

## IMPORTANT INFORMATION & CHANGES

### ALL EXHIBITS WILL BE LOCATED IN HALL G

All exhibit space will be located in Hall G on Level 1 of the Sands Expo. Limited ceiling height in Hall G means that no booth can be taller than 12 feet, and hanging signs will NOT be allowed. Inline booths have a maximum height of 10 feet. [Click here for ENKWSA floorplan.](#)

### ONE DAY MOVE-OUT

Once again a tight schedule at Sands Expo gives ENKWSA only one day to move out. The show closes at 4:00pm on February 8, and all product and display materials must be packed labeled and ready to be loaded no later than 4:00pm on February 9.

### FIRE DEPARTMENT APPROVAL PROCESS

The Clark County Fire Department continues an approval process that may impact the show and your booth building. The Fire Dept. will NOT approve plans for the show or for any structure within the show until an inspection of the show and all structures within the show has taken place. ENKWSA will schedule fire inspections during move-in, so that if changes are required there will be enough time to make the changes. Structures should be essentially complete on Monday so inspections can take place. [Click here for more details.](#)

### IN-LINE BOOTH CONSTRUCTION

The height limit for in-line booth has is 10 feet. In-line booths MUST have walls that are at least 8' tall and no more than 10' tall. The portion of the wall taller than 8' must be finished with a plain surface and must have no graphics. For more information see the [Booth Building Section](#) of the Exhibitor Manual on [wsashow.com](http://wsashow.com).

## Show Dates and Times

ENKWSA is open three days - Monday, February 6, 9:00am to 6:00pm, Tuesday, February 7, 9:00am to 6:00pm and Wednesday, February 8, 9:00am to 4:00pm.

## Identification

Everyone entering the show floor will need to have identification. All of your employees should be prepared to meet the security guards at the check in desk at the entrance to Hall G and provide the following information: Name, name of EAC and name of exhibiting company where they will be working that day.

## **Exhibitor Services Manual**

The Exhibitor Services Manual is now available online at the WSA website, [wsashow.com](http://wsashow.com) under Exhibitor Information and then under Exhibitor Services, and then under Exhibitor Services Manual. Also available in the same place are Target Move-in and Target Move-out Plans. [Click here to get to the ESM.](#)

## **Move-in and Move-out**

Move-in begins on Wednesday, February 1. Please follow the Target Move-in plans available online. ([Click here for Target plans](#)) All crates will need to have EMPTY stickers and ready to pick up no later than 6:00pm on Saturday, February 4. Move-out will once again be targeted, see the Target Move-out map.

## **Electrical**

It is **very important** to provide the electrical contractor, with an electrical order and detailed floor plan of the electrical floor work required prior to the January 18 deadline date. Failure to provide electrical orders and plans by the deadline date will result in higher costs and may also delay your targeted freight deliveries. [Click here for electrical order forms.](#) Electrical service at Sands Expo and The Venetian is provided by Specialized Exposition Services (SES).

## **Paperwork**

Every exhibitor appointed contractor is required to send in the appropriate paperwork and send a certificate of insurance. All the necessary forms and instructions can be found in the online Exhibitor Service Manual at the WSA website. In the current ESM format, pages for EACs are in several spots, to make life easier, we have gathered all EAC pages into one file which is located at the bottom of the ESM page ([Click here to download EAC pages](#)) Paperwork needs to be returned to GES by January 11. WSA pages need to be returned by January 20 .

## **Floor Layout**

If you have concerns regarding columns or walls, have the exhibiting company contact WSA for a detailed plan of the booth. A plan of a particular booth with dimensions can usually be returned as a PDF file within two to three days.

## **Offices on the Floor**

Non-official contractors are NOT allowed to set up offices on the trade show floor. In the past, a number of EAC's have set up what amounts to a working office on the show floor complete with desks, microwaves even full size refrigerators. These offices take valuable space needed for staging crates or even worse, create a dangerous situation by narrowing emergency escape routes. EAC's may maintain a working desk within a client's space only. Floor managers will be enforcing this policy and EAC's will be required to dismantle offices on the show floor.

## **Soliciting on the Show Floor**

Solicitation on the show floor, at any time from the start of move-in to the end of move-out is strictly prohibited. Any non-official contractor engaged in solicitation on the exhibit floor will be removed from the exhibit floor and may not be allowed to provide services at future show.

## **More Information**

If you have further questions please contact Mike Evans at ENKWSA, [mevans@wsashow.com](mailto:mevans@wsashow.com), 818-379-9492, fax 818-379-3173