



# EXHIBITOR MANUAL

## Welcome

Welcome to The PPAI Expo Exhibitor Manual! The information found on the pages below are designed to help guide exhibitors through the planning process of exhibiting at The PPAI Expo. We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

PPAI generally follows the International Association of Exhibitions and Events (IAEE) guidelines for display rules and regulations. IAEE's revised 2023 edition has been used as a resource to create consistent and fair exhibiting standards for PPAI events.

Anyone who violates The PPAI Rules and Regulations is subject to an assessment of \$500 for each violation and/or forfeiture of space priority for future PPAI Expositions. Repeated violation may result in loss of the right to exhibit or attend PPAI Expositions.

INCORPORATION OF [RULES AND REGULATIONS](#): Any and all matters pertaining to the PPAI event and not specifically covered by the terms and conditions of the contract shall be subject to determination by PPAI in its sole discretion. PPAI may adopt rules or regulations, or be required to adopt rules or regulations, from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to Exhibitors. Any such rules and regulations (whether or not included in the online Exhibitor Manual or similar document) are an integral part of this document and are incorporated herein by reference. Exhibitor shall observe and abide by additional regulations as soon as they are communicated to the exhibitor.

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## General Information

### Show Objective

The primary purpose of The PPAI Expo is to provide distributors and qualified resellers exposure to suppliers' promotional products, premiums and business gifts and to provide appropriate educational forums and opportunities. The secondary purpose of The PPAI Expo is to provide distributors (and their qualified designees), other members and resellers exposure to business services, products, and equipment that facilitate and enhance the supply chain of suppliers' products through distributors to end buyers.

### Who May Exhibit?

Exhibit privileges are generally open to North American Supplier and Business Service members who are in good standing with PPAI and current in payment of dues and all other charges invoiced by the Association and have executed the exhibitor's contract. Qualified supplier companies who are not members of PPAI may be permitted to exhibit if they are in good standing with PPAI, have executed the non-member exhibitor's contract, and paid all related non-member fees.

Distributor members and non-member companies are not permitted to exhibit at The PPAI Expo. This extends to Business Service companies that are owned by or have common control with a Distributor company.

Only those firms registered at the Exposition as Exhibitors (member and nonmember) may solicit their goods and services. Specifically, non-exhibiting suppliers, guests and members of the press are prohibited from soliciting business during the Exposition. Violation of this rule can lead to immediate removal from The PPAI Expo and non-admittance into future PPAI events.

PPAI reserves the right to decline any request, including from an otherwise qualified Supplier or Business Services member, if the request to exhibit is not in the best interest of PPAI, The PPAI Expo, or other PPAI sponsored shows, as determined by PPAI. For a full overview of eligibility criteria, please review the Exhibitor Contract or contact your Account Manager directly.

### Show Dates & Times

#### Exhibitor Move-In

Friday, January 9, 2026	8:00 AM – 5:00 PM
Saturday, January 10, 2026	8:00 AM – 5:00 PM
Sunday, January 11, 2026	8:00 AM – 5:00 PM
Monday, January 12, 2026	8:00 AM – 5:00 PM

**SPACE OCCUPANCY.** Installation of all displays must be completed no later than 5:00 PM on Monday, January 12, 2026, unless PPAI Show Management has granted permission in advance or the specified booth is a last in first out, which cannot set up until after 5:00 PM on Monday, January 12, 2026.

**SPACE FORFEITURE.** Exhibit space setup must be completed by 5:00 PM on Monday, January 12, 2026, or PPAI reserves the right to either have the display installed at the expense of the exhibitor or deem the space forfeited by the exhibitor. In such cases, PPAI Show Management may resell and reassign the space without issuing a refund.

**DELAYED ARRIVAL NOTIFICATION.** Exhibitor must notify and obtain written approval for delayed arrival from PPAI Show Management by emailing [Expositions@ppai.org](mailto:Expositions@ppai.org). Additionally, Exhibitor is also responsible for informing relevant vendors of their delay and confirming all booth-related orders.

## Show Days

*The exhibit hall will open for exhibitor-only access **one hour** before published exhibit hours below.*

Tuesday, January 13, 2026	9:30 AM – 5:00 PM
Wednesday, January 14, 2026	9:30 AM – 5:00 PM
Thursday, January 15, 2026	9:30 AM – 2:00 PM

**OBSERVANCE OF EXHIBIT DAYS AND HOURS.** Exhibits shall be staffed and remain open on every official exhibit day for the full duration of official exhibit hours and shall be closed at all other times. Failure to observe the official exhibit days and/or hours may result in the loss of priority for assignment of exhibit space in future PPAI Expositions.

**MOVEMENT OF TRUNKS AND CASES.** No trunks, cases or packing materials shall be brought into or out of the exhibit areas during exhibit hours.

## Exhibitor Move-Out

Thursday, January 15, 2026	2:00 PM – 9:00 PM
Friday, January 16, 2026	8:00 AM – 12:00 PM

**DISMANTLING OF DISPLAYS.** Exhibitors shall not be permitted to dismantle their exhibits or begin packing until the official close of the show at 2:00 PM on Thursday, January 15, 2026. No packing crates or boxes will be returned until that time. All dismantling must be completed, and all exhibit material must be out of the Mandalay Bay Convention Center by noon on Friday, January 16, 2026. Exhibitors must make arrangements for outbound shipments.

