

SES PRODUCTIONS
HELPFUL HINTS FOR EXHIBITORS

THE VENETIAN® RESORT
LAS VEGAS

Sands EXPO
Las Vegas

EFFECTIVE JANUARY 1 - DECEMBER 31, 2021

Dear Exhibitor,

Whether you've exhibited here in the past or this is your first time working with us, our team looks forward to welcoming you.

This guide outlines valuable information to help understand our scope of work, facility regulations, available services, and special offerings to enhance your booth presentation.

Throughout the past year and in anticipation of bringing meetings and trade shows back to The Venetian Resort, we have collaborated with industry colleagues, government partners, and public health experts to devise new protocols and adopt other best practices that keep health and safety in the forefront. Because assessments within our community remain ongoing, these regulations are subject to change. To remain aware of standards as they relate to your event dates, please visit [venetian.com/meetings](https://www.venetian.com/meetings) to review the most current Venetian Clean information.

Should you have questions or would like assistance in determining which opportunities work best for your event, please feel free to contact the Specialized Event Services (SES) Productions team at 702.733.5655 or SESProductionsExpoSales@sandsexpo.com.

We look forward to partnering with you on your exciting event; together, we'll make your experience a successful one.

A handwritten signature in black ink, appearing to read 'KTD', with a stylized flourish at the end.

*Kirsten Dimond, CEM
Sands Expo Vice President and General Manager*

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HELPFUL HINTS

Advance Order Discounts

Orders placed no later than 21 calendar days before show opening day will receive a discounted rate (rigging services are excluded). For eligibility, full payment and completed CAD drawings must also be received by this deadline. Orders received after the cutoff date will be invoiced at the standard show-site rate.

Cancellation Policy

For AV/Rigging/Lighting orders created through SES Production proposals:

- To avoid a cancellation fee, cancellation must be received at least 30 days prior to the start of the event. Out of pocket expenses incurred by SES Productions may be charged.
- Cancellations received less than 30 days but greater than 72 hours prior to the start of the event will receive a 50% cancellation fee, plus any out of pocket expenses incurred by SES Productions.
- Cancellations received less than 72 hours prior to the start of the event will not be refunded.

For AV orders created through www.sandsexpo.com/ordernow:

- To avoid a cancellation fee, cancellations must be received at least 24 hours prior to first published move-in date.
- Cancellations received less than 24 hours prior to the first published move-in date will receive a 50% cancellation fee.
- Cancellations received after the first published move-in day will not be refunded.

Disclaimers

Sands Expo and SES will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors and/or their third parties. All service concerns must be made known during your event.

Exhibit & Business Service Center

Located on Level 1 of Sands Expo, the Exhibit & Business Service Center is available for procuring on-site SES assistance as well as a range of business support services. To ensure availability for any need that arises, operating hours are tailored to move-in, show days, and move-out schedules.

SES Productions Exclusive & Non-exclusive Services

To help ensure your success, SES Productions offers a variety of services. For details, please contact the SES Productions team at SESProductionsExpoSales@sandsexpo.com or 702.733.5655. Additional information is included in the Scope of Work, located on page 5.

- Rigging & Theatrical Lighting Labor (SES Exclusive)
- Truss & Motor Equipment Rental (SES Exclusive)
- Satellite Services (SES Exclusive)
- Audio/Visual Equipment Rental (SES Non-exclusive)
- Theatrical Lighting Equipment Rental (SES Non-exclusive)

Labor Rates

Details regarding labor rates for all SES Productions services may be found on page [12](#).

Online Ordering

Exhibit booth services and products are ordered online, where you're able to see images of offerings, review order histories, and place repeat orders for subsequent events. The system also provides prompts if additional items are required, and recommends additional options such as porter service, floral, etc.

Remember to provide your requested labor/installation dates and service needs, as well as a floor plan identifying where each service is required. When placing orders for hanging applications, please include a digital CAD drawing.

Please also note 24-hour power is recommended to best accommodate computers, refrigerators, and appliances that will be operating in your booth throughout the show.

To begin placing your order, please visit www.sandsexpo.com/ordernow.

Should you require assistance, please contact the Exhibit & Business Service Center at 702.733.5070 or servicecenter@sandsexpo.com.

Venetian Clean Guide to Meetings

All meetings and events are subject to the [Venetian Clean Guide to Meetings](#). Visit <https://www.venetian.com/meetings> to select and download the guide.

