TRANSACT
POWERED BY ETA
APRIL 19-21 • 2027 • LAS VEGAS

EXHIBITOR SERVICE MANUAL

Mandalay Bay Convention Center
Bayside AB

Welcome to the TRANSACT 2027 Exhibitor Service Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at TRANSACT. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience. We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth, and ask questions about any areas you need further clarification on.

General Information

Dates & Times:

Move In	Saturday, April 17	1:00 PM – 7:00 PM
	Sunday, April 18	8:00 AM – 5:00 PM
	Monday, April 19	8:00 AM – 12:00 PM

All exhibits must be set up by 12 PM on April 19. After this time, Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the exhibition.

Show Days	Monday, April 19	4:00 PM – 6:30 PM
	Tuesday, April 20	9:00 AM – 5:00 PM
	Wednesday, April 21	9:00 AM – 12:00 PM

No display may be dismantled or packing started before 12:00 PM on Wednesday, April 21.
Please make travel plans accordingly.

Move Out	Wednesday, April 21	12:00 PM – 8:00 PM

Dismantling and removal of display **must be completed by 8:00 PM.**

Registration/Badge Pick up:

Sunday, April 18	1:00 PM – 5:00 PM
Monday, April 19	8:00 AM – 6:30 PM
Tuesday, April 20	7:00 AM – 5:00 PM
Wednesday, April 21	8:00 AM – 12:00 PM

- EAC representatives must be pre-registered (via the EAC Designation Form) and have company ID, nametag, or company uniform. Wristbands will be handed out at EAC Check-In Desk starting Saturday at 1:00 PM.
- Exhibitors may also utilize EAC wristband process prior to registration opening.
- All exhibitors must be registered and have badges before entering the exhibit hall starting Sunday, 1:00 PM.

Vendor Contacts and Early Bird Rate Deadlines

ASAP	Register your booth staff badges	Exhibitor Resource Center Email: transact2027@jade.mcievents.com Phone: 972-349-5878
2/22/27	Hotel sub-block requests deadline	10 or more rooms: Sub-block Request Form *Hotels sell out fast – book reservations early*
2/22/27	Booth Design Form deadline for island booths that have special elements such as canopy, ceiling, hanging sign, inflatables, multi-level, tower, vehicle display or other	Booth Design Form
3/12/27	Booth Security Guard discount deadline	SOA Booth Security Order Form Email: soa@soasecurity.com Phone: 702-386-8065
3/19/27	Request Exhibitor Certificate of Insurance (COI) through your insurance company and have it ready to present on show site (30 days out). *This is separate/different from EAC's Insurance requirement.*	See Insurance Requirement for details
3/19/27	Complete EAC Form & Submit EAC insurance, (30 days out)- i*f applicable*	EAC Form
3/19/27	Advance Shipment to Warehouse Begins	Advance Warehouse Shipping Label Shipping and Material Handling Checklist
3/22/27	Freeman early pricing deadline (Furnishing, Labor, Carpet, Storage)	Freeman Online ExhibitorSupport@Freeman.com Phone: 855-435-3234
3/29/27	Exhibitors who wish to serve Food & Beverage on the exhibit floor must receive approval from Show Management, before placing order through Mandalay Bay Catering.	Catering Request Form
3/29/27	Edlen Electrical Exhibition Services (Electrical, Plumbing and Cable Services) discount deadline	Mandalay Bay Exhibitor Portal exhibitorservices@mandalaybay.com Phone: 702-322-5707
3/29/27	MGM Resorts Networks is the exclusive Internet and Telephone provider for Mandalay Bay.	Mandalay Bay Exhibitor Portal exhibitorservices@mandalaybay.com Phone: 855-408-1349
3/29/27	Booth Cleaning Services	Mandalay Bay Exhibitor Portal exhibitorservices@mandalaybay.com Phone: 855-408-1349
4/17/27	Direct Shipments to Show Site Begins	Show Site Shipping Label
As needed	Teasley's Convention Florist: order floral and potted plants to enhance your booth	Online Order form Phone: 615-876-3695
As needed	Business Center: FedEx Office on-site at Mandalay Bay Convention Center	Website Phone: 702-262-5320

Contact Us:

Exhibit Operations
Helen Choi
727-425-4723
helen@transactshow.com

Registration
Customer Service
972-349-5878
transact2027@jade.mcievents.com

Exhibits & Sponsorships
Amy Scott
727-425-4758
amy@transactshow.com

Insurance

Exhibitors must maintain insurance that meets the requirements, as outlined in the Insurance section from the Exhibitor Contract that you signed when purchasing your exhibit space.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

Three types of insurance are required:

1. Workers' Compensation insurance unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
2. Comprehensive General Liability insurance with limits not less than $1,000,000 for each occurrence, $3,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable). Comprehensive General Liability insurance policy shall name as additional insured, TRANSACT Acquireco LLC (Show Management), Mandalay Bay Convention Center (Facility), and Freeman (General Service Contractor).
3. Automobile Liability insurance with limit not less than $500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading, and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e., POV area. Automobile Liability insurance policy shall name as additional insured, TRANSACT Acquireco LLC (Show Management), Mandalay Bay Convention Center (Facility), and Freeman (General Service Contractor).

