



EXHIBITOR SERVICE MANUAL

Welcome to The PPAI Expo Exhibitor Service Manual!

This manual is designed to help guide Exhibitors in the planning and preparing for a successful experience at The PPAI Expo. Exhibitors are encouraged to review this manual carefully, particularly the sections applicable to their exhibit space, operations, and personnel, and to contact PPAI with any questions.

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.

This Exhibitor Service Manual, together with the Exhibitor Application & Contract and the Event Policies & Code of Conduct, establishes the rules, regulations, policies, and requirements governing exhibitions in The PPAI Expo. The [Event Policies & Code of Conduct](#) are incorporated herein by reference and apply to all Exhibitors and their employees, representatives, contractors, exhibitor-appointed contractors (EACs), agents, and booth personnel.

Any matter not specifically addressed in the Exhibitor Service Application & Contract, this Exhibitor Service Manual, or the Event Policies & Code of Conduct shall be subject to the interpretation and determination of PPAI, whose decisions shall be final. PPAI reserves the right to amend, revise, interpret, supplement, or enforce these policies and requirements as necessary for the safe, orderly, and successful operation of The PPAI Expo.

Exhibitors are responsible for complying with all applicable rules, regulations, policies, and requirements, including any updates communicated by PPAI.

Failure to comply with these requirements may result in corrective action, including a \$500.00 assessment per violation, forfeiture of future space selection priority, suspension of exhibiting privileges, booth closure, removal from the event, or restriction from future participation in PPAI events.

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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?

Generally, exhibit privileges are open to 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.

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.

Attendance Overview

The PPAI Expo is open to qualified promotional products professionals, including PPAI members or qualified non-members, PPAI Regional Association members, and SAGE subscribers. Importantly, The PPAI Expo is a **trade-only** event. End-buyers, such as corporate purchasers of promotional products, are not permitted to attend PPAI. The primary purpose of The PPAI Expo is to provide qualified distributors with exposure to suppliers' promotional products and to provide education to all who desire to participate. The secondary purpose is to provide exposure to business services, products, and equipment that enhances the supply chain.

Given the scope of go-to-market strategies of companies who may engage in some form of promotional products sales or re-sales (either inner-company or external), and given that The PPAI Expo is a key financial support mechanism for virtually all of PPAI's operations and membership- and industry-focused programs, PPAI reserves the right to fairly evaluate applicants for attendee privileges so as to advance the primary purpose of The PPAI Expo and, more globally, the best interest of PPAI, present and future.

For complete attendee qualifications requirements, registration policies, and attendance guidelines, please visit the [PPAI Expo Attendance Information](#) page.

Show Dates & Times

Exhibitor Move-In

Friday, January 8, 2027	8:00 AM – 5:00 PM
Saturday, January 9, 2027	8:00 AM – 5:00 PM
Sunday, January 10, 2027	8:00 AM – 5:00 PM
Monday, January 11, 2027	8:00 AM – 5:00 PM

SPACE OCCUPANCY AND FORFEITURE. Installation of all exhibits must be completed by **5:00 PM on Monday, January 11, 2027**, unless prior approval has been granted by PPAI Show Management or the exhibit is designated as last-in, first-out, which may not begin installation until after 5:00 PM on Monday. Exhibitors who fail to comply and complete installation of their exhibit space by the deadline may, at PPAI's discretion, have their exhibit installed at the exhibitor's expense or forfeit the assigned space. PPAI reserves the right to reassign or resell forfeited space without refund.

DELAYED ARRIVAL NOTIFICATION. Exhibitors must notify and obtain written approval for delayed arrival from PPAI Show Management by emailing Expositions@ppai.org. Additionally, Exhibitors are 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 12, 2027	9:30 AM - 5:00 PM
Wednesday, January 13, 2027	9:30 AM - 5:00 PM
Thursday, January 14, 2027	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 14, 2027	2:00 PM – 9:00 PM
Friday, January 15, 2027	8:00 AM – 12:00 PM

Show Dates & Times Cont.

DISMANTLING OF DISPLAYS. Exhibitors shall not be permitted to dismantle their exhibits or begin packing until the official closing of the show at 2:00 PM on Thursday, January 14, 2027. No pallets, 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 15, 2027. 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, displaying products, conducting demonstrations, or promoting products or services elsewhere without authorization from PPAI is prohibited.

