

**PLEASE NOTE: FLOOR COVERING IS REQUIRED IN ALL BOOTHS AND MUST BE INSTALLED BY 3PM ON TUESDAY, AUGUST 11. IF THIS DEADLINE IS NOT MET, SHOW MANAGEMENT WILL ORDER CARPET FOR ANY BOOTHS WITHOUT FLOOR COVERING FROM FREEMAN AND THE EXHIBITOR WILL BE CHARGED SHOW SITE CARPET RATES.**

**IF DISPLAYING A VEHICLE IN YOUR BOOTH, 2 MONTHS ADVANCE NOTICE MUST BE PROVIDED TO SUPERZOO SHOW MANAGEMENT BY COMPLETING THE BOOTH DESIGN FORM LOCATED IN THE [EXHIBITOR SERVICES MANUAL](#) AS WELL AS COMPLETING THE MOBILE UNIT & VEHICLE SPOTTING FORM, LOCATED IN THE [FREEMAN SERVICE KIT](#). FREEMAN WILL CONTACT YOU REGARDING FEES ONCE THEY RECEIVE YOUR FORM. VEHICLE PERMITS FROM THE FIRE MARSHALL ARE MANDATORY. ANY VEHICLE WITHOUT A PERMIT AND/OR HAVE NOT MET THE FIRE MARSHAL RULES AND REGULATIONS WILL NOT BE ALLOWED ON THE SHOW FLOOR.**

**AIR CONDITIONING** – There is no air conditioning in the exhibit hall on move in days because the freight doors will be open and the AC will not be effective. The hall could be warm so please plan accordingly.

**ANNOUNCEMENTS** – Announcements will only be made for emergencies and show management information.

**ATTENDEE** – Credentials are screened to the best of our ability regarding eligibility to attend the show.

**AUDIO** – If audio is used inside the exhibit booth, all speakers must face into the booth and not into the aisles or into neighboring booths. Any complaints regarding audio will be mentioned two times to the offending exhibitor and on the third complaint the audio may be pulled for the duration of the show.

**BADGES** – Exhibitors must register for staff badges online only via a direct registration link and will receive a registration confirmation email with barcode.

**BALLOONS/STICKERS/POSTERS, ETC.** – The use of helium balloons smaller than 36 inches in diameter is not allowed. Smaller air-filled balloons may be used for decoration, as long as they are secured to the booth. Balloons are not to be handed out. Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown inside the building. Mylar balloons are not allowed anywhere on property. Helium gas cylinders for refilling must be secured in an upright position on safety stands with the regulators and 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 will apply should the balloons be left on property after the event.

**BOOTHS** – Standard booth equipment (back and sidewall draping, identification sign and floor numbers) is provided by World Pet Association without added cost to the Exhibitor. No part of any booth shall project as to obstruct the view of adjacent booths. No booth display or its contents may exceed height limitations as outlined in the Exhibit Design Regulations found in the [Exhibitor Services Manual](#). Raw wood, cardboard, or similar material for wings to booths must be covered or painted if they are visible to adjacent booths. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of Show Management. All materials used in the construction of the booth and all decorative materials within exhibitor booths must be non-combustible or made flame retardant.

**BOOTH DRAPE/CARPET COLORS** – Aisle carpet will be Tuxedo and booth drape colors will be white.

**BOOTH CLEANING - *Exclusive Provider*** - There is no automatic booth cleaning; it is a service that must be ordered from Mandalay Bay. Aisles will be cleaned nightly.

**BOOTH FLOOR COVERING** – Is required in all booths and must be installed by 3pm on Tuesday, August 11. If the deadline is not met, show management will order carpet for any booth without floor covering from Freeman and the exhibitor will be charged show site carpet rates.

**BUSINESS SERVICE CENTER** – Mandalay Bay features a full-service FedEx Office Business Center located on Level 1 of the South Convention Center and is open Monday-Friday, 8:00am – 6:00pm, Saturday, 9:00am – 5:00pm, and Sunday, 10:00am – 4:00pm. For ease of planning and receiving please ship all booth material through Freeman either in advanced to the warehouse or direct to show site. Please see the Material Handling Section of the [Freeman Service Kit](#). If you do ship packages/boxes to the hotel, they will be received at the FedEx Office Business Center and you will have to retrieve during the center’s hours, pay all fee to FedEx, and carry to your booth.