SPECIALIZED EVENT SERVICES (SES) SCOPE OF WORK

At Sands Expo and The Venetian Resort, some services are exclusively provided through our various SES departments. This exclusivity is necessary for safety concerns, consistency in standards, and efficiency. Set forth below is a description of those services to assist you in the planning of your event.

- The assembly, installation, operation and dismantling are exclusive and may only be performed by SES departments labor for the following:
 - Anything attached to truss or building structure, i.e. lighting, cabling, audio equipment, video equipment, special effects gear, etc.
 - All ground-supported truss, lighting and rigging systems. This includes attachment of all equipment, drapery, signs and banners connected to ground supported truss.
 - All floor-supported items that project more than 16 feet from the floor.
- Truss and Motor: All truss and motors are to be provided by SES Productions. The client or their production company shall be responsible for all charges.
- As the exclusive provider of truss and motors, SES Productions utilizes XSF truss products and Columbus McKinnon motors. SES Productions houses certified, on-site, industry trained professionals to assist with integration throughout your design process. Specialty equipment, if required, can be accommodated in many scenarios. Contact SES productions to begin partnering on your event's rigging design.
- Breakouts: Each event is allowed one General Session that could be provided by another production company, excluding any policies within the SES Scope of Work. All other meetings will be considered breakouts and fall inside this exclusivity. Events for the purpose of receptions, pool functions, or hospitality rooms would fall outside of this exclusivity.
- Handling and moving of all materials included in the Scope of Work once delivered to the facility loading docks will be exclusive to SES.
- All lift equipment required to perform the Scope of Work must be operated and rented through SES.
- Installation of the following is exclusive to SES labor and services:
 1. Cords and cables under carpet and final connection from equipment, light fixtures, power tracks and all electrical items to outlet(s).
 2. Electrical signage that comes separate from the display.
- 3. All antennas on or around the building, including set up and removal of interconnecting cables from outside to inside of the building and to exhibit booths.
- 4. Portable generators, motor generators and converter transformers.
- 5. Portable cabling from main switch to all panels and distribution.
- 6. All fiber and communication cables, data and telephone cables, and audio/visual cables in catwalks and under carpet.
- 7. Portable plumbing service (air, water and drains for all areas), whether in the exhibit area or not. Includes air compressors, various pumps and sub-pumps, and hook-up of same.
 - The use of individual air compressors or pumps is prohibited. However, if they are an integral part of the exhibit products, please contact SES in advance for approval.
- All work required in the catwalk structure is to be exclusively performed by SES labor. In addition, any equipment on or around the catwalk needs to be SES owned or inspected and approved.
- Specialized Production requirements can be accommodated within the SES required program; please contact the Event Services Manager for more details.

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SES PRODUCTIONS

Audio Visual & Production Assistance

SES Productions is an on-site, full service production team that maintains the latest in tradeshow technology. No one knows our property better, and in addition to offering a range of creative services and production support, a variety of hardware is available for all of your production needs.

Whether planned in advance or requested upon arrival, SES Productions is here and looks forward to working with you. However, to ensure availability, you are encouraged to place orders as early as possible. On-site orders will be subject to additional equipment charges and will be filled based upon the order in which they are received.

To learn more about how we can assist, please contact us at 702.733.5655 or SESProductionsExpoSales@sandsexpo.com.

Frequently Asked Questions

- 1. Is there a minimum labor requirement?** Yes - equipment rentals are subject to a minimum 2-hour labor charge which covers delivery, installation, reasonable technical assistance, dismantle, and pick up. More extensive setups, dedicated exhibit technicians, or any other form of A/V labor will be charged for actual hours worked. Please see page 37 for labor pricing and information.
- 2. Does my order include electrical service?** No - electrical service is not included in equipment pricing and must be ordered separately.
- 3. Do I need to be present for equipment to be delivered?** Yes - a representative must be in your booth or meeting room to sign for equipment delivery. Please note delivery and installation begins on the last day of load in, unless otherwise specified by the client. Sands Expo and SES are not responsible if equipment installation does not meet an exhibitor's timeline due to any unforeseen circumstances occurring at the show site.
- 4. What happens if I need to cancel all or part of my order?** All orders must be paid in advance. Please note no credits will be issued on services installed as ordered but not used. To avoid a 50% cancellation fee, the cancellation of equipment and/or services must be received at least 24 hours prior to the published first move-in date. Cancellations received after the first move-in day will not be refunded. For credit consideration, all service concerns must be made known to the Exhibit & Business Service Center during your event.
- 5. Are there any guidelines regarding audio volume within my exhibit booth?** Sands Expo retains the right to regulate the volume of any sound (music, voice, special or artificial effects) if it infringes upon others within the facility, is determined to be offensive, or otherwise violates the terms/rules/regulations or license agreement.
- 6. What should I know regarding the rental of satellite dishes?** All locating of satellite dishes for outside access must be done by SES and Sands Expo personnel. If you plan on bringing your own satellite dish or up-link vehicles, please contact the Exhibit & Business Service center at 702.733.5070 or servicecenter@sandsexpo.com. We will advise you of the area where it may be located, and consideration will be given to the direction from which the signal is relayed.
- 7. What happens if my rental equipment is damaged or lost?** Renters of SES Productions equipment assumes and bears the entire risk of equipment abuse; misuse; loss by fire, theft or misplacement; or any other cause of loss or damage that occurs while in the renter's possession. In the event of such an occurrence, the renter shall immediately pay Sands Expo, in cash, all rental fees due under the terms of the rental agreement, plus the value of the equipment rented (based on fair market value at the time of rental). All rental equipment shall be considered still rented, with rental fees accruing until such payment is made in full.