MUST be contained in the certificate:

- ✓ Producer: Name, Address, and Phone Number of the insurance carrier
- ✓ Insured: Exhibiting Company Name, Address, Phone Number, and Booth Number
- ✓ Description of Special Items: General Liability and Automobile Liability insurance policies shall name as additionally insured: TRANSACT Acquireco LLC, Trifecta Collective, Freeman, Mandalay Bay Convention Center, MGM Resorts International and each of its subsidiaries, affiliates, officers, employees, agents, and representatives.
- ✓ Coverage date: must cover April 19 through April 21, 2027.
- ✓ Certificate Holder:

  Attn: Operations
  TRANSACT
  2300 Clarendon Boulevard, Suite 305
  Arlington, VA 22201

- *Certified copies of the Certificates of Insurance or policies shall ensure that they may not be canceled without a 30-day advance written notice to Show Management.*

- *TRANSACT Show Management does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies.*

- *You do not need to mail proof of insurance to show management, but please bring copies of your insurance with you to the show in case it is requested.*

International exhibitors (or exhibitors need insurance) may purchase liability coverage for the show through TotalEvent through this link.

EXHIBIT/BOOTH DESIGN REGULATIONS

Exhibit Specifications are subject to change at the discretion of Show Management.

Show Management may require an Exhibitor to make changes in an exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste. Changes will also be required if the exhibit interferes with the rights of others.

DESIGN APPROVAL: Booths that have canopy, ceiling, hanging sign, inflatables, multi-levels, tower, vehicle on display or other special elements must submit Booth Design Form by February 22nd for approval and further instructions.

AMERICANS WITH DISABILITIES ACT (ADA): All exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

FIRE AND SAFETY REGULATIONS: Exhibitors are expected to comply with all city regulations in effect at the facility. 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's booths must be non-combustible or made flame retardant. Exhibitors must maintain copies of flame certificate on premises as the AFRD can require verification at any time. Foam plastic elements greater than ¼- inch thickness shall not be permitted. Fire resistant foam board signage, not greater than 1/2-inch thickness, is acceptable in exhibit booths. Utilizing cardboard boxes as a part of exhibits or displays in not permissible.

Exhibit booths shall not interfere with access to emergency exits or restrict visibility of emergency exit signs. Exhibits and displays may not obstruct any aisles or public spaces.

STRUCTURAL INTEGRITY: All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.
Stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications for any custom-built suspended elements such as but not limited to non-serially manufactured signs, lightboxes, headers, video wall surrounds, and entry portals must be ready to be shown to Fire Marshal and Show Management upon request.

SUSTAINABILITY GUIDELINES FOR EXHIBITORS:

Booth Design & Materials

- Use Sustainable Materials: Incorporate recycled, recyclable, or reusable materials in booth structures and displays.
- Rent vs. Build: Choose rental exhibit components, when possible, to reduce single-use waste.
- Modular Design: Invest in modular displays that can be repurposed across multiple shows.
- Avoid Single-Use Items: Minimize disposable décor, foam board, and PVC-based materials.

Energy & Resource Use

- Efficient Lighting: Use LED lights and energy-efficient equipment.
- Power Management: Switch off equipment and screens when not in use.
- Reduce Paper: Eliminate printed forms, lead sheets, or flyers in favor of digital alternatives.

LINEAR OR IN-LINE BOOTH

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

Dimensions

Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is specified to prevent display materials from being imposed on neighboring exhibits behind the back wall.

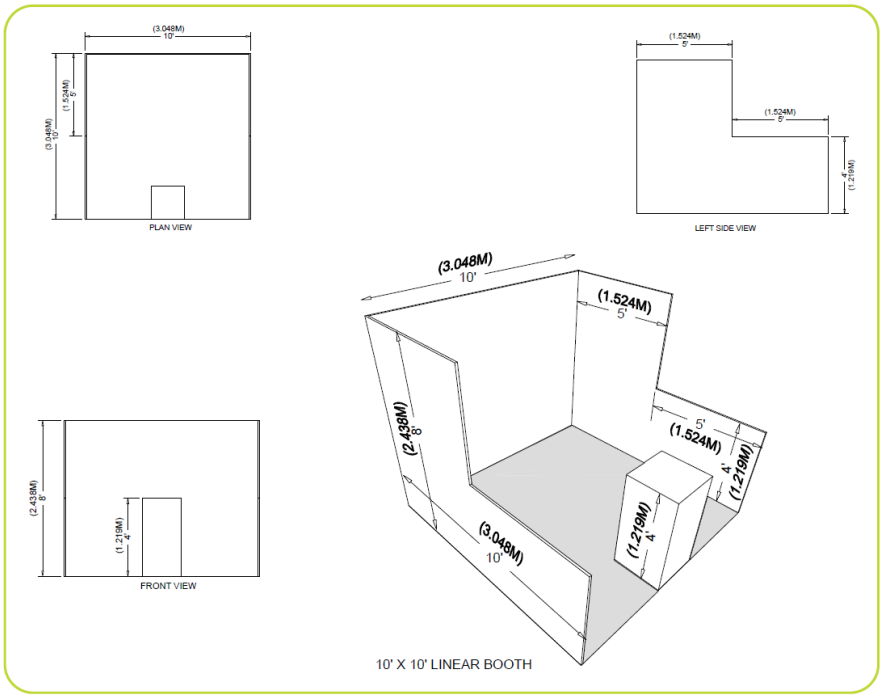
Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

What’s Provided

- 8’ high pipe and drape back wall in black
- 3’ high pipe and drape side rails in black
- 11” x 17” booth identification sign with the company name and booth number.



