

The Franchise Show

LAS VEGAS

March 12 & 13, 2022

The Expo World Market Center
North Hall



EXHIBITOR MANUAL

WELCOME AND THANK YOU **for choosing to be a participant in** **The Franchise Show -** **Las Vegas!**

Please take a moment to read the exhibitor manual, which will provide you with all of the necessary information for the preparation and installation of your exhibit. Processing your orders at your earliest convenience will allow us and the service-contractors time to provide you with the best possible rates & service.

The Show Office will be set up at the
Expo World Market Center
on Friday March 11th, 2022 at 12pm. Management will be available to assist you for the duration of the show.

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GENERAL INFORMATION

Show Location

The Expo World Market

North Hall
475 S Grand Central Pkwy #1615
Las Vegas, NV
89106

MAP TO FACILITY

Show Dates & Times

Saturday, March 12, 2022	11:00am – 5:00pm
Sunday March 13, 2022	11:00am – 4:00pm

Exhibitor Move-in Times

Friday March 11, 2022	12:00pm – 6:00pm
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Exhibitor Move-Out Dates & Times

Sunday March 13, 2022	4:00pm – 8:00pm
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Produced By

National Event Management

Suite #102
260 Town Center Blvd.,
Markham ON
L3R 8H8
Tel: (905) 477-2677 or (800) 891-4859
Fax: (905) 477-7872

Exhibitor Coordinator

Joy Gallaiford
905 477-2677 or (800) 891-4859 Ext 284
Email: joy@nationalevent.com

Director of Operations

Dina Latina
905 477-2677 or (800) 891-4859 Ext 224
Email: dina@nationalevent.com

EXHIBITOR CHECK LIST

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of “early booking discounts” please note booking deadlines.

CHECK LIST

EXHIBITOR PARKING

Parking garage is complimentary. Parking garage located at:

435 S. Grand Central Pkwy
Las Vegas, NV
89106

PARKING MAP

MAP TO FACILITY

MOVE-IN INSTRUCTIONS

Move-in Times: Friday March 11, 2022 12:00pm - 6:00pm

- **All exhibitors must officially register before setting up.** Please come to the show office and staff will direct you to your booth.
- **All exhibits must be set up by 6:00 pm Friday.** Exhibitors will not be permitted to set up during show hours.
- Children 15 years of age or younger will not be permitted in the exhibit area during move-in, set-up, or tear down.

PLEASE NOTE: After freight is packed at the end of the show it must be moved to the dock area for pick up. Please see a National Event Team member onsite for instructions. Freight that is left on the show floor will incur a handling fee. Handling fee charges will be a minimum of \$45.00 or \$15.00 per 'hundred weight' whichever is greater.

EXHIBITOR MOVE-OUT INSTRUCTIONS

Move-out Times: Sunday March 13, 2022 4:00pm - 8:00pm

Please note that move-out will begin once the show has closed, the aisles are cleared. If you are able to hand carry your supplies out to your car, we encourage you to do so. Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited.

All material must be removed by 8:00pm

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage.

PLEASE NOTE: After freight is packed at the end of the show it must be moved to the dock area for pick up. Please see a National Event Team member onsite for instructions. Freight that is left on the show floor will incur a handling fee. Handling fee charges will be a minimum of \$45.00 or \$15.00 per 'hundred weight' whichever is greater.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct To Show: Friday March 11, 2022

PLEASE NOTE: **The facility will NOT accept shipments prior to the Show move-in date.** Show Management will sign for the delivery on your behalf during move-in hours only. To move your items to your booth space, pump trucks and dollies will be available at no charge. Should you require assistance or the use of a forklift, please contact your sales rep as charges may apply.

Please address shipments to:

Company name Booth number
The Franchise Show
The Expo World Market
North Hall
475 S Grand Central Pkwy #1615
Las Vegas, NV
89106

PLEASE NOTE: After freight is packed at the end of the show it must be moved to the dock area for pick up. Freight that is left on the show floor will incur a handling fee. Handling fee charges will be a minimum of \$45.00 or \$15.00 per 'hundred weight' whichever is greater.

SHIPPING ORDER FORMS

Haulistics no longer offers Advance Warehouse shipments. This will be offered thru our Decorator Coast to Coast, Exhibitors may ship all freight to the Coast to Coast TSS advanced warehouse beginning a month before exhibitor move in date. Items will be delivered to your booth space prior to exhibitor move in.

- Exhibitors that ship to show site must ensure that freight does not arrive prior to March 11th. Coast to Coast TSS staff will only be available to receive show site freight deliveries during move in hours. Material handling rates will be applied.
- When shipping freight, company name, booth number and show name must be clearly labeled on all items.
- All material handling fees are calculated per hundredweight, per shipment, per day, and the rate charged will depend on the type of shipment and when received. Each delivery is considered a separate shipment and will not be combined. When recording weights for payments you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight.

