

## MAIN MENU

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**Welcome** to the Prosper Show 2025 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at Prosper Show. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The **Main Menu** is designed so clicking on a topic will automatically transport you to that section of the manual.

We encourage you to bookmark this online document and thoroughly review its contents, especially those areas that pertain to you and your booth and ask questions about any areas you need further clarification on.

## GENERAL INFO

### DATES & TIMES

#### Move-In

Tuesday, March 25                      8 AM – 5 PM

Contact show Management should you have any special move in requests.

#### Show Days

Wednesday, March 26      10:30 AM – 7 PM  
Thursday, March 27        10 AM – 4:30 PM

All booths must remain set until 4:30 PM, Thursday, 3/27/25

#### Conference Hours

Tuesday, March 25                      11 AM – 5 PM  
Wednesday, March 26                  9 AM – 5 PM  
Thursday, March 27                      9 AM – 3:50 PM

#### Exhibitor Move-Out

Thursday, March 27                      4:30 PM – 8:00 PM  
Friday, March 28                        8 AM – 12 PM

#### EXHIBIT HALL LOCATION

Las Vegas Convention Center - West Exhibit Hall 4  
300 Convention Center Dr.  
Las Vegas, NV 89109

This is a non-smoking building. Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms

**\*\*All exhibitor materials must be removed from the exhibit facility by Friday, March 28, 2025, 12:00 PM. All carriers must be checked-in by Friday, 3/28/25, at 10:00 AM\*\***

#### Onsite Registration










Las Vegas Convention Center – West Exhibit Hall (Located in North Lobby, outside of Exhibit Hall W4).

Exhibitors must be registered and have badges before entering the exhibit hall.

EAC representatives must be pre-registered (via the EAC Form) and have company ID, nametag, or company uniform.

Tuesday, March 25                      8 AM – 6 PM  
Wednesday, March 26                  8 AM – 7 PM  
Thursday, March 27                      8 AM – 4 PM

# VENDOR DEADLINES

	February 21	Booth Security Guard Discount Deadline   SOA <a href="#">Order Form</a>   (702) 386-8065
	February 24	Advance Shipments to Freeman Warehouse Begins <a href="#">Warehouse Shipping Label</a>
	February 25	Freeman Discount Furniture, Accessories, Labor, Electrical, Utilities, Rigging, Freight/Shipping, Graphics Order Online: <a href="#">Freeman Online</a>   <a href="mailto:ExhibitorSupport@Freeman.com">ExhibitorSupport@Freeman.com</a>
	February 25	Submit Certificate of Insurance in your <a href="#">Exhibitor Console</a> Request <a href="#">Certificate of Insurance</a> from your Insurance Provider OR <a href="#">Purchase Insurance from Total Event Insurance</a>
	February 25	Submit Exhibit Requests in your <a href="#">Exhibitor Console</a> : Booth Variance Hanging Sign & Airborne Object Request, Photography/Video/Broadcasting Approval Form
	February 25	Internet and WI-FI Services Discount Deadline COX Business   Select <i>Prosper 2025</i> and <i>West Hall</i> in the order form 702-943-6500   <a href="mailto:lvcc.orders@cox.com">lvcc.orders@cox.com</a>   <a href="#">Website</a>
	February 26	Hotel Reservation Cutoff   Eventsphere – Official Housing Provider <a href="#">Booking Link</a>   <a href="mailto:prospershow@eventsphere.com">prospershow@eventsphere.com</a>
	March 7	Plant and Floral Discount Deadline   ExpoEase <a href="#">Order Form</a>
	March 25	Direct Shipments to Show Site Begins <a href="#">Show Site Shipping Label</a>

## ADDITIONAL VENDOR CONTACTS

**International Shipping**

Phoenix International Business Logistics, Inc.

[Shipping & U.S. Customs Guidelines](#)

**Business Center**

FedEx Office

(702) 733-2898

**Scooter / Wheelchair Rental**

Available through the business center (FedEx Office)

(702) 733-2898

**Prosper Show Mobile App / Lead Capture**

Available in late January for exhibitors, attendee access in early February

[Mobile App Info](#) | [Mobile App User Guide](#) | Email: [matchmaking@prospershow.com](mailto:matchmaking@prospershow.com)

## SHOW MANAGEMENT CONTACTS

**York Schwab**

Show Director

[york.schwab@emeraldx.com](mailto:york.schwab@emeraldx.com)

**Joe Morrone**

Sales Manager

[joe.morrone@emeraldx.com](mailto:joe.morrone@emeraldx.com)

**Antoinette Ward**

Senior Conference Manager

[antoinette.ward@emeraldx.com](mailto:antoinette.ward@emeraldx.com)

**Tim Berry**

VP, Event Operations & CX

[tim.berry@emeraldx.com](mailto:tim.berry@emeraldx.com)

**JeanClaude Chaouloff**

Account Executive

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# INSURANCE

Prosper Show 2025 does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to Show Management before the show.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 for each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading, and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e., POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), Las Vegas Convention Center (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following **MUST** be contained on the certificate: [CLICK HERE FOR AN EXAMPLE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – Prosper Show 2025, Freeman, Las Vegas Convention and Visitors Authority and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates March 25, 2025 – March 27, 2025.

## NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax [ORDER ONLINE](#)



### *Certificate Holder Information should be listed as:*

Attn: Operations  
Prosper Show 2025  
31910 Del Obispo, Ste 200  
San Juan Capistrano, CA 92675

## REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

# BOOTH REGULATIONS

## CONSTRUCTION/DESIGN

**Prosper Show is a “Cubic Content” show.**

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased.

