

2017 OLYMPIA CHECKLIST AND REMINDERS FOR SPONSORS AND EXHIBITORS

CUSTOM BOOTHS/OUTSIDE CONTRACTORS

ALL outside hired contractors must be approved by the ESCA program that the Las Vegas Convention Center has implemented. If you have any questions about this, please go to <https://www.esca.org/public/home>

If you are using an outside contractor to build your booth you will need to make sure that they are ESCA approved and have a permit from the LVCVA in order to work on the property. They must submit the Exhibitor Hired Contractor (EAC) form found in the exhibitor kit.

If your contractor arrives without the proper EAC forms they will not be allowed on the expo floor!

ALL BOOTH DESIGNS ARE SUBJECT TO APPROVAL

Before submitting to the fire marshal for approval it must be approved by expo management. Please send your booth plans to your Olympia representative and they will let you know when you can submit to the fire marshal. If your booth is located near a column, it cannot block any fire light or fire safety equipment. If you are planning on having a vehicle at your booth we need to know in advance.

AUDIO VISUAL

AP LIVE is the Olympia EXCLUSIVE audio/visual provider and will assist you with all of your A/V needs. There are some third party companies that say they are affiliated to AP Live or are using AP Live but in actuality are not. If you are uncertain please run it past your Olympia representative for verification.

OVERHEAD HANGING BANNERS

Overhead hanging banners are limited to stay within 3 ft. under the ceiling height (please check the fire marshal manual as the ceiling height for hall 2 is different from hall 1).

EXHIBITOR BADGES

Your exhibitor badges will be provided to the main point of contact (bring ID) for your booth (usually the person indicated on your application unless requested otherwise). This person is responsible to distribute all badges to your staff. We do not personalize badges and we will not hold badges at check-in for staff arriving later.

The amount of additional exhibitor badges that you may purchase at the door are limited to an extra 4 per booth (\$75 each).

For safety and security reasons, badges are intended for staff working at your booth and if misused will be taken away.

NEVADA STATE TAX FORM

All exhibitors must complete and submit the Nevada State Tax form regardless if you are selling product. The form will be provided to you at exhibitor check-in. If you are not selling just indicate 0 sold. You can submit the completed form with payment check to the exhibitor check-in desk at the end of the show on Saturday or mail it to the address on the form up to 7 days after the show. You must also display if the prices of products include or doesn't include tax.

SAMPLING

If you are sampling any food/drink (this includes any type of supplements).

Please submit Centerplate sampling form directly to Centerplate along with certificate of insurance naming them as additional insured.

Certificate of insurance is required for all of the additional insured.

You can send your Olympia representative your COI's for LVCVA, Mr. Olympia LLC and American Media Inc.

Please make sure the policy is effective for the dates of our show and if you have a company name you are exhibiting as but it doesn't match the one on your insurance please be sure to include on COI.

Samples are limited to sample sizes.

If you are sampling skincare, cosmetics, tanning products, lotions, etc., you do not need to submit the sampling form to Center Plate, however you do need to submit a COI for the additional insured LVCVA, Mr. Olympia LLC and American Media Inc.

SOUTHERN NEVADA HEALTH DISTRICT * NEW REGULATION*

The Southern Nevada Health District is requiring any exhibitor who is sampling & selling edible products (i.e. food, beverages, energy drinks, vitamins, protein shakes, protein bars etc.) to fill out the Temporary Food Establishment (TFE) form. This form needs to be sent directly to the Southern Nevada Health District. Once the Southern Nevada Health District approves your TFE Form they will send you a link to pay the \$131 fee. You must have the TFE Certificate with you during the event and have it readily available as the Southern Nevada Health District will request it when they stop by your booth.

The link to the online form can be found under the Exhibitor Info Tab on the Olympia website (mrolympia.com).

The Southern Nevada Health District will be stopping by to each booth to make sure those who are sampling & selling are in compliance. The exhibitors who are not in compliance will be asked to stop sampling & selling and may be asked to shut down until all the permits and requirements are met.

If you are NOT sampling but you're selling your product you are NOT required to have the TFE Certificate but your product must be manufactured sealed.

If you are sampling but not selling you do NOT need the TFE Certificate but you must follow & fill out the Centerplate Food Sampling Forms and send them to Centerplate with your Certificate of Insurance naming Centerplate as additional insured.

HANDLING SAMPLES

If you are handling samples in any way (i.e. cutting bars, mixing/pouring drinks, etc.) you will need to wear disposable gloves and order a hand wash/sanitation station for your booth. The health inspector will be on site and fining anyone that doesn't comply. The hand wash and sanitation form can be ordered through Aramark

This is not required if your samples are pre-packaged.

EVENTS AT YOUR BOOTH

If you are having any type of event at your booth (i.e. push up contest, eating contest, etc.) it must be approved by expo management first. We will require Certificate of Insurance and liability waivers.

LINES AT YOUR BOOTH

It is the exhibitor's responsibility to manage/control any lines that form at your booth or hire security as necessary. The aisles cannot be blocked in any way per the fire marshal.