**CAMERA** – Photography is allowed in all areas at SUPERZOO. A picture of your product can allow a buyer to contact you after the show if they had not had a chance to ask questions or place an order with you while at the show.

**CANOPIES/AWNINGS/CEILINGS** - Will only be allowed with show management pre-approval. If you feel you need a canopy in order to display your product you must submit a Booth Design Plan found in the [Exhibitor Services Manual](#) to obtain this approval. Without prior approval your canopy, awning, or ceiling may not be allowed on show site.

**CARPET** – Tuxedo carpet is provided for the aisles. Booth floor covering is required in ALL booths. If you have not previously ordered carpet from Freeman and don’t supply your own, Show Management will order carpet from Freeman and you will be charged at show site rates.

**CARPENTERS** – Freeman is designated as the official show contractor. If you need any special exhibit or display constructed, repaired and/or renovated, please contact them for services.

**CARTLOAD SERVICE** - Cartload Service can be ordered at the Freeman Service Center located on the show floor in the back of aisle 6300. Exhibitors will need to order during the show. At the end of the show when their booth is packed and ready to load, exhibitors are required to check in at the Freeman Service Desk where Freeman will provide instruction on when to bring your vehicle to the POV Area. WPA will pay for the first 300 pounds of material handling OR up to two cartloads 300lbs or less.

**CHILDREN-SHOW DAYS** - Must be badged and if under 16 must be with their parents at all times. Children under sixteen are NOT permitted to walk the aisles without adult supervision. Lost children announcements will not be made.

**CHILDREN-MOVE IN/OUT** - Mandalay Bay states “Absolutely no children under 18 are allowed on the exhibit floors or docks during load in and load out.”

**CONTRACT** – Each exhibitor is responsible for understanding and abiding by the terms and conditions on your Application & Contract for Exhibit Space. This application properly executed by Applicant (Exhibitor) shall upon written acceptance by SUPERZOO and World Pet Association (WPA) acting as show management constitutes a valid and binding contract. Show Management reserves the right to render all interpretations and to establish further regulations as may be deemed necessary for the general success of the exhibition. It is further agreed that the conditions, rules and regulations as herein stated and as outlined in the [Exhibitor Services Manual](#) are made a part hereof as though fully incorporated herein, and that the said exhibitor agrees to be bound by each and every one thereof. Show Management reserves the right to manipulate the floor plan and to move exhibitors (with prior notice) to enhance and benefit the overall exhibition. Should you have any questions, please call our office at (626) 447-2222.

**CONTRACTORS (OFFICIAL CONTRACTORS)** – Please note that cleaning, internet/phone, fresh water, food service, and electrical are exclusive services of Mandalay Bay’s Official Contractors and must be ordered through the appropriate forms from the Mandalay Bay Service Kit located [here](#).

**DECORATIONS** – May NOT be affixed to the ceiling, painted surfaces, columns, fabric and decorative walls of the venue. All materials must be flameproof. Decorations must be confined to your exhibit booth only and not extend into the aisles, including signs and easels. If you have a corner booth, you may not affix signs to your corner pole.

**DECORATOR/OFFICIAL SERVICE CONTRACTOR** - Once you are at the show, the Freeman Service Center is onsite to place any last-minute orders. Pre-event Freeman Services Phone: 1 (888) 508-5054 or [www.FreemanCo.com](http://www.FreemanCo.com).



**World Pet Association**

Producers of SUPERZOO and GROOM'D

11801 Pierce Street, Ste 200 • Riverside, California 92505

Phone: (626) 447-2222 • Fax: (626) 447-8350 • E-Mail: [info@superzoo.org](mailto:info@superzoo.org) • [www.superzoo.org](http://www.superzoo.org)

**ONSITE PROCESS** - The Freeman Service Desk is located on the show floor in the back of aisle 6300 for all Exhibitor needs during the show. Signage will be placed around the show floor to direct you to the service desk. You can also reach out to 1 (888) 508-5054 for assistance during the show.