- All shipments returned to the Coast to Coast TSS warehouse following the show will be charged a Back to Warehouse fee of 50% of the material handling fee with a minimum of 200 pounds. It is the responsibility of the exhibitor to schedule the carrier pick up.
- To store empty containers on show site, please pick up empty stickers at the Coast to Coast TSS service desk. At the close of the show, containers will be brought to your booth space, in random order, and delivered as quickly as possible.
- Coast to Coast TSS does provide a Show Carrier. To use this carrier, please visit the Coast to Coast service desk during move in or move out hours.

If you require your goods to be shipped to an advanced warehouse. Please contact

Coast to Coast TTS. Inc.

(303) 991- 2791

exhibitservices@coasttocoasttss.com

Shipments can be sent to this address:

Coast to Coast Trade Show Services

C/O Willwork

Las Vegas

7015 Corporate Plaza Drive

Suite 100, Door 1

Las Vegas, NV

89118

***State on shipment that you are with The Franchise Show Las Vegas**

LOADING DOCKS

The North Bay loading dock 2-7 are for use. Access the docks by entering Symphony Park Ave.

Dock level access is available. Dollies, pump trucks, and a forklift will be available on-site. However, if you have excessive forklift requirements please speak with your sales representative to discuss your needs. A charge may apply.

[LOADING DOCK MAP](#)

[MAP TO FACILITY](#)

VEHICLES ON SHOW FLOOR

All vehicles must abide by the arrival and departure schedules and procedures established by Show Management. Please contact Dina Latina (dina@nationalevent.com) for approval and to arrange arrival time if you want to display a vehicle.

When motorized vehicles are approved for use, a protective sheet of visqueen, tarpaulin or comparable, will be required to eliminate damages from leaks of gas, oil, etc., at the exhibitor’s expense.

Vehicles will need a 24 hour fire watch near them; this can be done by in booth security if hired.

Vehicles can be driven in provided the tires are clean or are wrapped if they are not cleaned.

- All motorized vehicles, that will be a part of your display, must be approved in advanced by The Expo
- Fuel tanks shall not contain more than one-quarter (1/4) their capacity or more than three (3) gallons of fuel, whichever is less.
- All battery cables must be disconnected and taped to avoid potential sparks.
- Vehicles shall not be moved during event hours and will remain off while freight doors are closed.
- Visqueen, or other forms of plastic or protective barrier must be placed underneath the engine to protect flooring.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
- External power is recommended for demonstration purposes.
- Battery charging is not permitted inside the facility.
- Combustible/flammable materials must not be stored beneath the display vehicles.
- Fueling or de-fueling the vehicles is prohibited.
- Three (3) feet of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of twenty (20) feet from exits or exit pathways
- A set of ignition keys must be given to Show Management.

Exhibitors are responsible for oil, grease, or any general damage to the carpeted area.

Exhibitors must provide a set of keys, the contact’s name, and phone number of the person responsible to remove the vehicle(s) to Show Management.

HOTEL

BOOKING DEADLINE: February 11, 2022

Rooms and discounted rate will only be held until the specified date. Rooms will then be subject to availability at prevailing rates.

Circa Resort & Casino

8 Fremont Street
Las Vegas, NV
89101

We have obtained the following group rates:

Thursday March 10	\$169.00
Friday March 11	\$194.00
Saturday March 12	\$194.00
Sunday March 13	\$159.00

All rooms will have 13% sales tax added.

Please Note: There is an additional \$34.95+ tax Resort Fee* That will be charged to every room reservation.

*Resort Fee will be added to all reservations. The resort fee includes the following amenities:

- Free Highspeed Wi-Fi Access (Guest-Room)
- Complimentary access to the Fitness Room
- Complimentary local and toll-free phone calls
- Complimentary access for two to Stadium Swim
- Access to Stadium Swim along with 1-hour early entry (Seating sold separately)

Reservations may be made by calling (702) 388-2274

To Receive this rate you must mention that you are with The Franchise Show when booking or use show code CIFS22

SHOW DECORATOR **(FURNITURE & DISPLAY RENTAL)**

ORDER DEADLINE: March 1, 2022

Carpet, 8ft back drape and 3 ft side drape are supplied for your exhibit space. If you require tables, chairs or additional booth supplies, these items can be rented from:

Coast to Coast TSS, Inc.

P: 303-991-2791

Fax: 303-991-2794

Email: exhibitservices@coasttocoasttss.com

Show Colours

- **Booth Drapes: Black**
- **Booth space is carpeted**

[FURNITURE & ACCESSORIES ORDER FORM](#)

[CUSTOM SIGNS](#)

[PAYMENT & POLICY INFO](#)

EZ BACKDROPS

If you require a pop-up banner or backdrop, please contact:

EZ Backdrops

Phone: 678-717-1222

Email: angie@ezbackdrops.com

www.ezbackdrops.com

BOOTH INSTALLATION & DISMANTLING

ORDER DEADLINE: March 1, 2022

Should you require assistance setting up or dismantling your booth, please submit the below forms to:

Coast to Coast TSS, Inc.

