Show Management may incur in the process. Show Management reserves the right to remove any exhibit or exclude from future exhibition participation if, in Show Management's opinion, the exhibitor disregards or refuses to observe Show Management policies or instructions.

### **Force Majeure**

No party to this Contract shall be liable to the other party, or be deemed to have breached the Contract, for any failure or delay in performing when such failure or delay is due to a Force Majeure Event. The term "*Force Majeure Event*" means any event which (1) is not within the reasonable control of either party; and (2) makes it impossible or illegal for a party to perform or causes a party to be delayed in performing under the Contract. Subject to the foregoing, Force Majeure events include, but are not limited to, extreme weather or environmental disturbances, such as hurricanes, tornadoes, fire, earthquakes, tsunamis, drought, or flood; epidemic, pandemic, court or governmental orders, war malicious mischief, insurrection, terrorism (foreign or domestic), riot, strikes, lockouts, boycotts, picketing, civil disorder, curtailment of transportation facilities, and labor disturbance materially affecting the operations of the Venue. In the event of a cancellation due to a Force Majeure Event, Show Management shall refund all deposits and any other fees paid by Exhibitor, less Exhibitor's pro-rata share of expenses actually incurred by Show Management in connection with ACT Expo.

### **Waiver of Rights**

Any rights of Show Management under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of Show Management.

### **Amendment and Addition Rules**

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of Show Management. Show Management may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on the exhibitor equally with the foregoing rules and regulations.



## ACT Expo 2024 Sales Management Team

**Tony Quist**  
Senior Vice  
President, Sales & Events

**Sharon Boutin**  
Sponsor & Exhibitor Manager  
sboutin@trccompanies.com

**Sean Wald**  
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# Have Questions or Need Help?



### Disclaimer

ACT Expo reserves the right to terminate the Exhibitor Rules and Regulations or change the Exhibitor Rules and Regulations at any time without notice including, but not limited to, (a) changes to the number, scope, organization, business policies, practices, procedures, and objectives, (b) additions, deletions or other modifications to the requirements for obtaining or maintaining exhibitor or sponsor status, (c) addition of new rules, regulations, (d) deletion, modification or replacement of any rules and regulations or show logo.