**DEMONSTRATIONS** - Must be confined within the boundaries of your booth and may not extend into the aisles. Attendees must not block the aisles. Sound levels, grooming demonstrations, glaring lights or other distracting exhibitor's activities are subject to adjacent exhibitor and Show Management approval.

**DISTRIBUTION OF PROMOTIONAL ITEMS** - Must be within the confines of your booth, not in the aisles. This includes anything being distributed by costumed characters.

**DRAPES** - Your inline booth consists of 8' high white back drape and 3' high white side drape. If you have a corner booth and would like the side drape added, you may request this, free of charge, at the Freeman Service Desk, or through your Freeman Service Executive.

**DRONES** - Exhibitors are not permitted to fly drones in the exhibit halls or pre-function areas

**EARLY MOVE OUT**- Closing down an exhibitor booth prior to show closing will result in a \$1,000.00 fine that will be due and payable prior to inclusion in any other WPA event.

**ELECTRICAL AND PLUMBING SERVICES - EDLEN - EXCLUSIVE PROVIDER** - 3970 Las Vegas Boulevard South, Las Vegas, NV 89119 Phone: (702) 322-5707|Fax: (702) 318-8220. All electrical/plumbing work must be performed by Edlen, the in-house contractor, which has jurisdiction over the installation, in accordance to their present union affiliations, operation, maintenance and repair of all portable electrical wiring and electrical equipment at tradeshow, conventions and events. See [Mandalay Bay Service Kit](#) portion of this kit.

**EMERGENCY/EVACUATION PROCEDURE** - Mandalay Bay Resort is equipped with sophisticated electronic fire detection and alarm systems which are designed to notify our Fire Command Center the location of any incident that triggers a detector or activates the sprinkler system. Once an alarm has been initiated, members of Mandalay Bay's trained Security & Engineering staff immediately respond to the location of the alarm, determine the source, assess the situation and report back to the Fire Command Center with their evaluation. Evacuation is not automatic and is only ordered when warranted. In the unlikely event of fire, Mandalay Bay is equipped with state-of-the-art fire suppression systems to control and extinguish fires of major consequence. In addition, portable fire extinguishers have been strategically placed throughout the property to allow for extinguishing fires in their incipient stage before they endanger our patrons and employees.

**EMERGENCY EQUIPMENT** - Mandalay Bay Resort is equipped with alarm and sprinkler systems. Fire extinguishers and other emergency equipment are strategically located in all areas of the building. The Mandalay Bay Convention Center Security Office monitors all building emergency systems throughout the facility. It is imperative that all fire hose cabinets, strobes, and fire extinguishers be kept clear, accessible, and free of obstructions at all times. The fire hose cabinets, strobes, and fire extinguishers are permanent fixtures of the facility and cannot be moved.

**EMERGENCY STAFF** - Mandalay Bay Security Dispatch is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. The 24-hour security hotline number from any in-house telephone is 77911. If calling from an outside line the emergency number is (702) 632-7911. Please call only this number during an emergency and our staff will alert the necessary emergency personnel.

**EXHIBITOR APPOINTED CONTRACTORS** - Should you choose to use a non-official contractor; you must fill out and submit the notification to use EAC form located in the [Exhibitor Appointed Contractor Portal](#). The EAC will receive an email from EAC Management to walk them through the rest of the EAC Process. All contractors needing access to the exhibit floor must be badged during move in, show hours, and move out. Wrist bands will be issued at the EAC desk at the entrance to Bayside C and E/F and given only if the EAC form and insurance forms comply and have been provided to Freeman in advance. For the protection of all concerned, **there will be no admittance to the exhibit hall without the required insurance forms.**



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**EXHIBITOR REGISTRATION** - Every person who will be working in the exhibit booth will need an identification badge, which will admit them to the show during its entire course, including the installation and dismantling periods. During move-in at the Mandalay Bay Convention Center, booth personnel will be able to pick up badges starting at noon on Monday, August 10<sup>th</sup>. Exhibitors needing access before that time will check in with security at the entrance to the hall for a wristband. Please be advised that the Mandalay Bay will enforce their policy that states "Absolutely no children under 18 are allowed on the exhibit floors or docks during move in and move out."