Mandalay Bay Convention Center
3970 Las Vegas Boulevard South
Las Vegas, NV 89119

PPAI Expo Official Vendors

	Booth Security
	Hanging Signs over 200 lbs. or Electric & Audio-Visual Services
	General Service Contractor & Audio-Visual Services
	Cleaning, Electrical, F&B, Internet
	Housing & Registration Lead Retrieval
	Floral
	Photography
	Booth Support Staff
	Lead Retrieval

AUTHORIZED EVENT VENDORS: Only vendors listed above are authorized service providers for The PPAI Expo. Please verify any unsolicited vendor communications with PPAI Show Management.

Exhibitor Deadlines and Order Forms

BOOTH NEEDS & LOGISTICS			
ACTION		LINK	DEADLINE
	Register Booth Badges	Registration	Ongoing
	Order Lead Retrieval Please note: Contact your PPAI Account Manager to obtain your complimentary or discounted lead retrieval code for the Maritz SWAP app	SAGE ShowLink or Maritz	Ongoing - Dec.3
	DTA Booth Security Early-Pricing Deadline	DTA	Dec. 3
	<i>If Applicable:</i> Complete EAC Form & Fee; Submit Booth Alcohol Request; Submit Animal Request; Submit Vehicle Display Information	EAC Alcohol Animal Vehicle	Dec. 3
	Freeman Advance Warehouse Shipping Begins	Freeman Labels	Dec. 9
	Freeman Early-Pricing Deadline: AV, Furnishings, Labor and Carpet	Freeman Store	Dec. 11
	Mandalay Bay Early-Pricing Deadline: AV, Rigging, Catering, Cleaning, Electrical, Internet, Gas, Plumbing And Water	Mandalay Bay	Dec. 22
	Reminder To Order Floral, <i>If Applicable</i>	National Plant & Floral	Dec. 22
	Reminder To Arrange Booth Support Staff, <i>If Applicable</i>	ProShow	Dec. 22
	Reminder To Order Photography / Videography, <i>If Applicable</i>	Oscar & Associates	Dec. 22
	Last Day For Freeman Advance Warehouse Shipments	Freeman Labels	Dec. 31
	First Day Shipments Can Arrive Direct-To-Show Please note: Shipments arriving before this date may be refused by the facility	Freeman Labels	Jan. 8

Insurance Requirements

Exhibitors shall, at their 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 (\$1,000,000.00) covering all operations

Automobile Liability in a minimum amount of one million dollars (\$1,000,000.00) covering all owned, hired, and non-owned vehicles

Coverage Dates Execution of Exhibitor Contract - January 15, 2027

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

Description of Operations / Additional Insured Promotional Products Association International, PPAI (Show Management), Freeman Expositions, LLC. (Official Service Provider), The Mandalay Bay Convention Center (Facility), and The PPAI Expo (Show) are hereby named as additional insured, except for Workers' Compensation

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

Exhibitors Can Submit COIs Here: [The PPAI Expo 2027 | Exhibitor COI Submission](#)

Protection of Property

PPAI will provide general perimeter security at each PPAI event. Each Exhibitor is responsible for the security of their assigned exhibit space. PPAI will provide crowd control admittance security. Exhibitors must make provisions for the safekeeping of their goods before the opening, during and after the closing of The PPAI Expo. No responsibility is assumed by PPAI or any of its contractors for merchandise lost or damaged. Exhibitors must insure their goods at their own expense.

Exhibits

Assignment

Exhibit space assignments are governed by the Exhibitor Application & Contract and the booth selection procedures established by PPAI. PPAI reserves the right to assign, relocate, modify, or adjust exhibit space as necessary to ensure the successful operation of The PPAI Expo.

Assignment Cont.

NO SUBLETTING. Exhibit space may be used only by the contracted Exhibitor. Exhibitors may not assign, transfer, sublicense, sublet, or otherwise permit the use of any portion of their exhibit space by another company, organization, or entity.

EQUIPMENT AND MACHINERY. Equipment, machinery, production methods, and demonstration technologies that relate to products or services offered by Exhibitors may be displayed or demonstrated within the exhibit space, subject to PPAI approval. PPAI reserves the right to restrict or prohibit any demonstration that creates safety concerns, excessive noise, congestion, or disruption to neighboring Exhibitors or Attendees.

