

World Pickleball Convention & Conference

Exhibitor Kit & Schedule

EXHIBITOR KIT & MANUAL ARE NOW COMBINED

*YOU WILL ALSO RECEIVE AN EXHIBITOR ONLINE CATALOG FOR OPTIONAL MATERIAL HANDLING OR FURNITURE RENTAL ON 4/15/24

SCHEDULE

Exhibit Move-in: Wednesday, June 5, 9am - 5pm.

Exhibit Move-out: Saturday, June 8th, 2024, *You may optionally stay open during Championship Sunday and breakdown if the tournament continues on the 9th. If you decide to stay open, you will have to break down your booth and exit through front entry/exit on Sunday. If the tournament does not continue on the 9th, you will need to break down on the 8th after the show closes.

Conference: June 6-7, 2024 8am - 5pm

Exhibit Floor: June 6-8, 2024 as follows:

Thursday 6/6 10am – 4pm, Friday 6/7 10am – 4pm, 6/8, 11am – 4pm.

Tournament: June 6-9, play begins at 8:05am. Championship Sunday Ends after final match.

Runway Fashion Show

6/6 2pm 6/7 1pm

On-Stage Demonstrations

6/6, 6/7, 6/8 - 30-minute increments, pausing for the Fashion Shows, and resuming after fashion shows.

YOU MUST SIGN UP FOR FASHION SHOW OR ONSTAGE DEMONSTRATIONS – see the online Exhibitor Kit Section for all Exhibitor sign-up forms.

Booth Setup

If approved by show management, an exhibitor has the option of contracting the setup of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full-time employees of the exhibitor and able to provide credentials. All persons must always comply with the Occupational Safety and Health Administration (OSHA) safety standards at all times. Additionally, you will need to unload your materials and enter through the front entrance of the South Hall. If you need to use the

loading dock, you will need to use FERN Exhibition services. They will be providing an online portal for all exhibitors in the event that you need any of their services which include material handling and furniture rental.

Decorators/Contractors

The Las Vegas Convention Center does not have exclusive services for decorators. If you have a decorator or service contractor that you would like to provide, please feel free to use them, while keeping to the theme colors of the show should you bring in your own Pipe/Drape or Carpet. Please Note: Pipe/Drape and Carpet are OPTIONAL, however, in order to create separation from your neighboring booth(s), it may be a good idea to at least use a tent which many exhibitors use during a sports related show. If you don't have your own tent, you can purchase one on Amazon or Walmart inexpensively and have it delivered directly to the show.

Decorations & Pipe & Drape

The Pipe and Drape we are using for the show are Blue and White with an 8' wall and 3' side rails with drape. The World Pickleball Convention is paying FERN Expositions for all the Pipe and Drape Packages. There is no fee to the exhibitor. If you decide on renting tables, chairs or other booth items, you may do so through their online portal which will be available April 15. Remember, you may bring your own items, this is OPTIONAL.

Prior written approval is required for the use of glitter or confetti. The use of helium balloons or smoke machines are not permitted. Please note that if any decorations are used, a cleaning fee will be assessed to the exhibitor.

Freight

You have 3 Options with Freight.

- 1. The FERN Advance Warehouse is set up for exhibitors that need a bigger window for receiving. Some are coordinating merchandise, sending booth structures and need more time in order to save money or deal with the unpredictability of shipping companies. We will receive advance shipments starting 30 days from the show, May 1st June 3rd. We will receive, weigh, check for damages and deliver all of that freight to the exhibitors booths on move-in.
- 2. Direct shipments are for exhibitors that are waiting till the last possible moment to ship. Possible production timelines, new products or they want to be there when it arrives. The window for receiving direct shipments is much narrower, 2 days vs 30 (June 4-5). If an exhibitor sends their shipment direct to the LVCC before we are on site June

- 4th it will be refused and returned to sender. The LVCC can't possibly receive every shipment for every show prior to the event being on -site. There is no way to manage that amount of freight, storage and delivery to booths.
- 3. You may ship to your own local facility or address, and bring your items with you on move-in. If you choose this option you will bring your items through the front entrance. NOTE: You will not be able to come through the front entrance on day of show opening. You will have to use FERN to bring your shipments in.

