



# Viva Las Vegas!

**South Point Hotel & Casino  
August 2-4, 2017**

## General Information

### BCA EXPO 2017 FLOOR DATES AND HOURS

<b>Wednesday, August 2</b>	<b>10:00 am - 5:00 pm</b>
<b>Thursday, August 3</b>	<b>10:00 am - 5:00 pm</b>
<b>Friday, August 4</b>	<b>10:00 am - 2:00 pm</b>

Exhibitor personnel are allowed entry into the exhibit hall 60 minutes before the BCA Expo 2017 opening.

### INSTALLATION OF EXHIBITS

Heritage Trade Show Services will begin moving in freight at 8:00 am, Monday, July 31, 2017. **Freight will be targeted by Heritage Trade Show Services.** Booth setup will begin at 8:00 am on Monday, July 31, 2017. Please refer to the **Freight Target Move-In Schedule** listed under the Shipping Information section of the Online Exhibitor Guide for your move-in time.

**Exhibitors may begin setting up their booth following the delivery of their freight on their assigned target date.**

**The setup schedule is as follows:**

Monday, July 31	8:00 am - 5:00 pm
Tuesday, August 1	8:00 am - 5:00 pm

**In addition, no one under the age of 18 (including infants) will be allowed on the show floor at any time during installation or dismantling. This is the policy of the South Point Hotel, Casino & Convention Center, as well as for your safety and protection.**

If you have any questions concerning the installation of exhibits, please contact 2017 Billiard & Home Leisure Expo Management.

### STORAGE OF PACKING BOXES AND CRATES

Empty crates and boxes will be removed from the booth to storage and returned to the exhibitor's booth. When unpacking your exhibit, be sure to put any packing material back in the container and close it to avoid fire hazard. Due to the limited storage facilities, smaller cases should be placed inside larger ones whenever possible.

Exhibitors should procure EMPTY CRATE labels at the Service Desk, attach them to the empty crates and boxes and place them into the aisles. Laborers will remove empties daily and those not labeled will be destroyed.

Exhibitors will find it very helpful in locating their boxes during shipment and when empties are returned if all boxes and crates are painted with identifying markings or strips. Such markings should be large and plainly visible on all six sides.

### DISMANTLING OF EXHIBITS

Dismantling will commence at 2:00 pm on Friday, August 4. In the interest of ALL exhibitors and visitors planning to attend on Friday, exhibitors are requested not to dismantle until 2017 Billiard & Home Leisure Expo closes at 2:00 pm. Please alert your booth personnel that early dismantling will jeopardize your company's participation in future Billiard & Home Leisure Expos, and loss of seniority points.

All exhibit material must be packed, labeled and made ready for shipment by **12:00 Noon on Saturday, August 5.** Any materials not so prepared will be returned to the drayage company's warehouse or, at its discretion, will be shipped to the exhibitor via carrier of the drayage company's selection at the exhibitor's expense.

Heritage Trade Show Services will maintain a Service Desk throughout the course of the 2017 Billiard & Home Leisure Expo. This desk will supply labels, Material Handling Agreement, etc. and assist you in scheduling your removal.

The Service Desk will have personnel available to accept labor orders for dismantling. Orders for labor during dismantling must be placed by 2:00 pm, Friday, August 4.

Fire regulations require that booth power be disconnected within one hour after the close of the 2017 Billiard & Home Leisure Expo. Any exhibitor requiring electrical service after 2:00 pm on Friday, August 4, must make special arrangements with the Electrical Service Desk no later than Thursday, August 3 at 12:00 noon.

All outbound shipments must have a Material Handling Agreement showing correct count of pieces, weight, destination and billing. A sample Material Handling Agreement will be displayed at the Service Desk.

Heritage Trade Show Services will ship your freight the best way possible. If however, you wish to ship via a specific carrier, you must name that carrier on the Material Handling Agreement and contact carrier.

If you have any questions concerning shipping or dismantling, please resolve them at the Service Desk during 2017 Billiard & Home Leisure Expo to avoid problems later.

### **OFFICIAL DRAYAGE CONTRACTOR**

The following has been designated as the official drayage company:

#### **Heritage Trade Show Services**

620 Shenandoah Avenue

St. Louis, MO 63104

☎ 314-534-8500 📠 314-533-0906

### **OFFICIAL SIGN MAKER**

Heritage Trade Show Services has been designated as the official sign maker. Special sign requirements should be ordered in advance by completing the order form found under the HERITAGE TRADE SHOW SERVICES section of the Online Exhibitor Guide.

### **SHIPPING INSTRUCTIONS**

Please refer to the **HERITAGE TRADE SHOW SERVICES** section found in the Online Exhibitor Guide for information concerning advance and direct shipments.

