ACTEXPO

CONFERENCE: MAY 17-20, 2027 | EXPO HALL: MAY 18-19, 2027

LAS VEGAS CONVENTION CENTER

www.actexpo.com

EXHIBITOR
RULES & REGULATIONS



PRESENTED BY:

DAIMLER TRUCK North America

GEOTAB

PENSKE Rental Leasing Logistics

TABLE OF CONTENTS

General Event Information 2
- Location of Exhibits 2
- Expo Hall Hours 2
- Attendee and Media List Policy 2
- Privacy Policy 3
- ACT Expo Conference App Privacy Policy 3
- Subleasing/Approved Exhibitors and Staff 3
- Exhibit Space Assignment & Relocation 3
- Exhibitor Move-In Schedule 3
- Exhibitor Move-Out Schedule 3
- Quiet Hours 4

Payments, Cancellations, and Refunds 4
- Cancellation or Change of Exhibition 4
- Payment Schedule and Information 4
- Cancellation by Exhibitor 4

Insurance and Liability Issues 5
- Limitation of Liability and License of IP 5
- Insurance Requirements 5
- Exhibitor Representative's Responsibility 5
- Indemnification & Liability 5

Venue Services & Contractors 5
- Exhibitor Appointed Contractors (EAC) and Unions 5
- EAC Staff Registration 6
- EAC Submission Process 6

Lead Capture & Privacy 6
- Lead Retrieval and Attendee Data 6
- Clean Floor Policy 6

Exhibit Display Guidelines 7
- Exhibitor Space 7
- Aisles and Emergency Access 7
- Booth Carpet/Floor Covering 7
- Exhibit Display Design Approval 8
- Display Variance Requests 8
- Use of Space and Exhibit Display Build Regulations 8
- Americans with Disabilities Act (ADA) 8
- Booth Type Design Standards (Inline, Corner, Perimeter, End-Cap, Peninsula, Split Island, Island, Large Island & Two-Story) 8
- Lighting 12
- Dismantling, Early Booth Breakdown & No-Show Policy 12

Vehicle Display Requirements 12
- Booth Display Vehicles Policy & LVCC Fire Regulations 12
- Booth Display Vehicle(s) Instructions for Move-In 13

Exhibitor Conduct & Safety Policies 13
- Children Admittance Regulations 13
- Catering and Bar Services 13
- Cleaning and Waste Disposal 14
- Solicitation, Outboarding & Suitcasing Policies 14
- Photograph and Video Release 15
- Music and Audio, Noise & Odors, Security 15
- Ride & Drive 16
- Additional Vehicle Requirements, Flammable Materials & Venue Regulations 16

Exhibitor Rules & Regulations – as of November 2, 2026

ACT Expo is committed to providing a professional, productive, and equitable environment for all participants. To ensure every exhibitor has a fair opportunity to engage attendees, ACT Expo has established exhibit guidelines based on industry best practices. Exhibitors must conduct their activities in a manner that does not interfere with the operations, visibility, or business opportunities of other participants. Cooperation, professionalism, and respect for fellow exhibitors are expected at all times.

All exhibitors, sponsors, vehicle display participants, contractors, and affiliated personnel must comply with the ACT Expo Exhibitor Rules & Regulations and any additional policies established by Show Management. By participating in the event, exhibitors agree to abide by these requirements.

ACT Expo Show Management reserves the right to interpret and enforce all event rules and regulations. Any participant found in violation may be subject to corrective action at the sole discretion of Show Management.

Location of Exhibits

ACT Expo 2027 will be held at the Las Vegas Convention Center, West Hall. The conference dates are May 17 – 20, 2027. The Expo Hall dates are May 18-19, 2027.

Expo Hall Hours

Tuesday, May 18	10:00 am – 5:30 pm
Wednesday, May 19	10:00 am – 5:00 pm

Attendee and Media List Policy
ACT Expo does not sell, rent, or distribute attendee or media lists, nor do we authorize any third party to do so. Any individual or company claiming to sell ACT Expo attendee or media information should be considered fraudulent. If you receive suspicious emails, calls, or solicitations claiming to offer ACT Expo attendee or media lists, please report them to Events@trccompanies.com. For any further questions, please check out the Exhibitor FAQs on the ACT Expo Official Website.

Privacy Policy
To view the ACT Expo/TRC Companies, Inc – Member of WSP privacy policy, please click here.

ACT Expo Conference App Privacy Policy
The ACT Expo conference app is designed to help attendees connect and engage while protecting the privacy of all participants. By using the ACT Expo app (mobile or desktop), you agree to use attendee information responsibly and in accordance with applicable privacy and data protection requirements. Unauthorized access, collection, sharing, or use of attendee data is strictly prohibited. This includes the use of artificial intelligence (AI), automated tools, bots, scraping software, or other technologies to extract, download, compile, or analyze attendee information from the app.
Any individual found using unauthorized methods to access or extract attendee data may have their access to the app revoked and may be prohibited from attending future ACT Expo events. ACT Expo reserves the right to monitor app usage and investigate suspected violations of this policy. Appropriate action may be taken to protect attendee privacy and the integrity of the event. The ACT Expo conference app is provided by **Grip Technologies LLC**. Users should also review Grip's applicable Privacy Policy and Terms of Service. For questions regarding attendee data or app usage, please contact **Events@trccompanies.com**. ACT Expo conference app is supplied by Grip Technologies LLC; you can find their privacy policy here: Grip Events Privacy Policy.

Subleasing/Approved Exhibitors and Staff
Only companies contracted with ACT Expo may exhibit in the assigned booth space. Subletting, sharing, or assigning booth space is prohibited unless pre-approved by ACT Expo Show Management. Companies wishing to share space must submit an Exhibit Space Contract and pay co-exhibitor fees. Send request for approval tquist@trccompanies.com.
Non-exhibiting company representatives are not permitted to operate from another exhibitor's booth.

During Expo Hall days, badged exhibitor personnel may access the hall one hour before opening and remain up to one hour after closing. Meetings with non-exhibitor personnel are only allowed during official exhibit hours, and all participants must be properly badged.

