



HLTH 2024 Exhibitor Guidelines

In addition to the [Exhibitor Rules & Regulations](#), all exhibitors must also abide by the below guidelines

Age Restriction

All exhibitor personnel entering the show floor must be 18 years of age or older. No one under the age of 18 years old will be allowed on the show floor at any time including move-in, show days and move-out. For all night events held at HLTH all must be 21 years old to attend.

Balloons

At no time are exhibitors allowed to bring helium balloons into the facility.

Booth Approval

All exhibitors with a custom booth 10'x20' (200 sq ft) and larger, who are planning to build out their space, are **required to submit the following**: a rendering of their build with all dimensions, technical plans to include elevations (indicating maximum height of the build) and all materials used (+flame retardant certificates) to [show management](#) for approval by **Wednesday, September 18**.

This is a mandatory requirement and plans not received before move-in will not be allowed to start construction until Show Management has assessed these documents. This may lead to delays in your booth being built and restrictions on elements of your booth that are not approved to be in accordance with the show rules & regulations.

Booth Height and Line of Sight

- 10'x20' inline booths have a maximum back wall height limitation of **8 feet high**.
- Booths that are 400 sq feet (20'x20') or larger and have aisles on all four sides (island booths) are permitted to a max height restriction of **18 feet high**, measuring from the floor to the top of the booth structure or hanging sign.
- If your booth does not meet these height requirements, you must submit a rendering of your booth, with dimensions to [show management](#) for approval by **Wednesday, September 18**.
- All booth displays and businesses must be conducted within your booth space and arranged in such a manner so as to not obstruct sight lines of neighboring exhibitors.
- Displays shall not block or obstruct the view of a neighboring exhibitor. If such protocol is not adhered to, HLTH has the right to remove the item in question unless pre-approved prior.

Donation Program

As part of the Green Meetings initiative, The Venetian Expo manages an extensive donation program that supports a number of charitable organizations. Exhibitors have the opportunity to impact the local community via unused event materials that are eligible for donation. Please email lv_sustainability@venetianlasvegas.com if interested in donating leftover booth inventory (i.e, samples, furniture, etc.). More information can be found in The Venetian [exhibitor success guide](#).



Dress Code

During move-in and move-out closed-toe shoes must be worn at all times in the exhibit hall and docks. No open-toed footwear, sandals or flip flops allowed.

During show hours exhibitor personnel must be dressed appropriately and confine their activities on behalf of the exhibitor to their space. The dress code is business casual.

Exhibitor Appointed Contractor (EAC)

If your company plans to bring in the services of any independent contractors other than T3 Expo, you must complete and submit the EAC form along with the EAC's Certificate of Insurance to orders@t3expo.com by **Wednesday, September 18**. To download the EAC form and view the EAC and COI requirements please refer to the exhibitor kit.

This is a mandatory security requirement to permit EACs access to your booth during move-in and move-out. EACs who arrive onsite and have not been registered will be required to provide this information including their Certificate of Insurance (COI) before they are permitted access. This may lead to delays in your booth being built or access refused if they cannot produce the documents required.

Exhibitor Booth Floor Covering

Exhibitors are responsible for providing or arranging their own carpeting/floor covering in the booth area, unless included in the Turnkey booth packages, Club Startup kiosks, or Pavilion kiosks.

Fire Regulations

All exhibitors must comply with Fire Regulations and safety rules as posted in the exhibitor kit.

Food & Beverage

NO OUTSIDE FOOD AND BEVERAGE IS ALLOWED. Catering and all food and beverage products must be ordered through [The Venetian Expo](https://www.venetianlasvegas.com). Any special requests beyond these menus have to be placed through The Venetian Expo and will be subject to corkage and handling fees. Call 702-733-5366 or email catering@venetianlasvegas.com for further questions.

Insurance Requirements

- **For Exhibitors:** As a sponsor benefit, HLTH will be including liability insurance which meets all insurance requirements for HLTH 2024. This benefit only applies to the exhibitor contracted directly with HLTH. Exhibitors are not required to submit their own compliant insurance.

However, if the exhibitor hires an outside Exhibitor Appointed Contractor (EAC) for any services used other than the in-house general contractor that HLTH uses, they must comply with the below liability request.



→ **All Exhibitor Appointed Contractors (EACs):** must maintain the following insurance from the first day of their move until the last day of their move out at HLTH. No access to the floor will be granted without insurance coverage.

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits as stated below. Insurance coverage for Exhibitor Appointed Contractor is not optional.