Rules & Regulations

- Footprint Rule or “Wiggle Room” Factor: The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.
- Exposed Surfaces: All exposed exhibit components extending above the 3’ high pipe and drape sidewalls and/or the 8’ high pipe and drape backwall must be completely finished and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.
- Two-level booths are NOT permitted for linear booths
- NO ceiling suspended/hanging signs allowed

CORNER BOOTH

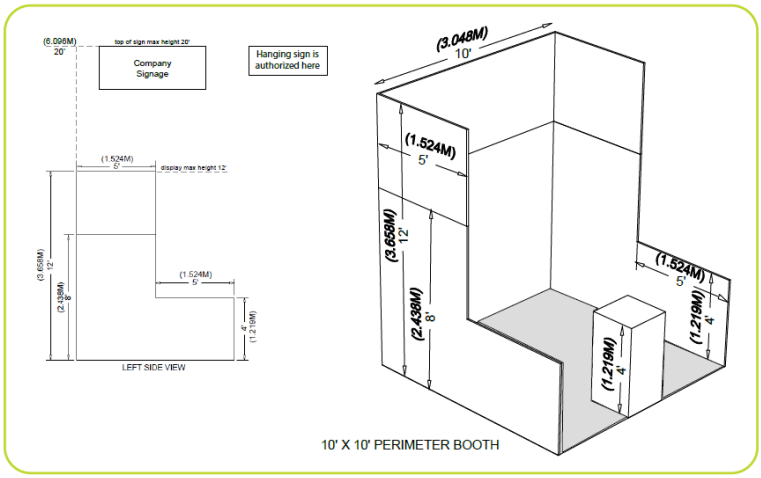
A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height for Perimeter Booths is 12ft (3.66m).

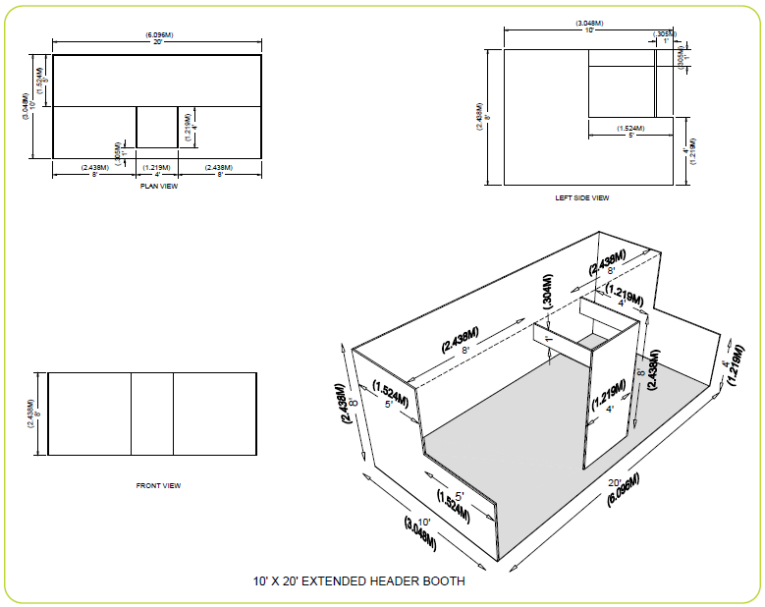


EXTENDED HEADER BOOTH

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

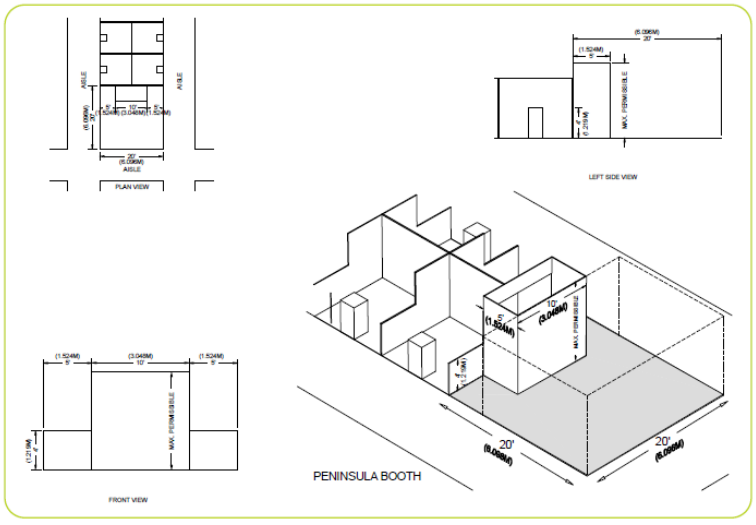


PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a "Split Island Booth."