**EXHIBITOR SERVICE DESK** - The exhibitor's service desk, staffed by personnel from our service partners, will be located on the show floor in the back of aisle 6300. Here you can check on your orders placed before the event or place any last-minute orders that have come up during the installation. Order forms for services are available online and it is important that you place your order for these services in advance to receive discounted rates.

#### **FIRE MARSHAL REQUIREMENTS -**

- Designated "No Freight" aisles are required. These aisles must be kept clear at all times during the move in and move out of trade shows. Please pay attention to the marked "No Freight" aisle markings in the show floor.
- 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.
- Open flame devices of any kind are prohibited in all assembly areas, unless pre-approved by the Clark County Fire Department; they must meet requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department.
- Storage of any kind behind back drapes, display walls or inside the display areas is not allowed. All cartons, crates, containers, packing materials etc., necessary for repackaging, must be marked with an "Empty" sticker. Freeman will remove the "empties" from the show floor.
- All exhibit booths with solid covers and that exceed 1,000 square feet in area are required to contain internal automatic fire sprinklers.
- Fire sprinkler systems must be installed by a Nevada state licensed fire sprinkler contractor.
- When a multi-level enclosed exhibit is used in a show, a self-contained automatic fire extinguishing system may be required upon review by the CCFD.
- All multi-level booths must have 2 remote means of egress if the upper level is greater than 300 sq ft.
- 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. 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. You 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.
- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show.
- Literature on display shall be limited to reasonable quantities. Reserved supplies shall be kept in closed containers and stored in a neat and compact manner.
- 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.

**FIRST AID** - Will be available during move-in, show days & move-out. The First Aid room is located on Level 1 of the South Convention Center, close to the Business Center, down the hallway to Hall A. If you need an EMT to come to you, please let a security guard or WPA staff member know, they will be called to attend to you on the show floor.



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**FLOOR MANAGERS** - Will be on the show floor from move in through move out to answer your questions regarding move in/out procedures, your freight, booth regulations, etc.

**FOOD SAMPLING** - A Food Sampling Form, must be filled out and submitted to the Mandalay Bay in advance of the show. Private shows (not open to the public) are not obligated to obtain permits, but must still comply with applicable Southern Nevada Health District regulations, which include, but are not limited to:

- Hand washing must be available with 110 degree water.
- Exhibitors handling food must wash their hands for 20 seconds upon entering their work station.
- Sanitizer must be provided at each booth; the exhibitor should know what sanitizer they are using. The suggested sanitizer is Quat (150-400ppm) or Chlorine (50- 100ppm); test strips should be available to check the levels of the sanitizer.
- All foods must be maintained at proper temperatures: 41 degrees F. or colder or 135 degrees F. or hotter.
- Stem thermometers must be available to monitor food temperature.
- Suitable utensils or individual portions must be provided.
- Single-service gloves or suitable utensils must be provided for handling of all ready to eat food.
- No smoking or eating is permitted in any booth preparing or serving food. All beverages must have a lid.
- A fire extinguisher must be provided in any area using Canned Heat, gas or fire.
- Adequate extension cords must be available and stored to prevent electrical shock or a tripping hazard.

Please address further questions to:

SOUTHERN NEVADA HEALTH DISTRICT Environmental Health Division

625 Shadow Lane Las

Vegas, NV 89127 (702) 759-0588

Website: <http://www.southernnevadahealthdistrict.org/index.html>

Email: [environmentalhealth@snhdmail.org](mailto:environmentalhealth@snhdmail.org)

Mandalay Bay Convention Center guidelines for the service of prepared food are as follows:

- Samples are limited to manufactured, processed or distributed products only.
- Food samples are limited to one (1) ounce.
- Beverage samples are limited to two (2) ounces.
- Items used as traffic promoters must be purchased through Mandalay Bay.
- Exhibitor Services department must approve all samples.
- Each exhibitor intending to serve samples must advise Exhibitor Services for approval and instructions.
- Corkage and service charge fees may apply.

