



INTERNATIONAL PAVILION - RULES AND REGULATIONS

Thank you for reviewing the Rules & Regulations for International pavilions displaying at IFPE 2023, to be held in Las Vegas, Nevada, United States, at the Las Vegas Convention Center. Pavilions are required to complete an application, execute the contract for exhibit space and follow all Exhibition Rules & Regulations, and exhibits must conform to federal, state, and local laws and regulations. Failure to follow the Rules & Regulations may result in cancellation of the right to exhibit.

IFPE 2023 EXHIBIT SPACE RATE

Rate \$38.70 per square foot

PAYMENT SCHEDULE

At time of application	Initial 25% Deposit Due. Non-Refundable
February 28, 2022	Second 50% exhibit space payment due. Return any unused exhibit space to Show Management for resale. If organizer receives requests from additional companies, these companies can be placed outside of the pavilion (no pavilion discount).
September 30, 2022	Final 25% Payment Due

If a space is not paid in full by January 1, 2023, Show Management reserves the right to cancel the space.

****Any pavilion organizer or pavilion exhibitor who is 30 days past due will be removed from the floor plan and reassigned once their account has been made current if space is available. No space will be held without 25% payment received.***

IMPORTANT DEADLINES WITHIN THE SHOW RULES & REGULATIONS

October 17, 2022	Floor plans due.
January 16, 2023	Exhibitor Appointed Contractor request form due.
January 16, 2023	Exhibitor Certificate of Insurance due.





TRADE SHOW DEFINITIONS

Advance Order — An order for show services sent to the general contractor by the advance order (discount) deadline. Usually less expensive than orders placed on-site.

Advance Warehouse— Location set by show management to receive freight before start of show. Freight is stored at this location and then moved to the show at the designated time. Included in exhibit space costs, if freight is shipped to the Advance Warehouse, the General Service Contractor will store for up to 60 days and deliver freight to exhibitors' space on their target date.

Exhibitor Service Center — A centralized area where representatives of various show services can be contacted or located on-site.

Exhibitor Service Manual (ESM)— Manual containing general information, labor/service order forms, rules and regulations, as well as other important information pertaining to exhibitor participation.

Early teardown — Any exhibitor who begins to dismantle or pack part of their exhibit before the close of the Exhibition. See [Closing Exhibit Space Early](#) (Page 28) for more information.

Equipment/Services — Product (equipment or services) displayed by any exhibitor; must comply with the rules for eligibility.

Exhibit Space — The indoor and/or outdoor areas at the Las Vegas Convention Center and Las Vegas Festival Grounds assigned to an exhibitor for the purpose of displaying eligible products and services.

Exhibitor Appointed Contractor (EAC) — Any company other than the designated official contractors that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc.

Exhibition Sponsors — The principal sponsors of IFPE 2023 are the Association of Equipment Manufacturers (AEM) and National Fluid Power Association (NFPA).





Floor Manager — Individual representing show management who is responsible for overseeing all or part of the exhibition area. He or she is also available to answer questions related to the show floor, show hours, and show services and acts as the liaison between exhibitors and the general contractor.

Freight Desk — The area where inbound and outbound exhibit materials are handled at a trade show.

General Contractor — A company providing services to a trade show and/or its exhibitors. The general contractor is the official contractor designated by show management (also called General Services Contractor, GSC, or Official Contractor).

Housing — All sleeping accommodations, as well as hospitality facilities requested by exhibitors, employees, guests, and visitors.

Installation/Dismantle badge — Exhibit staff, helpers and Exhibitor Appointed Contractors who need access to exhibits during the installation or dismantling period on non-Exhibition days require installation and dismantle badges for admittance. See [Installation & Dismantle Badges](#) section for more information.

Labor — Refers to contracted workers who perform services for shows.

Labor Desk — On-site area from which service personnel are dispatched.

LVCC — Las Vegas Convention Center, which includes all indoor facilities, parking lots, marshaling areas and exhibit areas.

LVCVA — The Las Vegas Convention and Visitors Authority, which operates the Las Vegas Convention Center.