If you use FERN ADVANCE WAREHOUSE or LAST MINUTE SHIPMENTS, the cost will be the same. Material Handling (drayage) costs have traditionally been difficult to calculate and budget. Rate for direct shipments, additional charges for the warehouse, crated shipment rate, special handling rate charges, straight time, overtime, etc. Fern has taken a bold move in the industry and simplified the rate and the process. We call it Fern OneRate and it's \$1.75 / per lb. no matter where you send it, advance or direct and no matter how it arrives, crated, loose, cardboard, crates or pallets.

The material handling service includes accepting (signing) for materials, delivery to the booth, pick up of empty crates and boxes for storage, return of those boxes at the end of the show and reloading materials back onto the shipping carrier of choice.

Remember, all services provided by Sheppard are optional and offered as a convenience.

Americans with Disabilities Act

The Las Vegas Convention Center makes every effort to accommodate patrons with disabilities and adheres to all requirements of the Americans with Disabilities Act of 2010.

Animals

Animals are not permitted in the LVCC except with an approved exhibit or a display. Guide or service animals are allowed in the LVCC. Customers are required to obtain and show all permits.

Equipment Rental

You may bring your own tables, chairs or other equipment, or you may rent from the FERN Exposition Services. Links will be provided for your convenience from FERN.

Pipe and Drape have been paid for by World Pickleball Convention for all non-island booths. You do not have to pay for Pipe and Drape fees. You may bring a tent if you want it, and can

set-up in front of the pipe and drape. Remember, the tent must fit inside your booth whether its 10x10 or 20x10, etc.

Rigging

Rigging needs to be coordinated with FERN Expositions should you have the need. Please discuss all rigging needs with FERN in their online portal available on 4/15.

Parking

Effective 1/1/24, the current parking fee is \$15 per space, with in and out privileges. Cash or credit cards are accepted. Anyone leaving the property and planning to return the same day can show their paid parking receipt for reentry. Reentry is subject to availability.

- Vehicles taking up more than one standard parking space will be charged accordingly upon entry.
- Overnight parking is prohibited on property. Vehicles left on the property overnight will be towed at the owner's expense.
- Vehicles must fit within two parking spaces, lengthwise.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at 702-892-7400.
- All parking attendants and traffic control personnel will be provided by the LVCVA for standard

traffic operations.

• Vehicles must be parked in a marked parking space.

Food and Beverage

The Las Vegas Convention Center's Food & Beverage Division is operated by Sodexo Live! and is the exclusive food and beverage provider. Las Vegas Food & Beverage is a leading global event hospitality company and thrilled to be your exclusive hospitality partner. The Las Vegas team is delighted to work with you to ensure your experience here is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests. Our goal is to provide world-class hospitality for every one of our guests.

The Southern Nevada Health District enforces regulations for the sampling of food during trade shows.

A Food and Beverage Sampling /Onsite Preparation Approval form must be completed and emailed to foodprepandsample@lvcva.com by exhibitors who are giving away free food or beverage. Approval from both the LVCVA and the Food & Beverage Division must be received prior to finalizing your plans.

Once the form has been submitted, a member of the Las Vegas Food & Beverage management team will contact you.

- All items to be given away are limited to sample sizes.
- Any food or beverage items not directly manufactured by the exhibitor must be purchased from and supplied by our exclusive food and beverage provider.
- Hot water for handwashing will be provided. Hot-water refill station(s) will be available on the show floor. Check with show management for the location(s).
- If any alcoholic beverages are to be served, exhibitors must contact our Food & Beverage Division for approval and follow the Nevada Department of Taxation guidelines regarding liquor at trade shows. All alcoholic beverages must be served by our bartenders/servers who are TAM certified. **Some exceptions may apply**

WIFI

Cox Business is the exclusive full-service telecommunications provider of internet, voice and cable TV service for the LVCVA. Our on-site team members are available for consultation and support leading up to and throughout your event. Contact our team to discuss solutions to provide reliable and convenient access for your demonstrations, attendees and staff. Our services include wired and wireless networks that can be customized based on your needs and budget for a successful event. Please contact our sales team online at Cox Business or call for more information at 702-943-6500.

FREIGHT

Show management must provide the facility a list and obtain approval for all equipment weighing over 250,000 pounds. A site plan is required showing locations of each piece of heavy equipment.