## Exhibit Location

Official exhibits are in booths located on the exposition floors of the Mandalay Bay Convention Center. Exhibiting elsewhere violates PPAI Exposition Regulations.

Mandalay Bay Convention Center  
3950 Las Vegas Boulevard South  
Las Vegas, NV 89119














**BUSINESS / SOCIAL EVENTS.** Exhibitors, organizations, and participating registrants shall not hold business or social functions to which Distributors and/or Franchisers are invited during official exhibit hours or during any other PPAI Expo event. Only Exhibitors in good standing and authorized Distributor members of PPAI are permitted to host a hospitality function at the Mandalay Bay Convention Center or in an official hotel. PPAI Show Management must approve all requests for a hospitality suite or public function space in advance.

## PPAI Expo Official Vendors

	Booth Model & Talent
	Booth Security
	Hanging Signs over 200 lbs or Electric & Audio Visual Services
	General Service Contractor & Audio Visual Services
	Electrical, F&B, Cleaning
	Housing, Registration
	Floral
	Photography

## Exhibitor Deadlines and Order Forms

### BOOTH NEEDS & LOGISTICS

ACTION		LINK	DEADLINE
	Register your booth badges	<a href="#">Registration</a>	Ongoing
	Order Your Lead Retrieval	<a href="#">SAGE ShowLink</a> or <a href="#">Maritz</a>	Ongoing or December 4 <sup>th</sup>
	Complete EAC Form & Process EAC Fee, <i>if applicable</i>	<a href="#">EAC Form</a>	December 4 <sup>th</sup>
	Submit Vehicle Display Information, <i>if applicable</i>	<a href="#">Vehicle Display</a>	December 4 <sup>th</sup>
	Submit Booth Alcohol Request, <i>if applicable</i>	<a href="#">Alcohol Request</a>	December 4 <sup>th</sup>
	Material Handling- Freeman Advance Warehouse Shipping Begins	<a href="#">Freeman Labels</a>	December 10 <sup>th</sup>
	Early Pricing Deadline for Freeman Online Orders <b>Audio Visual, Furnishing, Labor, Carpet</b>	<a href="#">Freeman Store</a>	December 12 <sup>th</sup>
	Early Pricing Deadline for Booth Security from DTA Security Services	<a href="#">DTA</a>	December 12 <sup>th</sup>
	Early Pricing Deadline for Mandalay Bay Online Orders <b>Audio Visual, Rigging, Booth Catering, Cleaning Services, Electrical, Internet, Gas, Plumbing &amp; Water</b>	<a href="#">Mandalay Bay</a>	December 23 <sup>rd</sup>
	Reminder to order floral from National Plant and Floral	<a href="#">National Plant &amp; Floral</a>	December 23 <sup>rd</sup>
	Reminder to arrange services for booth Models & Talent	<a href="#">AVE</a>	December 23 <sup>rd</sup>
	Reminder to order photography / videography services from Oscar & Associates	Oscar & Associate	December 23 <sup>rd</sup>
	Last Day Freeman Advance Warehouse Accepts Shipment	<a href="#">Freeman Labels</a>	December 31 <sup>st</sup>

## Age Policy

No one under the age of 16 is allowed access to the show floor, education seminars or events of The PPAI Expo or other PPAI Events during installation / move-in, show days and dismantle/move-out periods. Evidence of age must be presented upon request. Violators of this policy will be asked to leave the event or applicable area.

## Smoking Policy

The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking is not permitted in meeting and convention spaces, **this includes all e-cigarettes and vapor cigarettes**. Additionally, smoking is not permitted in restaurants, lounges where food is served, hotel lobbies, elevators, guestroom hallways, theaters, arenas, arcades, retail stores and other indoor public spaces. The casino floor and certain lounges where food is not served are exempt. If there is evidence of smoking in your room, you will incur fees for cleaning.

## Taping

All programs, meetings, sessions, seminars, trade shows and other events sponsored by PPAI are the exclusive property of PPAI and no one is permitted to record or reproduce such events, aurally or visually, by motion pictures, videotape recording, audio cassette recording or by any other means for commercial purposes without the express written consent of PPAI. The rule does not prohibit videotaping or other visual or aural recordings by an Exhibitor of PPAI trade shows made entirely within the booth space leased by that Exhibitor. In order to not interfere with normal show proceedings, all recordings done outside an Exhibitor's own booth shall be done prior to or after exhibit hours; any special expenses generated to be borne by the Proponents/Exhibitors.

Photography and/or videotaping of any display or product other than an Exhibitor's own is prohibited, unless written permission has been obtained from PPAI and the firm whose booth is being photographed/videotaped.

## Insurance Requirements

Exhibitor shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below:

**Workers' Compensation** in the minimum amount required by state law

**Commercial General Liability** in the minimum amount of one million dollars (\$1,000,000) covering all operations

**Automobile Liability** in a minimum amount of one million dollars (\$1,000,000) covering all owned, hired, and non-owned vehicles

**Coverage Dates** Execution of Exhibitor Contract – January 17, 2025

**Certificate Holder** Promotional Products Association International, 3125 Skyway Circle North, Irving TX 75038



## Insurance Requirements Cont.

**Description of Operations / Additional Insured** The policies for Commercial General Liability and Automobile Liability names The PPAI Expo 2026, PPAI, Mandalay Bay Resort & Casino, and Freeman as additional insured.