LVFG — The Las Vegas Festival Grounds, which includes all facilities, parking lots, marshaling areas and exhibit areas.

Management Committee — Guides management of the Exhibition. It is composed of representatives from exhibiting companies, the Association of Equipment Manufacturers, and National Fluid Power Association.





Master Distributor — A sole U.S. distributor to a non-U.S. manufacturer.

Material Handling — Unloading your shipment, transporting it to your booth, storing and returning your empty crates and cartons, and reloading your freight or shipment onto your selected carrier at the close of the show. The MHA is your material handling agreement.

On-site Order — Order for services placed by the exhibitor with the general contractor after exhibit set-up begins and is usually more expensive than an advance order.

Overtime Labor — Work performed before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturdays, Sundays.

Pipe and Drape — Pipe material with fabric draped from it to make upside rails and the back wall of an exhibit booth.

Privately Owned Vehicle — A privately owned vehicle, such as a passenger car, van, or small company vehicle, as distinguished from trucks, tractor-trailers, and other over-the-road vehicles. Exhibitors with a POV should ask the general service contractor for unloading instructions.

Show Management — Company responsible for all aspects of the exhibition. The producer of IFPE 2023 is the Association of Equipment Manufacturers.

Show Office — The show management office at the event.

Target Date — The specified date and/or time to move a shipment into and/or out of an exhibit hall/show site.

Transportation/Shipping — The transport of your exhibit materials to and from the convention or event.

Union — An organization of workers formed to protect the interests and rights of its members. Labor unions provide venues with a pool of workers who are experts in various areas.





GENERAL EXHIBITION INFORMATION

EXHIBITION LOCATION, DATES & HOURS

IFPE 2023 will be held at the Las Vegas Convention Center in Las Vegas, Nevada. Exhibition dates and hours will be:

Tuesday, March 14, 2023	9:00 a.m. – 5:00 p.m.
Wednesday, March 15, 2023	9:00 a.m. – 5:00 p.m.
Thursday, March 16, 2023	9:00 a.m. – 5:00 p.m.
Friday, March 17, 2023	9:00 a.m. – 5:00 p.m.
Saturday, March 18, 2023	9:00 a.m. – 3:00 p.m.

INSTALLATION & DISMANTLING SCHEDULE

The following schedule represents the installation and dismantling periods for IFPE 2023. Exhibitors can have access to their stands 24 hours per day only if given permission in advance by Show Management.

INSTALLATION SCHEDULE

March 6, 2023	8:00 a.m. – 5:00 p.m.
March 7, 2023	8:00 a.m. – 5:00 p.m.
March 8, 2023	8:00 a.m. – 5:00 p.m.
March 9, 2023	8:00 a.m. – 5:00 p.m.
March 10, 2023	8:00 a.m. – 5:00 p.m.
March 11, 2023	8:00 a.m. – 5:00 p.m.
March 12, 2023	8:00 a.m. – 5:00 p.m.
March 13, 2023	8:00 a.m. – 5:00 p.m.

DISMANTLING SCHEDULE

March 18, 2023	beginning at 3:00 p.m.
March 19, 2023	8:00 a.m. – 5:00 p.m.
March 20, 2023	8:00 a.m. – 5:00 p.m.





TARGET INSTALLATION DATES

Pavilions will receive their targeted installation dates from the Official General Contractor. Every attempt will be made to ensure that their materials will be delivered to their exhibit space on the day they are scheduled to arrive.

Exhibitors wishing to change their scheduled installation date must submit their request in writing to the Official General Contractor's Freight Department. Additional information will be provided in the Exhibitor Services Manual, which will be available in 2022.

CLEAN FLOOR POLICY

A clean floor policy will be implemented for IFPE 2023. All crates must be labeled and ready for pickup by 5:00 Sunday, March 12, in all halls and lots. Crates not labeled and ready for pickup will be removed regardless of status. Labor and equipment charges will apply if this policy is not met.

