



2018 RMEF HUNTER & OUTDOOR CHRISTMAS EXPO

Las Vegas Convention Center, South Halls, Upstairs from Cowboy Christmas
Las Vegas, NV
December 6 – 15, 2018

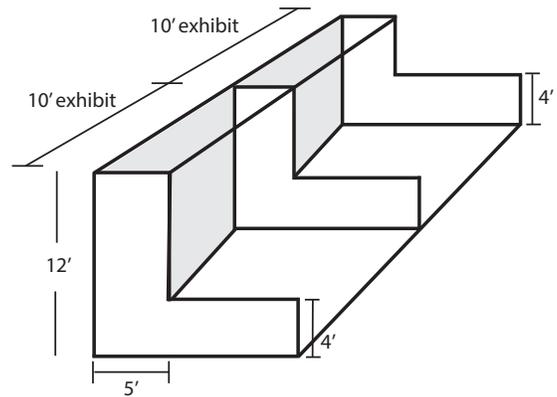
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EXHIBIT HALL BOOTH DESIGN SPECIFICATIONS

It is the goal of the Rocky Mountain Elk Foundation to ensure that the Exhibit Hall Booth Design Specifications will provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan booth layout and content. By following these guidelines exhibitors will be assured, regardless of size or location, an environment conducive to successful interaction with convention audiences.

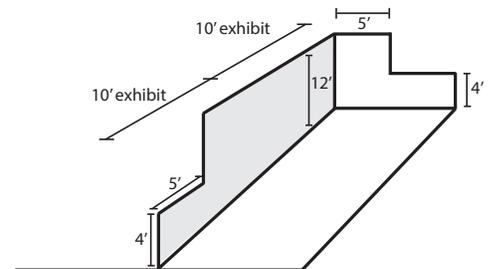
STANDARD/LINEAR BOOTH

Standard or linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Regardless of the number of booths utilized (10'x10', 10'x20', etc.) display materials should be arranged in such a manner so as not to obstruct sight line of neighboring exhibits. All booths will be confined to a maximum height of 12' on the back wall. From the back wall the first 5' of the sidewall cannot exceed 12' high. The remaining 5' cannot exceed 4' high. Any portion of an exhibit extending above the 8' high draped booth background must not detract from the overall impact of the exhibit directly behind that booth; regardless of how the rear of the offending exhibit is finished.



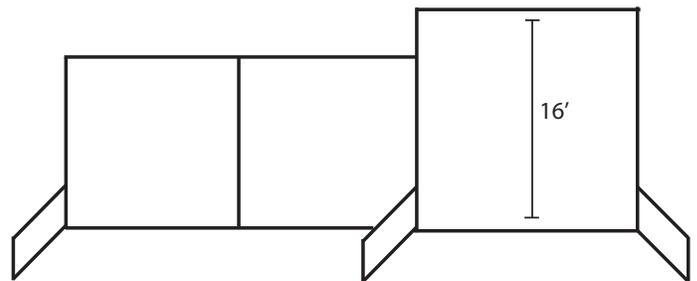
DOUBLE BOOTH WITH ONE END-CAP

One standard booth and one end booth with two exposed sides to an aisle. Specifications are the same for a standard/linear booth on both sides exposed to the aisle.



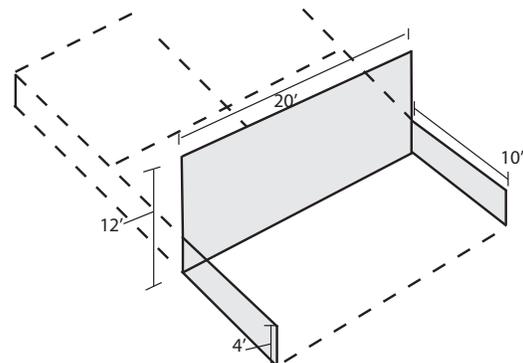
PERIMETER BOOTH

A Perimeter Booth is a Standard/Linear booth located on the outer-perimeter wall of the exhibit floor. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16' in perimeter booths. Because the outer perimeter booths are not backed up against another exhibitor's booth, display back wall as well as other materials over 8' will not interfere with or distract from any other exhibit booth. All guidelines for Standard/Linear booths apply except for the height restriction.



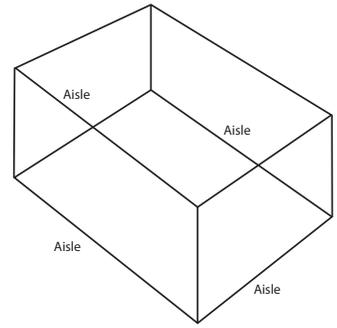
DOUBLE-END (END CAP BOOTH)

A Double-End Booth is exposed to aisles on three sides and is composed of two standard units across the end of a row of booths. Any End Cap exhibit is confined to a maximum height of 12' on the back wall and may go to the maximum height along the entire length of the back wall. Any portion of the exhibit extending above the 8' high draped booth background may not detract from the overall impact of the exhibits directly behind that booth.