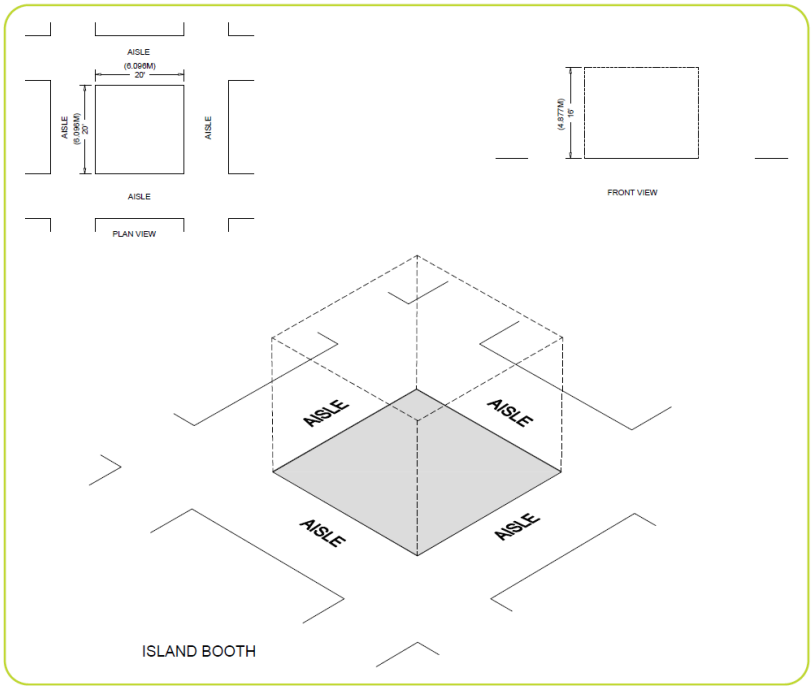
Dimensions and Use of Space

A Peninsula Booth is 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Height allowance is 16ft (4.88m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.



ISLAND BOOTH

An Island Booth is a booth that is minimally 400 sq ft and is exposed to aisles on all four sides.



Design and plans approval

Booths 400 sq ft and larger and have special elements (such as ceiling cover, roof, vehicle, hanging sign) must submit Booth Design Form by February 22nd for approval and further instructions.

Dimensions and Use of Space

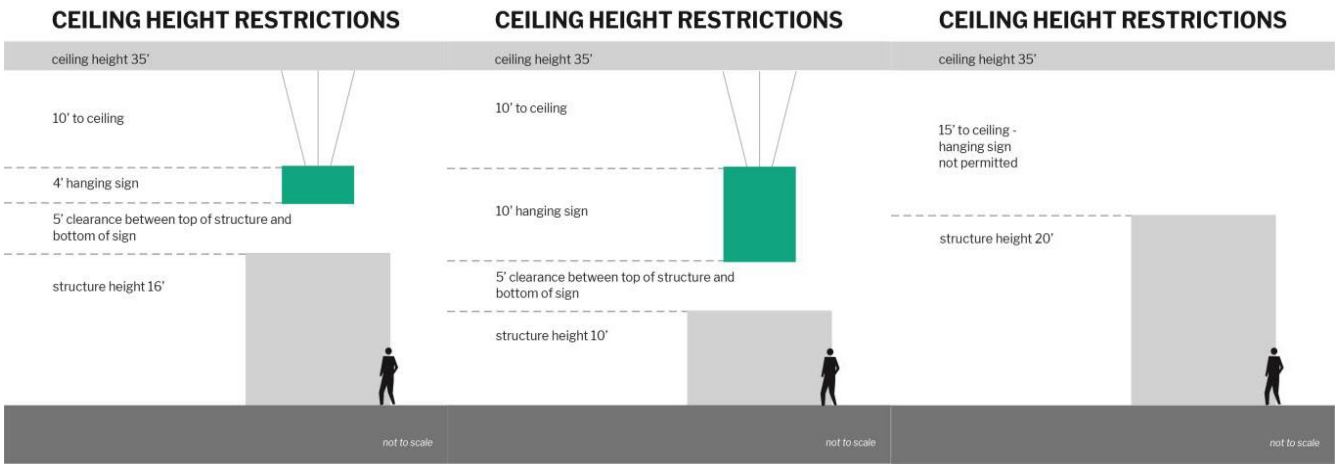
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height of 20' (6.10m) structurally, when hanging sign is not utilized, and up to 25' when hanging sign is utilized.

Rules & Regulations: All portions of the exhibit must be fully finished and within the confines of the contracted booth space.

Perimeter Openings: Large island booths with long high walls can create a "tunnel-like" effect. To ensure maximum traffic flow on the exhibit floor, exhibitors are required to install a minimum 6ft (1.82m) wide by 7ft (2.13m) height opening /entrance every 30ft (9.14m) of structure.

Height: Island booths with ceiling-suspended signage are permitted to a maximum height of 25ft (7.62m) from top of the sign to the floor. The hanging sign must be directly over contracted booth space and must have a minimum of 5' clearance between the structure and the bottom of the sign.

Structural height up to 20' may be permitted for island booths that do not have a hanging sign above.