Heavy equipment being brought into halls S3, S4, C3, C3 concourse and C4 may require advance review and approval by a structural engineering firm at the expense of show management and/or the exhibitor. This is due to varying weight limits in these areas.

The floor weight load limits are as follows:

- West Halls 1-4, North Halls 1-4, Central Halls 1-5 (Exceptions Listed Below), South Halls 1-2
- 450 lbs. per square foot
- West Hall
- Flex Meeting Rooms/Meeting Rooms: 150 lbs. per square foot
- Loading Dock: 250 lbs. per square foot
- South West Lobby: 100 lbs. per square foot
- Outdoor Terrace: 100 lbs. per square foot
- South Halls 3 & 4
- 300 lbs. per square foot or AASHTO HS-20 truck (16,000 lbs. per wheel load)

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- Central Halls 3 & 4 (South Air Wall Pocket)
- 250 lbs. per square foot or AASHTO HS-20 truck (16,000 lbs. per wheel load)
- Central Hall 3 Concourse
- 175 lbs. per square foot or maximum 1,500 lbs. per wheel load (light weight vehicle)
- South Hall 3/4 Lobbies and Meeting Rooms S201 S233
- 100 lbs. per square foot or maximum 1,500 lbs. per wheel load (light weight vehicle)
- All Other Elevated Floor Areas Not Specifically Mentioned
- 50 lbs. per square foot of maximum of 1,500 lbs. per wheel load (light weight vehicle)

Any exhibit exceeding these limits will require special handling to distribute the load and LVCVA approval. This will require advanced review and approval by a structural engineering firm at the expense of the show management and/or the exhibitor.

Movement of Equipment

- Equipment with any type of non-steel tracks over 250,000 pounds must be moved in and out of the building on one-inch plywood.
- Equipment with any type of steel tracks (cleated and noncleated) over 250,000 pounds must be moved on one-inch steel plates outside and inside of building. Equipment under 250,000 pounds may use one-inch plywood.
- Prior to movement of heavy equipment, the facility and the OSC must coordinate routes and method of movement.

Forklift Safety

The following requirements are to ensure safe operations of forklifts at any LVCVA facilities:

- Seat belts must be worn any time the forklift is in operation.
- Obey all traffic rules (stop signs, road directors, etc.)
- Upon entering and exiting building slow down (stop if necessary) and SOUND HORN.
- Keep headlights on always during low visibility.
- The following are always prohibited while operating a forklift:
- Cell phone use
- Smoking
- Eating or drinking
- Ear buds use
- Boom box or any Bluetooth wireless speaker devices use

MEETING ROOMS

If any exhibitor would like to use a meeting room during the show days and hours, please contact your World Pickleball Convention Rep. The following relates to meeting room usage.

- Carpeting/flooring can be placed on top of building carpet in the meeting rooms with permission from the CSM (CSM). Visqueen must be used between the building carpet and the carpet being installed. Use only nonresidue tape.
- When moving freight or equipment in these areas, carpet must be protected using Visqueen. Forklifts and electric carts are not permitted on the second or third floor. All freight and materials must be moved via pallet jack or handcart by the OSC.

- Exhibitor crates and pallets must be placed on Visqueen.
- Nothing may be affixed to meeting room ceilings, walls or doors.
- Structures erected in meeting rooms may not have any type of ceiling. Exceptions to this are West Hall flex rooms as follows: W102-W110, W203-W212, W228-W233, W303-W310 and W322-W327.
- All structures must be at least 18 inches below fire sprinkler heads.
- Fire extinguishers, exit signs or exits may not be blocked or obstructed.
- Meeting rooms used for exhibits must have approved floor plans. Submit all plans to boothplans@lvcva.com.
- Closets in meeting rooms are for LVCVA use only.
- Meeting-room air walls will be moved only by LVCVA staff. Air walls must be configured prior to laying any type of temporary flooring over building carpet.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles and floor boxes in each room. (See below for listing of available show power.)
- Cables and wires must be routed above doorways not across the threshold.