P: 303-991-2791

Fax: 303-991-2794

Email: exhibitservices@coasttocoasttss.com

[BOOTH INSTALLATION & DISMANTLE ORDER FORM](#)

[PAYMENT & POLICY INFO](#)

BOOTH CLEANING

ORDER DEADLINE: February 12, 2022

Exhibitors are responsible for maintaining their own booth space. If you require in-booth vacuuming, please contact:

United National

(800) 248-8558

Fax: (312) 922-8599

ttovar@unitedhq.com

[BOOTH CLEANING ORDER FORM](#)

ELECTRICAL

ORDER DEADLINE: February 19, 2022

Electrical is not supplied to your booth. If you require an electrical hookup, please use the online ordering link

If you prefer to send in order via PDF form, please note that there is a \$25.00 manual processing fee.

EDLEN

Melanie Carter

T: 702-385-6911

E: mcarter@edlen.com

[ORDER ONLINE HERE](#)

[ELECTRICAL ORDER FORM](#)

AUDIO / VISUAL RENTALS

ORDER DEADLINE: February 23, 2022

If you require audio visual equipment in your booth, please send the completed order form to:

AVEX Audio Visual

Keith Nelson

T: 702-673-6944

E: keith.nelson@goavex.com

Orders received after the pre-show booking deadline may be subject to additional charges.

[AUDIO VISUAL ORDER FORM](#)

[AVEX AV PRICE GUIDE](#)

TELEPHONE/ INTERNET/ WIFI

Information regarding WIFI, Internet, and Telephone will be coming soon.

FOOD SAMPLING

SUBMISSION DEADLINE: March 1, 2022

If you are planning on sampling food or beverage product in your booth, please note there are necessary forms to complete. Food samples are limited to a 2 oz. portion and beverage products to 3 oz.

1. Please complete the below Food Sampling Form and return it to centerplatelasvegas@centerplate.com

FOOD SAMPLING FORM

2. Southern Nevada Health Department requires the full set and use of hand washing and sanitation stations when sampling or preparing unwrapped food/ beverage. You may provide your own stations or purchase from Centerplate. Please use the Online Ordering Link [Here](#)

HAND WASHING & SANITATION ORDERING LINK

3. Please contact joy@nationalevent.com if you would like to sample and provide the following details:
 - a. What type of food or beverage would you like to sample?
 - b. Is it individually wrapped or pre-packaged?
 - c. Does it need to be kept refrigerated or heated on site.
 - d. Is it a product your company manufactures?

FOOD SAMPLING FORM

HAND WASHING & SANITATION ORDERING LINK

EXHIBITOR BADGES

FORM SUBMISSION DEADLINE: February 25, 2022

We have implemented a new automatic badge system to simplify the request process. Please [follow this link](#) to complete your badge request form. You will receive a confirmation email upon completion.

Exhibitors are provided with up to a maximum of 7 personalized name badges based on the size of your booth.

10x10 booth - 3 booth staff
10x20 booth - 5 booth staff
300 feet or larger - 7 booth staff

Badges will be available for pick up at the Show Office during move-in and must be worn to gain admittance to the Show.

ONLINE BOOKING LINK

FREE ADMISSION PASSES

Raise awareness of your franchising initiatives and increase traffic to your booth by distributing Customized FREE ADMISSION passes to the Show. There is no limit to the number of FREE passes you may distribute to your professional and personal databases.

Please email your high-resolution logo in **.jpeg**, **.eps**, or **.pdf** format to [Joy Gallaiford](#).

SHOW GUIDE AD & SPONSORSHIP OPPORTUNITIES

There are a number of ways to increase your brand awareness at our shows. Additional ad space is available in our Show Guides that are distributed to attendees and sponsorship recognition includes show guide space, on-site signage, & online presence. Speak to your sales rep for more information.

LEAD RETRIEVAL SYSTEM

We offer a Lead Collection system at the Franchise Show. This system uses any smartphone or internet enabled device (no scanners needed). Attendees contact info (name, email and cell if provided) will be pre-populated into the software to make your lead collection easy on-site and your post-show follow-up effortless.

Please send your completed order form to joy@nationalevent.com if you would like to sign up for this system. Please note: This is not a complete list of attendees. It is a lead retrieval service to help you capture leads quickly and accurately.

[LEAD RETRIEVAL ORDER FORM](#)

[HOW TO COLLECT LEADS](#)

INSURANCE

Insurance for booth/show

Exhibitors must have their own liability insurance covering a minimum of \$1 million in damages. Please list National Event Management as “additional insured”.