Such insurance shall include contractual liability and product liability covered with the following limits:

- COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form) covering bodily injury, property damage, products and completed operations, and personal and advertising injury with minimum limits of one million dollars (\$1,000,000) per occurrence. This policy shall include contractual liability coverage applicable to the indemnities assumed hereunder. If the policy has a general aggregate limit, either the general aggregate shall apply separately to this project/location, or the general aggregate limit shall be two times (2X) the required occurrence limit.
- WORKERS' COMPENSATION INSURANCE with statutory limits as required by law and Employer's Liability Insurance covering legal obligation to pay damages for bodily injury or occupational disease (including death) sustained by an employee with minimum limits of: \$1,000,000 bodily injury by accident; \$1,000,000 bodily injury by disease; \$1,000,000 policy limit.
- AUTOMOBILE LIABILITY INSURANCE covering loss arising out of the ownership, maintenance, operation, or use of any motor vehicle, whether owned, hired, or non-owned, with minimum limits of one million dollars (\$1,000,000) per accident for bodily injury and property damage. Appropriate endorsements should be evidenced if hazardous waste is to be transported – ISO MCS 90 and CA 9948 (Broadened Pollution Liability Endorsement).
- UMBRELLA/EXCESS LIABILITY INSURANCE policies must follow the form of the underlying primary policies (except Workers' Compensation) with minimum limits of four million dollars (\$4,000,000) per occurrence.
- All required insurance policies shall name as Additional Insured, Venetian Las Vegas Gaming, LLC, Expo and Convention Center, LLC, Grand Canal Shops II, LLC (GCS) and The Shoppes at The Palazzo, LLC (SATP) and each of their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the named insured(s) in or about the property of Las Vegas Gaming, LLC, Expo and Convention Center, LLC, GCS, and SATP.
- EACs must name HLTH, Inc and T3 Expo, LLC as additional insured.

Internet

Complimentary WiFi will be provided on the show floor, however HLTH cannot guarantee uptime consistency throughout the duration of the event. We strongly recommend a dedicated internet connection if you intend to stream audio/video content or conduct live demonstrations/presentations within and around your exhibit.



Lighting

Overhead lighting is permitted. No lighting, fixtures, lighting trusses, or overhead lighting may be hung or shined outside the boundaries of the exhibit space so as not to be distracting to adjacent exhibitors.

Exhibitors may not shine logos onto the ceiling, aisles, facility wall or adjacent booths and spotlights may not be mounted to the ceiling outside the boundaries of the exhibit space. HLTH reserves the right to remove/turn off any lighting that does not comply and the exhibitor will be responsible for any charges related to this action.

Meeting Room Buildouts

Meeting rooms that have custom buildouts must be approved. Renderings need to be sent to Da.Choi@venetianlasvegas.com and sponsors@hlth.com. An [EAC form and COI](#) must also be submitted to orders@t3expo.com by **Wednesday, September 18**.

The custom buildouts must be contained to the space inside the assigned room. Nothing is permitted to be built or placed outside the meeting room or in the hallway. Any buildouts must adhere to the Venetian meeting room rules & regulations that will be sent in a separate email.

Multi-Level Booths

Multi-level exhibits require prior approval by show management. You **MUST** submit a floorplan to scale with heights/width indicated on each structure and hanging sign to HLTH [show management](#) for approval 60 days before move-in. More information can be found in The Venetian [exhibitor success guide](#).

Power

Power is not included with space only exhibit spaces (does not apply to turnkey packages). Power must be ordered separately from Event Service Electrical. All power cords must be confined to the Exhibitor's space. Exhibitors are not permitted at any time to run power cords across or underneath the exhibit hall aisle carpet or any area outside of their allocated space.

Promotional Materials/Activities

All promotional materials/activities must be confined to your booth and/or meeting space. Exhibitors are not permitted to distribute promotional materials in any areas outside of their allocated space without prior approval from HLTH.

Registration

Every attendee must be registered and is required to wear a HLTH badge in order to access any part of the HLTH event including sessions, meal functions, networking receptions, meeting rooms, and the show floor. Anyone who requires access to your booth during show hours must be registered for HLTH. Click [here](#) to register and purchase any additional passes that you need.



Selling Products or Services

Selling exhibited products or services will not be permitted. At no time may the exhibit or product display be altered to fulfill a transaction. No signage or advertising of product pricing will be allowed. HLTH reserves the right to prohibit the sale of any product for any reason.

Signage

Hanging signs/banners are only allowed above booths that are 20'x20' (400 square feet) or larger. Hanging signs/banners may not exceed the length of any side of your booth space or hang over the common aisle space. The top of any hanging banner may not exceed the maximum height restriction of **18' feet**.

In order to facilitate exhibitor move-in, hanging signs **MUST** be shipped in advance to T3 Expo's warehouse using the custom hanging sign labels found in the exhibitor kit. Hanging signs will not be accepted onsite.

Exhibitors are not permitted to display signage in any areas outside of their allocated booth/meeting space without prior approval from HLTH. Popup banners are **not** permitted in kiosk or pavilion areas. No outside decor or signage is allowed to be affixed to the physical kiosk structure.

Sound

Sound must be maintained at a level that is not disruptive or is determined offensive to neighboring exhibitors.

Vehicles

Vehicles that are to be brought into the facility must be pre-approved by show management, The Venetian Resort Las Vegas and The Venetian Expo. All require individual permits and Fire Marshall approval. Exhibitors must abide by all display vehicle rules and regulations found in [The Venetian exhibitor success guide](#).

If you have any questions, please contact [show management](#).