Meeting Room Equipment & Guidelines

- Amenities: The LVCC does not provide note pads, pens or water/water bubblers. Note: There are water-dispenser stations available throughout the facility.
- Audio/visual equipment: All projectors, screens, computers, tablets, phone audio adapters, etc., are to be ordered through the audio/visual contractor.
- Audio/sound operator: Six-channel audio mixers patched to overhead speakers in North,

Central and South halls are provided unless other arrangements are made. West Hall meeting rooms have virtual mixers via a Crestron wall control panel, up to four audio lines. Note: If microphone/audio input count exceeds four in a single room, the AV contractor is to provide an operator.

- Bleachers/tiered seating: Please contact your CSM for details.
- Bottled water: The LVCC will provide complimentary bottled water at head table or lectern for session/meeting rooms only or upon request based on the quantity/location requested.
- Chairs: The LVCC has one style of chair, which are molded plastic in gray, 20 inch by 20 inch stackable-style chair and available for meeting room sets to the extent of our inventory.

- Draped/skirted tables: If a draped head table or skirted table is required, it must be ordered from the service contractor or arranged with catering directly.
- Easels: The LVCC can provide easels to the extent of our inventory.

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• Note: Easels are tripod style, not flip chart style.

Electrical

If there are electrical requirements (other than a 110 outlet) you must order through the electrical contractor. This includes any extension cords.

- Exhibitor rooms: Exhibitors utilizing meeting rooms for suites/custom builds are to make all arrangements including cleaning services through the OSC. Note: Rooms that are subleased for meetings are subject to additional costs.
- Food and beverage setup: The convention center team places tables for any food and beverage functions served by Las Vegas Food & Beverage in meeting rooms and lobbies.
- Note: Unless for a show management event on the show floor, all exhibitor events on the convention show floor must be ordered through the OSC.
- Flip charts/markers/pointers: Flip charts, markers and pointers are to be provided by the AV contractor.
- Lecterns/microphones: A standing lectern and wired microphones are provided on a complimentary basis. Equipment provided to the extent of our inventory. Wireless microphones must be ordered from the AV contractor.
- Meeting room keys: Up to five meeting-room key cards/metal keys/fobs can be issued per room. Multiple rooms can be programmed to one specific key (excluding metal keys). Note: Metal keys will be issued for all Central meeting rooms and N101 through N251. Key cards will be issued for all South meeting rooms, and N253 through N264. Key fobs will be issued for all West meeting rooms. Note: Metal keys and key fobs are chargeable at \$20 per unreturned key/fob.
- Meeting room refresh: Mid-day room refresh(es) will be conducted for education sessions/meeting rooms only. Room refresh consists of emptying trash cans, removing any trash from tables, replenishing bottled waters at head table/lectern, straightening chairs/tables, disinfecting high-touch surfaces, and sweeping carpeted area as needed. Upon conclusion of the day/evening activity, all eligible rooms will receive a room refresh.

Tables: The LVCC table options are as follows: 8 feet by 18 inches, 8 feet by 30 inches, and 6-foot rounds. The tops are gray, plastic molded and set uncovered.

- Trash containers: The LVCC places 33-gallon waste containers in the meeting rooms. It's the only size available. If you require smaller trash cans, you may order from the OSC, who is also responsible for the emptying. Note: Excessive trash, e.g., swag bags/registration/giveaways, etc., to be cleaned by contract cleaners.
- Service contractor/I&D Company rooms: Rooms that will have a custom/special set provided by a service contractor or I&D Company are responsible for all their equipment and cleaning.
- Walls: The LVCC prohibits adhesive backing materials to be placed on any painted surface or walls, clings preferred. If items are attached on walls, doors, glass, it is the OSC/show organizers' responsibility to remove at the conclusion of the show or there may be a charge-back to the lessee invoice for cleaning.

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Getting Around

The Las Vegas Convention Center offers convenient transportation solutions to enhance the visitor experience both on campus and off campus.

Vegas Loop at Las Vegas Convention Center

Vegas Loop at the Las Vegas Convention Center is an underground transportation system designed by Elon Musk's The Boring Company to quickly transport passengers throughout the 200-acre Las Vegas Convention Center campus in a fun and convenient way, free of charge. The system consists of 2.2 miles of operational tunnel built to accommodate all-electric Tesla vehicles driving at speeds of up to 35 mph. The Vegas Loop at LVCC reduces a 25-minute walk to a less than two-minute ride.

