

TARGETED MOVE-IN & MOVE-OUT

- What is Targeting? Targeting is the process of systematic freight delivery based on location of exhibit spaces on a floorplan and exhibitor needs. A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame. Do not schedule installation labor until after you scheduled your target time.
- Review the target move in and move out floor plan for your designated date and time. Confirm your Target date and time by submitting the Target Confirmation Form. If you need to request an alternate target date or time, submit the Target Change Request
- The best way to ensure your freight will be delivered to your exhibit space during your scheduled time is to ship your freight to the Advance Warehouse. Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

STAND DRAWINGS

- Exhibitors occupying raw exhibit space must submit detailed stand drawings including dimensions to PRINTING United Expo for approval. Exhibitors in inline stands and perimeter inline stands do not need to submit stand drawings. Stand drawings submitted for approval must include:
 - Exhibitor name and exhibit space number
 - Stand dimensions (heights, widths, and lengths of hard walls, including glass, and machinery placement)
 - Lighting trusses/ hanging signs
 - Orientation (label surrounding stand numbers)
 - Rendering packet, including back view
(Only required for double deck exhibit spaces: Structural engineer's stamp certifying that platforms can bear the maximum occupant load)

INK WASTE

- PRINTING United Expo show management will work directly with the main onsite exhibit logistics contact provided to coordinate your waste removal options and to review the PRINTING United Expo regulations and policies regarding our waste removal program. During the registration process, your company agrees to comply with all Expo rules and regulations pertaining to waste management, hazardous materials labeling and hazardous chemical disposal. Failure to notify show management of ink and not abiding by ink disposal guidelines may result in financial penalties.

BALLOONS, BLIMPS & UNMANNED AIRCRAFT SYSTEMS /DRONES

- Helium Balloons/Blimps are not permitted in any exhibit space. Under no circumstances will live animals be permitted as part of a display.
- For the safety of attendees, flying objects, including unmanned aircraft systems (UAS), remote-controlled aircraft are not permitted. If you are looking to use a Drone to capture images of your exhibit space, special advance approval through show management is required. There is a possibility of additional insurance needed, provided venue rules and regulations.

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INLINE EXHIBIT SPACES

- PRINTING United Expo will not be responsible for providing inline exhibit spaces with carpet. Every exhibitor is responsible for their own flooring. Exhibitors may bring their own flooring solution or rent through Shepard. The flooring must cover the entirety of the space. Adhesive flooring is allowed but any damages to the exhibit hall floor will be billed back to the exhibitor.

EXHIBITOR SPACE VISUALS

- The exhibits team created a document that will provide you with exhibit space visuals with specifications and specific rules. This will assist you with planning & setting up your exhibit space. Please see Exhibitor Space Rules & Specifications (also available on our website).

CLEAN FLOOR POLICY

- So that we can provide an efficient and productive move in experience for all exhibitors, PRINTING United Expo will utilize a Clean Floor Policy. Please be advised that if your crates are removed on clean floor night and then requested to be brought back from empty storage to your exhibit space before show opening, there will be a per hour charge for a forklift and driver to bring your crate back to your exhibit space.

SPOT CHECK

- Per the exhibitor contract terms and conditions, every exhibitor is required to carry valid insurance per our limits outlined in the rules and regulations. Each exhibitor should have a hard copy of their COI onsite in Las Vegas. We will be spot checking exhibitors on this rule. If you need insurance, you can purchase insurance specifically for the show period through our vendor, Rainprotection Insurance.

SECURITY WRISTBAND FORM

- There will now be an order form to order wristbands for staff, vendors such as EACs to access the hall during non-show days (install & dismantle). Using this form will allow show management to be able to plan accordingly and have enough wristbands in stock. There will be signage on where to pick up the wristbands from a designated area/ check in point.

TENTS AND FLAGS

- For inlines, tents and flags should be in the perimeter exhibit space locations or you will need to adhere to our exhibit rules and regulations regarding height. Perimeter locations for inlines are the closest to the wall/edge of the floor.