All cardboard, fiber cases and access storage items must be labeled and ready for pickup by 1:00 p.m. Monday, March 13, in all halls and lots. All aisles must be 100% clean of product, ladders, gang boxes and any other items that may impede the final aisle cleanup and installation of aisle carpet by 5:00 p.m. Monday, March 13.

FAILURE TO HOLD THE EXHIBITION

Should the Exhibition fail to be held for any reason; Show Management will return an equitable portion of the space payment. If the Exhibition is required to be moved or postponed, no refunds will be made.

PAVILION REPRESENTATIVE

Each pavilion will be required to appoint at least one person authorized to represent the pavilion in all dealings with Show Management. Each pavilion will provide the name of its official IFPE 2023 representative at the time it submits its space application. This representative shall be authorized to enter into such service contracts as may be necessary and for which the pavilion representative shall be responsible. It is the responsibility of the pavilion representative to notify

Co-Located With





Show Management with the name of another representative in case the primary representative is unavailable.

ELEGIBILITY & EXHIBIT SPACE

ELIGIBILITY

Exhibitors in a pavilion must manufacture equipment, components, parts, or accessories, or provide services related to the construction and construction materials industries. Specific guidelines have been set for distributors, rental houses, product support providers and auction houses. These guidelines are as follows:

DISTRIBUTORS, RENTAL HOUSES & PRODUCT SUPPORT PROVIDERS

Distributors, rental houses, product support providers can display their companies' services; however, product cannot be displayed. Master distributors can display product if they are the sole U.S. distributor to a non-U.S. manufacturer. If the non-U.S. manufacturer is exhibiting, the sole U.S. distributor may display the equipment with the permission of the manufacturer.

EXHIBITOR PACKAGE PLAN

The cost of exhibit space includes the Exhibitor Material Handling Package Plan. These services reduce the cost to exhibit and add value to each exhibitor's investment:

- Check-in and access to the Marshalling yard
- NEW: Advance Warehouse Services to include receipt of materials at the advance warehouse, storage for up to 60 days prior to the show and delivery of materials to the exhibitors' booth prior to approved target date
- NEW: Unloading and reloading of all shipments whether from Advanced Warehouse or Direct to Show-site without any additional fees for overtime or special handling. Trucks must arrive by 3PM either at Marshalling Yard or Show-site to be unloaded without additional fees.
- Cart service for personally owned vehicles during specified days/times
- Small package service (<200lbs) with no overtime or off-target fees





- Delivery of machinery and crates to exhibit space(s) from the marshalling area(s) and pick-up of the same machinery and crates at the close of the Exhibition.
- Removal of all cleating and blocking on inbound shipments, including materials where required.
- Handling of inbound and outbound shipments of exhibit materials to the LVCC, Parking Lots, or any other grounds or exhibit areas used for the Exhibition.
- Spotting crew for mobile/rolling equipment. Planking requirements vary based on type and weight of equipment. Plywood planking is included but additional charges will apply when steel plates are needed.
- Spotting of exhibitor's machinery or products for the initial installation only, as the equipment is delivered to the exhibitor's space (provided an exhibitor's representative is present during the initial placement).
- Exhibit crate removal, storage and return of the crates at the close of the Exhibition.
- Trash removal during dismantling period.
- Daily vacuuming/sweeping the carpet/floor and emptying wastebaskets before the opening of each Exhibition day.
- Standard/inline, exhibits will be furnished with 8-foot-high drape background and 3-foot-high drape partitions. Corner and peninsula stands will be furnished with 8-foot-high back drape (not 3-foot-high drape partition).

**Please note that the package excludes show insurance which is obliged for every exhibitor at IFPE. The insurance can be purchased [HERE](#) unless the exhibitor already has an insurance in place.*

SPACE REDUCTION POLICY

- Any pavilion decreasing its exhibit space by February 28, 2022, must pay the 25% deposit of the original space, regardless of the new space cost. If the new space cost is less than the original 25% deposit, the pavilion will not be refunded the difference. Overpayments beyond the 25% will be refunded if the reduction occurs on or before February 28, 2022.
- Any pavilion reducing its space on or after March 1, 2022, but before December 1, 2022, must pay at least 75% of the original space cost. Payments above the 75% level will be refunded.