**FOOD SERVICE - MANDALAY BAY - *Exclusive Provider*** - Catering needs are handled by the Exhibitor Services department for the trade show floor. Food and beverage orders may be placed online at [www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com). For questions regarding food and beverage, please call toll free 855-408-1349 or email [services@mandalaybayexhibitorservices.com](mailto:services@mandalaybayexhibitorservices.com).

**HALOGEN LIGHTING** - This policy covers restrictions on stem mounted halogen lighting provided 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 types 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



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## HAND CARRY AND POV

- **Hand Carry** - Designated **ONLY** for exhibitors that can hand carry their product/displays. **NO** dollies, carts, wagons, or any type of wheeled devices are allowed for taking product into or out of the building. If you cannot hand carry your product/displays, please refer to the POV instructions below.
  - **Hand Carry Parking** - Exhibitors may park in the Hand Carry Lot, located at the main entrance for the Mandalay Bay Convention Center. Please follow the signage to correct lot.
  - **Security Check In** - All exhibitors will check in with security at entrance to the hand carry parking lot, and will be given a maximum of 45 minutes to load and unload.
  - Vehicles left unattended beyond 45 minutes will be towed at owner's expense.

[Please click here for map to the Hand Carry Lot.](#)

- **POV (Privately owned vehicles)** - Designated **ONLY** for exhibitors using their own vehicle who require cart service and **cannot hand carry**. Hand-carrying from any dock door is **NOT** permitted. For cartload service, **up to 300lbs on the in and out are FREE or up to two cartloads totaling 300lbs or less**.
  - **For Move In** - Exhibitors will pull up to Dock Door #1D and check in with a Freeman attendant. NOTE – Two people must be present with the vehicle: one to accompany products/displays to the booth and one to remove the vehicle from the area.
  - **For Move Out** – During the show, Exhibitors must visit the Freeman Service Desk located on the show floor at the back of aisle 6300 and obtain an MHA (material Handling Agreement) for cart service. At the end of the show, Exhibitor must check in at the Freeman Service Desk when your booth is packed and ready. Freeman will provide you with instruction on when to bring your vehicle to the POV Area.

[Please click here for map to POV.](#)

[For more detailed instruction for Hand Carry and /or POV, click here](#)

**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.

**HOUSING INFORMATION** - Please contact Connections Housing, our official travel provider, at (702) 329-4862 or [superzoohousing@connectionshousing.com](mailto:superzoohousing@connectionshousing.com) if you have any questions on housing. To make reservations, please see hotel and travel information provided [here](#).

**INFORMATION** - Please find our Information Counter in the pre-function areas, prior to entering the show floor.

**INSURANCE** - Please refer to Booth Space Contract Agreement Paragraph 21 Insurance Requirements for information.

**LABOR** - Exhibitors are required to comply with the union labor rules and regulations during set-up, show days and tear down of the show. Please refer to the [Freeman Service Kit](#) for specifics on union regulations.

**LEAD RETRIEVAL** - This is an invaluable follow-up sales tool for the leads generated at the show. This equipment records, prints and stores your leads with the swipe of a badge. The form located in the service kit [here](#). The onsite Lead Retrieval desk will be located with the Exhibitor Service Desk.

**LICENSES & PERMITS** - The exhibitor shall procure at its own cost and expense, any necessary licenses and official permits necessary for the purpose of displaying and exhibiting merchandise at the Mandalay Bay Convention Center. All local laws, rules and regulations must be adhered to.



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**LOADING AREA & POV'S** - All vehicles requiring use of the loading docks and/or forklifts must report to the marshaling yard (Please check the [Freeman Service Kit](#) for directions). Trucks will be marshaled to the facility loading dock, in turn and as space is available. Freeman will let you know when it is your turn to move your vehicle onto the dock. Hand carried items must be brought in through the indicated Hand Carry Doors. Exhibitors will unload/load their materials under the direction of Freeman, Inc. personnel. It is mandatory that all vehicles be moved out of the loading dock area as soon as they are unloaded so other vehicles may enter the loading dock. Exhibitors driving personal vehicles will be directed to the POV unloading area. Once exhibit materials are unloaded your vehicle should be re-parked in the East Parking lot before you continue working on your display.