Exhibit Space Assignment & Relocation
Show Management reserves the right to modify the floor plan, reassign or adjust exhibit space, and make other layout changes as necessary to support the safety, operational requirements, and overall success of the event. Show Management also reserves the right to terminate an exhibitor's participation when deemed necessary. If participation is canceled by Show Management, any prepaid fees for services not provided will be refunded.

Exhibitor Move-In

Thursday, May 13	8:00 am – 5:00 pm	Direct shipments for large displays & vehicle move-in (*Targeted Only*)
Friday, May 14	8:00 am – 5:00 pm	Direct shipments for large displays & vehicle move-in (*Targeted Only*)
Saturday, May 15	8:00 am – 5:00 pm	General move-in & Vehicle move-in (*Targeted Only*)
Sunday, May 16	8:00 am – 5:00 pm	General Exhibitor Move-In.
Monday, May 17	8:00 am – 2:00 pm	No Vehicle Move-in

(All crates must be cleared from all aisles, and all exhibits must be set up by 2:00 pm, when Quiet Hours begin)

Exhibitor Move-Out

Wednesday, May 19	5:30 pm – 10:00 pm
Thursday, May 20	8:00 am – 5:00 pm
Friday, May 21	8:00 am – 5:00 pm

Quiet Hours

To minimize disruptions during Mainstage programming, ACT Expo will enforce Quiet Hours from 2:00 p.m. to 4:30 p.m. on Monday, May 17, 2027. During this period, the use of power tools, vacuums, forklifts, and other noise-generating equipment is prohibited within the exhibit hall. Exhibitors, contractors, and service providers are responsible for scheduling installation and setup activities accordingly and complying with all Quiet Hour requirements.

PAYMENTS, CANCELLATIONS, AND REFUNDS

Cancellation or Change of Exhibition

If circumstances beyond ACT Expo Show Management's reasonable control make it impractical, illegal, or impossible to hold the event as scheduled, ACT Expo may cancel, postpone, shorten, relocate, or modify the event at its sole discretion. Such circumstances may include, but are not limited to, acts of God, natural disasters, severe weather, public health emergencies, labor disputes, civil unrest, government actions, utility outages, or venue-related disruptions. ACT Expo Show Management shall not be liable for any damages, losses, costs, or expenses arising from such circumstances. In the event of cancellation, any refund of exhibit fees will be determined by Show Management and shall not exceed the amount paid, less a pro rata share of unrecoverable event costs incurred prior to cancellation. Exhibitors waive any claim for additional damages or compensation.

Payment Schedule and Information

For contracts received between August 1 and November 30, 2026, a 50% non-refundable deposit is due upon receipt of the invoice, with the remaining balance due by January 15, 2027, unless otherwise approved in writing by ACT Expo Show Management. Contracts received on or after December 1, 2026, require full payment upon receipt of the invoice. Any exhibit space not paid according to these terms may be subject to cancellation or reassignment. All fees must be paid in full before move-in. Exhibitors with outstanding balances will not be permitted to access their exhibit space, begin installation, or receive exhibitor badges and registrations until payment is received.

Check	**Wire Transfer: $25 add. fee / ACH: no fee**
Please make checks payable to "**TRC Environmental Corporation**" and reference your invoice number. **Mailing Address:** ACT Expo 2027 c/o TRC Companies, Inc. TRC Lockbox PO Box 536282 Pittsburgh, PA 15253-5904 **Overnight Packages:** TRC Lockbox Attention: 536282 307 23rd Street Extension, Suite 950 Pittsburgh, PA 15215 877-550-5933	Please add $25 to your invoice total for when processing a Wire Transfer. **Beneficiary Account Name:** TRC Environmental Corporation **Beneficiary Account Number:** 2232037090 **ABA Number:** 011500120 (Wires only) **Routing Number:** 211170114 (ACH only) **Swift Code:** CTZIUS33 **Currency:** $ USD **Bank Name:** Citizens Bank **Bank Address:** Citizens Commercial Banking, 1 Citizens Drive, Riverside, RI 02915 **TRC Contact:** Dawn Dostie **TRC Contact Phone Number:** +1 207-660-7222

Cancellation by Exhibitor

The 50% deposit is non-refundable. If an exhibitor cancels after paying in full and before February 7, 2027, ACT Expo will refund 30% of the total amount paid. No refunds will be issued for cancellations received after February 7, 2027. All cancellations or reductions in exhibit space must be submitted in writing to tquist@trccompanies.com. Exhibitors are responsible for confirming receipt of their cancellation request by ACT Expo Show Management. Exhibit space cancellations are subject to the refund policy outlined above. Exhibit space and payments may not be transferred, credited, or carried forward to a future ACT Expo event.

INSURANCE AND LIABILITY ISSUES

Limitation of Liability and License of Intellectual Property
Exhibitors are responsible for their employees, agents, contractors, and representatives and agree to release and hold harmless ACT Expo Show Management from any claims, losses, or liabilities arising from their participation in the event. ACT Expo Show Management is not responsible for the loss, theft, or damage of exhibitor property.
Each party retains ownership of its names, logos, trademarks, and other intellectual property. Exhibitors grant ACT Expo Show Management a limited, non-exclusive right to use their company name, logo, and related intellectual property for event marketing, promotional materials, directories, websites, and other event-related purposes.

Insurance Requirements
Exhibitors must provide a Certificate of Insurance (COI) covering participation in ACT Expo from May 13–21, 2027, and upload it to the 2027 Exhibitor Insurance Portal by April 2, 2027. Coverage must include Commercial General Liability insurance with limits of at least $1,000,000 per occurrence and $2,000,000 aggregate for bodily injury, property damage, and personal injury. The following must be listed as Additional Insureds: ACT Expo, TRC Companies, Inc. – Member of WSP, TRC Environmental Corporation, Freeman Expositions, LLC, Las Vegas Convention Center & Visitors Authority, and their respective officers, agents, employees, representatives, and volunteers.

The Certificate Holder must be listed as:
TRC Companies, Inc. – Member of WSP
Attn: ACT Expo 2027
21 Griffin Road North
Windsor, CT 06095

Exhibitors are responsible for any damage caused by their exhibit, employees, contractors, or representatives to the Las Vegas Convention Center. A sample COI is available in the Exhibitor Insurance Portal.

