

# Frequently Asked Questions

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## What is the booth size?

Booth sizes are 10 feet x 10 feet (3m x 3m).

## What are the booth prices?

Corner = \$3850 per 10x10

Inline = \$3500 per 10x10

Endcap = \$4025 each x 2 = \$8050 for an endcap

## Do I need to send in a payment with my Exhibitor Application?

Yes, a \$500 Non-Refundable Deposit is required with each Exhibitor Application submitted.

## When will the full balance be required after I send in my application with the deposit?

The full payment will be required by June 1<sup>st</sup>.

Applications received after June 1<sup>st</sup> must include full payment.

## What if I need to cancel my booth after sending in the application with payment?

You may cancel the reservation of booth space only by sending written notice via U.S. certified mail.

**Please contact your sales representative for mailing address.** To be effective, all such notices must be postmarked on or before August 3, 2017 and must be received on or before August 7, 2017. For all notices that are postmarked and received on time, Exhibitor will receive a refund of all amounts paid, except for the non-refundable \$500 deposit.

If the notice is received after August 7<sup>th</sup> then all monies paid will be applied to a booth at the 2018 Olympia.

## What is included in a 10x10 booth?

- (4) Exhibitor Badges
- (1) 8ft back rail (pipe & drape)
- (2) 3ft side rails (pipe & drape)
- (1) 6ft draped table
- (2) Chairs
- (1) Waste paper basket
- (1) Small ID Sign

### Can I order extra exhibitor badges?

Yes. Additional Exhibitor Badges are \$50 each (\$75 each at the expo) and can be requested on the Exhibitor Application or by emailing your account representative.

### Are carpet and electricity included?

No. Carpet, electricity, banner hanging etc. are separate and can be ordered through your exhibitor kit from our Decorating Company (name will be provided shortly). Kits will be emailed to each exhibitor after they are confirmed in their booth space.

### When will I be able to choose my booth space?

Our sponsors get first choice of booth space. After they are secured onto the floorplan (usually around July) we will start placing all the exhibitors starting with the largest booths first and going down the line in order of booth size.

Once we start placing our exhibitors we will see if the exhibitors booth choices (listed on their application) are available and send out a confirmation. If none of the booth choices are available then the account representative will contact the exhibitor to view the "Live" floorplan to choose another available space.

### Can I hang a banner above my booth?

Yes, there is a banner hanging form in your exhibitor kit. There is a banner hanging fee.

Your banner must stay inside your booth space.

### What is the height restriction on hanging banners?

Ceiling Height in South Halls varies but the main area is 25 feet. Per fire marshal requirements banners must start 3 feet under the ceiling because of the sprinklers so banners start at 22 feet.

Your banner has to stop at least 4 feet from the top of your tallest pillar / back wall to give a line of site for other booths.

Should you have any questions please let your account rep know.

### Do I need to ship my Hanging Signs in separately?

Yes, the exhibitor kit & our website includes the shipping labels & hanging sign labor form.

### How high can our booth go and are there any restrictions?

Booths can go as high as 22ft (S1 Hall) & 27ft (S2 Hall) but must be approved show management & by the Las Vegas Fire Marshal prior to set up. Any booth that has levels or a ceiling must be approved by the fire marshal. No exceptions.

Your booth cannot extend into the aisle ways or into other neighboring booths.

Music must be controlled. Volume levels must not disturb neighbors or events. If your music is too loud our security will come by to give you a warning to turn it down but if they have to come back a second time your electricity will be turned off for the day.

Lights must be fire marshal approved and cannot interfere with neighboring booths or events.

Stages or risers must be approved by the fire marshal.

#### Are tickets for the competition at the Orleans Arena included in the booth price?

No. Competition tickets are available through the Orleans box office and are separate than the exhibitor badges.

#### Are there any discounts for buying multiple booths?

Unfortunately, we do not provide any discounts. All exhibitors pay the same rate, except for those that submit their application to qualify for the Early Bird rate.

#### Can I bring a vehicle into my booth?

Yes. There will be a spotting fee to have your vehicle placed in your booth. You will need to fill out the Vehicle spotting form in the exhibitor kit.

All vehicles must be approved by show management and reported to the fire marshal prior to booth set up.

All vehicles must have ¼ tank of gas. The gas tank needs to be taped and the battery needs to be disconnected at all times.

Vehicles cannot be started up or be running during show hours.

Vehicles must fit inside your booth space. If your vehicle does not fit you will need to purchase extra booths to accommodate your vehicle. If no other booths are available next to your current booth location you may be moved to another location or your vehicle will not be allowed onto the show floor.

#### What shipping companies are we allowed to use?

Each exhibitor may choose to use any shipping company they wish (FedEx, UPS etc.)

#### Where can we ship our booths & products?

You can ship to the Advance Warehouse or directly to the LVCC.

Shipping labels and shipping deadlines are in the exhibitor kit or online at TBD.

#### Can I have an outside contractor design and build my booth?

Yes, but each outside company that wishes to do work on the expo floor must obtain the ESCA credential from the Las Vegas Convention Center (LVCC).

We recommend that companies go on line to [www.ESCA.org](http://www.ESCA.org) for a complete overview of the process involved in registering for the badges. On the website, look for the WIS login page or go to: <https://www.workeridbadge.com/admin/home/>. Each company will need to name a staff member as administrator who will be responsible for editing the badge records of employees. If additional information is needed on how to get started or on registering, please contact:

Mitt Arnaudet

WIS National Administrator

ESCA Member Services Director

469.574.0694

[mitt@esca.org](mailto:mitt@esca.org)

All outside contractors must also fill out the Outside Contractors Form in the exhibitor kit and send into our Decorating Company (name will be provided shortly) with a Certificate of Insurance (COI) naming the LVCC, AMI, Mr. Olympia LLC and our Decorating Company (will provide name shortly) as Additional Insured.