Certified copies of the Certificates of Insurance or policies may not be cancelled without 30 days advance written notice to PPAI.

## Exhibits

### Assignment

For The PPAI Expo, initial assignments of space will be determined by space allocation. A PPAI priority points list governs the order in which companies will be assigned exhibit space. Only companies returning the signed contract by the designated deadline dates as determined and published by PPAI are eligible to participate in priority space assignment. Following the space allocation, space will be assigned on a first-come, first-serve basis.

**SPACE ASSIGNMENT FOR GROUPS.** Exhibitors that are not affiliated by common ownership who want to exhibit in a group will be assigned space based on an average of all their priority points.

**SPACE IN MULTIPLE LOCATIONS.** In priority point order, each exhibitor is allowed to select one contiguous booth location on the show floor. Upon completion of the initial space allocation, exhibitors will have the opportunity to secure additional non-contiguous exhibit space.

**EQUIPMENT AND MACHINERY.** Equipment, machinery, parts or materials used in the production or decoration of promotional products, and exhibited for the purposes of distribution, sale or resale, may only be exhibited in a specifically designated area of The PPAI Expo. Such equipment, machinery, parts or materials are those typically used in the awards and recognition, decorated apparel and digital printing industries.

### Space Fees

Member booth fees range from \$34.45 - \$37.45 per square foot. Non-member booth fees range from \$44.45 - \$47.45 per square foot. Cancellation by Exhibitor will result in a forfeiture of all booth fees. **PPAI Show Management will not permit exhibit installation unless all booth and association fees are paid in full.**

### What's Included

**BOOTH EQUIPMENT.** 8' back drape and 3' side drape dividers will be provided.

**BOOTH SIGN.** Exhibitors 300 square feet or less shall receive a two-line identification sign, indicating booth number, name, city, and state, at no charge. The sign shall read company name, city, and state as the membership is held. No logo or information other than that designated by PPAI shall be affixed to the sign. Booths larger than 300 square feet may receive an identification sign upon request.

**BOOTH CARPETING.** Black booth carpet will be provided.

**BOOTH SERVICES.** Exhibitors will be furnished an online Exhibitor Service Manual, containing important Exposition information, including equipment rental and service order forms.

## Exhibit Specification Regulations

Exhibit Specifications are subject to change at the discretion of Show Management. If you have any questions about your exhibit configuration, these Exhibit Specifications or any matter pertaining to exhibiting at PPAI events, please email [Expositions@ppai.org](mailto:Expositions@ppai.org).

PPAI Show Management may require an Exhibitor to make changes in an exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste. Changes will also be required if the exhibit interferes with the rights of others. Exhibitor shall not congregate or solicit trade in the aisles, and no Exhibitor shall conduct himself or herself in a manner offensive to decency or good taste. No disturbances of economic or political demonstrations, including picketing against other registrants, shall be allowed.

All Exhibitors are expected to abide by and observe all laws, rules, regulations and ordinances of any governmental authority and all rules of the facility.

**FIRE AND SAFETY REGULATIONS.** Exhibitors are expected to comply with all city regulations in effect at the facility. All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc.) within exhibitor's booths must be non-combustible or made flame retardant. Certificates of flame-retardant treatment must be submitted to the Clark County Fire Department (CCFD) along with samples of said materials prior to construction of booth. Exhibitor must maintain copies of flame certificate on premises as the CCFD can require verification at any time. Foam plastic elements greater than 1/4- inch thickness shall not be permitted. Fire resistant foam board signage, not greater than 1/2 -inch thickness, is acceptable in exhibit booths. Utilizing cardboard boxes as a part of exhibits or displays is not permissible.

Exhibit booths shall not interfere with access to emergency exits or restrict visibility of emergency exit signs. Exhibits and displays may not obstruct any aisles or public spaces.

For full details, please refer to the [Las Vegas Fire Regulations](#) section provided within this document.

**AMERICANS WITH DISABILITIES ACT (ADA).** All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov).

## Exhibit Height Overview

All measurements are listed in U.S. feet and inches where '=feet and "-inches.

	Inline / Linear	Corner	Perimeter	Island
Standard Height Allowance	8'	8'	8'	16'
Extended Height Allowance*	10'	10'	16'	22'
Hanging Sign Permitted*	No	No	No	Yes Up to 22'

\*Upcharge applies

## Linear Booth

	Inline / Linear
Standard Height Allowance	8'
Extended Height Allowance*	10'
Hanging Sign Permitted*	No