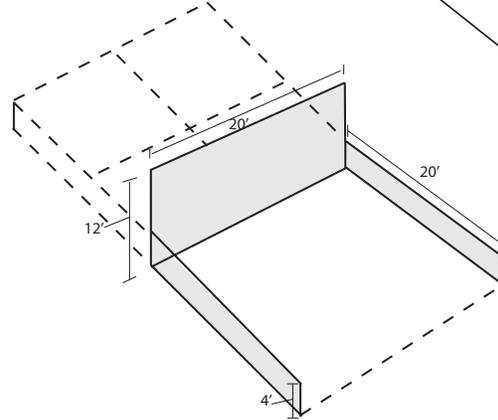
ISLAND BOOTH

An Island Booth is a block of space with aisles on all four sides. Since an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor space is permitted. Identification signs, canopies and two-story exhibits are restricted to a height of 16'. Important: Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.



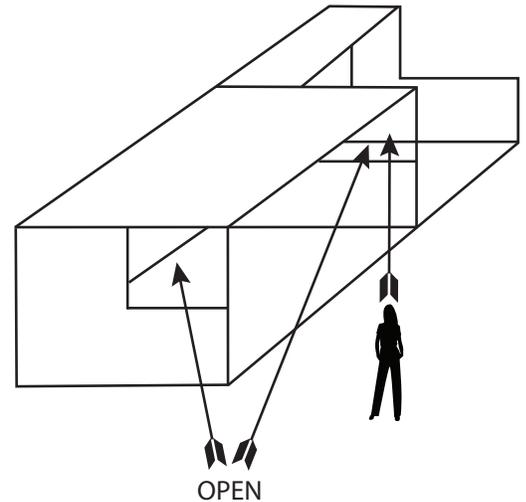
PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides and composed of a minimum of four booths. A Peninsula booth is confined to a maximum height of 12' on the back wall and may go to the maximum height along the entire length of the back wall. Any portion of the exhibit extending above the 8' high draped booth background may not detract from the overall impact of the exhibits directly behind that booth.



CANOPIES & CEILINGS

Canopies and ceilings including umbrellas and canopy frames will be permitted to a height that corresponds to the height of regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 12' in height in a standard booth configuration. The canopy or false ceiling will not exceed 1' in depth and may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 4' in width when placed within 10 lineal feet of an adjoining exhibit and not confined to that area of the exhibit's space which is at least 5' from the aisle line. Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.



HANGING SIGNS

Hanging signs suspended from the ceiling structure of the Exhibit Hall must be preapproved by the Rocky Mountain Elk Foundation.

ISSUES COMMON TO ALL BOOTH TYPES

Americans with Disabilities Act (ADA): All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301 and from the web site www.usdoj.gov/crt/ada/infoline.htm.

Structural integrity: All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical: Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested: All 110-volt wiring should be grounded three-wire.

- Wiring that touches the floor should be “SO” cord minimum (14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cord, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures are not recommended and are often prohibited. Cube tapes are not recommended and are often prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in overload protectors.

Lighting: Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Storage: Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

Demonstrations: 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. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame or any product that is potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music: In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. External speakers and other sound devices should be positioned facing into the booth so as to direct sound into the booth rather than into the aisle. Television monitors with built-in internal speakers maybe positioned facing into the aisle with sound adjustments set at reasonable levels. Rule of thumb: Sound and noise should not exceed 85 decibels. Exhibitors should be aware that music/sound 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. Exhibitors must keep in mind that their noise cannot annoy or disturb adjacent exhibitors or their visitors.

Security: Exhibitors assume all risk of theft during the show. It is highly recommended by show management that vendors never leave their exhibit unattended. After show hours it is recommended that exhibitors lock up all merchandise and remove their expensive merchandise from the show floor and/or make arrangements to have a private security company guard their booth after hours.

Food & Beverage: Exhibitors are not permitted to bring food and beverage into the facility during the event. Exhibitors wishing to distribute or dispense any type of food or beverage must obtain written permission from show management and the contracted official catering company of the facility prior to the event. In addition, the state or local health department may require special licensing.

Circulation & Solicitation: Advertising of any kind may only be distributed within the booth assigned to the exhibitor presenting the material. Advertising and/or solicitation by persons not holding booth space is prohibited.

Firearms: Firearms and other weaponry must be non-operable, with firing pin removed and trigger locks installed, or other safety precautions to insure the safety of others. No live ammunition, powder or primers will be allowed in the Exhibit Hall. All firearms must be locked and secured during non-show hours.

Raffles & Prize Drawings: Exhibitors may not conduct raffles in the Exhibit Hall (unless pre-approved by RMEF), but free prize drawings are acceptable.

Fire Department Regulations: If inspection indicates that any exhibitor has neglected to comply with these regulations or otherwise incurs fire hazards RMEF reserves the right to prohibit all or such part of the exhibit and/or pass along any fines assessed.

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.

3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or $\frac{1}{4}$ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.

14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at **EXHIBITOR'S EXPENSE**. All storage must be kept clear of electric cables or junction boxes.

15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.



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