Space Fees

Member booth fees range from \$30.45 - \$38.45 per square foot. Non-member booth fees range from \$40.45 - \$48.45 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

Any additional equipment, furnishings, services, labor, utilities, or exhibitor requirements beyond those specifically included below shall be the responsibility of the Exhibitor and provided at the Exhibitor's expense and organization.

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

BOOTH SIGN. Exhibitors with booths that are 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. At no additional charge to Exhibitors, carpeting will be installed in each standard 10' x 10' booth. Standard carpet depth for linear booths is 9' in keeping with standard trade show industry practices. Standard 20' wide island configurations will receive carpeting 18' wide.

Exhibit Specification Regulations

Exhibit specifications are subject to change at the discretion of PPAI 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.

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. Exhibitors shall not congregate or solicit trade in the aisles.

Exhibit Specification Regulations Cont.

Conduct that is objectively offensive to decency or good taste or otherwise infringes or harms the rights of others is prohibited. 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 responsible for complying with all applicable fire, and operational requirements established by the Clark County Fire Department (CCFD), the facility, and PPAI. Exhibitors must ensure their exhibit design, materials, equipment, and operations comply with all applicable codes, regulations, permits, and safety requirements.

For complete Fire Marshal requirements, policies, and regulations, please refer to the **Fire Marshal Regulations** section of this Exhibitor Service Manual. Exhibitors are responsible for reviewing and complying with all current requirements, included any updates or directives issued by the CCFD, the facility, or PPAI Show Management.

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 <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.

Linear Booth Cont.

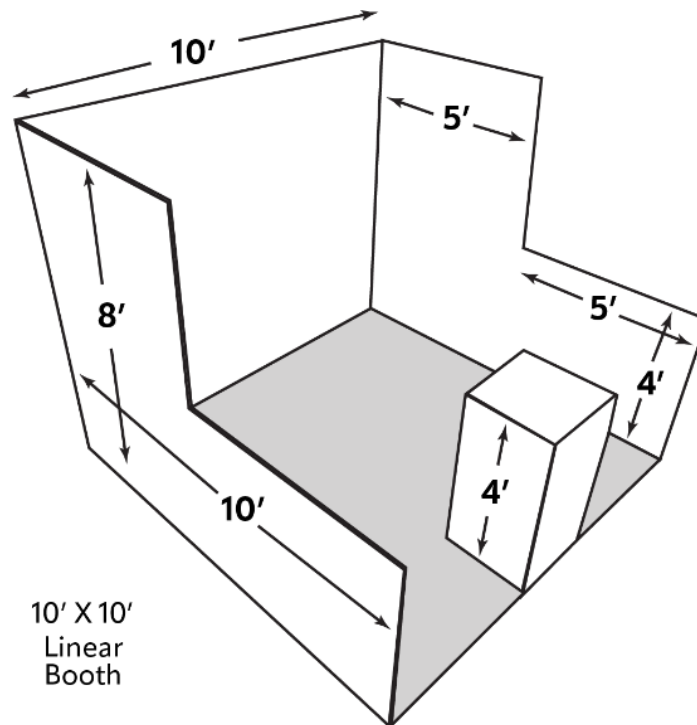
DIMENSIONS & USE OF SPACE. Linear Booths are ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'.

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. Exhibitors should also allow three inches (3") on each side for pipe and drape. When designing the booth layout, Exhibitors should take into account the thickness of carpet, carpet padding, and display components to ensure full compliance with space and height regulations.



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.