\*Upcharge applies

**DEFINITION.** Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

**DIMENSIONS & USE OF SPACE.** Linear Booths are ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'.

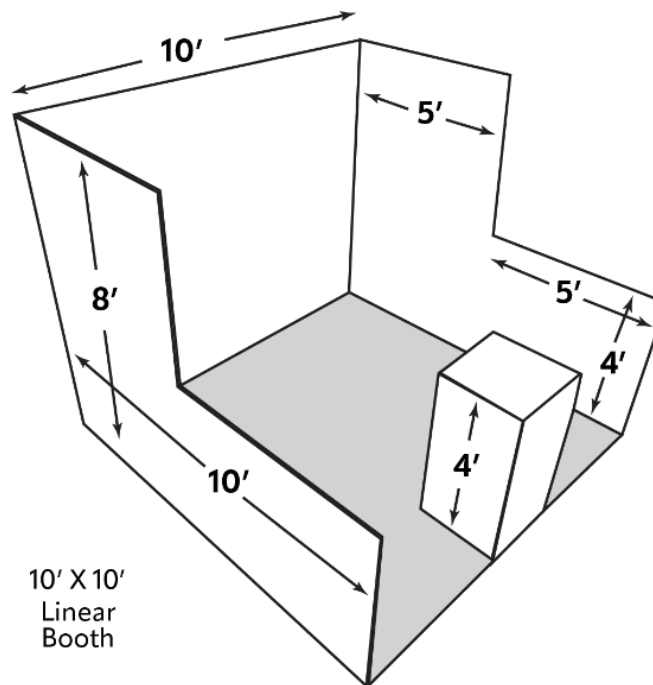
A maximum back wall height limitation of eight feet (8') is allowed, and no display elements should be visible above the back drape. Extended Height may be purchased, please refer to [Extended Height](#) for rules and regulations.

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. A maximum height of eight feet (8') is permitted only in the rear half of the booth space. In the remaining space forward to the aisle, a four-foot (4') height restriction applies to all materials.

When three (3) or more Linear Booths are used in combination as a single exhibit space, the four foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.

**DISPLAY NOTES.** Due to electrical utility drops, approximately one foot (1') of rear space may be impeded. Exhibitor should also allow three inches (3") on each side for pipe and drape. When designing the booth layout, Exhibitor should take into account the thickness of carpet, carpet padding, and display components to ensure full compliance with space and height regulations.

## Linear Booth Cont.



## Corner Booth

	Corner
Standard Height Allowance	8'
Extended Height Allowance*	10'
Hanging Sign Permitted*	No

\*Upcharge applies

**DEFINITION.** A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides.

**DIMENSIONS & USE OF SPACE.** All guidelines for Linear Booths apply.

## Perimeter Booth

	Perimeter
Standard Height	8'
Extended Height*	16'
Hanging Sign Permitted*	No

*\*Upcharge applies*

**DEFINITION.** Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

**DIMENSIONS & USE OF SPACE.** All guidelines for Linear Booths apply to Perimeter Booths except that the extended height fee of twelve percent (12%) is paid to be allowed to extend up to sixteen feet (16') high.

## Island Booth

	Island
Standard Height Allowance	16'
Extended Height Allowance*	22'
Hanging Sign Permitted*	Yes Up to 22'

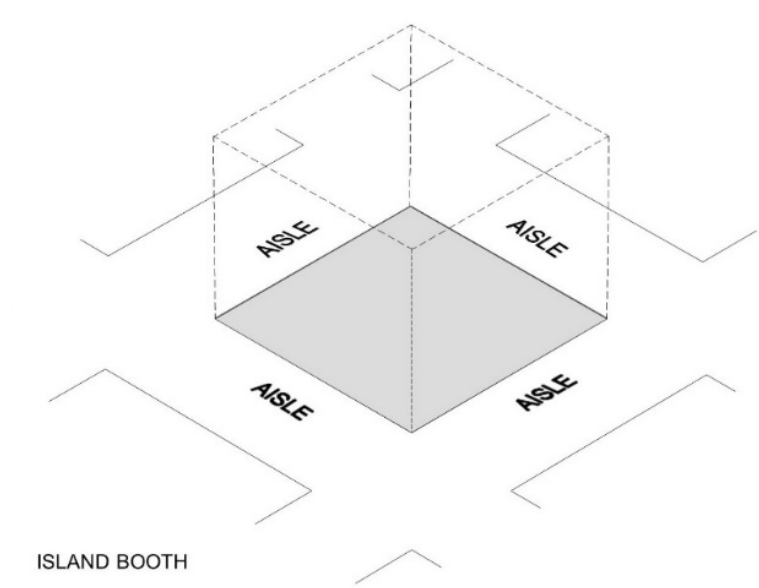
*\*Upcharge applies*

**DEFINITION.** An Island Booth is a booth exposed to aisles on all four sides.

**DIMENSIONS & USE OF SPACE.** An Island Booth is a minimum of twenty feet (20') by twenty feet (20') or larger, although configurations vary. The entire Cubic Content of the space may be used up to the maximum allowable height, which is sixteen feet (16'). Twenty-two feet (22') is the maximum height allowed when paying the twelve percent (12%) extended height upcharge. All hanging signage and graphics require an additional upcharge. See the Hanging Signs Section for details. For any ground supported structure requiring rigging support from the ceiling, the twelve percent (12%) upcharge will be enforced, as if it were hanging signage.

**DISPLAY NOTE.** Due to the electrical requirements of the entire event, Mandalay Bay Utilities reserves the right to position electrical boxes on the show floor, which may impact your booth space.