The intent of these regulations is to allow for the best use of booth space without interfering with or obstructing neighboring exhibitors. These regulations allow for reasonable sight lines from the aisle and open access to attendees walking the aisles. Show Management reserves the right to remove or modify, at the expense of the exhibitor, if the display does not meet the specifications as set forth in this manual.

### Show Colors

- Backwall and Siderail Drape: Black
- **NO** Aisle Carpet

### Standard Booth Equipment

Each 10x10 linear / inline booth will include:

- 8’ high pipe and drape back wall - black
- 3’ high pipe and drape side rails - black
- 7” x 11” booth identification sign with the company name and booth number

Peninsula (End-Cap) booth will include:

- 8’ high pipe and drape back wall – black
- 7” x 11” booth identification sign with the company name and booth number.

Island booth:

- Island booths do not come with back drapes or ID signs. If desired, they may be ordered from Freeman.

All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this kit.

## EARLY TEARDOWN POLICY

Early booth breakdown is strictly prohibited. Prosper Show is committed to eliminating these practices from the show floor on the final day of the tradeshow. **Exhibitors in violation of this policy will receive a written warning in 2025 and a fine in 2026, if they are found in violation again.** Please keep this in mind when making staffing decisions and travel arrangements.

## LINEAR / INLINE BOOTH GUIDELINES

**Definition and/or Dimension**

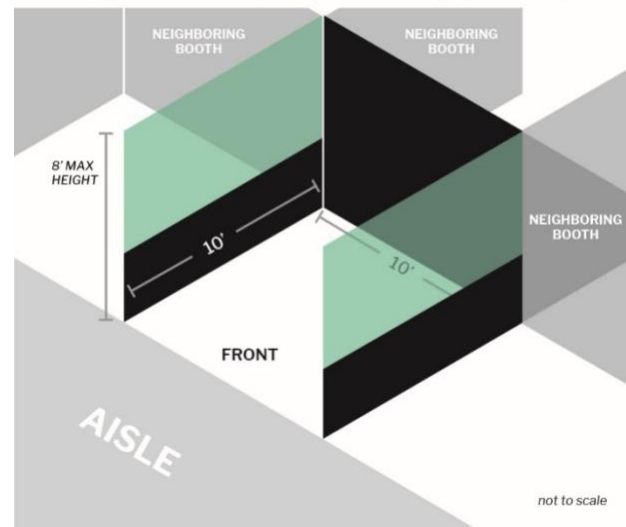
Linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Linear & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.

**What's Provided / Included:**

- 8' high black pipe and drape back wall
- 3' high black pipe and drape side rails
- 7" x 11" booth identification sign with the company name and booth number.

All other equipment and services are the responsibility of the exhibitor.

**INLINE BOOTH SPACE**  
10 X 10, cubic content, with provided drape, max height 8'**Use of Space – Cubic Content Rule:**

Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of 8 ft. of the linear booth type/variation.

Signs, logos and graphics placed along booth edges may not face into adjacent booths.

**Footprint Rule or “Wiggle Room” Factor**

The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.

**Floor Covering**

Floor covering is optional in booth spaces.

Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.

**Exposed Surfaces**

All exposed exhibit components extending above the 3' high pipe and drape sidewalls and/or the 8' high pipe and drape backwall must be finished, painted, and with no exposed wires or framing visible.

Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.

**Hanging Signs / Graphics**

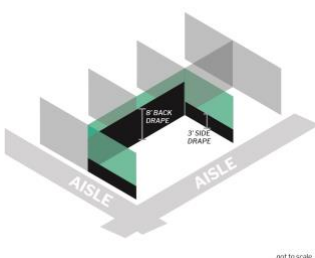
Linear/Inline booths are **not permitted** to have hanging signs.

**Required Forms**

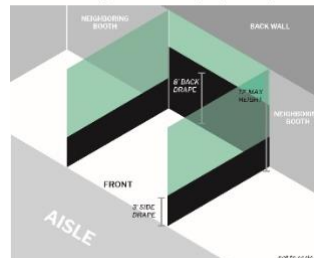
- [Certificate of Insurance](#)
- [Exhibitor Appointed Contractor](#) (EAC)

**Linear / Inline Booth Variations:**

**Corner** booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.

**CORNER BOOTH SPACE**  
aisles on 2 sides; cubic content w/ provided drape

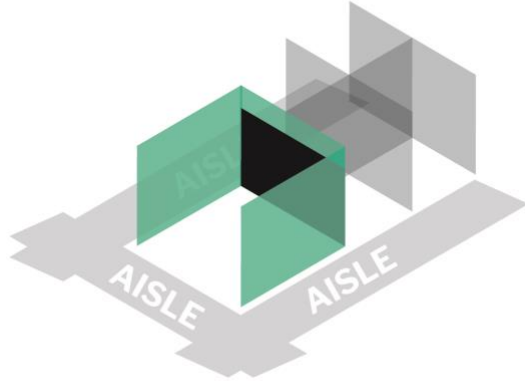
**Perimeter** booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12').

**PERIMETER BOOTH SPACE**  
booth backs up to wall in event space, max height 12'

**End-Cap** booths are exposed to an aisle on three sides and comprised of two adjacent 10'x10' booth spaces and must adhere to the same guidelines as linear booths.