TECHNICAL SERVICES: SPECIALIZED EVENT SERVICES (SES)

SES Productions Rigging & Lighting

Imagine your booth as one among a sea of exhibitors, with thousands of attendees navigating through the aisles searching for your location. Integrating hanging signs and lighting high above your booth can be an invaluable part of your design, and might make the difference between whether a potential customer reaches you or ends up stopping somewhere else.

As the exclusive provider of truss and motors, SES Productions utilizes XSF truss products and Columbus McKinnon motors. SES Productions houses certified, on-site, industry trained professionals to assist with integration throughout your design process. Specialty equipment, if required, can be accommodated in many scenarios. Contact SES Productions to begin partnering on your event's rigging design.

Please refer to the SES Scope of Work on page 5 and consult with an SES Productions representative about exclusive and non-exclusive production services.

Frequently Asked Questions

- 1. How do I make sure my sign is installed in the proper location?** When placing an order, a CAD drawing and Service Location Plan must be provided. In addition, the exhibitor or representative must be present in the booth at the time of service delivery. Please also note SES Productions will not open any crates, cases or boxes that are not clearly marked "signage".
- 2. Since I need to be present, am I able to schedule this service for a particular time?** Exhibitors may select a will call window of time for service delivery, with a minimum installation charge of 2 hours per worker being applied. The option of scheduling a specific time is also available, for a minimum charge of 5 hours per worker.
- 3. Are there any rules about what can and can't be hung?** Please refer to all rules and regulations established by Show Management. These can typically be found in the Exhibitor Kit or by consulting a Show Management representative. Flown rigging in Hall G is not permitted. Rigging in any hall or ballroom may require the use of additional materials, to avoid overhead obstructions. Weight limitations are in effect in all areas, and may require additional stamped engineering documents for approval.
- 4. What happens after my event?** SES labor will dismantle all items and equipment within the SES Scope of Work. The exhibitor's materials will be disassembled and left in the booth with the exhibitor's representative, so they may coordinate shipping.

- 5. When does my booth need to be safety tied to the Facility?** Based upon SES review, any floor-supported object standing under 16' that is deemed a hazard to public safety, and those standing over 16' may have additional safety requirements. SES must provide all safety tie services and materials regardless of the object's height.

All requests are subject to approval by Show Management and SES Productions, and may be limited/rejected in some areas due to weight restrictions, limited rigging points, or if construction/design is deemed to be unsafe. Flashing chaser lights are not permitted on hanging signs, and laser logos may not be projected outside of an exhibiting booth. For additional information please call 702.733.5655, email SESProductionsExpoSales@sandsexpo.com, or visit www.sandsexpo.com/ordernow.

SES Productions Cancellation Policy

Please see page 4 for details.

FACILITY RULES & REGULATIONS

The following rules and regulations are those of Sands Expo. Show management may have additional guidelines exhibitors are expected to follow. Please check your exhibitor kit or event website for such details.

Balloons/Inflatables

Balloons/inflatables inside the facility must remain tethered to a fixed object and may be no larger than thirty-six inches (36") in diameter. The use of Mylar balloons is discouraged. Approval to display balloons must be obtained from the Catering & Conference Manager or Event Service Manager prior to move-in, so exhibitors must consult with show management to confirm this will be permitted within the exhibit space.

Displays/Drapes/Hangings

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal.

- Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant.
- Oilcloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- Manufacturer fire resistance certificate must accompany all materials.
- These items are also prohibited from covering any and all sprinkler heads and column numbers.
- It is prohibited to hang any items from the sprinkler heads.
- All single-level covered and multi-story display areas 1,000 square feet or greater are required to have sprinkler coverage throughout the space.
- For exhibit Halls A-D, please refer to all rules and regulations established by Show Management; there is no rigging permitted in Hall G.

Fire & Safety

Fees - The Clark County Fire Department/Fire Prevention Bureau Permit and Service Fee Schedule is available at https://www.clarkcountynv.gov/government/departments/building_fire_prevention/new_electronic_plan_submittal_process.php or by calling 702.455.3000.

Cooking Demonstrations require approval by the Sands Expo Catering Department and the Clark County Fire Department, as well as the securing of all necessary fire permits. Exhibitors may not utilize their own food or beverage for cooking demonstrations; all product must be provided by Sands Expo and only Sands Expo Catering personnel may handle food and beverage products during such demonstrations. For additional information please contact the Catering Department at 702.733.5676 or catering@sandsexpo.com.

Automatic Fire Sprinkler Systems (AFSS) - All single-level covered and multi-story display areas 1,000 square feet or greater are required to have sprinkler coverage throughout the space. Sprinklers must comply with National Fire Protection Act #13 (please see page 18 for details). For questions and additional information, please contact the Exhibit & Business Service Center 702.733.5070 or servicecenter@sandsexpo.com.

Hazing

In adherence to our Venetian Clean Commitment and the Venetian Clean Guide to Meetings, hazing is not permitted at this time.

Pyrotechnics

Pyrotechnics by exhibiting companies within the general exhibit space is strictly prohibited.

Remote-controlled Devices/Demonstration Areas

For the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Meeting Planner will provide a Demonstration Area for this purpose. Products such as remote controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). The Demonstration Area must include safe netting appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. The Venetian Resort and Sands Expo reserves the right to determine what is acceptable in a safe and controlled Demonstration Area prior to final approval. **Please note in accordance with our Venetian Clean commitment and the Venetian Clean Guide to Meetings, demonstration areas must restrict and control the gathering of crowds. In addition, presentation setups should be reviewed to ensure physical distancing and the ability to properly disinfect throughout the show day.**

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FACILITY RULES & REGULATIONS

Resort Employee Access

It is understood employees of The Venetian Resort and Sands Expo may require access to your exhibit or production area for reasons including, but not limited to housekeeping, maintenance, and security.

The Show Manager/Producer must agree to allow entry to employees of The Venetian Resort and Sands Expo or Resort contractors presenting suitable identification and stating job-related need for their entry.

Special Requests

If an exhibitor has a special request or question pertaining to facility rules and regulations, please contact the Exhibit & Business Service Center at 702.733.5070 or servicecenter@sandsexpo.com.

FACILITY SPECIFICATIONS

A comprehensive overview of The Venetian Resort and Sands Expo is available in our [Facilities Guide](#), but general specifications may be referenced below. In addition, please note the following:

- Exhibits exceeding the noted floor load limits will require special handling to distribute the load.
- Three feet (3') of access to all columns with utility boxes, fire extinguishers, fire hose cabinets, and fire hose valves is required at all times. Covering or uninstalling any of these devices is prohibited.
- For guidelines on displays/drapes/hangings, please refer to the rules and regulations established by Show Management.

To view floor plans of the facility, please [click here](#).

Halls A, B and C

Air Wall Track: 29'H
Ceiling Height: 32'5"H
Column Grid: 24" square and set 60'x90' center-to-center apart
Floor Load: 250 lbs. per square foot
Loading Doors: One (1) door at south end of hall, 20'H x 50'W
Utility Service: Dropped from ceiling
Overhead Lighting: LED

Hall D

Air Wall Track: 29'H
Ceiling Height: 32'5" high
Column Grid: 24" square and set 60'x90' center-to-center apart
Floor Load: 250 lbs. per square foot
Loading Doors: One (1) door at south end of hall, 16'H x 20'10.5"W
Utility Service: Dropped from ceiling
Overhead Lighting: LED

Hall G

Air Wall Track: N/A
Ceiling Height: 13'5" high
Column Grid: 2'6" round and set 30' center-to-center apart
Floor Load: Unlimited
Loading Doors: One (1) door at North end of hall (G Slider), 13'7"H x 53'2"W
One (1) door at Southeast end of hall (G Roll-up), 13'7"H x 26'1"W
Utility Service: Various columns
Overhead Lighting: LED

The Congress Center at The Venetian Resort

The floor load limit for The Venetian Ballroom (Level 2), Levels 2, 3 and 4 meeting rooms, and The Palazzo Ballroom (Level 5) is 150 lbs. per square foot, static weight.

