



**JAN. 17-20 | 2023**

**THE VENETIAN EXPO + CAESARS FORUM** LAS VEGAS, NEVADA

**SHOTShow.org**

AN EVENT OF  
**NSSF**  
The Firearm Industry  
Trade Association



# Topics We Are Covering Today

Condensed Move-In Period Due to CES

Clean Floor Policy Enforcement

Key Locations and Restricted Areas

Firearms – Show Floor & Shipping Protocols

EAC Applications & Proof of Insurance

Badges & Wristbands

Venetian Policy re Carpet on Carpet



# Compressed Schedule for 2023

January 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
			CES			
9	10	11	12	13	14	15
	TYPICAL MOVE-IN PERIOD					
16	17	18	19	20	21	22
	SHOW DAYS					
23	24	25	26	27	28	29
30	31					

IMPACTS EVERY EXHIBITOR IN  
HALLS A-C ON LEVEL 2  
OF VENETIAN EXPO

ALMOST EVERY EXHIBITOR ON LEVEL 2  
HAS AT LEAST ONE LESS MOVE-IN DAY

**THIS MAKES THE  
CLEAN FLOOR POLICY  
MORE IMPORTANT  
THAN EVER**



# Clean Floor Policy Enforcement

## Venetian Lobby Booths - #VL238-VL275

### Venetian Level 2 – Booths #10000 - 39999

Target Date	Crates must be tagged by:
Wednesday, January 11	Saturday, January 14, 3:00 p.m.
Thursday, January 12	Sunday, January 15, 3:00 p.m.
Friday, January 13	Sunday, January 15, 3:00 p.m.
Saturday, January 14	Monday, January 16, 3:00 p.m.
Sunday, January 15	Monday, January 16, 3:00 p.m.
Monday, January 16	Monday, January 16, 3:00 p.m.

Target Date	Crates must be tagged by:
Friday, January 13	Sunday, January 15, 3:00 p.m.

### Venetian Level 1 – Booths #40000 - 69999

Target Date	Crates must be tagged by:
Friday, January 13	Sunday, January 15, 3:00 p.m.
Saturday, January 14	Monday, January 16, 3:00 p.m.
Sunday, January 15	Monday, January 16, 3:00 p.m.
Monday, January 16	Monday, January 16, 10:00 p.m.

**All crates not marked empty and made available for removal by the indicated dates and times will be subject to removal or movement by the Official Service Contractor at exhibitor's expense.**

The above times only refer to empty crates. All cardboard, fiber cases and access storage must be tagged with empty labels and ready for removal no later than Monday, Jan 16 by 3:00 p.m.

Any crates, cardboard, fiber cases or access storage not labeled in accordance with this policy may be moved by the Official Service Contractor in order to accommodate the continued fluid move-in of the show. Any necessary movement of these items in order for the exhibitor to finish set-up of the booth will be at the expense of the exhibitor.

<https://www.shotshowerc.com/erc/venetian/eac-v/clean-floor-policy-v/>



# Clean Floor Policy Enforcement

## Crate Removal Process:

1. All crates not marked empty by specified time will be removed and staged outside the booth's respective freight door.
2. If you still need access to those crates, proceed to Freeman Service Center and place labor/forklift work ticket to have crates returned.
3. Forklift will stay under the item/on the clock until exhibitor/EAC is finished and empty is tagged.

**Clean Floor will also apply to equipment required by exhibitors/EACs to build booths (e.g., job boxes and ladders). Please keep them in booths and out of the aisles to avoid potential removal from show floor.**

## IMPORTANT REMINDERS THAT ASSIST WITH A CLEAN FLOOR

- ❖ Non-ADA devices are not permitted on show floor (i.e., hoverboards, bicycles, skateboards, scooters, lifts etc.)
- ❖ Two drop-off locations at Venetian for equipment – Hall D overhang and G Hall Slider; be sure to bring to booths promptly when dropped off and picked up on Monday as soon as delivered back to pick-up location
- ❖ Individual company work desk locations must be within booths and not in aisles
- ❖ “No-freight aisles” will be cleared and any freight in the aisles will be moved into the booth space
- ❖ Clear communication with Freeman freight supervisors is key!!



# Firearms – Show Floor & Shipping Protocols

Crates containing firearms shipped to Freeman warehouse or to Show site need to have an Advanced Security or Direct Security Label. These items will be separated from the rest of the shipment or be taken directly to Secured Storage.