## Island Booth Cont.



## Extended Height

Extended Height may be purchased for your space for an additional twelve percent (12%) of your total exhibit space cost, based on your booth configuration. Exhibitor is responsible for covering cost of structure and signage used in the extended height area. Please note the following Extended Height allowances:

	Inline / Linear	Corner	Perimeter	Island
Standard Height Allowance	8'	8'	12'	16'
Extended Height Allowance*	10'	10'	16'	22'

\*Upcharge applies

**DISPLAY NOTE FOR LINEAR AND CORNER BOOTH.** All exposed exhibit components extending above the eight feet (8') high pipe and drape backwall must have a finished appearance. This means they should be neatly painted a solid color, with no visible wires or framing, or be covered with drape. Exposed back walls may not display any copy, logos, graphics, advertising or signage. PPAI Show Management reserves the right to correct at Exhibitor's sole expense.

## Hanging Signs for Island Booths

A Hanging Sign upcharge may be purchased for your booth space, for an additional twelve percent (12%) of your total exhibit space cost. Hanging Signs should be set ten feet (10') from adjacent booths and be directly over contracted space only.

Hanging signs must be positioned with the bottom edge no lower than fourteen feet (14') from the floor and the top edge of the sign must not exceed twenty-two feet (22') from the floor. Exhibitor is responsible for ensuring that their hanging sign complies with these limits.

If any hang point exceeds 200 lbs. please notify the official contractor for official authorization.

## Hanging Signs for Island Booths Cont.

All electrical hanging signs must be in proper working condition and comply with the National Electrical Code.

For LED hanging signs, a digital proof must be submitted to PPAI Show Management at least 90 days prior to Exhibitor Move-In. Show Management reserves full discretion regarding approval, considering factors such as, but not limited to, brightness, flashing, and speed.

Additionally, all hanging sign proofs and dimensions must be provided to PPAI Show Management at least 90 days prior to Exhibitor Move-In for final approval.

## Aisle Carpet Span

Linear exhibits with at least six hundred (600) square feet of exhibit space and at least three (3) booths on each side of the aisle facing each other may choose to have carpet spanned over the aisle, for an additional (12%) of your total exhibit space cost. The aisle must remain open and unobstructed, serving solely as a walkway. While no products, furniture, or display items may be placed in the aisle, Exhibitor may choose to incorporate a modest number of floor clings within the carpeted span- these must not obstruct foot traffic. Exhibitor is responsible for covering the cost of both carpet, carpet pad, and floor clings used in the Aisle Carpet Span area.

## Hanging Sign for Aisle Carpet Span

Linear exhibits with at least six hundred (600) square feet of exhibit space and at least three (3) booths on each side of the aisle facing each other may purchase a Hanging Sign upcharge for an additional (12%) of your total exhibit space. Exhibitor must have already purchased an Aisle Carpet Span for (12%), totaling a combined twenty-four percent (24%).

Hanging Sign must be positioned at least ten feet (10') from adjacent neighboring booth(s). Hanging Sign must be hung directly over the aisle and not span into your purchased booth space. Due to varying aisle widths throughout the exhibit hall, Exhibitor should verify compliance with PPAI Show Management.

Hanging signs must be positioned with the bottom edge no lower than fourteen feet (14') from the floor and the top edge of the sign must not exceed twenty-two feet (22') from the floor. Exhibitor is responsible for ensuring that their hanging sign complies with these limits.

If any hang point exceeds 200 lbs. please notify the official contractor for official authorization.

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Additionally, all hanging sign proofs and dimensions must be provided to PPAI Show Management at least 90 days prior to Exhibitor Move-In for final approval.

## Multi-Story Exhibits

Exhibitors must provide engineering stamped documents for all Multi-Story Exhibits.

Exhibitors must notify PPAI Show Management in writing no later than 90 days from the opening date of event, for approval and further instruction. Multi-Story booths may not be allowed to be installed until PPAI Show Management approves.

A Multi-Story Exhibit is a booth where the display fixture includes two or more levels. Multi-Story Exhibits are only permitted for Island Booths only. All multi-story booths must have two (2) remote means of egress if the upper level is greater than 300 square feet. If any exhibiting booths have multiple levels or room(s) with enclosures, visible notification must appear on the stairway(s) or outside the room. This notice must state the maximum occupancy permissible or total weight load allowable on the second story at one time. If the second story occupancy level allows more than ten (10) people at one time, a second stairway must be present.

## Canopies, Flags & Umbrellas

All canopies, including ceilings, umbrellas and canopy frames, require prior approval from PPAI Show Management. These items may not be permitted onsite without written approval.

Exhibitor must submit a written request to PPAI Show Management no later than 60 days before the event's opening date to obtain approval and receive further instructions.

## Policies

### Animals

Exhibitor must receive written permission by PPAI Show Management and Mandalay Bay Convention Center for any domesticated animal (cats and dogs) to appear in the convention center or on the trade show floor. Non-domesticated / exotic animals will be considered on an individual basis. Seeing eye / assistance animals are always permitted.

To request approval, please complete and submit the [Animal Request Form](#) for review.