Attendees can access the Vegas Loop at LVCC via four stations:

- South Station Adjacent to South Hall, this station is located aboveground.
- Central Station Near the Central Hall Main Entrance, this station is located belowground and is accessible via escalator or elevator.
- West Station Adjacent to West Hall, this station is located aboveground.
- 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 above ground.

The Vegas Loop Resorts World Passenger Station, is open and provides direct access to and from the Las Vegas Convention Center. Riders can now access the Resorts World station from any of the convention center's stations (South Station, Central Station, West Station and Riviera Station).

Tunnels to Encore and Westgate Las Vegas will be added soon.

There is currently no charge to travel between stations at the convention center, or from the convention center to Resorts World Station.

Visit lyloop.com/tickets to purchase tickets for rides departing from Resorts World. Hours of operation will vary based upon the event calendar at the Las Vegas Convention Center.

For more information, please visit our website

Las Vegas Monorail



The <u>Las Vegas Monorail</u> is an excellent choice for both vacationers and visitors attending meetings or conventions. It offers a convenient way to explore the Las Vegas Strip in less than 15 minutes, saving valuable time without the hassle of traffic. With speeds of up to 50 mph, riders can enjoy a quick and efficient transportation experience.

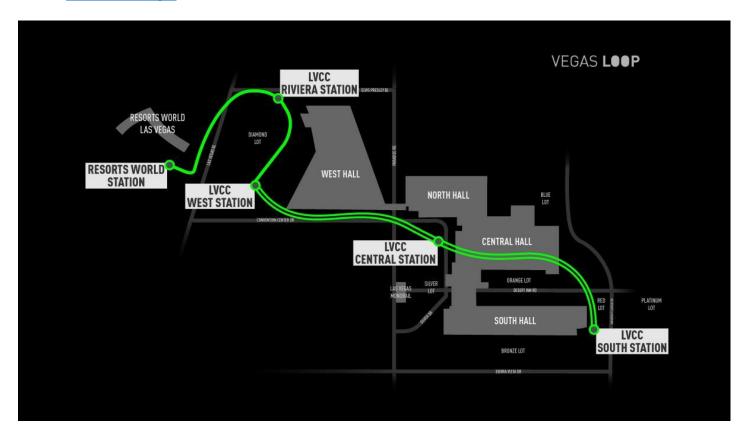
For added convenience, the Las Vegas Monorail provides <u>mobile tickets</u> and <u>various fare options</u> to cater to different travel needs. Whether you're looking for a one-way trip or an unlimited-ride pass, they have you covered. Additionally, exclusive discounts are available for groups who purchase Monorail tickets in advance. Simply download your mobile tickets to your phone's mobile wallet, and you're all set to ride.



perience the ease and efficiency of the Las Vegas Monorail during your next visit! Buy Your Tickets Here.

The 3.9-mile elevated system along the Las Vegas Strip will continue to operate trains that arrive every four to eight minutes at each of the seven stations, including:

- MGM Grand
- Horseshoe/Paris Las Vegas
- Flamingo/Caesars Palace
- Harrah's/The LINQ
- Boingo Station at Las Vegas Convention Center
- Westgate Las Vegas
- SAHARA Las Vegas



TAXI

Taxis are a reliable form of transportation used throughout Vegas for decades. With <u>several companies</u> to choose from, you never have to worry about there not being enough drivers at a late hour. 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. Hotels have specific areas for taxi pick-up, usually near the valet or main entrance.

RENTAL CARS

The <u>Harry Reid International Airport Rental Car Center</u> houses 10 car rental companies in one location. The center is open 24 hours a day, 365 days a year, with continuous shuttle service to and from airport terminals. There are several standalone rental sites across Las Vegas and a few on site at some hotels, but the airport is the most convenient.

RIDF SHARE

Ridesharing, commonly associated with <u>Uber</u> and <u>Lyft</u>, is a convenient option for visitors to get around the destination, no matter where you are in Las Vegas. It's as simple as downloading the rideshare app of your choice, inputting some information, and waiting for your ride to show up.

LIMOS

<u>Limousines</u> are a fun and fancy way to get you from the airport to your resort and around the city in style. While limos are available at Harry Reid International Airport, your best bet would be to make a reservation. If you're celebrating or just want to feel like a Vegas VIP, book a party limo or ask about luxury Strip tours.