Covered Exhibits

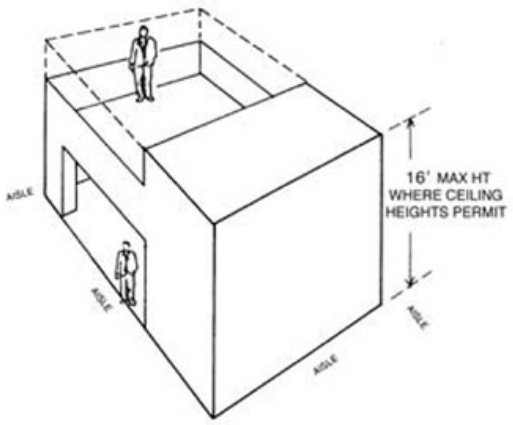
A covered exhibit consists of display fixture with something placed over or upon the exhibit (including roof, ceilings, lattice, fabric, plastic, umbrellas, tents and canopy frames), can be either decorative or functional.

- Partial closures may be installed that do not exceed 50% of the total surface area, but this is only permissible with fireproof and water permeable fabric.
- Larger covering surfaces with a closed solid roof must have fire detection system installed (smoke alarm) and have fire extinguisher within the booth.
- All ceiling covers, umbrellas, flag and banners must comply with all booth height restrictions. No part of these items may extend out or hover into aisle space. These items may not be attached to the back, top or sides of exhibits to gain additional exposure outside of posted height and line of sight regulations.
- The base of the Canopy should not be lower than seven feet (7') from the floor within five feet (5') of any aisle.
- Canopy supports should be no wider than three inches (3"). This applies to any booth configuration that has a sight line restriction, such as Linear Booth.
- Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements.
- Smoke detector and fire extinguisher are required for any covered or enclosed area of booth.
- Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Las Vegas Fire Department.
- Exhibitors must notify Show Management through Booth Design Form by February 22nd for approval and further instructions.

Multi-Level Exhibits

A Multi-Level Exhibit is a booth where the display fixture includes two or more levels and only permitted for Island Booths of 900 sq ft or larger.

- Must have two (2) remote means of egress if the upper level is greater than 300 square feet.
- If the second story occupancy level allows more than ten (10) people at one time, a second stairway must be present.
- Must contain smoke-detector for each enclosed area and fire extinguisher on both levels.
- Multiple-Levels Exhibits with enclosures must have visible notification posted 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.
- The plans must include a signature or engineering stamp of the authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth in the plans.
- Exhibitors with multi-level booth designs, regardless of whether people will occupy the upper level or not, must Show Management through Booth Design Form by February 22nd for approval and further instructions.



TOWERS

A Tower is a free-standing exhibit component separate from the main exhibit fixture.

- The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.
- Fire and safety regulations in many facilities strictly govern the use of Towers.
- A building permit or safety lines may be required.
- It is recommended that Organizers require exhibitors to provide engineering stamped documents for all towers over 8ft (2.44m) in height.

EXHIBITOR RULES & REGULATIONS

Advance Warehouse Shipping: Freeman will accept crated, boxed or skidded material beginning March 19th, to the Advance Warehouse. Material arriving after March 19th will be received at the warehouse with an additional after deadline charge.

- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 AM and 2:30 PM.
- Certified weight tickets must accompany all shipments.
- Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Form in Freeman Online for charges for the service.
- Advance Warehouse Shipping Labels can be found on Freeman Online. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Age/Minor Policy: TRANSACT is a business-to-business event and not intended for children under the age of eighteen (18). In some cases, children under the age of eighteen (18) may be allowed on the show floor, ***this excludes move-in or move-out hours***. In such instances, children under the age of four (4) must be either carried or seated in a stroller at all times; children between the ages of five (5) to seventeen (17) are required to be registered for the Event; and at all times must be accompanied by an adult. Accordingly, there may be areas of our Event where it is inappropriate or impractical for children to be present. Management reserves the right at any time to restrict entry to such areas. Some special event venues have policies that limit admission to twenty-one (21) and older. Children are not permitted on the show floor during any move-in or move-out hours.

Americans with Disabilities Act (ADA): All exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

- Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.
- To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Animals: Exhibitor must receive written permission by Show Management and Mandalay Bay Convention Center for any domesticated animal (cats and dogs) to appear in the convention center or on the trade show floor. Non-domesticated / exotic animals will be considered on an individual basis. Seeing eye / assistance animals are always permitted.

Balloons or Inflatables: The use of helium balloons smaller than 36 inches in diameter is not allowed, but smaller air-filled balloons may be used for decoration and/or handouts.

- Large helium-filled balloons may be used only if they are securely anchored.
- No helium balloons or blimps may be flown inside the building.
- Helium gas cylinders must be secured in an upright position on safety stands with gauges protected from damage.
- No overnight storage of helium or compressed air cylinders in the building is allowed.
- A cleaning fee may apply should the balloons be left on property after the event.
- Mylar balloons are strictly prohibited.
- Exhibitors who plan to have balloons or any kind of inflatables in or above their booth must notify Show Management through Booth Design Form for approval and further instructions.

Care of Facility: Exhibitor may not tape, tack, or affix signage in any way to the facility walls or furnishings. No holes may be drilled, corded, or punched into any surface of the facility. Use of confetti, balloons, glitter, or other similar materials may incur additional clean up charges.