### Balloons

Exhibitor must notify PPAI Show Management should you use balloons. The use of helium balloons smaller than 36 inches in diameter is not allowed, but smaller air-filled balloons may be used for decoration and/or handouts. Large helium-filled balloons may be used only if they are securely anchored. No helium balloons or blimps may be flown inside the building. Helium gas cylinders must be secured in an upright position on safety stands with gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed. Balloons cannot be released out of doors due to airport flight patterns in the area. A cleaning fee may apply should the balloons be left on property after the event. **Mylar balloons are strictly prohibited anywhere on the property.**



## Care of Facility

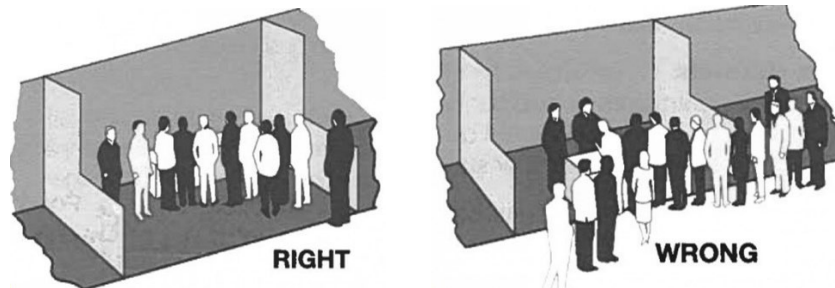
Exhibitor may not tape, tack, or affix signage in any way to Mandalay Bay Convention Center walls or furnishings. No holes may be drilled, corded, or punched into any surface of Mandalay Bay Convention Center.

The use of confetti, balloons, glitter, or other similar materials will incur an additional minimum clean up charge of \$500 per occurrence, expense to be borne by the Exhibitor.

## Demonstration, Distribution and Entertainment

Exhibitors must ensure all activities take place within their designated booth space and not encroaching on the aisles or neighboring exhibits. Should spectators overflow into the aisles or an adjacent booth, the demonstration or entertainment may be limited or eliminated.

Samples, souvenirs, and advertising materials may only be distributed within the confines of the booth.



## Drones

Drones are prohibited at The PPAI Expo, during set-up, tear down and show days.

## Electrical

Electrical outlets are **not** included in your booth space. Edlen Electrical is the Official Electrical Contractor for Mandalay Bay Convention Center. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time, order 24-hour power at double the outlet rate.

Electrical labor will be required for certain types of work performed; this labor will be provided by Edlen Electrical and cannot be performed by exhibitor or Exhibitor Appointed Contractor.

These services include: Electrical distribution under carpet or concealed; Connection of all 208V or higher services; Hardwiring of any electrical apparatus; Condor-lift for installation of electrical signs and/or rotators under 200lbs; Assembly and hanging of all ground supported static lighting and truss; Overhead power distribution; Assembling and rigging of overhead sign under 200lbs; Forklift for installation of electrical headers and/or light boxes; Installation, removal, maintenance & repair of all portable electrical wiring & electrical equipment; All electrical equipment, lighting fixtures and any electrical apparatus that requires electrical and mechanical fastening to the exhibit or display.

Phone: (702) 322-5707 | Email: [mandalaybay@edlen.com](mailto:mandalaybay@edlen.com)

## Exhibitor Appointed Contractors (EAC)

Exhibitor Appointed Contractors (EACs) are independent contractors (other than Freeman, the official show contractor) hired by exhibiting companies. Exhibitors must submit the [EAC Form](#) to PPAI Show Management by December 4, 2025. This form does not need to be filled out for full-time employees of an exhibiting company to perform work in their booth.

EAC's will not be allowed to perform the following services: Drayage, Fork and Genie Lift Operations, Overhead Rigging, Electrical Services, Plumbing Services, Telecommunication Services, Booth Cleaning, Lead Retrieval and Catering.

The EAC is responsible for a \$250 fee, per company, they are contracted to install or dismantle. PPAI must receive the complete EAC Form, COI, and payment for the EAC to gain admittance to the show floor.

## Food & Beverage Distribution

Mandalay Bay Convention Center is the exclusive food and beverage provider. All food and/or beverage items must be purchased through them. Please review Mandalay Bay's [Food and Beverage Sampling Authorization Form](#).

Exhibitor must have sufficient space within their contracted booth space to accommodate all food and beverage supplies and staff. No item or activities may extend into aisles or common areas. Failure to comply may result in the suspension of food and beverage service without refund. For further guidance, please refer to the Demonstration, Distribution, and Entertainment policy.

Demonstrations using cooking methods must review the [Cooking Demonstration Regulations](#) and notify PPAI Show Management to receive written approval.

Alcoholic beverages may be distributed in an exhibitor's booth during specific dates and times only with the express written consent of PPAI Show Management. Please complete and return the [Booth Alcohol Request Form](#).

## Halogen Lighting

This policy covers restrictions on stem mounted halogen lighting installed by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed.

Approved Halogen Bulbs	Disapproved Halogen Bulbs
MR 11/16 Covered-low Voltage	MR 11/16 Uncovered
MR 16 Covered-line Voltage	Line Voltage Uncovered
PAR 14, 16, 20, 30 and 48	Low Voltage-Bi-Pin Uncovered

## Hazardous Materials

All exhibitors are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials as defined by federal, state, and local law.