Exhibitor Representative's Responsibility
ACT Expo Show Management, and their respective shareholders, officers, directors, employees, contractors, agents, and representatives shall not be liable for any injury, loss, or damage to the exhibitor, its personnel, representatives, property, or business activities arising before, during, or after the event. By signing this Agreement, the exhibitor acknowledges and assumes all such risks and agrees to indemnify, defend, and hold harmless the conference/exhibition sponsor, ACT Expo Show Management, and their affiliated parties from any claims, damages, liabilities, or expenses arising out of or related to the acts or negligence of the exhibitor or its employees, agents, contractors, or representatives.

Indemnification & Liability
Exhibitors assume full responsibility for their activities and those of their employees, agents, contractors, and representatives. Exhibitor agrees to indemnify, defend, and hold harmless ACT Expo Show Management and its officers, directors, shareholders, employees, agents, and affiliates from and against any claims, damages, losses, liabilities, costs, or expenses (including reasonable attorneys' fees) arising out of or related to the installation, maintenance, occupancy, use, or removal of its exhibit space, or its participation in the Exhibition. This obligation shall not apply to claims resulting solely from the gross negligence or willful misconduct of ACT Expo Show Management or the Las Vegas Convention Center.

VENUE SERVICES & CONTRACTORS

Exhibitor Appointed Contractors (EAC) and Unions
Freeman Company is the official show contractor. Exhibitors must use labor and service providers authorized by ACT Expo Show Management for the installation, maintenance, and dismantling of exhibits, and must comply with all applicable union rules and regulations of the Las Vegas Convention Center. Exhibitors are responsible for ensuring that any Exhibitor Appointed Contractors (EACs), exhibit designers, or service providers comply with all event rules, regulations, and applicable federal, state, and local laws. All EACs must be registered through the official ACT Expo EAC

portal no later than forty-five (45) days prior to the event. In the event of a dispute between an exhibitor and Freeman Company, ACT Expo Show Management's determination shall be final and binding. ACT Expo Show Management reserves the right to inspect exhibits and monitor exhibitor activities at any time. Exhibitors that fail to comply with the Exhibitor Agreement, event policies, applicable laws, or other event requirements may be denied access to, or removed from, the event without refund, at the sole discretion of ACT Expo Show Management.

Exhibitor Appointed Contractors (EAC) Staff Registration
Exhibitor staff and Exhibitor Appointed Contractors (EACs) may remain in the exhibit hall after 5:00 p.m. on move-in days to continue booth installation and setup. However, exhibitor staff who leave the convention center will not be permitted to re-enter until the following authorized access period. Registered EAC personnel will receive a wristband at registration that permits in-and-out access during move-in days only. EAC personnel requiring access to the Expo Hall during official event days must purchase an Expo Hall Pass at the discounted rate of $295. No EAC personnel will be permitted access to the Expo Hall during show hours without the appropriate credential.

Exhibitor Appointed Contractors (EACs) Submission Process
Exhibitors using an Exhibitor Appointed Contractor (EAC) for the installation, dismantling, or servicing of their exhibit must designate the EAC through the official ACT Expo 2027 EAC Portal no later than April 2, 2027. EACs that have not completed the required designation and registration process by this deadline will not be permitted access to the exhibit floor.

An EAC is any company or individual hired directly by an exhibitor that is not an employee of the exhibiting company or an official show contractor. EACs may include installation and dismantle firms, supervisors, technicians, audiovisual providers, photographers, flooring providers, vehicle detailers, or other specialty contractors providing services within the exhibitor's booth space.

To gain approval, the following steps must be completed by **April 2, 2027**:

1. **Exhibitor Completion:** Submit the EAC Designation through the official ACT Expo 2027 EAC Portal.
2. **EAC Completion:** Complete the required EAC registration and submit all requested documentation.

Once the exhibitor submits the EAC designation, the designated contractor will receive instructions for completing the registration process and providing all required documentation. Only approved and fully registered EACs will be permitted to work on the show floor.

Any contractor working at the Las Vegas Convention Center must obtain an EAC permit from the Las Vegas Convention & Visitors Authority. This is a separate process from the ACT Expo show management EAC requirements, however both need to be completed to perform work in the venue. Contact the LVCC EAC Department at EACPermit@lvcva.com to confirm your company is approved to work in the LVCC. If your company is not approved to work in the LVCC, this could delay your set-up once on-site

LEAD CAPTURE & PRIVACY

Lead Retrieval and Attendee Data
The exclusive provider of lead retrieval services will be identified in the Exhibitor Services Manual. Exhibitors may use this service to collect contact information from individuals who visit their booth ("Attendee Data").
Attendee Data may be used only for the exhibitor's legitimate business purposes. **Important:** ACT Expo does not sell, rent, or distribute attendee email lists and maintains strict compliance with applicable data privacy and data protection laws.

Clean Floor Policy
To ensure a timely and professional show opening, ACT Expo Show Management will enforce a Clean Floor Policy. All empty crates, skids, and packing materials must be properly labeled for removal and cleared from the exhibit hall no later than 10:00 a.m. on Monday, May 17, 2027, allowing sufficient time for aisle carpet installation and exhibit hall cleaning.

After the clean floor deadline, exhibitors and approved Exhibitor Appointed Contractors (EACs) may continue work within their booth space, including display setup, lighting, audiovisual installation, vehicle detailing, and staff training. Freight deliveries after this deadline will be limited to exhibit products and small packages only.

All exhibits must be fully installed and show-ready by 2:00 p.m. on Monday, May 17, 2027. Exhibitors using an EAC should coordinate their schedules to meet this requirement and all installation deadlines. Any booth for which setup has not begun by 2:00 p.m. on that day will be considered abandoned. Flooring will be installed, and freight will be removed from the show floor and placed in storage at the exhibitor's expense.

