

Compulsory Form 2025 - Raw Booth Space

COMPANY DETAILS

Company Name		Booth	
Contact Name			
Phone Number			
Email Address			

EXHIBITOR APPOINTED CONTRACTOR (EAC) DETAILS

If you plan to use an external company to assist with building your booth, please provide their contact details below. If you do not have any external support, please note this and provide the name and contact number of the lead team member who will be onsite during the build. For those needing assistance with booth design, our General Show Contractor, Freeman, is available to help. You can find their details in the Exhibitor Portal under 'Supplier List'.

Contact details for your Exhibitor Appointed Contractor / onsite build contact:

Company Name			
Contact Name		Phone	
Email Address			

Please share images, diagrams, and/or technical drawings showing the full design of your booth space, including dimensions. These must be submitted to your Account Manager for review and approval no later than **Monday, 15 September 2025**. In line with LVCC health and safety regulations, all exhibitors and contractors are requested to wear appropriate PPE during move-in and move-out, including high-vis vests and closed-toe, flat-soled shoes (no stiletto heels).

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

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, 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](#).

ACCESS TIMES

EACs of raw booth space have access at the following times, for move in and move out:

Monday 13 October 2025 - Move in	12:00 PM - 4:00 PM
Tuesday 14 October 2025 - Move in	8:00 AM - 4:00 PM
Thursday 16 October 2025 - Move out	4:30 PM - 7:00 PM

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. 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 & understood the Booth Rules & Regulations (these can be found on the Exhibitor Portal).

Signed	
Printed Name	
Date	

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