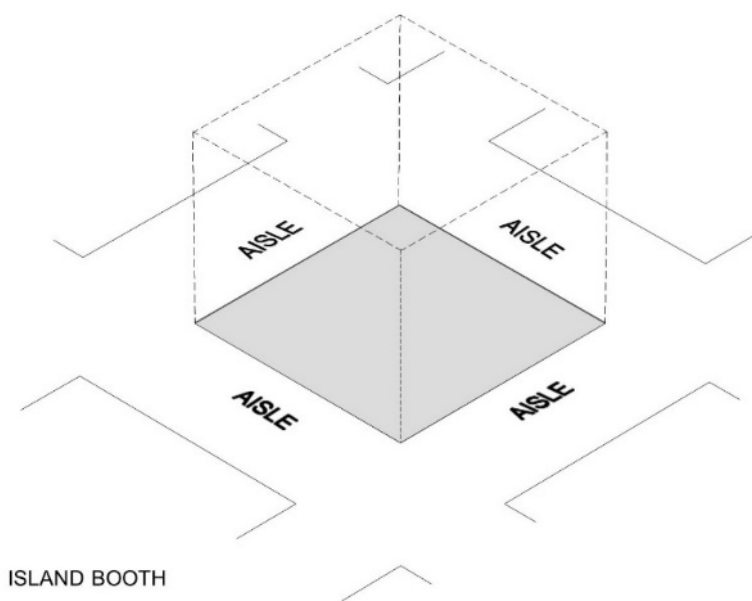
Island Booth Cont.

ISLAND BOOTH COLUMN WRAPS. Exhibitors with an Island Booth that is adjacent to a facility column located within four (4) feet of the exhibit space may be eligible to wrap the column at the Exhibitor's expense, subject to prior approval from PPAI Show Management and the facility.

Column wraps must comply with all applicable venue and fire safety requirements. Columns containing fire hose cabinets, fire strobes, pull stations, emergency equipment, or other life-safety devices may be restricted from being wrapped or may require modifications to the proposed design.

An additional upcharge will apply for approved column wraps. Exhibitors interested in wrapping an adjacent column should contact their Account Manager for eligibility requirements, pricing, design specifications, and approval procedures. No column wrap installation may proceed without prior written approval from PPAI Show Management.

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.



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. Exhibitors are 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. Exhibitors are 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.

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 ninety (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 ninety (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, Exhibitors may choose to incorporate a modest number of floor clings within the carpeted span- these must not obstruct foot traffic. Exhibitors are 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.

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

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Additionally, all hanging sign proofs and dimensions must be provided to PPAI Show Management at least ninety (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 ninety (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.

Engineering-stamped plans must be submitted for review and approval each year the exhibit is used, regardless of whether the exhibit has been previously approved or exhibited at a prior PPAI event. Engineering stamps issued by a licensed Nevada professional engineer are preferred and may be required to satisfy venue, fire marshal, or local jurisdiction requirements.

A Multi-Story Exhibit is a booth where the display fixture includes two or more levels. Multi-Story Exhibits are permitted only for Island Booth configurations.

PPAI Show Management reserves the right to require revised plans, additional structural documentation, or third-party engineering review as a condition of approval.

Multi-Story Exhibits Cont.

FIRE MARSHAL REGULATION. 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, Tents & Umbrellas

All canopies, tents, umbrellas, flags, and similar overhead or freestanding display elements require prior written approval from PPAI Show Management. These items may not be installed or displayed onsite without such approval.

Canopies, Flags, Tents & Umbrellas Cont.

To minimize visual obstruction and maintain equitable sightlines throughout the exhibit hall, approved items must be displayed at the lowest practical height and may not exceed the maximum standard booth height, unless Exhibitor has purchased or received approval for an applicable extended-height booth configuration.

Canopies, flags, tents, umbrellas, and similar display elements must be directly related to products or services offered by Exhibitor and may not be used primary for additional branding, advertising, or visibility beyond what is otherwise permitted within the contracted exhibit space.

Exhibitors must submit a written request to PPAI Show Management no later than sixty (60) days before the event opening date to obtain approval and receive further instructions. PPAI Show Management reserves the right to approve, deny, modify, reposition, or require removal of any such display element that, in its sole judgment, interferes with sightlines, impacts neighboring exhibits, or is inconsistent with the intent of these regulations.

FIRE MARSHAL REGULATION. Tents over 200 square feet and canopies over 400 square feet require special permits per the Clark County Fire Department.

Policies

Animals

Exhibitors 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

Exhibitors 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.