EXHIBIT DISPLAY GUIDELINES

Exhibitor Space

Each 10x10 sq.ft. exhibition booth space includes:

- Company profile in online ACT Expo Floor Plan e-booth Listing and Mobile App
- An 8' high drape back wall and 3' high drape side rail
- Fascia panel (only text of company name and booth number)

Space Only (Raw Space) includes:

- Company profile in online ACT Expo Floor Plan e-booth Listing and Mobile App
  NOTE: Below services are excluded from your booth space. They must be ordered by the exhibitor at the exhibitor's own expense through the Official Appointed Show Contractor/Decorator and Vendors.
  - Booth carpeting/flooring (required for all exhibitors)
  - Furniture rentals such as tables, chairs, etc.
  - Audio-visual equipment
  - Electrical, phone, and internet service
  - Material handling, installation, and dismantling of booth
  - Cleaning service for booth space
  - Security of the individual booth

Aisles and Emergency Access

Exhibitors and their contractors are responsible for keeping all aisles clear and free of materials, equipment, debris, and waste at all times. All waste and packing materials must be promptly removed from the exhibit hall and properly disposed of. Designated emergency aisles and access routes must remain unobstructed at all times. During show hours, no exhibit components, products, furniture, displays, signage, or other materials may extend into or occupy any aisle space. All exhibit elements must remain entirely within the exhibitor's contracted booth footprint.

Booth Carpet/Floor Covering

ACT Expo Show Management will provide midnight blue carpet in all show aisles and pipe and drape for eligible linear booths. Exhibitors are required to cover the entire floor area of their exhibit space with professional carpet, flooring, or other approved floor covering. Bare concrete floors and area rugs are not permitted. Flooring may be ordered through the Exhibitor Resource Center. ACT Expo Show Management reserves the right to have Freeman install carpeting in any booth that does not comply with this requirement, with all related costs charged to the exhibitor.

Exhibit Display Design Approval

Exhibitors with exhibit spaces of 400 square feet or larger, or those incorporating a hanging sign, must submit their booth design for review and approval through the ACT Expo Booth Design & Vehicle Submission Site no later than April 2, 2027. Submitted plans must include the dimensions and heights of all exhibit structures, displays, and hanging signs. Exhibitors are responsible for ensuring their exhibit complies with all ACT Expo Exhibit Display Guidelines and venue requirements. Failure to submit required booth plans by the deadline, or failure to obtain approval before move-in, may result in setup delays, required onsite modifications, additional costs, or denial of exhibit installation until compliance is achieved.

Display Variance Requests
Any request for a variance from ACT Expo Exhibit Display Guidelines or other exhibitor regulations must be submitted to **Sean Wald (swald@trccompanies.com)** no later than **April 2, 2027** and must include a complete booth design for review. All variance requests are subject to approval at the sole discretion of ACT Expo Show Management and approval is not guaranteed. Exhibitors that proceed without prior written approval may be required to modify their exhibit onsite, at their own expense, to ensure compliance with event rules, regulations, and safety requirements.

Use of Space and Exhibit Display Build Regulations
ACT Expo has adopted the International Association of Exhibitions and Events (IAEE) Guidelines for Display Rules and Regulations as the basis for exhibit design and use of space. All exhibit structures, products, signage, and display elements must remain within the boundaries of the exhibitor's contracted exhibit space and must be arranged in a manner that does not obstruct sightlines, interfere with, or negatively impact neighboring exhibits.

ACT Expo Show Management reserves the right to require modification or removal of any exhibit, display element, or activity that does not comply with applicable event regulations, safety requirements, or IAEE guidelines. Any costs associated with bringing an exhibit into compliance will be the responsibility of the exhibitor.

For safety, professionalism, and consideration of neighboring exhibitors, all sales activities, presentations, demonstrations, meetings, and attendee interactions must be conducted entirely within the exhibitor's contracted booth space. Exhibitor personnel, attendees, products, and demonstration audiences may not occupy or obstruct aisles or neighboring exhibits.

Below are all the Stand Build Regulations for different stands that apply to ACT Expo 2027. For detailed information, please read the IAEE Guidelines for Display Rules and Regulations.

Americans with Disabilities Act (ADA)
Exhibitors are responsible for ensuring their booth and exhibit activities comply with all applicable requirements of the Americans with Disabilities Act (ADA), including providing appropriate accessibility and wheelchair access within their exhibit space. Exhibitors should consider accessibility when designing booths, displays, presentations, demonstrations, and attendee interactions. Additional information regarding ADA requirements is available at **www.ada.gov**.

Any exhibit found to be non-compliant may be subject to required modifications, including those directed by the Fire Marshal or other authorities having jurisdiction, at the exhibitor's expense.

Inline/Linear Booths are arranged in a continuous row with neighboring exhibitors on both sides and aisle exposure on only one side. Standard linear booths are typically 10 ft. x 10 ft. (3.05m x 3.05m) and are subject to a maximum backwall height of 10 ft. (3.05m).

Corner Booth is a linear booth located at the end of a row and benefits from exposure to aisles on two sides. Corner booths remain subject to the same height and sightline requirements as linear booths. To preserve sightlines for neighboring exhibitors, display materials must be arranged so they do not obstruct adjacent booths, regardless of booth size. The maximum display height of 10 ft. (3.05m) is permitted only within the rear half of the booth. All display materials located in the front half of the booth, extending toward the aisle, may not exceed 4 ft. (1.22m) in height.

For exhibits consisting of three or more contiguous linear booths, the 4 ft. (1.22m) height restriction applies only to the area within 10 ft. (3.05m) of an adjoining exhibitor's booth. All exhibit structures, displays, and signage must comply with IAEE sightline requirements and may not interfere with the visibility or operation of neighboring exhibits.

A **Perimeter Booth** is an Inline Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Inline Booths apply to Perimeter Booths except that the maximum height of the display in the rear half of the booth is 12 ft. (3.66m).

- Maximum height of display in the rear half of the booth is 12 ft. (3.66m)
- Maximum height of display in the front half of the booth is 4 ft. (1.22m)
    - When three or more Inline Booths are used in combination as a single exhibit space, the 4 ft. (1.22m) height limitation is applied only to that portion of the exhibit space, which is within 10 ft. (3.05m) of an adjoining booth. Materials must be arranged in the booth so they do not obstruct sight lines of neighboring exhibitors.
    - The 4 ft. height restriction does not apply to Inline Booths that are set up like a split island.

