

Compulsory Booth Form 2025

COMPANY DETAILS

Company Name		Booth	
Contact Name			
Phone Number			
Email Address			

EXHIBITOR APPOINTED CONTRACTOR (EAC) DETAILS

If you are using an Exhibitor Appointed Contractor to build your booth, please complete their details:

Company Name	
Contact Name	
Phone Number	
Email Address	

BOOTH ACTIVITY DETAILS

Please give a brief description of your intended activities within your booth:

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Do you intend to carry out one of the following activities at your booth?

- ☐ Food and/or Beverage Sampling
- ☐ Display Vehicle

If you have any diagrams, mock-ups or a design plan for your booth, please share these with your Account Manager for review and approval.

Please complete and return this form to your Account Manager by **Monday, 15 September 2025**.

CERTIFICATE OF INSURANCE (COI) DETAILS

All exhibitors **must submit** a valid Certificate of Insurance (COI) to their Account Manager before the deadline of **Monday 15th September, 2025**. This must note the following:

- Valid between the period 13 October 2025 - 16 October 2025, inclusive.
- Minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Additionally Insured parties:
 - ◆ Business Show Media Inc., of 11 Trevino Rd, Flanders, NJ, 07836, USA.
 - ◆ Las Vegas Convention and Visitors Authority/LVCVA, of 3150 Paradise Road, Las Vegas, NV, 89109.
- If you do not have valid insurance, you can purchase cover which meets all the above requirements from RainProtection at \$99 (+taxes). [Find out more here](#).

AGREEMENT

By signing this document, I confirm:

- ☐ I will provide a valid Certificate of Insurance, inclusive of the above details, by **Monday, 15 September 2025**;
- ☐ I will provide the health and safety documents for booth activities prior to their deadlines (as required). Activities include but are not limited to: food and/or beverage sampling, display vehicle on stand. If you have any queries about your booth activities, please contact your Account Manager to discuss this further;
- ☐ I understand that I need to order electricity if required. I acknowledge that I will be charged if I use open sockets within the show hall that I have not ordered;
- ☐ I have read and understood the Booth Rules and Regulations (these can be found on the Exhibitor Portal).

Signed	
Printed Name	
Date	