**END CAP PENINSULA BOOTH SPACE**  
cubic content, aisles on 3 sides

## PENINSULA BOOTH GUIDELINES

<p><b>Definition and/or Dimension</b></p> <p>Peninsula booths are exposed to an aisle on three sides, comprised of a minimum of four booths, and typically back up to linear booths behind.</p> <p>Peninsula booths are usually twenty feet (20') by twenty feet (20') or larger.</p>	<p><b>PENINSULA BOOTH SPACE</b></p> <p>cubic content, aisles on 3 sides, with provided drape</p>  <p>not to scale</p>
<p><b>What's Provided / Included:</b></p> <ul style="list-style-type: none"><li>8' high black pipe and drape back wall</li><li>7" x 11" booth identification sign with the company name and booth number.</li></ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space</b></p> <p>Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of eight feet (8') of the linear booth type/variation.</p>	
<p><b>Hanging Signs / Graphics</b></p> <p>Peninsula booths are <b>not permitted</b> to have hanging signs.</p> <p>Signs, logos and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>Footprint Rule or "Wiggle Room" Factor</b></p> <p>The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Required Forms</b></p> <ul style="list-style-type: none"><li><a href="#">Certificate of Insurance</a></li><li><a href="#">Exhibitor Appointed Contractor</a> (EAC)</li></ul>	<p><b>Exposed Surfaces</b></p> <p>All exposed exhibit components must be finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p><b>Additional Information</b></p> <p><a href="#">Labor/Union Laws</a>      <a href="#">Demonstration Guidelines</a> <a href="#">Building Rules/Guidelines</a>      <a href="#">Americans with Disabilities Act</a> <a href="#">Display Guidelines</a></p>	<p><b>Variance Requests</b></p> <p>Variance requests can be submitted to Show Management for review using the online <a href="#">Booth &amp; Hanging Sign Variance Request Form</a>.</p> <p>Log in to the <a href="#">exhibitor console</a>. Click on your company name in the Exhibitor Hub. Find the 3 vertical dots on the upper right-hand side of the image area on the top of your listing. Click Organization Hub Scroll down to the Task List.</p>



## ISLAND BOOTH GUIDELINES

<p><b>Definition and/or Dimension</b> Island booths are any size booth exposed to an aisle on all four sides.</p> <p>Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.</p>	<p style="text-align: center;"><b>ISLAND BOOTH SPACE</b> aisles on 4 sides</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b> Island booths do not come with drape, furniture, or ID signs.</p> <p>All equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space – Cubic Content Rule:</b> The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	
<p><b>Multi-Level Exhibits</b> A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p> <p>Multi-Level Exhibit plans can be submitted to Show Management for review and approval using the online <a href="#">Booth Variance Request Form</a>.</p>	
<p><b>Hanging Signs / Graphics</b> Island booths 400 SQFT (20' x 20') and larger are permitted to have hanging signs but require pre-approval by Show Management.</p> <p>Hanging sign request forms are available <a href="#">online</a>.</p>	<p><b>Footprint Rule or “Wiggle Room” Factor</b> Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.</p>
<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Labor/Union Laws</a></li> <li>• <a href="#">Demonstration Guidelines</a></li> <li>• <a href="#">Building Rules/Guidelines</a></li> <li>• <a href="#">Americans with Disabilities Act</a></li> <li>• <a href="#">Display Guidelines</a></li> </ul>	<p><b>Covered Exhibits</b> A covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a covered exhibit is not occupiable.</p> <p>Covered booths exceeding 1,000 square feet that will be erected for more than (7) days or contain vehicles, open flame or hot works will require an interior automatic sprinkler system and a separate permit is required for the sprinkler system.</p> <p>The application permit is available <a href="#">online at Clark County Fire Department</a>.</p>
	<p><b>Exposed Surfaces</b> All exposed exhibit components must be finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
	<p><b>Required Forms</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Certificate of Insurance</a></li> <li>• <a href="#">Exhibitor Appointed Contractor</a> (EAC)</li> <li>• <a href="#">Hanging Sign Form</a> – If applicable</li> </ul>
	<p><b>Variance Requests</b> Variance requests can be submitted to Show Management for review using the online <a href="#">Booth &amp; Hanging Sign Variance Request Form</a>.</p>

## HANGING SIGNS & AIRBORNE OBJECTS

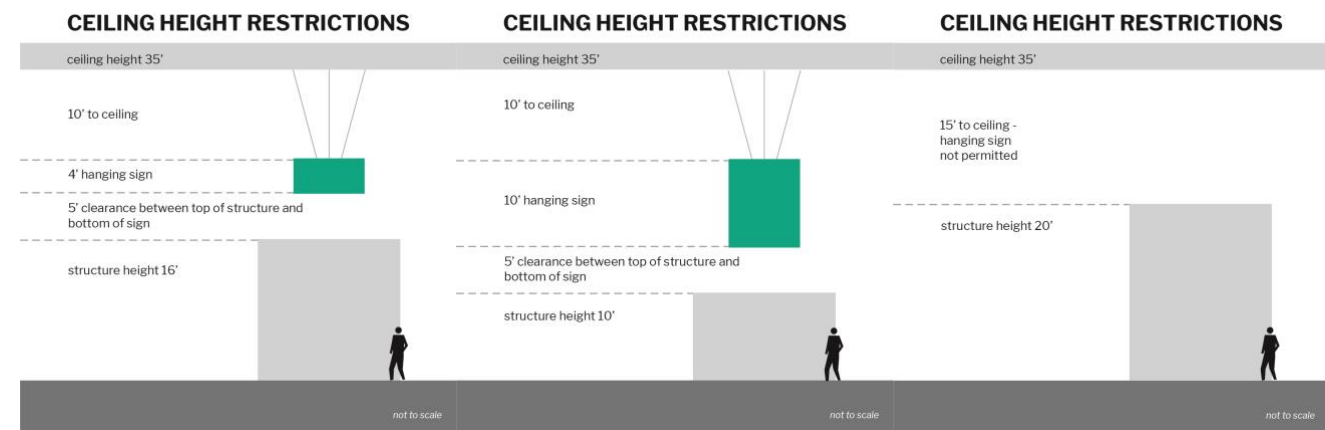
Permitted in all Island booths that are 400 sq. ft. or larger and require prior approval from Show Management. End-cap and linear booths **do not** qualify for hanging signs and graphics, regardless of size.