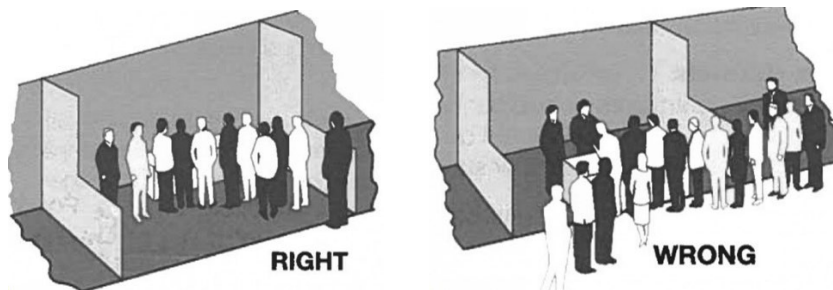
Care of Facility Cont.

The use of confetti, balloons, glitter, or other similar materials will incur an additional minimum clean up charge 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.



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 thirty (30) minutes of show opening and off within thirty (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 Cont.

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

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 3, 2026**. 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.

Fire Marshall Regulations

Exhibitors are required to comply with all applicable Clark County Fire Department (CCFD) regulations and requirements. The CCFD reserves the right to interpret, modify, and enforce applicable codes as deemed necessary, and Exhibitors remain responsible for complying with all current regulations. Please refer to the Clark County Department of Building & Fire Prevention [website](#) for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

GENERAL

- All fire exits and the illuminated exit sign above each must be clearly visible. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations cannot be concealed or obstructed.
- According to the Nevada Clean Indoor Act, there is no smoking or vaping (e-cigarettes) permitted in the facility with the exception of the main casino and designated guest rooms.
- Open flame devices of any kind are prohibited in all assembly areas, unless pre-approved by the CCFD.

Fire Marshall Regulations Cont.

GENERAL Cont.

- All Fire Department paperwork, plans and permits must be on-site prior to the commencement of your program. The Fire Marshal will not have copies on your permits.

REQUIRED PERMITS

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

- Display/operation of any heater, barbecue, heat-producing device, open flame, candle, lamp, lantern, torch, etc.
- Flame effects.
- Fireworks/Pyrotechnics.
- Liquid or gas-fueled vehicles or equipment.
- Hot Work Operations.
- Fire systems for covered booths exceeding 1000 square feet that will be erected for more than seven (7) days or contain vehicles, open flame or hot works.
- Display or operation of any electrical, mechanical or chemical device that the fire department deems hazardous.
- Use or storage of flammable liquids, compressed gas or hazardous materials.
- Generators with fuel capacity of more than 60 gallons.
- Tents over 200 square feet and canopies over 400 square feet.

NOTE. Failure to notify PPAI 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.

TRADE SHOW/EXHIBITS

- Storage of any kind behind back drapes, display walls or inside the display areas is not allowed. All packing containers, wrapping materials & display materials must be removed from behind booths & placed in storage.
- Covered booths exceeding 1,000 square feet that will be erected for more than seven (7) days or contain vehicles, open flame or hot works will require an interior automatic sprinkler system and a separate permit is required for the sprinkler system.
- Fire sprinkler systems must be installed by a Nevada state licensed fire sprinkler contractor.
- All manufactured homes must have two (2) means of egress.
- All multi-level booths must have two (2) remote means of egress if the upper level is greater than 300 square feet.

Fire Marshall Regulations Cont.

TRADE SHOW/EXHIBITS Cont.

- All fully enclosed booths with enclosed rooms must have at least two (2) exits leading directly to the aisle. These booths must possess a smoke detector and fire extinguisher for each enclosed area. Doors must be unlocked during occupancy of the booth. The CCFD may require additional equipment.
- 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.
- 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 booths and those used for special events must be non-combustible or made flame retardant. Certificates of flame-retardant treatment must be submitted to the CCFD along with samples of said materials prior to construction of booth. Exhibitors must maintain copies of flame certificates on premises as the CCFD can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible.
- Foam plastic elements greater than ¼-inch thickness shall not be permitted. Fire resistant foam board signage, not greater than ½-inch thickness, is acceptable in exhibit booths.
- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show.
- Aisles and exits shall be kept clean, clear and free of obstructions. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Exhibitors must keep their booths and displays within the designated perimeters. Any violators will be made to move their exhibits.
- Literature on display shall be limited to reasonable quantities.
- Designated "No Freight" aisles must be kept clear at all times during the move in and move out.
- Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshal.
- Approved cylinders must be stored in an upright position. Helium canisters are permitted, but only in a secured, upright position. Helium canisters must be removed during non-show hours.
- A separate submittal for Hot Works Event Permit is required for exhibition welding, soldering, brazing and the like.
- Full scale oxy-acetylene welding will not be permitted. Please see the CCFD website for more information on Hot Work operations.
- Fire hose cabinets, fire extinguishers, strobes & any safety equipment may not be covered or obstructed in any way.
 - Fire Strobes are located approximately 11' 6" up on each side of every column in Bayside ABCD and suspended from ceiling at 26' in Bayside EF.
- Non-display vehicles cannot remain on the exhibit floor.