## Labor

All exhibitors are required to comply with the union labor rules and regulations. Detailed labor rules, labor rates, and requirements for using an EAC will be provided in the online Freeman's Exhibitor Service Manual.

## Las Vegas Fire Regulation

Please find below general guidelines for fire safety. Please refer to the Clark County Department of Building & Fire Prevention [website](#) for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

**REQUIRED PERMITS.** The following items are required to have a permit from the Clark County Department of Building & Fire Prevention:

- Candles and Open Flames (including gelled alcohol, Sterno, etc.)
- Flame Effects
- Open Flame Devices (e.g. candles and gelled alcohol warmers)
- Fireworks/Pyrotechnics
- Compressed Gases
- Cryogenic Fluids
- Hot Works Operations (welding operations)
- Liquid or Gas-Fueled Vehicles or equipment for display in assembly occupancies
- Fire Systems for Covered Booths exceeding 1,000 square feet that will be erected for more than seven (7) show days or contain vehicles, open flame, or hot works.
- Tents and/or Canopies
- Temporary Membrane Structures
- Temporary Outdoor Structures

**PLEASE NOTE.** Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor. For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

## Las Vegas Fire Regulation Cont.

### GENERAL FIRE SAFETY GUIDELINES

- All materials used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
- All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
- Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.
- All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- No storage of any kind is allowed behind booths or near electrical service. Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at exhibitor's expense.
- All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
- Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection. Connectors must not be used to exceed their listed ampere rating.
- Electrical work under carpets or flooring must be installed by the official electrical service provider. All cords must be flat, three conductor, #14 AWG or larger.
- All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.
- Compressed gas cylinders, including LPG, must obtain a permit from the Clark County Department of Building & Fire Prevention. Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

## Las Vegas Fire Regulation Cont.

- Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.
  - **EXCEPTION.** Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.
- Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress. Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. The upper level of multi-level exhibit booths exceeding 300 square feet shall have not less than two remote means of egress. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request.
  - **EXCEPTION.** Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.
- Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Department of Building & Fire Prevention.
- The use of candles and other open flame decorative devices must be approved by the Clark County Department of Building & Fire Prevention.

**NOTE.** These are Clark County Department of Building & Fire Prevention guidelines. Please contact Mandalay Bay Exhibitor Services for specific Convention Center guidelines.

## Lighting

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to PPAI Show Management for approval.

Lighting should not project onto other exhibits or aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.

## Lighting Cont.

Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights should be submitted to PPAI Show Management for approval.

## Material Handling

Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material from your carrier, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. All empty packing crates must be properly marked with the firm name and booth number. Unmarked crates will not be returned. Exhibitors have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to Exhibitor's Freeman account upon receipt of each shipment. For more information, please visit Freeman's Exhibitor Service Manual.

## Service Contractor and Decorator

All requests for services, furniture, additional draping, decorations, and additional signs are to be handled at the exhibitor's expense directly with Freeman.

## Sound

The use of sound for mechanical reproduction of music or other audio is allowed but must be controlled and confined within contracted booth space. PPAI Show Management has the sole discretion to determine when an Exhibitor's volume level is too high. Exhibitor must immediately reduce the volume of presentations, recordings, audio systems, music, etc. upon request. If a second request is necessary, PPAI Show Management reserves the right to have the sound completely turned off.

To give exhibitors an idea of acceptable volume levels, PPAI Show Management recommends setting all volume levels below 72 decibels (tested at the perimeter of your booth space). Speakers or sound projection devices must face into Exhibitor's booth and not towards aisles or neighboring booths.

Audio systems should not be used in linear booths. Any monitors facing into aisles must have their volume muted.

Any use of copyrighted music is subject to applicable laws. Exhibitor must obtain licenses and pay appropriate fees to ASCAP (American Society of Composers, Authors & Publishers), BMI (Broadcast Music Inc.), SEASAC or before broadcasting music in conjunction with this event.

### **Please contact the following for more information:**

American Society of Composers, Authors, and Publishers (ASCAP) General Information: (800) 652-7227 Licensing: (800) 505-4052

Broadcast Music, Incorporated (BMI) General Information/Licensing: (800)925-8451

SEASAC General Information: (800) 826-9996

## Storage

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. Exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## Vehicle On Display

Exhibitor wishing to display a motor vehicle, motorcycles or electrical vehicle in their booth must review, complete, and return the attached [Vehicle Display Request](#).

It is not required for trailers that do not contain gas or generators to complete the form. However, they must notify Show Management in advance so that appropriate move-in and move-out scheduling can be arranged.

## Additional Resources

### Bag & Coat Check

Bag check is available, for a fee of \$5.00 per claim check, in the Convention Center lobby, near FedEx.

Date	Hours of Operation
Monday, January 12, 2026	8:00 AM – 5:30 PM
Tuesday, January 13, 2026	8:00 AM – 5:30 PM
Wednesday, January 14, 2026	8:00 AM – 5:30 PM
Thursday, January 15, 2026	8:00 AM – 3:00 PM

### Business Center

FedEx Office Business Center is located on Level 1 of the South Convention Center, as well as at Mandalay Bay front desk. All packages/boxes shipped to the hotel will be received at the FedEx Office Business Center.