Maximum height of twenty-five feet (25') from the floor to the top of the hanging sign.

The maximum combined vertical height between any ground supported structure and hanging sign, at their highest dimensions when viewed perpendicular to the floor from any point on any side, may not exceed a maximum of twenty-five feet (25').

Examples of different types of booth and hanging sign designs in a hall with a 35' ceiling are shown below (actual designs will vary based on actual hall ceiling height). If a structure that is twenty feet (20') in height is used, a hanging sign is not permitted.

$$\text{Height of Structure} + \text{Height of Hanging Sign} = \text{Combined Max of 20'}$$



### Rigging Orders

Freeman must be used for rigging all banners and signs requiring a lifting motor, chain fall, pulley, or any other mechanical device. As such, any rigging required that uses these items should be ordered through [Freeman Online](#).

All non-electrical overhead hanging must be assembled, installed, and removed by Freeman. Hanging sign labor can be ordered through [Freeman Online](#).

### Approval Process

If your hanging sign does not comply with the Prosper Show Hanging Sign & Graphics Guidelines or you would like to request approval to hang signs at a higher height, please submit for a variance approval from Prosper Show Management using the online [Booth & Hanging Sign Variance Request Form](#).

Variances may be issued at Show Management's discretion.

Drawings and three-dimensional renderings of both the hanging sign and the floor supported booth structure, with dimensions, should be submitted to Show Management with the approval request and available onsite for inspection.

## [Hanging Sign & Airborne Approval Request Form](#)

Log in to the [exhibitor console](#). Click on your company name in the Exhibitor Hub. Find the 3 vertical dots on the upper right-hand side of the image area on the top of your listing. Click Organization Hub Scroll down to the Task List.

## Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted.

## Balloons or Inflatables

Show Management and the Las Vegas Convention Center must approve the use of balloons.

### Permitted:

- Helium balloons, including columns and arches, must be tethered.
- Balloons may be used outside (sponsorship fees apply) but must be tethered and may require FAA approval.

### Prohibited:

- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- No helium balloons, blimps, drones, etc. may be flown around the exhibit hall.

### Additional Planning Notes:

- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved Fire Prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the service contractor, cleaning contractor or the LVCC.

Questions related to balloons or inflatables can be sent to [info@prospershow.com](mailto:info@prospershow.com).

## Lighting/Truss

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 Show Management for approval.

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by Show Management. Lighting that spins, rotates or 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 exhibition. Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.

Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for rules specific to the event facility.

Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

Freeman will assemble, hang and dismantle any items suspended from the suspended truss (i.e., programmable/dimmable lighting fixtures, audio, projection, non-electrical signs, graphics, fabric solutions, etc.) or anything under 200 lbs. suspended from the ceiling. More information regarding Truss & Theatrical Lighting Equipment & Labor can be found on [Freeman Online](#).

## FREIGHT & DELIVERIES

### Warehouse Address

Exhibiting Company Name / Booth #  
Prosper Show 2025  
C/O Freeman  
6675 West Sunset Road  
Las Vegas, NV 89118

Freeman will accept crated, boxed or skidded material **beginning Monday, February 24, 2025**, at the above address. Material arriving after **Tuesday, March 18, 2025**, 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 un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM and 2:30 PM.

**Certified weight tickets** must accompany all shipments. If required, provide your carrier with this phone number: (888)508-5054.

### Direct to Show Site Address

Exhibiting Company Name / Booth #  
Prosper Show 2025  
C/O Freeman  
300 Convention Center Dr.  
Las Vegas, NV 89109

Freeman will receive shipments at the exhibit facility **beginning Tuesday, March 25, 2025**. Shipments arriving before target dates may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

**Certified weight tickets** must accompany all shipments.

Show site deliveries do not have a guaranteed time and are handled on an "as checked in and received" basis.

**Please note:** Any 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 in [Freeman Online](#) for charges for the service.

You can download and print Show Site Shipping Labels, plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number. Labels can be found on [Freeman Online](#).

Freeman material handling fees for direct shipments to the Las Vegas Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours, and Freeman cannot guarantee or specify the arrival time of empty crates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

## MOVE-IN/OUT PROCEDURES



## Self-Unloading / Hand Carry Policy

Exhibitors may hand carry their merchandise from their personally owned vehicle (P.O.V. i.e. car, van or SUV) in the designated area(s). All vehicles must be parked in a parking lot; no curbside parking is allowed. **Hand carry is defined as small items such as cartons or packages that can be hand carried by only one person through the main entrance of a facility during move-in and move-out that weighs less than 300lbs.** Any mechanical assistance is limited to a small dolly. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas or four wheeled dolly or cart.