- Display materials should be arranged in such a manner as not to obstruct sight lines of neighboring exhibitors.
- No company logos, branding, or signage may face into an adjoining booth, including booths on either side or behind.
- Hanging signs and trusses are prohibited. All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

An **End-cap Booth** is essentially an inline booth placed in the position of a Peninsula or Split Island. End-cap Booths are generally 10 ft. (3.05m) deep by 20 ft. (6.10m) wide and back up to Inline Booths.

- Maximum width of back-wall is 10 ft. (3.05m) and maximum height of back-wall is 10 ft. (3.05m)
- Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m), permitting adequate line- of-sight for the adjoining Linear Booths.
- The backsides of all back walls must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- No company logos, branding, or signage may face into an adjoining booth.
- Hanging signs and trusses are prohibited.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

A **Peninsula Booth** is exposed to aisles on three sides and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Inline/Linear Booths. Any booth 400 sq. ft. or larger must submit a rendered booth design or photographs from previous use of the booth to ACT Booth Review and Vehicle Submission Site for approval by April 2, 2027.

- Maximum width of back-wall is 10 ft. (3.05m)
- Maximum height of back-wall is 16 ft. (4.88m)
- Exhibit fixtures, components, and identification signs are permitted to a maximum height of 20 ft. (6.1m)
    - Maximum height dimension of hanging sign is 6 ft. (1.83m)
    - 2 ft. (0.61m) break is required between the booth structure and the bottom of the hanging sign
    - Hanging sign must be raised higher than 14 ft. (4.26m) and no higher than 20 ft. (6.1m)
    - Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m), permitting adequate line-of-sight for the adjoining Linear Booths.
    - Hanging signs are allowed, only in the front half of the booth. All hanging signs must be submitted to ACT Expo Show Management for approval by March 20, 2027.
- The backsides of all back walls must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

A **Split Island Booth** is a Peninsula Booth, which shares a common back wall with another Peninsula Booth. *Split Island booths must adhere to all rules for Island booths AND the rules listed below. Any booth 400 sq. ft. or larger must submit a rendered booth design or photographs from previous use of the booth to ACT Booth Review and Vehicle Submission Site for approval by April 2, 2027.

- The backsides of all back walls must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.

- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- Hanging signs are allowed. All hanging signs must be submitted to ACT Expo Show Management for approval by April 2, 2027, using the official portal.
- Hanging trusses are prohibited.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

An **Island Booth** is any size booth exposed to aisles on all four sides and is a minimum of 400 sq. ft. Any booth 400 sq. ft. to 2,499 sq. ft. must submit a rendered booth design or photographs from previous use of the booth to ACT Booth Review and Vehicle Submission Site for approval by April 2, 2027.

- The maximum height of the structure is 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 20 ft. (6.1m). You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) long.
- Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m).
    - Maximum height dimension of hanging sign is 6 ft. (1.83m). A 2 ft. (0.61m) break is required between the booth structure and the bottom of the hanging sign.
    - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
    - Booths must maintain 25% visibility through the booth when viewed from any side, this applies to booth structures not vehicles or products.
    - Booth structures are not allowed within 10 ft. (3m) from any 20 ft (6.1m) aisle to allow for visibility of neighboring booths.
    - Hanging signs are allowed. All hanging signs must be submitted to ACT Expo Show Management for approval by April 2, 2027, using the official portal.
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

A **Large Island Booth** is any size booth exposed to aisles on all four sides and is a minimum of 2500 sq. ft. Any booth 2500 sq. ft. or Larger must submit a rendered booth design or photographs from previous use of the booth to ACT Booth Review and Vehicle Submission Site for approval by April 2, 2027.

- The maximum height of structure is 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 20 ft. (6.1m). You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) long.
- Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m).
    - Maximum height dimension of hanging sign is 6 ft. (1.83m). A 2 ft. (0.61m) break is required between the booth structure and the bottom of the hanging sign.
    - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m).
    - Booths must maintain 50% visibility through the booth when viewed from any side; this applies to booth structures, not vehicles or products.
    - Booth structures are not allowed within 10 ft. (3m) from any 20 ft (6.1m) aisle to allow for visibility of neighboring booths.
    - Hanging signs are allowed. All hanging signs must be submitted to ACT Expo Show Management for approval by April 2, 2027, using the official portal.
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

Two-story/double-decker and enclosed booths must be exposed to aisles on all four sides, and be a minimum of 400 sq. ft. Two-story booths are prohibited for peninsulas, split islands and all other booths. Detailed plans of a multiple-story or enclosed booth must be submitted to ACT Booth Review and Vehicle Submission Site for approval by April 2, 2027.

Plans must indicate if the booth is a multiple-story and/or enclosed with a ceiling.

- It is the responsibility of the EAC and everyone erecting a structure to ensure that all rules within this section are followed. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Safety and Fire Prevention Office no later than 30 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
- The second level of a two-story booth can only be 60% of the total square footage of the island booth, including the stairwells/steps.
- Multilevel or covered areas − Definitions:
    - Multilevel – Any occupied second story or greater, which is accessible by an approved means of egress.
    - Covered Area – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single-story exhibits with ceilings, upper-deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that are not recognized as acceptable for use under fire sprinkler systems by fire code.
    - Means of Egress – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multilevel or covered contiguous areas more than 1,000 sq. ft. are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:
    - The exhibit is used in an event where the duration is seven calendar days or longer.
    - The exhibit contains display vehicles.
    - The exhibit contains an open flame.
    - The exhibit contains hot work.
    - Any upper-deck area to be occupied must have an approved plan with an engineer's stamp registered in the state of Nevada.
- Multilevel areas that are greater than 300 square feet or will occupy more than nine persons shall have at least two remote means of egress.
- Means of egress shall be of an approved type and constructed to the requirements of the code.
- Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
    - Exemption: Areas less than 250 square feet shall have a 6 3/4-inch minimum clear tread
    - depth at a point 12 inches from the narrow edge. The riser shall be sufficient to provide a headroom of 78 Inches minimum, but riser height shall not be more than 9 1/2 inches.
- Minimum stairway clear width at and below the handrail shall be 26 inches.
- Exhibits with multilevel or covered areas exceeding 300 sq. ft. in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors, regardless of the size of the area.
- All smoke detectors will emit an audible alarm that can be heard outside of the area.
- Any single-level exhibit over 1,000 sq. ft. or exceeding 300 sq. ft. of contiguous covered area (see “covered area” definition above) and all multiple-level exhibits must submit a booth plan to the Safety and Fire Prevention Office for approval. Plans must be submitted in CAD format via email to boothplans@lvcva.com.
- The height of the second story cannot be more than 16 feet in height.
- Two-story booths cannot be located under passenger or utility truss ways. Booth plans must specify
- the maximum occupant load capacity. Booth plans must specify the maximum number of occupants and must have a structural engineer’s stamp certifying the maximum occupant load capacity.
- Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.