Transportation Insurance

Show Management is NOT responsible for damages caused during the transportation of your products. We strongly recommend purchasing transportation insurance when booking your shipments.

Liability

Exhibitors will be liable for, will indemnify, and will hold harmless Show Management from any loss or damage whatsoever occurring to, or suffered by, any person or company. This includes, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

RULES & REGULATIONS

Diagram #1: Sample of the drape provided for your booth

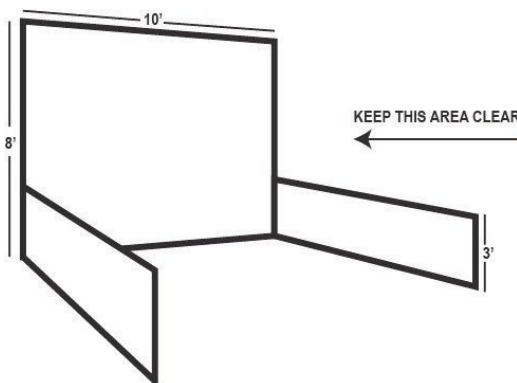
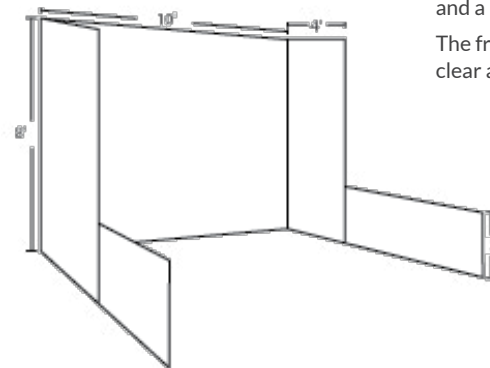


Diagram #2: Sample of display allowance



Upright banners & products must be within 4' from the back drape, and a maximum of 8' high.

The front 6' of the booth must be clear above 4'.

Booth Display & Restrictions

- Diagram#1 shows the drapes that are provided as a part of your booth cost.
- Diagram#2 shows the allowed clearance for displays, banners and products within your booth.
- No exhibit may exceed a maximum height of 8 ft.
- Side panels 8 ft. high, must not exceed a depth of 4 ft. extending from the back of the display.
- The remainder of the 6 ft depth from the front of the booth must not exceed a 4 ft. height.
- Any exceptions to this must have pre-approval from Dina Latina (dina@nationalevent.com).

Prefab booth partitions must be finished on both sides. If they are not, please request drapes prior to the show.

Signage

No signage or material may be extended above the 8ft height at the back of your booth nor hung from the ceiling or across the aisle, without approval from Show Management. All signs must be printed on one side only. Your brand messaging can only face the inner walls of your exhibit space.

Tape (Floor, Wall, and Carpet Damage)

This only applies to companies that choose to place carpet or flooring on top of the existing carpet.

It is important that you use the proper carpet tape in your booth. If you do not use the correct tape there will be a charge for tape removal.

Here are the models of two-faced tapes that are authorized by the facility.

- Polyken 105c LPDE
- Scapa 274004
- DC W002A

If you bring your own carpet, you must adhere to the above Tape Restrictions. If you do not have the proper tape, please notify Show Management before installing your carpet or tiles.

If you would like to install your carpet on top of the existing carpet, please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859 ext 224.

Restrictions for Booth Installation

Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not fasten the coverings to the building floor. It is suggested that building paper or the approved tape (Polyken 105c LPDE OR Scapa 274004 OR DC W002A) is used instead.

Demonstrations/Distributions

Displays, demonstrations or distribution of advertising materials, are not permitted outside the confines of your booth. If audio visual equipment is used, the sound must be subdued to such an extent as to ensure its having no nuisance effect on neighbouring exhibitors. The use of microphones is not permitted without prior management approval.

Fire Regulations

All exhibitors planning to use any type of fuel (such as gas, oil, helium gas, or propane) in their exhibits are requested to contact Show Management. All displays or exhibited materials must be fireproof to conform to Federal, Provincial, and City Fire Laws.

National Event Management is obligated to abide by the Fire Code regulations in each city. We therefore retain the right to refuse any material or object that does not conform to code. If you have a question or need information re the Fire Code please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859, ext. 224.

FIRE REGULATIONS

Animals in the Show

The facility's policy prohibits the presence of animals unless they are used as a working dog for the blind. Permission must be obtained from the facility for any exception. Please contact Dina Latina (dina@nationalevent.com; 905 477-2677 ext. 224) regarding the necessary forms.

Helium Balloons

Helium balloons are prohibited in The Expo at World Market.

Mechanical Conveyances

Mechanical Conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, or those with authorization from Show Management.

Non-Compliance

National Event Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in ejection of the offending exhibitor or in the closing of his/her exhibit.