**LOADING DOCK** - During move-in and move-out, a twenty-four (24) foot wide lane must remain unobstructed for emergency vehicle access at all times. All fire exits leading from the building and compactor areas must also remain clear and unobstructed. Only trucks which are loading or unloading will be permitted in the area. Prohibited areas are marked in red or yellow. Privately owned vehicles (POVs) are not permitted in the dock areas.

**LOST & FOUND** - Lost & found will be located at the SUPERZOO Information Counter in Hall E lobby area.

**MANDALAY BAY SERVICES** - The Mandalay Bay will have a service desk on the show floor. They will handle your orders and inquiries concerning electricity, internet, phone, water fill/drain, food service and rigging.

**MARSHALING** - The Marshaling Yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite. All delivery carriers must check into the marshaling yard prior to show site deliveries. The marshaling yard will be open Sunday, August 9<sup>th</sup> through Tuesday, August 11<sup>th</sup> and Friday, August 14<sup>th</sup> and Saturday, August 15<sup>th</sup> (carriers must be checked-in by 8am). See "[Schedule at a Glance](#)" for times. There is no truck staging or truck marshaling on the streets surrounding the Mandalay Bay Convention Center.

**MATERIAL HANDLING - *Exclusive Provider*** - Freight rates and order forms for services are available in the Freeman portion of the Service kit. If you wish to send materials in advance you may send them to Freeman. See the Exhibitor Material Handling form [here](#).

**MATERIAL HANDLING, FREE 300 pounds** - SUPERZOO management has contracted with Freeman to provide the first 300 pounds of material handling per exhibitor. See material handling portion of the [Freeman Service Kit](#) for more information.

**MOVE-IN** - Is Sunday, August 9<sup>th</sup>, Monday, August 10<sup>th</sup> and Tuesday, August 11<sup>th</sup> on a targeted schedule. All exhibits must be completed before you leave the show floor on Tuesday, August 11<sup>th</sup>. Check the Rules & Regulations regarding booth decorations and obstructions. Exhibitors needing a forklift for moving material into the hall must arrive before 4:00pm on Tuesday, August 11<sup>th</sup>. See the Exhibitor Material Handling and target move-in schedule [here](#).

**MOVE OUT** - Dismantling begins at 3:01pm Friday, August 14<sup>th</sup>. We have a targeted move out schedule so please note your move out time on the Freeman map by clicking [here](#).

Early dismantling (including packing-up of any part of your exhibit) violates Show Rules and more importantly, detracts from the professional appearance of SUPERZOO. Please note that early dismantling will not be tolerated. Remember, closing down your exhibitor booth prior to show closing will result in a \$1,000.00 fine that will be due and payable prior to inclusion in any other WPA event.

The aisle carpet must be removed before exhibitors may start moving out. Exhibitors are asked for their cooperation in not placing any booth materials on the aisle carpet so that carpet removal can be expedited.

You may hand carry items out of the hall at 3:01pm.

Remember to remove valuable items from your booth on the first load. Do not leave briefcases, computers, printers, telephones, or product in an unattended booth. If you need to leave your booth any time before you have packed up your booth for shipment, please consider hiring a Security Guard see Other On-Site Services portion of the [Exhibitor Services Manual](#) to safeguard your property. Show management cannot assume responsibility for the loss or damage. If you are leaving materials in your booth overnight, please use a security cage to store costly or smaller items or hire a Security Guard. SUPERZOO management does not guarantee the safety of items left overnight. While we do provide over all security for the hall, the responsibility is the exhibitors to safeguard exhibit materials.