Carpeting: Exhibitors are required to have carpeting / flooring in their exhibits space. Rental carpeting will be available from FREEMAN. The exhibition hall is not carpeted; however, the aisles will be carpeted.

Catering: Exhibitor/Sponsor distribution of food and beverage for consumption in the building is prohibited, except with prior written permission from Show Management. All requests must be submitted through Booth Catering Request Form by no later than March 2nd for approval.

Covered Exhibits: A covered exhibit consists of display fixture with something placed over or upon the exhibit (including roof, ceilings, lattice, fabric, plastic, umbrellas and canopy frames), can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). All ceiling covers, umbrellas, flag and banners must comply with all booth height restrictions. No part of these items may extend out or hover into aisle space. These items may not be attached to the back, top or sides of exhibits to gain additional exposure outside of posted height and line of sight regulations. The base of the Canopy should not be lower than seven feet (7') from the floor within five feet (5') of any aisle. Canopy supports should be no wider than three inches (3"). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Exhibitors must notify Show Management through Booth Design Form no later than 45 days from the opening date of event, for approval and further instruction.

Demonstration, Distribution & Entertainment: As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which ensures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Disturbance, Demonstration, Picketing & Protests: No disturbances of economic or political demonstrations, including picketing against other registrants, shall be allowed. All exhibitors are expected to abide by and observe all laws, rules, regulations and ordinances of any governmental authority and all rules of the facility.

Drones: Drones are prohibited at TRANSACT, during set-up, tear down and show days.

Early Teardown Policy: Early booth breakdown is strictly prohibited. TRANSACT is committed to eliminating these practices from the show floor on the final day of the tradeshow. Exhibitors in violation of this policy will receive a written warning in the current year and fined in future year, if they are found in violation again. Please keep this in mind when making staffing decisions and travel arrangements.

Electrical: Electrical outlets are not included in your booth space. Edlen is the official electrical contractor for the facility. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time, order 24-hour power.

Electrical Labor: Electrical Labor will be required for certain types of work performed; this labor will be provided by Edlen and cannot be performed by exhibitor or Exhibitor Appointed Contractor. These services include: Electrical distribution under carpet or concealed; connection of all 208V or higher services; hardwiring of any electrical apparatus; condor-lift for installation of electrical signs and/or rotators under 200lbs; assembly and hanging of all ground supported static lighting and truss; overhead power distribution; assembling and rigging of overhead sign under 200lbs; forklift for installation of electrical headers and/or light boxes; installation, removal, maintenance & repair of all portable electrical wiring & electrical equipment; all electrical equipment, lighting fixtures and any electrical apparatus that requires electrical and mechanical fastening to the exhibit or display.

Exhibitor Appointed Contractors (EAC): Exhibitor Appointed Contractors (EACs) are independent contractors (other than Freeman, the official show contractor) hired by exhibiting companies. Exhibitors must submit the EAC Form to Show

Management by March 19th. Show Management must receive the complete EAC Form, and EAC's Certificate of Insurance for the EAC staff to gain admittance to the show floor.

EAC's will not be allowed to perform the following services: Drayage, Fork and Genie Lift Operations, Overhead Rigging, Electrical Services, Plumbing Services, Telecommunication Services, Booth Cleaning, Lead Retrieval and Catering due to local labor laws and regulations.

Fire and Safety Regulations: Exhibitors are expected to comply with all city regulations in effect at the facility. All packing containers and wrapping paper, which must be non-combustible and flameproof, must be removed from the floor and not be stored under tables or behind displays. Use of tissue, crepe, and corrugated paper or other forms of flammable materials is prohibited, and materials used for table and shelf covering must be able to withstand a flameproof test as prescribed by fire ordinance of the local Fire Marshal. All inflammables are to be kept in safety containers. Open flames, oxygen tanks, etc. are not permitted without the permission of facility and the local Fire Marshal. The Fire Marshal has final say on any jurisdiction disputes. Exhibit booths shall not interfere with access to emergency exits or restrict visibility of emergency exit signs. Exhibits and displays may not obstruct any aisles or public spaces.

Flammable and Toxic Materials / Flammable Liquid / Gases: All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and the environment. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

Food & Beverage: Exhibitor/Sponsor distribution of food and beverage for consumption in the building is prohibited, except with prior written permission from Show Management. All requests must be submitted through Booth Catering Request Form by March 29th.

Good Neighbor Policy: TRANSACT adheres to a "good neighbor policy". Exhibitors are asked to consider the sightlines of their exhibit space and Exhibitors around them. By following the TRANSACT Rules & Regulations, there will be no issues with sightlines, and all Exhibitors will have an equal opportunity to present their products to their audience.

Hazardous Materials: All 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 (Hotel Reservations): MCI is the official housing vendor for TRANSACT 2027. Hotels in Las Vegas area have limited availability over show dates and will sell out. Make reservations as soon as possible. To request 10 or more rooms, complete the Sub-block Request Form by February 22nd. Housing link for is available once you register the booth staff.