BUS

<u>The Deuce</u> is Las Vegas' public transportation operated by the Regional Transportation Commission. While the bus runs throughout the destination, there are two routes you can specifically take for the Strip and downtown. <u>Deuce on the Strip</u>

will stop at just about every resort on the Strip, while <u>DVX</u> runs partially through downtown and Fremont Street.

The <u>Downtown Loop</u> is a free shuttle that brings visitors to the exciting scene in Downtown Las Vegas, including the Arts District and Fremont Street Experience.

Places to Stay

We have contracted with 2 hotels for discounted rates at this time. We will probably be adding additional hotels as the amount of rooms are running low in these hotels.

Westgate Hotel – Adjacent to the Convention Center and a ¼ mile walk. **Sahara Hotel** – One Stop on the Monorail to South Hall.

Please visit our hotel section on the website for up-to-date rates and availability.

http://www.WorldPickleballConvention.com

EXHIBITORS WISHING TO PLAY IN THE TOURNAMENT - 50% off FEES

If you wish to play in the tournament, click here to fill-out the registration form. We will bill you later for the tournament. You may also find the exhibitor tournament request form in the **Exhibitor Kit Section** of the website.

SCHEDULE

Move-in: Wednesday, June 5, 9am – 5pm.

If you cannot make a move-in time within these parameters, please contact Don - don@pickleballexpos.com to make other arrangements.

Exhibitor Move-out: Sat, June 8, 4pm. You may stay open on Sunday, if the tournament continues, however you will have to dismantle your booth on your own and use the front entry/exit to exit after championship matches are complete. If the tournament ends on Saturday June 8th, then you must move-out on Saturday, June 8th.

Conference: June 6-7, 2024 8am - 5pm

Exhibit Floor: June 6-8, 2024 as follows: Thurs 6/6 – 10am – 5pm, Fri 6/7 10am – 5pm, Sat

6/8, 11am - 4pm.

Tournament: June 6, refer to www.iptstar.com

Runway Fashion Show

6/6 2pm 6/7 1pm

On-Stage Demonstrations

6/6, 6/7, 6/8 - 30-minute increments, pausing for the Fashion Shows, and resuming after fashion shows.

YOU MUST SIGN UP FOR FASHION SHOW OR ONSTAGE DEMONSTRATIONS – see the online Exhibitor Kit Section for all Exhibitor sign-up forms.

YOU MUST SIGN UP PRIOR TO April 28th FOR FASHION SHOW OR STAGE DEMONSTRATION

Apparel, Accessories and Footwear Companies in good taste qualify for the fashion show. T-Shirt or Graphic Tee Companies do not qualify for the fashion show. Sponsors receive 4 looks per show. If you are not a sponsor, there is a \$500 fee to participate. All apparel must be in good taste and in the active wear category. Show management has the right to disqualify exhibitors from the Fashion Show.

Sign up for Fashion Show or Stage Demos at: https://www.nationalpickleballexpo.com/onstage

QUIET ENJOYMENT

PLEASE NOTE THAT THE AREA AROUND THE RUNWAY FASHION SHOW AND ON-STAGE DEMONSTRATIONS/SPEAKING CAN GET CROWDED AND THE NOISE LEVEL IS HIGHER AT TIMES. IF YOU DO NOT WANT TO BE NEAR THIS AREA, PLEASE LET US KNOW. WHILE THE SHOW IS SOLD-OUT, WE WILL MAKE OUR BEST EFFORTS TO MOVE YOU. YOU MUST INFORM US NOW AND NOT WHEN THE SHOW BEGINS.

Inside World TV & Media

The Inside World Pickleball TV Show as seen on CBS Sports and Prime Video's PICKLE TV, as well as other media and news shows will be on hand to film segments live, or for an upcoming episode. If you do not want to be considered, you may send an email to don@pickleballexpos to request to opt-out of Inside World Pickleball or other TV Media present. This request available Nov 1st.

THERE WILL BE A SEPARATE CATALOG COMING FROM THE FERN CONVENTION SERVICES COMPANY ON APRIL 15 WHICH WILL PROVIDE YOU WITH:

Optional Services
Optional Decorating Rentals
Optional Drayage and Freight Services

If you have further questions, please contact don@pickleballexpos.com