RATES: Audio Visual Equipment, Computer Rental, Cable/HDTV/Satellite

EQUIPMENT	ADV. RATE	SHOW RATE
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VIDEO:

40" LED Monitor	\$696.40	\$870.50
50" LED Monitor	\$944	\$1,180
55" LED Monitor	\$996.80	\$1,246
60" LED Monitor	\$1,213.20	\$1,516.50
80" LED Monitor	\$2,140	\$2,675
Monitor Floor Stand <i>(Available with monitor rental only)</i>	\$133.60	\$167

Additional Information:

- Equipment rental is subject to 8.375% Nevada State Sales Tax. Drayage fees are not applied to equipment provided by SES.
- A minimum of 2 hours of labor will be charged, which includes delivery, installation, and dismantle. After this, standard rates apply as noted on the SES & SES Productions Labor section on page [12](#).
- Place your order at www.sandsexpo.com/ordernow.
- Please email servicecenter@sandsexpo.com to request an estimate.

AUDIO:

Exhibitor Audio Package <i>(includes powered speaker, speaker stand, mixer, wireless handheld microphone. Does not include Audio Operator labor)</i>	\$612.40	\$765.50
Wireless Handheld Microphone <i>(Audio Package add-on only)</i>	\$235.60	\$294.50
Wireless Lavalier Microphone <i>(Audio Package add-on only)</i>	\$235.60	\$294.50
Wireless Headset Microphone <i>(Audio Package add-on only)</i>	\$241.20	\$301.50

COMPUTER:

Laptop	\$224.80	\$281
HDMI 10' Cable	\$15.20	\$19
HDMI to VGA Adapter	\$15.20	\$19

HDTV/SATELLITE:	\$2,006.50	\$2,006.50
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EQUIPMENT	ADV. RATE	SHOW RATE
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MISCELLANEOUS:

Flip Chart Package <i>(includes easel, markers, paper pad)</i>	\$76	\$95
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SES PRODUCTIONS LABOR RATES

The following applies to all SES Productions labor, with the exception of AV Technicians, Assistant Carpenters, and Assistant Electricians.

RATE TYPE	RATE	HOURS	DAYS
STANDARD	\$99 per hour, per worker	8AM - 5PM	Mon. - Fri. (excludes holidays)
PREMIUM	\$181 per hour, per worker	Before 8AM and After 5PM	Mon. - Fri. (excludes holidays)
	\$181 per hour, per worker	Any Hours	Sat. - Sun. (excludes holidays)
HOLIDAY	\$362 per hour, per worker	Any Hours	New Year's Day / MLK Day / Easter Sunday / Memorial Day / 4th of July / Labor Day / Thanksgiving Day / Christmas Day

The following applies to SES Productions AV Technicians, Assistant Carpenters, and Assistant Electricians.

RATE TYPE	RATE	HOURS	DAYS
STANDARD	\$97 per hour, per worker	8AM - 5PM	Mon. - Fri. (excludes holidays)
PREMIUM	\$181 per hour, per worker	Before 8AM and After 5PM	Mon. - Fri. (excludes holidays)
	\$181 per hour, per worker	Any Hours	Sat. - Sun. (excludes holidays)
HOLIDAY	\$362 per hour, per worker	Any Hours	New Year's Day / MLK Day / Easter Sunday / Memorial Day / 4th of July / Labor Day / Thanksgiving Day / Christmas Day

- A 5 hour minimum per worker (10 hour minimum for lead positions after 5 hours) applies to all labor dispatched for a set time/date.
- A 2 hour minimum per worker applies to all "will call" labor.
- A Technical Project Manager is required for all crews consisting of six (6) or more workers.
- A 1 hour non-working meal break or qualified meal (working lunch) must be provided every 5 hours. A 2 hour minimum applies after any non-working meal break. A rate of \$297 is applied each hour until a 1 hour non-working meal break or qualified (working lunch) is provided. Worker(s) remain on billable time during a working lunch.
- All workers who are specifically requested by name may be subject to the Premium Rate, in accordance with any overtime incurred.
- To avoid being charged a 5 hour minimum, on-site labor adjustments must be received 6 hours in advance.
- Once a labor crew reaches 20+ workers, a scheduling administrator will be added.
- For all labor, rates are subject to change without notice.