ICW (In Conjunction With): Exhibitors, organizations and participating registrants shall not hold business or social functions to which attendees are invited during official exhibit hours or during any other official TRANSACT event. Only exhibitors in good standing are permitted to host a hospitality function at the Mandalay Bay Convention Center or at an official hotel. TRANSACT Show Management MUST approve all requests for a hospitality suite or public function space in advance. Submit ICW Request for Event Space or Suite Form to start the approval process.

Labor/Union Laws: All exhibitors are required to comply with the union labor rules and regulations. Detailed labor rules, labor rates, and requirements for using an EAC will be provided on Freeman Website.

Lead Capture: App-based Lead Capture/Retrieval is included in your booth space through the show app. You do not need to order separately. Information on how to implement it will be available in March.

Lighting: Lighting must be directed exclusively into the Exhibitor's booth, not in the aisles, nor in any part of the exhibit hall. Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Halogen Lighting: This policy covers restrictions on stem mounted halogen lighting installed 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 typers of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed.

Line of Sight Style: Line-of-Sight display rules provide restrictions on certain areas of the booths to allow attendees to view neighboring booth in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed above with specific insight on how to implement Line-of-Sight regulations.

Material Handling: Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material from your carrier, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. All empty packing crates must be properly marked with the firm name and booth number. Unmarked crates will not be returned. Exhibitors have two options for shipping your advance freight- either to the warehouse or directly to show-site. Material handling charges will automatically be applied to Exhibitor's Freeman account upon receipt of each shipment. For more information, please visit Freeman website.

Pop Up Exhibit Back Wall Coverage: Exhibitors using Pop Up displays are required to neatly cover the back wall if visible from the aisle or from another exhibitor's booth. If back-wall is deemed unsightly by Show Management, they may require exhibitors to cover them per exhibitor's expense. Drape can be ordered from Freeman.

Privately Owned Vehicles (POV): For exhibitors who are not able to hand carry their items into the building, per the hand carry details in this kit, they have the option of utilizing POV Cartload Service. A POV is a personally owned vehicle such as a car, van or SUV. It is NOT a commercial truck, commercial van, a vehicle with a trailer or any rental company vehicle.

Outbound Shipping: Every outbound shipment will require a material handling agreement and shipping labels. Freeman offers complimentary pre-printing of these items. To take advantage of this service, please complete Freeman's Outbound Shipping form. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. Please note: all third parties must pick up MHA/labels at the Freeman Service Desk.

Recording: All programs, meetings, sessions, seminars, trade shows and other events sponsored by TRANSACT are the exclusive property of TRANSACT and no one is permitted to record or reproduce such events, aurally or visually, by motion pictures, videotape recording, audio cassette recording or by any other means for commercial purposes without the express written consent of Show Management. The rule does not prohibit videotaping or other visual or aural recordings by an exhibitor of the show made entirely within the booth space leased by that exhibitor. In order to not interfere with normal show proceedings, all recordings done outside an exhibitor's own booth shall be done prior to or after exhibit hours; any special expenses generated to be borne by the proponents/exhibitors. Photography and/or videotaping of any display or product other than an exhibitor's own is prohibited, unless written permission has been obtained from Show Management and the firm whose booth is being photographed/videotaped.

Security: Security is a major concern at every exhibition. It is crucial that every exhibitor works closely with Show Management to ensure that the exhibition is as secure as possible. Show Management's objective is to implement reasonable measures designed to minimize the risk of loss of your property. However, because such reasonable measures cannot absolutely guarantee the prevention of loss, the facility, Show Management, any security company Show

Management hires, and Freeman are not liable for any loss of merchandise or equipment from your booth before, during or after the event. It is ultimately your responsibility for safeguarding your exhibit.

Suggestions/Precautions:

- Do not leave valuable items unattended at any time
- Ship in locked trunks or crates
- Do not indicate the content of boxes, trunks or crates
- Make sure your cartons are securely taped or banded
- Do not leave your booth unattended during set-up period or during show hours
- Cover displays during non-show hours
- Pack your entire exhibit as soon as the move-out period starts
- Report your entire exhibit as soon as the move-out period starts
- Hire booth security to be assigned to your booth during non-show hours

As an exhibitor, you may opt to hire booth security during show hours and after show hours. SOA is the only pre-approved security provider for TRANSACT 2027. If an exhibitor wishes to utilize another security company, they must have written pre-authorization from Show Management and from the facility, Mandalay Bay.

Self-Unloading / Hand Carry Policy: Exhibitors may hand carry their merchandise from their personally owned vehicle (P.O.V. i.e. car, van or SUV) in the designated area(s). All vehicles must be parked in a parking lot; no curbside parking is allowed. Hand carry is defined as small items such as cartons or packages that can be hand carried by only one person through the main entrance of a facility during move-in and move-out that weighs less than 300lbs. Any mechanical assistance is limited to a small dolly. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas or four wheeled dolly or cart.

Shipping to Show Site: Freeman will receive shipments at the exhibit facility beginning April 17th. Shipments arriving before target dates may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. Show site deliveries do not have a guaranteed time and are handled on an "as checked in and received" basis.

Please note: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Form in Freeman Online for charges for the service.

You can download and print Show Site Shipping Labels, plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number. Labels can be found on Freeman website.

Sound & Music: The use of sound for mechanical reproduction of sound or music is permitted but must be controlled. Sounds of any kind may not be projected outside the confines of the booth. Show Management reserves the right to determine at what point sound constitutes interference and must be discontinued. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.