### **CLEANING SERVICE**

Any exhibitor wishing continuous porter service, special cleaning service, waxing, shampooing, etc. may order such services through Heritage Exposition Services. An order form can be found in the **HERITAGE TRADE SHOW SERVICES** section of the Online Exhibitor Guide.

### **OFFICIAL DECORATOR**

The following has been designated as the official decorator:

#### **Heritage Trade Show Services**

620 Shenandoah Avenue

St. Louis, MO 63104

☎ 314-534-8500 📠 314-533-0906

The official decorator will have furniture and other decorative accessories available for rental. Appropriate forms for this type of service are contained under the **HERITAGE TRADE SHOW SERVICES** section of the Online Exhibitor Guide. You will save time and avoid inconvenience by ordering as early as possible. **PLEASE NOTE: SPECIAL DISCOUNTS WHEN ORDERING IN ADVANCE.**

### **LABOR**

Heritage Trade Show Services will have a labor staff available during the period of installation and dismantling. Please place your order for labor as early as possible to avoid overtime charges. Overtime rates prevail beginning at 5:00 pm, Monday through Friday, and all day on Saturday and Sunday.

**All labor is adequately paid and exhibitors are requested not to give tips or additional payments (including unwanted display material). Any demands for such payments should be promptly reported to 2017 Billiard & Home Leisure Expo Management.**

Exhibitors are free to choose any display company they wish to employ provided they are accredited union shops and provide 2017 Billiard & Home Leisure Expo Management with an original Certificate of Insurance prior to the 2017 BCA Expo.

If you intended to have your display installed by a company other than the Official Show Contractor, you must submit in writing the name of the contractor or the display house to W.T. Glasgow, Inc. by Monday, July 10, 2017. You must also submit a Certificate of Insurance to Expo Management, W.T. Glasgow, Inc. by Monday, July 10, 2017.

### **STANDARD BOOTH EQUIPMENT**

Each 10'x10' booth will be set with 8' high black back drape, 3' black side dividers, and a 7" x 44" one-line identification sign. The exhibit area is carpeted in multi-colored pattern. **Any deviation from this carpet color will be at the exhibitor's expense.**

### **ELECTRICAL SERVICES**

The following has been designated as the official electrical contractor:

#### **EDLEN The Power People**

6705 S. Easter Ave.

Las Vegas, NV 89119

☎ 702-385-6911 📠 702-385-1810

✉ [lasvegas@edlen.com](mailto:lasvegas@edlen.com)

General overall lighting is provided to exhibitors without charge. Where electrical services for special lighting, outlets, spotlights and the operation of exhibitor's products are required, please complete the Electrical Order for Service contained in the Online Exhibitor Guide.

### **FIRE DEPARTMENT REGULATIONS**

All material used in the Exhibit Hall must be fireproofed and conform to all Fire Department regulations. No decorative paper, split bamboo draping, untreated cloth or carpeting, excelsior or polyurethane materials of any kind will be permitted. All exhibitors planning demonstrations requiring open flames, paint sprayers, any kind of compressed gas or explosive fuels, heat, etc., must contact the Fire Marshall with information so they can obtain approval in advance. No welding is permitted. Copy BCA Expo Management on all correspondence.

The storage of packing boxes, cartons, literature or any other material behind an exhibitor's booth is expressly forbidden at any time. Exhibitors will be permitted to retain in their booth a limited supply of literature or extra products sorted in containers beneath the draped tables.

Balloons and inflatables of any kind may not be used without the written consent of BCA Expo Management prior to the opening day of 2017 Billiard & Home Leisure Expo.

Aerosol cans containing either inflammable propellants or products are prohibited at the South Point Hotel, Casino & Convention Center by ordinance of the Fire Department. All other aerosol cans must be

labeled as to their content and expellant. Empty cans should be used for display purposes when in doubt.

### **AUDIO VISUAL/INTERNET**

The following has been designated as the official audio visual contractor:

#### **South Point Production Services**

9777 Las Vegas Blvd. S.

Las Vegas, NV 89183

☎ 702-797-8060 📠 702-797-8051

Contact: Rich Niederman

✉ [niedermanr@southpointcasino.com](mailto:niedermanr@southpointcasino.com)

### **INSURANCE**

The 2017 BCA Expo sponsor, the Billiard Congress of America, W.T. Glasgow, Inc., their agents, the South Point Hotel, Casino & Convention Center, Las Vegas, Nevada and/or their respective agents will not be responsible in any way for injury that may occur to an exhibitor or his employees, nor for the safety of any exhibitor or material against theft, fire, water, accident, or any cause, nor for the loss of damage to goods consigned to its care.