- Booths 400 sq. ft. to 2,499 sq. ft. must maintain 25% visibility through the booth when viewed from any side, and booths 2,500 sq. ft. and larger must maintain 50% visibility through the booth when viewed from any side; this applies to booth structures, not vehicles or products.
- Booth structures are not allowed within 10 ft (3m) from any 20 ft (6.1m) aisle to allow for visibility of neighboring booths.
- Hanging signs are allowed. All hanging signs must be submitted to ACT Expo Show Management for approval by April 2, 2027, using the official portal.
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
- Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Las Vegas Fire & Rescue.

Lighting

All island booths may utilize special lighting.

- Lighting must be directly over or in the exhibitor's booth and may not extend into the aisles or neighboring booths.
- Exhibitor lighting cannot affect other exhibitors or aisles.
- Overhead lighting may be dimmed or turned off at the exhibitor's expense with on-site approval from ACT Expo Show Management. Requests must be approved by ACT Expo Show Management and may be made on-site at the Exhibitor Service Desk.

Dismantling Exhibit

Exhibits will close promptly at the designated time. Exhibitor employees must be present for the dismantling and packing of the displays until the booth area is cleared. ACT Expo Show Management is not responsible for items left after the Show closes. Any goods, exhibition materials, or miscellaneous items remaining after the move-out officially ends will be treated as abandoned and disposed of accordingly at the exhibitor's expense.

Early Booth Breakdown

Exhibits must remain fully staffed, operational, and intact until the official close of the exhibition. Early dismantling, packing, or removal of exhibit materials is strictly prohibited. ACT Expo Show Management reserves the right to assess penalties for early booth breakdown, including the deduction of priority points used in future booth selection processes. Such deductions may negatively impact an exhibitor's ability to secure preferred exhibit space at subsequent ACT Expo events.

No-Show Policy

Any booth for which setup has not begun by 2:00 p.m. on Monday, May 17, 2027, will be treated as abandoned in accordance with the Clean Floor Policy above. Show Management may reassign or use the space as it deems necessary, at its sole discretion and without notice or liability to the exhibitor.

The abandoning exhibitor remains fully responsible for all charges incurred as a result of the no-show, including but not limited to booth flooring, freight handling, material storage, drayage, and any other service fees assessed by the general services contractor or venue. These charges will be invoiced directly to the exhibitor and are due upon receipt. No refund of booth fees, sponsorship fees, or related payments will be issued in the event of a no-show.

VEHICLE DISPLAY REQUIREMENTS

Booth Display Vehicles Policy

Only products and branding from exhibiting companies may be displayed in your booth or on show vehicles. If your vehicle includes logos, products, or branding from a non-exhibiting company, you must obtain written approval from ACT Expo Show Management in advance. Vehicles with unauthorized third-party branding may be denied access to the show floor until the issue is resolved.

Questions regarding vehicle display approvals should be directed to ACT Expo Show Management prior to the applicable submission deadline. Submit request to: tquist@trccompanies.com

All Booth Vehicles must adhere to LVCC Fire Regulations:

- All vehicles must have both battery cables disconnected and taped, alarms disconnected, and fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering.
- Fuel tanks cannot be more than ¼ tank full or contain 5 gallons, whichever is less.
- Vehicles must be set back 10 inches from the aisle.
- Vehicles may not be started, or battery cables connected during Show hours.
- Electric vehicles (EV):
  - All electric vehicle batteries must be charged in the range of no less than 20% and no higher than 50% while indoors.
  - The main battery (high voltage battery pack) must be disconnected while the vehicle is indoors when possible.
  - All aftermarket or DIY electric vehicles must disconnect their high-voltage battery and 12 Volt battery.
  - Indoor electric vehicle charging is NOT allowed.
  - All electric vehicle high voltage batteries must be charged outside in a designated area
  - All electric vehicles must have at least 10 feet of distance between other electric vehicles.
  - Electric vehicles are not allowed inside meeting rooms.
- The Electric Vehicle Display form must be completed and submitted to boothplans@lvcva.com for each electric vehicle exhibited

Booth Display Vehicle(s) Instructions for Move-In:

- Vehicle needs to check into the Freeman Marshalling Yard
- Booth needs to be ready to receive the vehicle with electrical, flooring and hanging sign installation complete. Vehicles cannot be staged in or block aisles.
- Empty freight needs to be removed from the booth.
- There needs to be a clear aisle to get the vehicle to the booth – Freeman will help with this.
- Let a Freeman Representative by the freight doors that your booth is ready for your vehicle to be dispatched, you will need the Driver Number given to your transporter driver when they checked into the marshalling yard.
- A Freeman representative will assist you in escorting your vehicle(s) to your booth.
- No spotting fees will be incurred by exhibitor (unless the vehicle is inoperable and needs to be towed or pushed, at which time a labor fee will be incurred.)

Please note there is no overnight parking at the LVCC- this includes trailers. This does not apply to approved vehicles. Trailers cannot be left on LVCC grounds – they will be towed.

Freeman Vehicle Marshaling Yard Address: 6555 W Serene Ave, Las Vegas, NV 89139

This location does not accept deliveries. This location is only for the staging of trucks delivering to and picking up from the convention center.