Please make sure the COI is sent directly to Maria Ibarra and Craig Arthur.

We will also need to have the contact name, cell number and the total temporary badges that each outside contractor will need. The main contact person will be in charge of signing out the temporary badges and giving them to their employees.

The Temporary Badges will be available at the Exhibitor Check In counter inside the LVCC lobby.

These badges must be worn at all times or they will not be allowed onto the expo floor.

#### Can we use an outside A/V (Audio / Visual) Company?

AP-Live is the **Exclusive** Audio Visual Company allowed to provide this service at the Olympia. Their contact info and forms are in the Exhibitor Kit.

#### Are we allowed to give out promotional materials to the attendees?

Yes, but each giveaway must be handed to the attendee from inside your booth space.

No throwing or tossing promotional material into the aisle ways. NO EXCEPTIONS!

#### Can an exhibitor sample food/beverages at their booth?

Yes. Each exhibitor must fill out the Sample Authorization Form requesting approval from Centerplate.

**If you do not send in your Centerplate Sample Authorization Form and your Insurance Certificates, then you will not be allowed to sample at the Olympia – NO EXCEPTIONS!**

The Centerplate waiver must also be signed agreeing that all beverage samples must be 2oz sizes or less.

Order the Hand Washing and Sanitization basins when required through Centerplate.

Obtain a Certificate of Insurance naming Centerplate, AMI, Mr. Olympia LLC and the LVCVA as Additional Insured.

**When will I need to buy the Hand Sanitization and Hand Washing Basins?**

You will only need to order each basin if you are sampling beverages or food (power bars, vitamins etc.) products that have been opened and/or cut up and handed out to the attendee.

Each booth personnel touching the beverage/food samples must wear disposable gloves at all times around the samples.

All samples must be handed out to each attendee and not left as a grab for all.

**What if my food samples are packaged by the manufacturer will I need to wear the disposable gloves?**

No. If your food samples are sealed by the manufacturer and you do not open the package for sampling you will not be required to wear the disposable gloves.

**For any questions regarding sampling please contact Centerplate directly:**

**Tracey A Cooper** - Catering Sales Manager - Centerplate

Desk: 702-943-6714

Email: [tracey.cooper@centerplate.com](mailto:tracey.cooper@centerplate.com)

**What if I am selling & sampling food, beverages, vitamins etc. do I need to fill out any other forms?**

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](http://mrolympia.com)).

The Southern Nevada Health Department 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.

### What if I am only selling and not sampling product do I need the TFE Certificate?

No, you are not required to have the TFE Certificate but your product must be manufactured sealed.

### What if I am only sampling and NOT selling any food, beverages, vitamins etc. do I need the TFE Certificate?

No but you must follow & fill out the Centerplate Food Sampling Forms and send in with the Certificate of Insurance.

### Do I need to fill out any Tax Forms to be able to sell my product/service at the expo?

The Nevada Department of Taxation requires all companies who wish to sell any products / services within their booth to fill out the Nevada Tax Form and send back into the Nevada Department of Taxation within 7 business day after the expo is over with a check for any tax collected.

When the main point person for an exhibitor / sponsor booth checks in at the expo they will be required to sign out their exhibitor badges & the Nevada Tax Form.

If you are not selling any items (products or services) at the expo, then you may fill out the Tax Form and hand back into the Exhibitor Check In Counter.

If you are selling product, then you must fill out the Nevada Tax Form and hand it back into the Exhibitor Check In Counter along with a check of the tax collected payable to the Nevada Department of Taxation or you may fill out the form later and submit the form to the Nevada Taxation Department directly no later than 7 business days after the expo is over.

Again, please make all checks payable to the Nevada Department of Taxation. All funds must be in USD.

You will receive the Tax form at the Exhibitor Check In. We will include the Nevada Tax rate sheet and the mailing address to send in your tax forms.

Also, if you are selling inside your booth you must post a sign that states one of the two sentences below. The sign must be posted within your booth and must be easily visible to all customers.

- 1) Sales Tax included in sales price

Or

2) Sales Tax is not included in the sales price.

The Nevada Department of Taxation will walk around the expo to make sure that all their rules and guideless are being followed. If the rules and guideless are not being followed the Nevada Department of Taxation will strictly enforce them on site.

**Are exhibitors allowed to have their own contests or events inside their booth space?**

Yes, but all events that require the attendee to participate must be approved by show management.

Exhibitor must submit a waiver for each participant to sign prior to competing and it must be approved by Mr. Olympia LLC legal dept.

Each waiver must indemnify Mr. Olympia LLC, AMI and the LVCC from any loss, accident, injury and/ or death.

Waivers must be signed by each participant prior to participating.

A certificate of Insurance must be presented to show management by August 3, 2017 naming Mr. Olympia LLC, AMI and the LVCC as Additional Insured. All certificates of insurances must be approved by show management.

**What are the set up / show dates / hours?**

**Wednesday September 13<sup>th</sup>:**

Set Up: 9am – 9pm

**Thursday September 14<sup>th</sup>:**

Set Up: 9am – 9pm

**Friday September 15<sup>th</sup>:**

Doors open: 8:00am – VIP's & Platinum Members

9:00am – Fast Pass Members Only

10:00am – General Public

Show Closes – 5:00pm

**Saturday September 16<sup>th</sup>:**

Doors open: 8:00am – VIP's & Platinum Members

9:00am – Fast Pass Members Only

10:00am – General Public

Show Closes – 5:00pm

Move Out: 5:01pm – 10:00pm