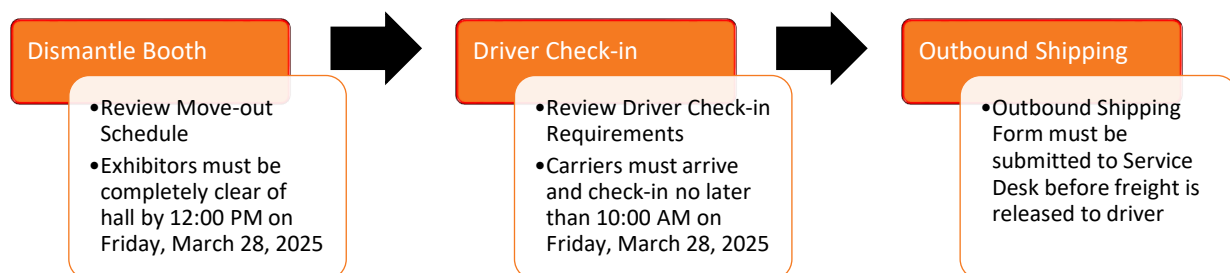
## Privately Owned Vehicles (POV)

For exhibitors who are not able to hand carry their items into the building, per the hand carry details in this kit, they have the option of utilizing **POV Cartload Service**. A POV is a personally owned vehicle such as a car, van or SUV. It is NOT a commercial truck, commercial van, a vehicle with a trailer or any rental company vehicle.

A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include pick-up trucks, passenger van, SUV, taxi, or a box truck less than 24' in length.

## Outbound Shipping

Every outbound shipment will require a material handling agreement and shipping labels. Freeman offers complimentary pre-printing of these items. To take advantage of this service, please complete Freeman's **Outbound Shipping form**. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. *Please note: all third parties must pick up MHA/labels at the Freeman Service Desk.*



## International Freight

Phoenix Logistics, Inc. has been appointed as the official international freight forwarder and customs broker. For more information, please [e-mail](#) or download the [International Shipping Instructions](#) form.

## INSTALL/DISMANTLE & LABOR REGULATIONS

### Labor/Union Laws

Nevada is a “right-to-work” state. Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the providers’ order forms. Exhibitors may not operate or utilize any type of powered or mechanical equipment.

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

**Freeman is the official service contractor for Prosper Show. As the official service contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. A full, detailed list of tasks exhibitors can and cannot complete within their booth is listed [here](#).**

### Forklifts

Forklift labor is an exclusive service provided by Freeman.

### Tipping

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Freeman.

**A full, detailed list of tasks exhibitors can and cannot complete within their booth are listed on [Freeman Online](#).**

## Labor/Union Laws

Union	Definition of Jurisdiction
<b>Teamster Union</b>	Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services, and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at the exhibitor's expense.
<b>Carpenter Union</b>	Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.
<b>Electrical Union</b>	Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets, and install signs or headers that are lighted, unless they are permanently a part of the exhibit's back wall.

	Task	An Exhibitor Can	An Exhibitor Cannot
CONSTRUCTION	Use Power tools or other types of carpenter/construction equipment with the exception of heavy machinery or lift equipment	X	
	Exhibitor may choose to utilize own personnel to set up and dismantle exhibit	X	
	Exhibitor may hire an EAC (Exhibitor Appointed Contractor to perform work	X	
FREIGHT	Move any freight <b>by hand carry</b>	If carried by one person	If required more than one person
	Move any freight from a vehicle larger than an Econoline van		X
	Move any freight moved on equipment larger than a two-wheeled baggage cart		X
ELECTRICAL	Plugin their own devices and equipment for properly ordered 110-volt electrical service of 1500 watts or less	X	
	Plugin their own devices of 110 volt/ 1500 watts themselves	X	
	Install or hang up to four small clip-on lights per booth	X	
	Distribution of all electrical equipment necessary to provide electrical service		X
	Connect modems, printers, computers and keyboards, test and tune own equipment, and run their own communications cable between machines in the same booth above the booth carpet	X	
MERCHANDISING	Test and tune equipment	X	
	Unpack, pack, and arrange their merchandise and products in their exhibit	X	
	Clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Freeman labor	X	

## Local Guidelines

### Building Rules/Guidelines

It is strongly recommended that all exhibitors review and understand the [LVCVA Exhibitor Kit](#) as well as the [Las Vegas Fire Marshal Regulations](#) for specific policies and procedures that directly pertain to your booth design and demonstration plans.

### Safety

#### Fire Marshal Requirements & Permitting

Please reference the [Las Vegas Fire Regulations](#) for Fire Marshal requirements.

### OSHA Regulations

All exhibitors and hired third-party contractors, must comply with environmental laws and OSHA regulations.

## Cleaning

### Clean Floor Policy

Freeman is the exclusive booth cleaning contractor for Prosper Show 2025. **Please note:** *your booth will **NOT** automatically be vacuumed the night before the show opens unless services are ordered through [Freeman Online](#).*

Empty cartons and cases must be removed from your booth. Cartons may NOT be stored behind curtains or in your booth. The Freeman Service Center will provide “empty crate” stickers to affix to boxes, cases and crates. Freeman will store and return them to your booth at show closing. The policy will be strictly enforced by Show Management and the Las Vegas Fire Marshal. Should exhibitors have cartons and cases they need to access throughout the event, **Accessible Storage** is a service provided by Freeman upon request that allows an exhibitor to access their materials in a Fire Marshal approved designated area. Accessible Storage can be purchased through the Freeman Exhibitor Services desk on-site.