- Any pavilion reducing its space on or after December 1, 2022, will receive no refund.
- If a pavilion reserves more than one space and reduces to fewer, deposits applied to the spaces canceled will be retained.

CANCELLATION POLICY

Any notice of cancellation of exhibit space by a Pavilion organizer must be made in writing to Show Management. This cancellation policy does not depend upon whether the exhibit space is resold or reassigned.

1. At no time will the deposit (25% of space cost) be refunded to a pavilion canceling its space.
2. Any pavilion canceling its exhibit space before February 28, 2022, will lose the initial 25% deposit. The remaining balance paid to IFPE will be refunded.
3. Any pavilion canceling its exhibit space on or after March 1, 2022 but before September 30, 2022, will lose 50% of the total cost of exhibit space reserved. The remaining 50% will be refunded.
4. Any pavilion canceling its exhibit space on or after October 1, 2022 but before December 1, 2022, will lose 75% of the total cost of exhibit space reserved. The remaining 25% will be refunded.
5. Any pavilion canceling its exhibit space on or after December 1, 2022, will receive no refund.

ALLOCATION OF EXHIBIT SPACE

Show Management will work with the pavilion organizer to create a block of space that will be easy for the pavilion organizer to divide and maintain through aisles around the pavilion. Pavilion organizer can request location, yet this request is not guaranteed.

Show Management reserves the right to reassign spaces during show planning. No individual exhibits in the pavilion unless approved by Show Management.





There will be one official pavilion organizer per country. Exhibit space will be allocated to the official pavilion organizer, and the organizer can divide the space among their pavilion exhibitors according to the shows' official Rules and Regulations, in increments of 10 (ten) feet.

Note: NO island booths are permitted inside a pavilion space.

WORK RULES & EXHIBITOR APPOINTED CONTRACTORS

EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractor that provides services such as models, florists, photographers, audio visual, etc. and will need access to an exhibitor's space any time during installation, exhibition dates or dismantling.

SERVICES EAC'S CAN PROVIDE

EACs services will be limited to the installation, dismantling and preparation of display materials only. Labor and/or services for the installation and dismantling of products to be displayed by exhibitors must be contracted from the Official Contractor designated by Show Management for that service.

The Official Contractor will handle the use of power washers to clean equipment. The use of power sprayers or spray paint to touch up equipment and tires will be allowed only in designated areas in the marshaling and assembly areas. Exhibitors and their employees can hand wipe, buff or touch up paint (with brushes) on their own equipment and display pieces within the exhibitor's assigned exhibit space; EACs are not permitted to perform these services.

RULES & REGULATIONS FOR EAC's

If you choose to work with an EAC, the following Rules & Regulations must be adhered to by the pavilion organizer and the EAC. These rules will be strictly enforced.





1. Pavilion organizers must submit an Exhibitor Appointed Contractor form for all EACs working on their behalf no later than **January 16, 2023**. This form can be found in the Exhibitor Services Manual.
2. The EAC shall refrain from placing an undue burden on the Official Contractors by interfering, in any way, with the official contractor's work.
3. The EAC will not solicit business on the Exhibition floor during any of the overall days of the Exhibition, including installation, Exhibition dates and dismantling.
4. The EAC is responsible for adhering to all Rules & Regulations requiring badging.
5. 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 Exhibition, the EAC will immediately cease such disruption or be removed from the Exhibition site. Show Management will have the final decision in such instances.
6. EACs that provide installation and dismantling services will be sent the proper information from the Exhibitor Services Manual upon receipt of request by the authorizing exhibitor.

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 Exhibition site.

INSURANCE REQUIREMENTS FOR EAC'S

EACs must provide Show Management with a Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance. The policy must provide the minimum limits listed below:

1. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the state of Nevada.
2. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage.





3. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability.