EXHIBITOR CONDUCT & SAFETY POLICIES

Children Admittance Regulations

For safety and liability reasons, ACT Expo Show Management does not permit any children 18 years of age or younger during move-in or move-out within the Expo Hall. Children who are of an appropriate age and permitted into the exhibit area must be registered as guests and must wear their badge in order to be allowed access to the Expo Hall. There must be one accompanying adult 18 years of age or older per child. No strollers are allowed on the show floor at any time. This policy is strictly enforced. Children are not allowed to attend ACT Expo activities. Contact events@trccompanies.com should you have any questions.

Catering and Bar Services
Food and beverage service at the Las Vegas Convention Center is provided exclusively by Sodexo. Exhibitors wishing to offer food, beverages, or catering within their booth must order through Sodexo. Customized catering options are available to meet a variety of needs and event objectives.

Please note:

- Popcorn is prohibited at all times.
- Catering orders do not include booth cleaning services; cleaning must be arranged separately through Freeman.
- Outside food and beverage are not permitted without prior venue approval.

Cleaning and Waste Disposal
ACT Expo Show Management will provide cleaning of all public aisles and common areas. Cleaning services within exhibitor booths are not included and must be ordered separately through Freeman, the exclusive provider of booth cleaning services at the Las Vegas Convention Center. All booth cleaning services, including vacuuming, carpet care, and waste removal, must be arranged through Freeman. Exhibitors and their contractors may not perform their own cleaning services within the exhibit hall.

Solicitation (Suit-Casing) Policy
All promotional, marketing, and sales activities must be conducted within an exhibitor's contracted booth space. Exhibitor personnel, including third-party staff and contractors, may not solicit attendees, exhibitors, speakers, or other participants outside their booth or elsewhere within the convention center, including conference sessions, meeting rooms, networking events, or common areas. Unauthorized solicitation, canvassing, distribution of materials, or other promotional activities outside an exhibitor's booth is strictly prohibited. Individuals found in violation of this policy may be removed from the event, have their credentials revoked, and may be prohibited from attending future ACT Expo events.

Outboarding Policy
To protect the value of participation for exhibitors and sponsors, non-participating companies may not conduct meetings, demonstrations, hospitality events, or other promotional activities that target ACT Expo attendees at off-site locations, including hotel suites, restaurants, or other venues. Any effort to encourage attendees to leave the event to meet with a non-exhibiting company is considered outboarding and is strictly prohibited. ACT Expo Show Management reserves the right to shut down unauthorized activities conducted at properties with which ACT Expo has agreements. Companies and individuals found engaging in outboarding may be removed from the event and may be denied the opportunity to attend, sponsor, or exhibit at future ACT Expo events.

What is Suitcasing and Outboarding?
“Suitcasing” and “outboarding” are unethical parasitic business practices in which non-exhibitors and non- sponsors attempt to gain access to conference attendees. “Suitcasing” refers to those non-participating companies or persons who go to conferences as an attendee but “work the aisles” from their suitcase (briefcase) and solicit business in the aisles or lobby area. “Outboarding” refers to non-participating companies that set up meetings and demos at off-site locations—hotel hospitality suites, restaurants, etc.—and encourage show attendees to leave the conference and show floor to spend time with them.

ACT Expo is serious about protecting the investment of our exhibitors and sponsors and ensuring their success at our event. As such, the ACT Expo Suitcasing and Outboarding Policy is strictly enforced. Attendees who engage in Suitcasing or Outboarding gain an unfair competitive advantage over our exhibitors/sponsors who have dedicated money and resources to fairly participate in the conference. These actions diminish the size and diffuse the quality of the audience available to exhibitors and sponsors. ACT Expo strictly prohibits solicitation, “Suitcasing” or “Outboarding” by attendees who conduct business at the event and do not have an exhibit or sponsorship investment at the ACT Expo.

Examples may include but are not limited to:

- A non-exhibitor sets up a hospitality suite off the show floor and invites attendees to leave the show floor and visit their suite.
- A non-exhibitor sends out alerts to potential customers that while they will not be participating this year, they will have personnel walking the show floor and will be offering demos/sales material.
- A non-exhibitor puts together a webpage with the conference logo and solicits meetings with attendees. A non-exhibitor piggybacks on the activities of a third party such as a vendor or partner who is exhibiting. A non-exhibitor sets up a luncheon or other activity and invites conference attendees to promote their product while not being an approved ACT Expo vendor.

Please note that any attendee at ACT Expo, who is observed to be soliciting business in the aisles or other public spaces, or uninvited attendees in another company's booth, will be asked to leave immediately and their conference credentials will be confiscated.

Conversely, known commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, or any other public place in proximity to the Las Vegas Convention Center during ACT Expo by non-participating companies, will be shut down if utilizing properties with which ACT Expo has an agreement. Those found to be involved with "Suitcasing" or "Outboarding" will be denied registration to attend future ACT Expo events.

Soliciting Outside of Booth Space
All solicitation, marketing, polling, interviewing, and promotional activities must be conducted within an exhibitor's contracted booth space. Distribution of brochures, catalogs, flyers, magazines, promotional materials, or other literature is permitted only from within the exhibitor's booth and must relate directly to the exhibitor's products or services. Solicitation in aisles, common areas, meeting rooms, or elsewhere within the Las Vegas Convention Center is strictly prohibited. Distribution of materials from booth to booth or within aisles is not allowed. Exhibitors and their representatives must confine all activities to their contracted exhibit space. Individuals who do not comply with this policy will be asked to stop the activity or leave the event.

Statement of Intent
ACT Expo's suitcasing and outboarding policies are designed to protect the investment made by our exhibitors and sponsors, whose participation helps make the event possible. Companies that market, sell, hold meetings, or conduct business with attendees without exhibiting or sponsoring gain an unfair advantage over those who have invested in the event. To ensure a fair experience for all participants and preserve the value of exhibiting and sponsoring, unauthorized solicitation, suitcasing, and outboarding activities are strictly prohibited at ACT Expo.

Outside Exhibits
Exhibits, displays, demonstrations, product showcases, and the distribution of promotional materials are permitted only within contracted exhibit or sponsorship spaces. Unless specifically authorized through a sponsorship agreement, promotional activities may not take place anywhere else on Las Vegas Convention Center property. Any unauthorized exhibit, display, demonstration, or promotional activation may be removed or shut down at the exhibitor's expense. ACT Expo Show Management reserves the right to invoice companies for non-approved activations conducted outside of contracted event space.