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**MUSIC** - Please be advised that if any copyrighted music is to be played in your booth, you must obtain all the necessary licenses from the copyright owner or licensing agency representing the copyright owner. Licensing jurisdictions include the playing of live, as well as recorded music (record, tape, compact disc, internet, etc.) whether or not, it is the essence of the presentation, or is only used as background on a videotape or other form of presentation. Documentation showing proper licensing must be posted within your booth and be made available for inspection at the request of authorized agents of ASCAP and/or BMI. Please contact the agencies listed below to obtain the required proper license(s).

ASCAP  
Licensing Department  
1 Lincoln Plaza, New York, NY 10023  
(212) 621-6000

BMI (Broadcast Music, Inc.)  
Licensing Department  
10 Music Square East, Nashville, TN 37203-4399  
(615) 401-2000

**PARKING** - The Mandalay Bay self-parking structure is located on the west side of the building and can be accessed via Hacienda or Frank Sinatra Way. Convention Center parking garage is located on the south end of the building and can be accessed via Las Vegas Blvd or Russell Rd. Parking policies are as follows:

- The self-parking pricing for the Mandalay Bay Property is:  
Mon-Thurs (Weekdays) \$20  
Fri-Sun (Weekends) \$25

Also to note, Valet in the hotel, the rates are different from the self-parking:  
At Mandalay Bay: Monday -Sunday \$40

- Any vehicle parking in a red zone or in any zone labeled "No Parking" will be towed at the owner's expense without notice.
- Handicap parking spaces are available on site at the Mandalay Bay Convention Center within close proximity to the facility.

**Oversized Vehicle Parking** - available at Excalibur oversized lots only.

Guests must contact the front desk at the MGM Resorts Las Vegas hotel that they are staying at to arrange for Oversized Vehicle Parking.

Rates:

\$50 per 24-hour period (or fraction thereof) per vehicle regardless of length

*Spaces subject to availability*

*Guests must contact the front desk to confirm availability.*

**RIGGING - Exclusive Provider** - FREEMAN is designated as the official rigger of all signage INSIDE the convention center hall. The sign must be 200 lbs. or less with no electrical outlets. For signs over 200 lbs or that require electricity, please use the [Mandalay Bay Hanging Sign order form](#).

**SECURITY** - Will be provided by SUPERZOO from move in through move out. However, neither SUPERZOO nor the Mandalay Bay Convention Center is liable for any loss or damage of materials. Please consider ordering booth security during the show and during Move Out if you plan on leaving your booth between the close of the show Friday, August 15<sup>th</sup> at 3:01pm and when you have your booth packed up and ready for shipping. See form/information in the [Exhibitor Services Manual](#). Do not leave expensive or personal valuables unattended in your booth or in the seat of a car or truck. Remember the exhibitor has ultimate and sole responsibility of protecting his own materials.



**World Pet Association**

Producers of SUPERZOO and GROOM'D  
11801 Pierce Street, Ste 200 • Riverside, California 92505  
Phone: (626) 447-2222 • Fax: (626) 447-8350 • E-Mail: [info@superzoo.org](mailto:info@superzoo.org) • [www.superzoo.org](http://www.superzoo.org)

**SELLING YOUR BOOTH/PRODUCT AT THE CLOSE OF SHOW** - You are responsible for making sure your buyer is aware of the three options to move their purchase of the show floor. Please click here for full details.

**SHIPPING AND HANDLING** - For ease of planning and receiving please ship all booth material through Freeman either in advanced to the warehouse or direct to show site. Please see the Material Handling Section of the [Freeman Services Manual](#).

**SHIPMENTS OVER 150LBS** - Shipments that are over 150 lbs must be shipped to the General Service Contractor handling freight for the show. If trade show shipments over 150 lbs are shipped to the hotel, FedEx cannot deliver them to the show floor. Therefore, the exhibitor will be charged handling fees from FedEx and delivery fees from the General Service Contractor.

Mandalay Bay reserves the right to refuse to accept any package in its commercially reasonable discretion. In addition, we are not responsible for packages that are lost, stolen, damaged, or not delivered on time once they have been given to the designated carrier.