The EAC should name Show Management, the sponsoring associations, the Exhibition owners, and the Official Contractor as additional insureds.

BUILDING AND OPERATING YOUR STAND

STAFFING EXHIBIT DURING EXHIBITION DAYS

Exhibitors are required to staff their exhibition with a reasonable number of exhibitor personnel present in the exhibit stand at all times during the Exhibition dates and hours.

EXHIBIT HEIGHT AND HANGING SIGN REGULATIONS

Exhibit materials, components and identification signs will be permitted to a maximum height of **20 feet or 6 meters (there is no height limit for product and/or machinery)**.

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 20-foot or 6-meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics can be placed on all sides of the pavilion exhibit.
- Pavilion organizers are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits.





- Due to liability, all hanging sign assembly and rigging must be arranged through the Official General Service Contractor.
- Please follow all Structural Integrity rules as designated by the Las Vegas Convention Center
- To ensure the safety on the show floor, all machinery must be set 6 inches from all aisles.

PAVILION BOOTH CONSTRUCTION GUIDELINES

Please review the following to ensure that your exhibits in your pavilion meets IFPE Booth Specifications.

To avoid additional costs (i.e., design cost or tear down of an unapproved structure) please obtain written approval before beginning production or construction of display.

All booths, regardless of size, are required to follow these guidelines. All requests must be in writing; e-mail operations@ifpe.com for approval or with any questions.

SUBMITTING FLOORPLAN, BY: OCTOBER 17, 2022

All pavilion organizers must submit their pavilion floorplan with exhibiting company names and how the pavilion space will be divided, including wall dimensions, hanging signs, etc.





ADMISSION TO EXHIBITS

REGISTRATION

Anyone attending the Exposition will be required to register, pay the appropriate registration badge fee and agree to comply with the Exposition rules. Pavilion organizers will be required to register all exhibit staff for a show badge, including EACs, entertainment and anyone else who needs access to the show floor during show hours. Information regarding this process will be included in the Exhibitor Services Manual. We strongly recommend that all exhibiting personnel register online and in advance of the Exposition.

ADMISSION TO THE EXHIBITION

Admission to the Exhibition floor will be by badge only. Adequate precautions will be taken to ensure that only authorized people are admitted to the exhibit area.

PRE- & POST-SHOW-HOUR FUNCTIONS

Attendee registration badges will not provide access to the exhibit areas during non-Exhibition hours. Pavilion organizers who want dealers or customers in their exhibit space before or after Exhibition hours must receive advanced written permission from Show Management. Permission will be valid for the time period of only two hours prior to the opening of the Exhibition and two hours after the closing of the Exhibition. See In-Booth Events for more information.

EXHIBITOR ADMITTANCE DURING NON-EXHIBITION HOURS

Exhibition Installation & Dismantling

Exhibitor staff are allowed to enter the exhibit area during installation and dismantling periods only if they are part of the crew assembling the exhibit space and are identified with an Install & Dismantle credentials obtained from Exhibition Management.





Show Management will take immediate and firm steps to remove anyone from the exhibit floor who is not entitled to be there. This action will be particularly prompt in the case of children under the age of 18 who are brought into the Exposition during non-Exposition hours. Spouses, guests, and all labor personnel who are employees in the business and are at the Exposition to assist in installation or dismantling must be registered for an Install & Dismantle badge. Spouses, guests, and all labor personnel who are employees in the business and are at the Exposition to work the exhibit space must also register and pay for an Exhibitor badge by the primary exhibitor contact. An Exhibitor badge can be used for 24-hour show floor access in lieu of an Install & Dismantle badge.

Exhibitor Appointed Contractors (EAC) Installation & Dismantling Credentials

EACs who need access to exhibits during the installation or dismantling periods on non-Exhibition days need an Install & Dismantle Badge for admittance. This will assist in maintaining security and keeping unwarranted personnel out of the exhibit halls. No one will be admitted to the exhibit areas without an installation & dismantle badge or exhibitor show badge during non-Exhibition days.