Each exhibitor should arrange to have some place in its own booth to store any small articles of value. However, there is a security lock-up located on the show floor.

Exhibitors should consult their insurance companies for proper coverage on any material from the time it leaves their company until its return. In most cases, a rider can be added to your present policies for a nominal cost. Protect yourself, ACT NOW!

### **FLORAL SERVICE**

Floral can be ordered from:

#### **Heritage Trade Show Services**

620 Shenandoah Avenue

St. Louis, MO 63104

☎ 314-534-8500 📠 314-533-0906

If you wish to order any of these services listed above, please complete and return the respective order form found under the Heritage Trade Show Services section of the Online Exhibitor Guide. Representatives will be available to service your needs during the period of installation and throughout the course of the BCA Expo.

### **MODELS AND DEMONSTRATORS**

BCA Expo 2017 Management has no objection to the use of models or demonstrators in the exhibitor's booths provided they are properly clothed and dressed in good taste at all times. The wearing of scanty costumes will not be permitted. BCA Expo 2017 further requires that they limit their promotional activities, i.e., product demonstrations, dispensing of literature and/or product samples, to the confines of the exhibitor's booth.

Exhibitor personnel wearing costumes or banners containing the firm name must wear an outer wrap any time it is necessary to leave the confines of the exhibitor's booth. "Live entertainment" and/or dispensing of food or beverage are prohibited.

### **EXHIBITIONS, RAFFLES & PROMOTIONS**

Exhibitors shall not permit exhibitions, raffles, donations or other promotional measures that require members or guests to be present at a specified location and time, and all unusual promotional plans must be approved by BCA Expo Management no later than thirty (30) days prior to BCA Expo 2017.

The use or display of any printed materials, photographs or presentations which may be judged as lewd, lacking in dignity or not conducive to a business environment are strictly prohibited. This includes that all booth personnel, models or demonstrators must be properly clothed and appropriately dressed at all times. BCA Expo Management will give one warning to correct any violations. A continued violation will result in the disconnection of electrical power and draping off of the booth.

Exhibitors shall not use live animals in their exhibit. Advertisements or invitations to exhibitor functions may be distributed or displayed within the confines of your booth providing the event does not occur during BCA Expo 2017 hours.

### **FOOD SERVICE**

The official caterer is:

#### **South Point Hotel, Casino & Convention Center**

9777 Las Vegas Blvd. South

Las Vegas, NV 89183

☎ 702-797-8060 📠 702-797-8051

Contact: Rich Niederman

✉ [niedermanr@southpointcasino.com](mailto:niedermanr@southpointcasino.com)

They offer you a variety of food service options. No outside food or beverage shall be BCA Expo Management before dispensing or distributing any food, snacks or beverages. Exhibitors shall not dispense or distribute food, beverage or throw-away items.

### **HOTEL RESERVATIONS**

BCA Expo Management has reserved rooms and suites at the South Point Hotel, Casino & Convention Center for exhibitors and trade visitors. Exhibitors wishing to reserve special suites are requested to communicate directly with BCA Expo Management for availabilities.

### **TRADE ADMISSION CREDENTIALS**

Admission to the 2017 Billiard & Home Leisure Expo will be restricted to bonafide business people only. All trade visitors will be required to register. Registrants will be closely scrutinized at the Registration desk, and visitors not in the trade will be refused admittance.

Badges will not be mailed to those who registered in advance. Please come to the registration area at the South Point Hotel, Casino &

Convention Center in the Foyer with identification to pick up your badges.

#### **EXHIBITOR ADMISSION CREDENTIALS**

Exhibitor representatives who will be staffing the booths will be furnished with exhibitor badges which will admit them to BCA Expo 2017 during the show to include installation and dismantling. Bring your confirmation letter to Registration to pick up your credentials.

**Badges will not be mailed this year.**

#### **SALE OF PRODUCT/SAMPLE**

Since the purpose of BCA Expo 2017 is to promote the industry generally, and to facilitate the exchange of information about new products and techniques, consistent with this objective, exhibitors in their contact with trade visitors are asked to refrain from selling at BCA Expo 2017.

If you find it imperative to exchange or sell a sample to a prospective buyer, please keep the merchandise in your booth until the close of the BCA Expo 2017 at 2:00 pm, Friday, August 4, at which time it can be turned over to the purchaser. A receipt for the merchandise including a description and model number must be presented to BCA Expo 2017 Management so that a Merchandise Pass can be issued. No merchandise can leave the exhibit hall unless accompanied by an authorized receipt from the exhibitor.