Photograph and Video Release
By attending, exhibiting, or participating in ACT Expo 2027 or related events, you acknowledge that you and your guests may be photographed, filmed, or recorded. By participating, you grant ACT Expo Show Management permission to use these images, recordings, and likenesses for promotional, marketing, editorial, and other event-related purposes without compensation or further approval. Attendance at the event constitutes consent to such use by ACT Expo Show Management and its authorized partners.

Music and Audio Policy
Exhibitors may use music, audio, and audiovisual presentations within their booth provided they do not disrupt neighboring exhibitors or detract from the overall event experience.

- Sound levels must be maintained at a reasonable volume and may not exceed 85 decibels when using microphones or amplified audio.
- Speakers must be directed inward toward the booth space.
- Excessive noise, disruptive sound effects, and offensive content are not permitted.
- Exhibitors are responsible for obtaining any required music licensing permissions and complying with applicable copyright laws, including those administered by organizations such as ASCAP, BMI, and SESAC.
- Live music performances are not permitted.

ACT Expo Show Management reserves the right to require exhibitors to reduce audio levels or discontinue any presentation that interferes with neighboring exhibits or the professional environment of the Expo Hall.

Noise and Odors
To maintain a professional and enjoyable environment for all attendees and exhibitors, displays or activities that generate excessive noise, disruptive sound, strong odors, or other disturbances are not permitted during Expo Hall hours.
ACT Expo Show Management reserves the right to determine what constitutes excessive noise, obstruction, or other disruptive activity and may require exhibitors to modify or discontinue any activity that negatively impacts neighboring exhibitors or the attendee experience.

Security
While ACT Expo Show Management and the Las Vegas Convention Center take reasonable measures to help maintain a secure environment, exhibitors are solely responsible for the security of their booths, products, equipment, and personal property. Neither ACT Expo Show Management nor the Venue assumes responsibility for lost, stolen, or damaged items. Exhibitors are encouraged to take appropriate precautions, secure valuable materials, and obtain any necessary insurance coverage. If you require private security for your booth, equipment, or vehicles, please arrange those services in advance through the approved event or venue provider. Please contact swald@trccompanies.com

Ride & Drive
All registered attendees, sponsors, and exhibitors are invited to participate in the Ride & Drive. Companies interested in providing a vehicle for Ride & Drive consideration should contact Tony Quist at tquist@trccompanies.com for additional information and application requirements.

Vehicles for Indoor Displays
All vehicles must be submitted via the 2027 Booth Review Portal for approval by April 2, 2027.
Vehicles on display from automobile dealers must have a Nevada DMV off Premise Display License.

- Proof of license must be provided upon request.
- Fuel tanks shall be maintained below 1/4 tank of fuel.
- Fuel tank openings shall be locked or sealed by tape to prevent vapors; batteries must be disconnected. Vehicles may not be started, run, or moved during event hours.
- Batteries must be disconnected. Battery cables are removed. Auxiliary batteries not connected to engine starting system may be left connected. External chargers or batteries are recommended for demonstration purposes.
- No battery charging is permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles shall not be moved during exhibit hours.
- 36” of 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.
- No leaks underneath vehicles

Electric Vehicles Batteries

- All electric vehicle batteries must be charged in the range of no less than 20% and no higher than 50% while indoors.
- The main battery (high voltage battery pack) must be disconnected while the vehicle is indoors when possible
- All booths with Electric Vehicles must provide battery capacity information via the Electric Vehicle Form to boothplans@lvcva.com for each vehicle. Electric Vehicle Form can be found HERE.

Vehicles Move-in Instructions

Drivers transporting vehicles to the event need to be prepared to provide the exhibiting company name and booth number to the Freeman staff attendant. Once checked in, drivers will be instructed where to park to unload vehicles to prep/wash before moving into the Expo Hall, or park in Ride & Drive pre-event staging location. No vehicles should be unloaded at the Freeman Marshaling yard without prior approval from ACT Expo Show Management and Freeman, for more information, please reach out to Sean Wald at swald@trccompanies.com. Any driver transport company that will be driving vehicles on the show floor must be designated as an Exhibitor Appointed Contractor (EAC) via the 2027 EAC Portal.

Vehicle Identification & Location (For Vehicle Move-In)

Place a piece of paper on the inside windshield/dash of the vehicle to indicate where the vehicle should be placed. (Ride & Drive Vehicle or Booth Space Vehicle with Booth Number/Company). After your vehicle is washed/ready to move in, and carpet and electrical have been installed, your staff/driver will drive the vehicle into the Expo Hall while being escorted/spotted by Freeman & ACT Expo staff in the designated booth location.

Flammable materials

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national or local fire regulations may be used in any exhibit. Any materials not approved by the appropriate authority must be removed from the building at the exhibitor's expense. Open flames are strictly prohibited.

Las Vegas Convention Center Regulations

You can find more information on Las Vegas Convention Center building rules here: Building User's Manual. For any questions, please reach out to Sean Wald, swald@trccompanies.com.



ACT EXPO

THE LARGEST FLEET TECHNOLOGY CONFERENCE & EXPO

Have Questions or Need Help?

Contact a member of the ACT Expo 2027 Sales Management Team:

Tony Quist,
SVP, Sales & Events
tony.quist@wsp.com

Sharon Boutin
Senior Manager,
Exhibitor Operations
sharon.boutin@wsp.com

Elissa Welnick
Exhibitor Success Manager
elissa.welnick@wsp.com

Sean Wald
Show Floor Manager
sean.wald@wsp.com

Disclaimer
ACT Expo reserves the right to terminate the Exhibitor Rules and Regulations or change the Exhibitor Rules and Regulations at any time without notice including, but not limited to, (a) changes to the number, scope, organization, business policies, practices, procedures, and objectives, (b) additions, deletions or other modifications to the requirements for obtaining or maintaining exhibitor or sponsor status, (c) addition of new rules, regulations, (d) deletion, modification or replacement of any rules and regulations or show logo.

ORGANIZED BY

WSP