Show Management will have a list of all approved exhibitors and EACs. Proof of identification and company affiliation will be required to pick-up installation and/or dismantling badges. Official exhibitor show badges can be used in lieu of a pass for entrance to the exhibit areas. See Exhibitor Appointed Contractors section for more information.





MATERIAL HANDLING

ADVANCE WAREHOUSE DELIVERY OR ON-SITE DELIVERY

Our official shipping vendor, Airways Freight have on-site support. They provide guidance to exhibitors via email or telephone call during pre-show planning as well.

PLAN FOR MOVE-IN

Marshaling yard procedure:

-Confirm address to marshaling yard for your exhibit area in the Exhibitor Services Manual

- Check into marshaling yard
- Once you have checked in you will receive a building pass indicating location and freight door number
- You will wait in the marshaling yard until dispatched
- After being dispatched and upon arrival at the appropriate location, you will be unloaded by Freeman (Official Service Contractor).
- A way to avoid long lines and best plan your booth build is to ship your materials to the advanced warehouse.

For International Pavilions/Exhibitors that require a fiscal/US Customs representation for this show, Airways Freight Corp. our appointed International partner and US Customs House Broker will handle that role and facilitate foreign exhibitors needs.

Put together a trade show survival kit.

Include the kit in your freight or checked bag including:

- a. Copies of all orders and tracking number
- c. Staples, scissors, and tape
- d. Pens and markers for labels





PLAN FOR MOVE-OUT

Move-out is often one of the most confusing and overlooked parts of any trade show. Each facility, contractor, and show come with their own unique move out challenges.

If you are not used to the functionality of an exclusive material handling provider, we gathered some pain points to clarify some inquiries:

- a. Pre-arrange your outbound shipping with an Airways Freight or your carrier of choice.
- b. Plan ahead! Contact our Exhibitor Success team or visit your Exhibitor Service Manual **6-8 weeks PRIOR** to the event to learn the move out process if you have any questions.
- c. After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, the empty labels are color-coded, so make sure you get the correct color and be sure your booth number is on each label. This will ensure no crates are lost or separated and will speed up move-out. Don't forget to label your pallets if you need them back for return shipping. If they are not labeled, they will not be returned to your booth.
- d. Since IFPE is a very large show, it will take time for the crates, pallets, and empty boxes to be returned to the booths for load-out packing. It can take 6 hours or more for empty crates to be returned to the booth; please plan your departing flights appropriately.
- e. Loose cartons and fiber cases will be returned first so you can start packing. Wooden crates and skids will be next. Material return is random and holding your empty crates during set-up will not get your crates back to you any earlier. If you hold your empties, the Floor Manager will warn you at first and then have your empties removed.





Be sure to read through the move-in move-out information located in the Exhibitor Service Manual for more information.

PENALTIES FOR VIOLATION OF EXHIBITION RULES & REGULATIONS

Show Management reserves the right to penalize an exhibitor for an uncorrected violation in the Exhibition Rules & Regulations.

Violations during the installation period or Exhibition days will result in one or more of the following:

1. Draping off or covering the item in violation for a period specified by Show Management at the exhibitor's expense.
2. Immediate removal or draping off the entire exhibit at the exhibitor's expense.
3. Removal of the item in violation at the exhibitor's expense.
4. Loss of priority status for future IFPE events.
5. Other sanctions deemed appropriate by Show Management.

THE EXHIBITOR AGREES...

1. The Exhibitor shall make no claim for any reason whatsoever against either the LVCVA, Las Vegas Festival Grounds or Show Management for loss or damage or for injury to himself or his employees while in or about the LVCC or the Las Vegas Festival Grounds for loss or damage by reason of failure to hold the Exhibition as scheduled, reduction of Exhibition hours or days, failure to provide exhibit space, removal or closure of the exhibit or any other act of Show Management. This includes but is not limited to any indirect, incidental, consequential, punitive, or special damages, lost profits, lost savings, loss of goodwill or otherwise arising out of or relating to the Exhibition or any act or omission of Show Management, LVCVA or Las Vegas Festival Grounds.
2. Exhibitor shall bear their own risks of loss or damage to property and injury.
3. The Exhibitor shall make no claim against Show Management for any reason for the acts or omissions of any contractor or for charges or billings