**SIGNAGE** - Hanging banners or signs are reserved for island and peninsula booths that are 400 sq ft and larger. Signage for any In-Line booth may not exceed 8' in the back half of the booth and 4' in the front half of the booth. Hanging banners for any non-island or peninsula booths are not allowed. For more specific details or for more information, please see the [Exhibit Design Regulations](#).

**SIGNS, BOOTH** - Each linear booth will receive a floor number and a company identification sign with the company name and booth number. They are included as part of your exhibit fee. Any errors should be reported to Freeman on site and they will correct them for you. Any exhibitor requiring additional signs, including hanging signs should place an order with Freeman.

**SMOKING POLICY** - According to the Nevada Clean Indoor Act, smoking is not permitted in the meeting and convention spaces. Smoking is also not permitted in restaurants, lounges where food is served, hotel lobbies, elevators, guestroom hallways, theaters, arenas, arcades, retail stores and other indoor public spaces.

**SOLICITATION POLICY** - Solicitation by non-exhibiting companies is strictly against our rules and will not be tolerated. We ask that if you are bothered by a solicitor, or see someone else being bothered by a solicitor, please let Show Management or floor manager know immediately so that we can take care of this situation for you.

**SPONSORSHIP OPPORTUNITIES** - Increase your exposure on-site with advertising or sponsorship opportunities by contacting [confirmation@superzoo.org](mailto:confirmation@superzoo.org) or to view opportunities click [here](#).

**STORAGE** - Empty boxes and crates is available by using the Empty stickers you may pick up at the Freeman Service Desk. There is no charge for this service. Crates and boxes will be returned to your booth as quickly as possible at the closing of the show. Empty boxes, cartons or crates may not be stored in your booth area due to Fire Marshall Regulations.

**USE OF SPACE** - Exhibit Management reserves the right to decline, prohibit or expel an exhibit which, in its judgment, is out of keeping with the character of the exhibition; this contract being all inclusive as to persons, things, printed matter, product, conduct, sound level, etc. Distribution of advertising material and exhibitor solicitation of any sort shall be restricted to the Exhibitor's booth. No part of an Exhibitor's exhibit, or their product, may extend beyond the limits of the Exhibitor's booth or into any aisle. No Exhibitor shall so arrange his/her exhibit so as to obscure or prejudice adjacent Exhibitors in the opinion of Exhibition Management. No Exhibitors shall assign or sublet any part of his assigned space without the consent of Show Management in writing. Any space not occupied by the time set for completion of installation of displays will be reassigned at the discretion of Show Management. Deposits will be forfeited unless management has approved special arrangements.

Exhibitor will keep their exhibit open and staffed at all times during the show days and hours.

Failure to comply with the rules and regulations of this Contract and as stated in the Exhibitor Service Kit will result in the alteration or removal of the booth at the Exhibitor's expense. Rental fees for services and exhibit space are non-refundable.

Exhibitor shall be bound by all pertinent laws, codes and regulations of municipal or other authorities, having jurisdiction over the exhibit facility or the conducting of said exhibit, together with the rules and regulations of the owners and/or operators of the facility in which the exhibition is held.



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**VEHICLES ON EXHIBIT FLOOR** - If displaying a vehicle in your booth, 2 months advance notice must be provided to SUPERZOO show management by completing the booth design form located in the [Exhibitor Services Manual](#) as well as complete the mobile unit & vehicle spotting form, located in the [Freeman Service Manual](#). Freeman will contact you once you submit your form regarding fee's. Any vehicle without a permit and /or have not met the fire marshal rules and regulations, will not be allowed on the show floor.

The Clark County Fire Department states that the below procedures must be followed:

- Batteries shall be disconnected in an approved manner.
- Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed ¼ of the tank capacity or 5 gallons, whichever is less.
- Fuel tank openings shall be locked and sealed to prevent escape of vapors
- No leaks underneath vehicles.
- At least 36" clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

**WHEELCHAIR /SCOOTER RENTAL** - To reserve ahead of time, contact the Mandalay Bay Bell Desk at 702-322-8199. This will make certain one is available upon arrival. Wheelchairs and scooters should be picked up at the Bell desk at the Mandalay Bay Hotel, across from hotel registration.



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