Date	Hours of Operation
Friday, January 9 <sup>th</sup>	8:00 AM – 6:00 PM
Saturday, January 10 <sup>th</sup>	9:00 AM – 5:00 PM
Sunday, January 11 <sup>th</sup>	9:00 AM – 5:00 PM
Monday, January 12 <sup>th</sup>	8:00 AM – 6:00 PM
Tuesday, January 13 <sup>th</sup>	7:00 AM – 6:00 PM
Wednesday, January 14 <sup>th</sup>	8:00 AM – 6:00 PM
Thursday, January 15 <sup>th</sup>	8:00 AM – 6:00 PM
Friday, January 16 <sup>th</sup>	8:00 AM – 6:00 PM



## Driving Directions Parking Information

**FROM MCCARRAN INTERNATIONAL AIRPORT.** Exit McCarran Airport towards and head towards southeast on Paradise Rd. Turn left onto Kitty Hawk Way. Slight left onto Swenson St/Wayne Newton Blvd. Use the left 2 lanes to turn left onto E Tropicana Ave. Use the left 2 lanes to turn left onto S Las Vegas Blvd. Turn right on E Diablo Ave.

**FROM INTERSTATE 15 NORTHBOUND.** From I-15 Northbound, take the Frank Sinatra Dr. exit (exit 36). Turn right on Russell Blvd, Turn left on Las Vegas Blvd.

**FROM INTERSTATE 15 SOUTHBOUND.** From I-15 Southbound, take exit 36 Russell. Turn left on Las Vegas Blvd.

## Parking Information

Mandalay Bay's main self-parking structure is located on the west side of the building and can be accessed via Hacienda or Frank Sinatra Way. The Convention Center parking garage is located on the south end of the building and can be accessed via Las Vegas Boulevard or Russell Road.

### VALET.

- W Las Vegas valet located at the main entrance to W Las Vegas
- Mandalay Bay valet located at the main entrance to Mandalay Bay

**NEVADA RESIDENTS.** Receive first 3 hours of Self-Park at no charge, except during special events, with valid NV driver license and are subject to Self-Park rates thereafter. Upon exiting, insert your ticket and scan your NV driver license under the barcode reader to receive complimentary hours. You will not receive the complimentary 3 hours of parking if you insert your parking ticket at the Self-Parking Pay on Foot kiosks.

## Registration

All members of the exhibit staff shall be registered in advance of the Exposition, using the official online registration system, Maritz Global Events.

Members of the exhibit staff shall be full-time employees of exhibitors or shall be employed for the duration of the Exposition. Booth representatives shall wear official show badges provided by PPAI. Badges for exhibit staff are not transferable. No other identification will be considered valid if worn without the official show badge. Costumed members of the exhibit staff wearing product or location information must stay within the booth space, while so attired. Exhibitors who violate provisions of this regulation may lose priority for assignment of exhibit space, in future PPAI Expositions.

Register Here: [PPAI Expo](#)

## Rideshare / Taxi

Get an idea of what the cost of moving around Vegas is with this comparison tool, courtesy of [Ride Guru](#).



## Segway Scooters & Two Wheeled Motorized Vehicles

Segway scooters (at walking speed only) are permitted in public areas of the hotel only when the operator represents that the equipment is a mobility assistance device for disability conditions. Other operators without reported disability should be advised that the equipment is not accepted for use in Mandalay Bay public areas, including, but not limited to the tradeshow halls at the Mandalay Bay Convention Center. Use of a Segway may be excluded in areas that are relatively high foot traffic venues. This includes the Casino, theaters, Event Center, restaurants and the Convention Center. In such cases of exclusion, a guest will be offered the use of a balanced wheeled mobility device such as a wheelchair or motorized scooter.

**Hotel Pickup (Mandalay Bay, W Las Vegas, Luxor, Excalibur):** Wheelchairs and scooters are available for rent at all MGM Resorts properties. To ensure availability, please contact the MGM Hotel Bell Desk in advance at **702.322.8199**

**Mandalay Bay Convention Center Pickup:** No reservation is required. ScooterBug will be located in the Convention Center Lobby for the duration of The PPAI Expo.

## Shuttles

Shuttle services will run from Excalibur & Luxor to The Mandalay Bay Convention Center during the following dates and times.

Date	Morning Service	Afternoon Service
Monday, January 12, 2026	7:00 AM – 11:00 AM	3:00 PM – 6:00 PM
Tuesday, January 13, 2026	7:00 AM – 11:00 AM	3:00 PM – 6:00 PM
Wednesday, January 14, 2026	7:00 AM – 11:00 AM	3:00 PM – 6:00 PM
Thursday, January 15, 2026	7:00 AM – 10:00 AM	2:00 PM – 3:00 PM

## Tram

A convenient and complimentary way to travel along the iconic Strip, connecting Mandalay Bay, Luxor, and Excalibur.

Date	Morning Service
Monday, January 12, 2026	6:00 AM – Midnight
Tuesday, January 13, 2026	7:00 AM – Midnight
Wednesday, January 14, 2026	7:00 AM – Midnight
Thursday, January 15, 2026	7:00 AM – Midnight