Fire Marshall Regulations Cont.

TRADE SHOW/EXHIBITS Cont.

- The painting of signs, displays or other objects are strictly prohibited inside of the facility or on the grounds.

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

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](#).

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

ALCOHOL. Alcoholic beverages may be distributed in 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](#).

SPACE ALLOCATION. Exhibitors 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.

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 typers 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

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

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 Freeman's online Exhibitor Store.

Lighting & Digital Display Effects

No lighting, fixtures, lighting trusses, or overhead lighting, LED displays, or digital display elements may extend beyond the boundaries of the exhibit space. Exhibitors intending to use hanging light systems must submit drawings to PPAI Show Management for approval.

Lighting, LED displays, digital signage, projections, and other visual effects should not project onto neighboring exhibits, aisles, or common areas.

Specialized lighting, LED displays effects, animated digital content, projections, gobos, rotating lights, pulsating effects, and similar visual elements must be presented in good taste and may not interfere with neighboring exhibits or detract from the professional atmosphere of the event.

Lighting and display effects that may create safety concerns or cause excessive distraction including lasers, ultraviolet lights, flashing lights, strobe effects, or similar technologies, require approval from PPAI Show Management.

PPAI Show Management reserves the right to require modifications, reduction, repositioning, or discontinuation of any lighting or digital display effect that, in its sole judgment, creates a safety concern, generates complaints from neighboring exhibits, interferes with surrounding exhibits, or detracts from the overall event experience.

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 company 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 Store.

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. Exhibitors 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 Marshal regulations prohibit storing product, literature, empty packing containers, or packing materials behind drapes or under draped tables. Exhibitors may store a limited supply of literature or products appropriately within the booth area, as long as these items do not impede access to utility services, create a safety concern, 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 11, 2027	8:00 AM - 5:30 PM
Tuesday, January 12, 2027	8:00 AM - 5:30 PM
Wednesday, January 13, 2027	8:00 AM - 5:30 PM
Thursday, January 14, 2027	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 8, 2027	8:00 AM - 6:00 PM
Saturday, January 9, 2027	9:00 AM - 5:00 PM
Sunday, January 10, 2027	9:00 AM - 5:00 PM
Monday, January 11, 2027	8:00 AM - 6:00 PM
Tuesday, January 12, 2027	7:00 AM - 6:00 PM
Wednesday, January 13, 2027	8:00 AM - 6:00 PM
Thursday, January 14, 2027	8:00 AM - 6:00 PM
Friday, January 15, 2027	8:00 AM - 6:00 PM

Driving Directions

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.

Parking Information Cont.

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.

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

Registration

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

Members of the exhibit staff must be employees, agents, contractors, or authorized representatives or Exhibitor and must be employed by, retained by, or otherwise under the direction and control of the Exhibitor for the duration of The PPAI Expo.

Exhibitors are responsible for the actions of their employees, agents, contractors, exhibitor-appointed contractors (EAC), and authorized representatives while participating in The PPAI Expo.

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 2027 Registration](#)

Rideshare / Taxi

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

Scooters

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 11, 2027	7:00 AM - 11:00 AM	3:00 PM - 6:00 PM
Tuesday, January 12, 2027	7:00 AM - 11:00 AM	3:00 PM - 6:00 PM
Wednesday, January 13, 2027	7:00 AM - 11:00 AM	3:00 PM - 6:00 PM
Thursday, January 14, 2027	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 11, 2027	6:00 AM - Midnight
Tuesday, January 12, 2027	7:00 AM - Midnight
Wednesday, January 13, 2027	7:00 AM - Midnight
Thursday, January 14, 2027	7:00 AM - Midnight