All broadcasting of music in an exhibitor's booth either live or by mechanical means is subject to copyright laws. Exhibitor must obtain licenses and pay appropriate fees to ASCAP (American Society of Composers, Authors & Publishers), BMI (Broadcast Music Inc.) or SESAC (Society of European Stage Authors and Composers) before broadcasting music in conjunction with this event.

Storage: Empty cartons and cases must be removed from your booth. Cartons may not be stored behind curtains or in your booth. Storing of any crates, cartons, boxes, or other show materials within your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials. Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by Freeman. Freeman will return all "empties" at the conclusion of the Show. Exhibitors may obtain labels marked "EMPTY STORAGE" at the Freeman Desk and should affix them to each empty

crate, carton, and box. Freeman will store and return them to your booth at show closing. Accessible storage service is available at show site for exhibitors to easily access their product samples and literature during show days only.

Structural Integrity: All exhibit fixtures, especially portable or pop-up backdrops, must be built to withstand normal contact or vibration such the movement of fork-lifts, heavy machinery or equipment, and unintentional contact on the part of cleaners, laborers or neighboring exhibitors. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Sustainability: Reduce your environmental impact as a TRANSACT exhibitor and help support the local community by following these best practices.

Booth Design & Materials.
- Use Sustainable Materials: Incorporate recycled, recyclable, or reusable materials in booth structures and displays.
- Rent vs. Build: Choose rental exhibit components, when possible, to reduce single-use waste.
- Modular Design: Invest in modular displays that can be repurposed across multiple shows.
- Avoid Single-Use Items: Minimize disposable décor, foam board, and PVC-based materials.

Shipping & Logistics
- Consolidate Shipments: Ship materials in bulk to reduce transportation emissions.
- Local Sourcing: Source booth elements and giveaways locally to cut down on freight.
- Eco-Friendly Packing: Use reusable crates and recyclable packing materials.

Giveaways & Promotional Items
- Practical & Sustainable: Provide useful, durable giveaways (e.g., reusable bottles, tote bags, digital gift cards).
- Eco-Conscious Choices: Prioritize items made from recycled, organic, or biodegradable materials.
- Digital First: Replace paper brochures with QR codes, apps, or e-literature.

Energy & Resource Use
- Efficient Lighting: Use LED lights and energy-efficient equipment.
- Power Management: Switch off equipment and screens when not in use.
- Reduce Paper: Eliminate printed forms, lead sheets, or flyers in favor of digital alternatives.

Waste Reduction
- Recycling Stations: Separate recyclables at your booth (paper, plastics, electronics).
- Eliminate Single-Use Plastics: Avoid bottled water and disposable utensils.
- Food & Beverage: Offer sustainable catering/snack options with compostable serviceware.

On-Site Practices
- Green Travel: Encourage staff to use public transportation or carpool.
- Reusables: Bring reusable water bottles, cups, and utensils for booth staff.
- Carbon Offsetting: Consider offsetting travel or shipping emissions through verified programs.

Post-Event Commitment
- Donate or Reuse: Donate leftover materials (carpet, furniture, signage) to local charities or repurpose for future shows.
- Evaluate: Track your sustainability efforts and look for ways to improve at future events.

Towers: Towers are only permitted in Island Booths. A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

Truss: Edlen is the exclusive provider of all rigging equipment and services for all items 200 lbs. or more suspended over the exhibit space. This includes labor, electrical signs, trussing, chain motors, cables, span sets and all other rigging related equipment. Freeman (unless ordered through Edlen) will assemble, hang and dismantle any items suspended from the suspended truss (i.e., programmable/dimmable lighting fixtures, audio, projection, non-electrical signs, graphics, fabric solutions, etc.) or anything under 200 lbs. suspended from the ceiling, except electrical hanging signs which must be ordered through Edlen. More information regarding Truss & Theatrical Lighting Equipment & Labor can be found on Freeman Online.

Vehicle On Display: Exhibitor wishing to display a motor vehicle in their booth must review, complete, and return the Booth Design Form. All vehicles must be escorted on and off the floor by Freeman representatives. Freeman charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. Additional charges may apply when additional labor and equipment are required.

OFFICIAL PARTNERS

- **Edlen Exhibition Services** – Exclusive utilities provider
- Freeman – Official general contractor
- Freeman AV – Official Audio/Visual
- **GRIP** – Official event app, networking and lead retrieval provider
- **Map Your Show (MYS)** –Floor Plan, Exhibitor Search and Sessions Information Provider
- **Mandalay Bay Exhibitor Services** - Exclusive food & beverage provider
- **MCI** – Housing and Registration management
- SOA – Booth security provider
- Teasley's Convention Florist
- TotalEvent – Exhibitor Insurance

Beware of Hotel and Attendee-list Scams: It has come to our attention that scammers are targeting our meeting attendees and exhibitors, attempting to sell attendee lists and solicit bookings at unauthorized hotels. TRANSACT/ETA does not rent or sell email lists to third parties. **Please be aware of any message coming from sources not affiliated with TRANSACT.**

If you are solicited by a scammer, please notify Show Management at info@transactshow.com.