## Excessive/Bulk Trash, Booth & Material Abandonment

Exhibitors promoting giveaways from their booths which generate excessive trash are required to order porter service for their booth. Note these giveaway items do not include food and beverage sampling. Booth cleaning services can be ordered through [Freeman Online](#).

Exhibiting companies are **required to make cleaning and labor arrangements for booth materials dismantle and/or removal**. It is expected and required that all the exhibiting material be removed at the end of the show.

It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in.

Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. The exhibitor will be charged for the removal and disposal of these items.

Show Management and the facility is NOT responsible for the recovery of abandoned materials that are left in and exhibitor's booth past the move-out dates and times as published.

## Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.

No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.

No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.

Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas.

All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

## DONATIONS

Exhibitors wishing to donate product may make arrangements to do so before the conclusion of the show. Booth and display materials should not be left as donated materials.

## EXHIBITOR APPOINTED CONTRACTOR PROCESS



An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who are not the official contractors of the show but provide a necessary service at show site for the Exhibitor.

Prosper Show recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and will be assessed a fee. An administrative fee of \$300 for each booth location you are providing a services or products. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

To review the information on the [EAC Process](#) follow the link.

EACs will NOT be allowed on the show floor unless all the requirements are satisfied:

- EAC must complete all required documentation via the online [EAC portal](#)
- EAC must submit a valid [Certificate of Insurance \(COI\)](#) with the required coverage via the online EAC portal
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Kit along with the EAC Rules & Regulations
- EAC must pay an administrative fee is required for each exhibiting company in each booth location; payment will be submitted via the online EAC portal. Payments are NON-REFUNDABLE.

Should you have any questions regarding the process, please email [ProsperShow@EACMgmt.com](mailto:ProsperShow@EACMgmt.com)

## EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.** Completion of the required EAC Notification and Insurance form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be licensed, insured, and authorized to work in the Las Vegas Convention Center. Contractors must adhere to all rules and regulations of Prosper Show 2025 the Las Vegas Convention Center, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, abiding by the [Early Teardown Policy](#) and being properly badged.

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, **must complete the online [EAC Notification and Insurance form](#)**

Complete this form **only** if you are using the services of an outside contractor to install or dismantle your display. Please fill out the form completely.

All contracted personnel must check-in with show Security near main exhibit hall entrance before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor’s work.

The EAC will not solicit business at the event and must always wear badges. It is the exhibitor’s responsibility to make sure that all independent contractors are properly badged before arrival.

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 event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The Las Vegas Convention and Visitors Authority (Facility), Emerald (Show Management), and Freeman (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance.
- The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

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 event site.

Services ordered on behalf of exhibitors by EAC's or other third parties must be authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

## UTILITIES

### ELECTRICAL REGULATIONS

All electrical must be ordered through Freeman. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets without having placed an order, you will be charged for your power usage at a higher rate than if you had ordered it in advance. For your safety and the safety of other show participants, all electrical work\* including floor distribution must be performed by Freeman.

- **Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.**
- \*An exhibitor can install their own light fixtures and materials so long as the combined power is less than 20amps or 2000 watts for the entire booth space (regardless of size of booth space).
- An exhibitor may plug in up to 6 plug-ins into one 15 ft. extension cord or one six plug multi-strip at the side or back of the booth (up to a 20amp).
- UL approved/factory installed cords must go directly from the fixture to the multi-strip.
- All materials & light fixtures with original factory installed cords must meet the LVCVA's safety rules.
- Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Examples of approved lights are: MR 11/16 Covered – low voltage, PAR 14, 16, 20, 30 and MR 16 Covered – line voltage. For questions, please contact Show Management or Freeman.
- If any electrical work is performed over and above the maximum by non-Freeman personnel, it will be identified during an inspection which could result in additional charges and a fee of a minimum of \$300 will be charged to the exhibitor invoice.

## LIGHTING

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Lighting, including spotlights and gobos should be directed to the inner confines of the exhibit space and should not project onto other exhibits or exhibition aisles.

## INTERNET SERVICES

Internet is not included as part of your booth package. COX Business is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors at the Las Vegas Convention Center. Services can be ordered [online](#). Select *Prosper Show* and *West Hall* in the order form dropdowns.

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### Animals

Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by Show Management then by the facility. Non-domesticated animals will be considered on an individual basis. Under the Americans with Disabilities Act (ADA), Show Management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

#### Booth Appearance

**Prosper Show 2025 is a “Cubic Content” show.** Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Violations could result in a fine and/or loss of priority points.

Construction of booths and displays in excess of eight feet (8') in height, including signage, shall be permitted only in island booths 400 SQFT and larger. **Please note:** the exhibit hall aisles are **NOT** carpeted.

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with exposition standards. This may require the replacement, rearrangement or redecoration of any items or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor.

#### Canopies & Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for linear or perimeter booths should comply with your specific booth's Construction/Design guidelines (i.e. line-of-sight or cubic content). The base of the canopy should not be lower than 7 feet from the floor within 5 feet of any aisle. Canopy supports should be no wider than 3 inches. This applies to any booth configuration that has a sight line restriction, such as a linear booth. Please review number 17 of the [Fire Regulations](#) for rules regarding canopies & ceilings.

Tents in excess of 200 square feet, canopies in excess of 400 square feet, and temporary membrane structures must be approved by the [Clark County Department of Building & Fire Prevention](#) and **require a permit**. Exhibitors are responsible for obtaining any permits through the Clark County Nevada [website](#).

#### Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in

a presentation or demonstration within the booth. All features, signs and/or walls that are facing the aisle need to be covered or finished.

Fog, smoke and steam machines are **not permitted**.

Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company. Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.

## Floral

The official provider of floral and plants is ExpoEase. Download the order form [here](#).

## Hanging Signs and Graphics

Island booths 400 SQFT (20' x 20') or larger may request approval from Show Management to hang a sign/banner over their booth. Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface. Please fill out the [online Hanging Sign Approval Form](#) and reference the [Hanging Signs & Graphics](#) guidelines listed within this document for more information.

## Trademarks/Copyright

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

## Vehicles on Display

All vehicles on display will require spotting services from Freeman, at the exhibitors' expense. Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4 -tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed. To request more information and approval to display a vehicle on the show floor at Prosper Show 2025, please email [info@prospershow.com](mailto:info@prospershow.com).

## DEMONSTRATIONS

### Exhibitor Conduct /Good Neighbor Policy

As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendee are within the contracted exhibit space and no encroaching on the aisle or neighboring exhibits. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance.

## Food & Beverage Sampling

Sodexo Live!, the facility's exclusive food and beverage vendor, has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served in compliance with the regulations of the city and county.

Any exhibitor that intends to sample products must apply at least 3 weeks in advance and follow all Sodexo Live! and Southern Nevada Health Department guidelines. Sampling Approval Form and Information can be found [here](#).

Alcohol must be purchased and dispensed by the Sodexo Live!. No outside alcohol may be brought into the facility, including owned and donated product. No other food and beverage items may be brought into the facility.

All food and beverage vendors, contractors and services must be contracted through Sodexo Live!, as it is the exclusive food and beverage provider for the LVCC. Visit this [Sodexo Live! link](#) for more information and ordering instructions.

## Hospitality & Networking Events

No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.

Show Management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only. Companies who wish to host hospitality suites must apply in writing to Show Management for permission and must agree that the suites not be open during any scheduled event. Additionally, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during the event without the advance written approval of Show Management. If an activity is held without approval, Show Management reserves the right to exclude the exhibitor from future events.

## Noise / Music

Loud noises, bright lights or other distractions are not permitted. Sound volume of amplifiers or audio-visual presentations must be regulated to not disturb other exhibitors. Sound created by amplified devices should not exceed 80 decibels when measured from the aisle immediately in front of a booth. Show Management reserves the right to terminate use of equipment determined to be a nuisance.

Exhibitors should be aware that music 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. Show Management does not have a license with any licensing agencies; therefore, exhibitors are responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

## Raffles, Drawings, and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

## ADDITIONAL

### Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

### Distribution of Promotional Items

The distribution of samples, printed materials and any promotional material is restricted to within the exhibitor's booth only. Exhibitors may not distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms,

or public areas of the event site, including hotels, shuttle busses, parking garages, etc., without prior written approval of Show Management.

All models must always remain within the booth space. Advertising materials may be handed out within the booth space only. Distribution from booth to booth or canvassing on any part of the facility property is forbidden.

## Photography

Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products. Photographing or producing audio/video of other displays, products or materials without prior written permission from Show Management and the owner of the subject is prohibited.

Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense. Only official photographers and audio/video producers appointed by Show Management are permitted to photograph or record audio/video of the entire event. Exhibitors wishing to use an outside photographer must submit [Photography/Video Recording/Broadcasting Authorization Request form](#) and receive written permission in advance from Show Management. Seminar sessions may not be photographed, or video/audio recorded.

## Selling at Booth

Retail sales are **NOT** permitted on the exhibition floor at any time.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

## Sharing of Exhibit Space

Exhibitors may not share booth space with another non-contracted or unauthorized manufacturer or distributor.

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., to connect their exhibit space with one across the aisle without permission from Show Management.

## Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space is not permitted.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within the confines of the exhibit facility without permission of Show Management are in violation of this clause.

## SECURITY INFORMATION

Prosper Show 2025 Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management

will implement security measures to safeguard your property, neither Show Management, the Las Vegas Convention and Visitors Authority/Las Vegas Convention Center, their agents nor employees assume any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., **should never be left unattended**. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

#### *Tips To Help Protect Your Product*

- Monitor your booth when your product is being delivered.
- [Hire a security guard](#) to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.



Review the [Security Form](#) for more information on booth guards.

## REGISTRATION

### STAFF BADGES

Register for your staff badges in advance. Booth personnel may be registered online by logging in to your [Exhibitor Console](#). Badges must be picked up by each individual person at onsite registration upon arriving to the Las Vegas Convention Center. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present photo I.D. when picking up their badge.

Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move-in, move-out and official show hours. No one will be allowed on the exhibit floor at any time without a badge.

Each exhibiting firm receives four (4) Exhibitor All Access staff badges per 100 square foot space occupied. Additional exhibitor registrations are by special request only and available for a fee. Exhibitors can grant complimentary expo only passes to seller customers only in the registration portal. Buyers, customers, and exhibitor appointed contractor (EAC) personnel should **not** be registered as exhibitors.

Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

### ADMISSION POLICY

Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official Show Management badge. All personnel representing the exhibitor, or its authorized agents must be properly identified with an official Show



Management badge. Once the show has opened, all persons must enter and exit only through designated entrances where security is posted.

## Children

No one under the age of 16 is permitted on the exhibition floor at any time. Show Management reserves the right to request proof of age for any person and restrict minors from the exhibitions floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.

## Early Appointments

No exhibitors will be allowed access to the exhibit hall posted move-in and move-out days/hours. On show days without scheduled move-in prior to show opening, exhibitors will be allowed access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of Show Management.