- (including overtime charges) for services rendered to the Exhibitor by any contractor, or due to any change to the targeted move-in or move-out time for the exhibit, or any delays in move-in or move-out of the exhibit.
4. Show Management shall not be liable for any delay, failure in performance, loss or damage due to: fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of God, acts of terrorism, epidemic/pandemic illness or outbreak, public health warnings, government orders and regulations, acts or omissions of carriers or suppliers, curtailment or delay in transportation facilities, acts of regulatory or governmental agencies, or other cause or occurrence beyond its reasonable control, whether or not similar to the foregoing.
 5. That Exhibitor shall:
 - A. insure against said risks of loss or damage to property and injury and secure and furnish Show Management with each insurer's covenant not to exercise any legal or equitable right it may have against Show Management or the LVCVA or the Las Vegas Festival Grounds and provide Show Management with a Certificate of Insurance evidencing such coverage with Show Management, the Exhibition Sponsors (AEM, NRMCA, NSSGA and AGC) and the LVCVA and Las Vegas Festival Grounds named as insureds.
 - B. if failing to insure against all such risks or failing to secure and furnish each insurer's covenant not to sue, the exhibitor shall indemnify and hold harmless Exhibition and the LVCVA and Las Vegas Festival Grounds from any and all loss or damage to property and injury aforesaid.
 - C. follow the LVCVA Building User's Manual rules and all other applicable laws, ordinances, codes and regulations as applicable to the exhibit space. Pertinent information from this manual will be distributed within the Exhibitor Services Manual.
 6. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save Show Management, the LVCC, the Las Vegas Festival Grounds, the LVCVA and their employees and agents, harmless against all claims, liability, losses or damages to persons or property,





- governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the Exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the indemnitee.
7. The Exhibitor agrees that the preceding paragraphs shall also apply to the Westgate Las Vegas Resort & Casino and any exhibit space at locations other than the LVCC.
 8. As used in the preceding paragraphs 1 through 7, references to Show Management shall also include the Exhibition Sponsors.

COMMUNICATIONS AND RESPONSIBILITIES

All correspondences, invoicing, and exhibitor information, including but not limited to, registration, housing, and exhibit operations and planning information, will be sent directly to the pavilion organizer. The organizer will be responsible for either organizing each exhibitor's presence in the pavilion or distributing the information to their exhibitors and ensuring completion of forms and adherence to show deadlines and rules. Completion of the Show Directory listings for each pavilion exhibitor is also the responsibility of the organizer.

Exhibitors originating through the organizer but choosing to take space outside the pavilion must submit a completed space application (with their own contact information) and deposit to Show Management. These exhibitors will receive all communications directly from Show Management and will be responsible for their own payments and show planning. These exhibitors are not eligible for the 15% pavilion discount and will not be considered members of the pavilion.

KNOW WHOM TO CONTACT

We are here to assist you. Know who to contact when you need assistance.





MARCH 14-18, 2023 | LAS VEGAS, NEVADA, USA | www.ifpe.com

Account Advisors:

Contract your space, upgrade, add sponsorships or account information changes please contact:

International Pavilions:

Fred Vieira
(414) 298 - 4753
fvieria@aem.org

Asian Pavilions:

Kaien Li
(414) 298 - 4124
kli@aem.org

Exhibitor Success Team:

When you have questions about set-up, need help accessing your dashboard, have questions about your invoices or payments, registering your staff or any time you are not sure who to ask please call (414) 272-0943 Monday – Friday, 8:00 AM – 4:00 PM CDT or email exhibitors@aem.org

Freeman Service Center:

Contact our Official Service Contractor, Freeman, when having trouble placing orders through your ESM, have questions about Freeman billing and payments or are unsure which forms you need to fill out please call Freeman Service Center 888-508-5054 or email exhibitorsupport@freeman.com