## Exhibitor Appointed Contractors (EAC)

All contracted personnel must pick up an **EAC wristband** at security check in station before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D. An online EAC Notification and Insurance Form must be completed and qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

## Guests

All guests must have the proper Guest show badge worn at all times while in the exhibit hall, conference sessions or any function held by Prosper Show during move-in, move-out or show hours.

## GETTING THERE

### HOTELS

The official hotel agency for Prosper Show 2025 is EventSphere. Hotel arrangements can be made online through the [Hotel & Travel](#) page.

With EventSphere you will receive descriptions, photos and maps to help you choose the perfect hotel. An acknowledgement of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone or email.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through EventSphere. Please refer to your hotel confirmation for individual cancellation policies.

### PARKING

The Las Vegas Convention Center has a parking fee of \$15 per day, subject to change. Daily parking has in-and-out privileges if space is available. Overnight parking is not permitted. Standard vehicles taking up more than one space will be charged accordingly upon entry. Oversized vehicles (e.g. box vans and trucks, rental vans and trucks, bobtails, commercial vehicles, RVs, trailers, etc.) are permitted to park only in Bronze and Platinum lots when available. The closest parking lots to Prosper Show 2025 are Diamond Lot #1 and #2. See map of the Las Vegas Convention Center [HERE](#).

### SHUTTLES

Shuttles service is **not** provided for Prosper Show 2025.

## LAS VEGAS CONVENTION CENTER LOOP



Vegas Loop at the Las Vegas Convention Center quickly transports passengers throughout the 200-acre Las Vegas Convention Center campus in a fun and convenient way, free of charge. The system consists of two one-way, .8-mile-long tunnels built to accommodate all-electric Tesla vehicles driving at speeds of up to 35 mph.

Attendees can access Vegas Loop at Las Vegas Convention Center via four stations:

1. South Station – Adjacent to South Hall, this station is located aboveground
2. Central Station – Near the Central Hall Main Entrance, this station is located belowground and is accessible via escalator or elevator
3. West Station – Adjacent to West Hall, this station is located aboveground
4. Riviera Station – At the North side of the West Hall closest to Elvis Presley Drive, with direct access to Resorts World. This station is located aboveground.

The Vegas Loop has officially opened the Resorts World Passenger Station, providing direct access to and from the Las Vegas Convention Center. Riders can easily access the Resorts World station from any of the Convention Center stations (South Station, Central station, West Station and Riviera Station). There is no charge to travel between stations at the Las Vegas Convention Center. A valid Vegas Loop Ticket will be required for any rides arriving from or departing to any station outside of the Convention Center Campus.

Visit <https://lvloop.com/tickets> to purchase tickets. Hours of operation will vary based upon event calendar at the Las Vegas Convention Center. The current schedule is always available at: <https://lvloop.com/operating-hours>

## RIDESHARE / TAXI

A full list of transportation options in Las Vegas can be found [here](#).

Taxis are a reliable form of transportation used throughout Vegas for decades although unlike other cities, you cannot hail a taxi on the street in Las Vegas. Taxis are required to pick up passengers at a physical address, such as a hotel taxi line.

Ridesharing is common and widely available in Las Vegas. Drop-off and pick-up will be in specific areas as designated by individual hotels and the Las Vegas Convention Center.

## CITY RESOURCES

As the Entertainment Capital of the World and a top three destination in the United States for business conventions and a global leader in the hospitality industry, Las Vegas has much more to offer than just meetings. Information about Las Vegas, including experience, food & drink and entertainment options can be found at [Visit Las Vegas](#).

## BUSINESS CENTER

A FedEx Office business center is in the LVCC West Hall, on the first floor off the Atrium Concourse, behind the food hall. FedEx provides a variety of services including printing, shipping, computer access, office supplies, coat & bag check, scooter rental and secure storage. The FedEx business center is open 8:00 AM – 5:00 PM seven days a week, subject to change based on event need.

## SPONSORSHIP OPPORTUNITIES

Find opportunities to maximize your exposure and brand presence to the entire Prosper Show 2025 audience by visiting the [Advertising & Sponsorship page](#) of the Prosper Show 2025 website.

## MEDIA

### PHOTOGRAPHY/VIDEO RECORDING

**No photography, video recording or sketching is permitted during show hours.** Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products. Photographing or producing audio/video of other displays, products, or materials without prior written permission from Show Management and the owner of the subject is prohibited.

Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at the exhibitor's expense. Only official photographers and audio/video producers appointed by Show Management are permitted to photograph or record audio/video of the entire event. Exhibitors wishing to use an outside photographer must submit [online Photography/Video Recording/Broadcasting Authorization Form](#) and receive written permission in advance from Show Management.

Seminar sessions may not be photographed, or video/audio recorded.

#### LEAD CAPTURE – CONNECT WITH BUYERS EASILY

Lead capture is a simple way to connect with every buyer who visits your booth. After purchase\*, use the Prosper Show Mobile App to scan badges and streamline lead collection [here](#). Every staff member registered with your company will have access, at no additional charge, with no need to rent or share physical devices.

You can view and manage all team members' collected leads under "My Team" in the web portal, easily exporting contact details and interaction history for smooth follow-up. Remember, you must first claim your team in the desktop portal before using the Prosper Show Event App. If you have any questions, please reach out to [matchmaking@prospershow.com](mailto:matchmaking@prospershow.com).

*\*Lead retrieval may have been purchased with your booth package. To verify inclusion or add on, please contact Joe Morrone at [joe.morrone@emeraldx.com](mailto:joe.morrone@emeraldx.com).*