**DO NOT SHIP FIREARMS WITH THE REST OF THE FREIGHT AND/OR LEAVE POTENTIALLY UNATTENDED ON THE SHOW FLOOR! THAT IS THE #1 CAUSE FOR LOST OR STOLEN FIREARMS AT THE SHOW! MOST ISSUES OCCUR DURING MOVE-IN AND MOVE-OUT BECAUSE OF FIREARMS NOT SENT TO SECURED STORAGE BY EXHIBITORS.**

All firearms must be secured at night by either hiring overnight security, cabled to the booth or taken to one of the Secured Storage areas

Storage of empty firearm crates during the Show must have special labels in order to expedite return of the crates at the close of the show. DO NOT use standard storage labels.



# Key Locations

## Venetian – Level 1

- EAC Desk – Room 201  
(SHOT Show Office)
- Wristbands Issued Daily  
Starting Wednesday, Jan 11
- Next day wristbands will  
then be available at 2pm for  
the following day

Access to Outside / Caesars Forum  
Sidewalk on Koval to Levels 1 & 2







# Key Locations

## Venetian – Level 2



**STAY OFF BACK DOCK!**  
**MOVE-IN TIME & SPACE IS NOW**  
**LIMITED MORE THAN EVER**



**Access to Outside / Caesars Forum**  
**Sidewalk on Koval to Levels 1 & 2**







# Key Locations

## Caesars Forum

EAC Desk in Lobby by front door

Wristbands Issued Daily starting  
Friday, Jan 13

Winnick will be closed to traffic





# EAC Applications & Proof of Insurance

## EAC Application

<https://www.shotshowerc.com/erc/venetian/eac-v/eac-application-v/>

<https://www.shotshowerc.com/erc/forum/eac-cf/eac-application-cf/>

**BE SURE TO INCLUDE ALL EXHIBITORS YOU ARE SERVICING**

Every EAC is required to have an Application submitted

Every EAC is required to have submitted certificate of liability insurance with additional insureds named

No wristbands will be provided without the above requirements met



# Badges & Wristbands

- ❖ Badges to the SHOT Show are intended for exhibitor employees only, not EACs. Intended to ensure proper credentials for everyone in the building but also to avoid confusion for attendees at the show.
- ❖ Wristbands are provided on a daily basis at either EAC Desk. You can pick up the following day's wristband beginning at 2pm.
- ❖ Lead for each EAC is responsible for distributing wristbands to their own labor, outside of the exhibit halls.
  - ☐ Do not send labor to EAC desk for wristbands; only leads named on the EAC application can pick-up wristbands.
  - ☐ Do not tell labor to get wristbands at the booth they will be working; they won't be able to get into the hall



# Venetian Guidelines – Carpet over Carpet

## *Carpet Over Carpet Installation & Visqueen Removal*

The Venetian Convention & Expo Center maintain strict rules regarding General Contractors/EACs installing carpet over carpet and the removal of Visqueen from all carpeted and public areas. This applies to all areas with The Venetian Convention & Expo Center Meeting Rooms and carpeted lobbies. ICWs/Exhibitors solely occupying a Junior Ballroom are responsible for requesting their own security and cutting/removal services. Ballrooms with multiple exhibitors are the responsibility of show management. Security and Visqueen Removal requests should be ordered via the *Carpet over Carpet: Show Cleaning/Security Order Sheet*, located in the [Forms Guide](#).

- Installation of carpet that needs on-site cutting is only allowed when overseen by resort security. Labor for this installation can be scheduled through the Catering & Conference Manager or Expo & SES Event Manager and will be billed directly at the prevailing security rate. Labor for this monitoring is billed at a 4-hour minimum.
- When installing carpet in areas where facility carpet already exists (meeting rooms and foyers), there must be a protective layer of Visqueen between facility carpet and temporary carpet. In addition, pre-cut floor tiles that require zero cutting should be used.
- Use of open, exposed blade cutting tools (box cutters, razors, utility knives, etc.) is strictly prohibited. Acceptable tools are the Klever Konzept Safety

<https://www.venetianlasvegas.com/content/dam/venetian/conventions/general-contractor-guide.pdf>

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### **Venetian Meeting's General Contractor & Production Guide**

Cutter, Crain #300 Loop Pile Cutter, Crain #303 Loop Pile Cutter, and Crain #304 Versa Cutter.

- All cutting in carpeted areas requires a cutting board to be placed between facility carpet and top carpet. A cushion back cutter is permitted when cutting carpet for alignment, but only if a cutting board is used underneath at all times.
- If it is discovered that an unapproved tool is in use, Security will halt work and contact the Catering & Conference Manager or Expo & SES Event Manager to address directly with the labor provider.
- Non-residue leaving carpet tape is the only approved tape to be used in carpeted areas. Accepted brands are Polyken Fastfloor available from Berry and MGM Tape available from Bron Tapes.
- The cutting and removal of Visqueen in carpeted space may only be done by The Venetian Expo Show Cleaning & Meeting Services Department. Labor charges will be applied for both move-in and move-out. Exhibitors must pre-order security and Visqueen removal via the *Carpet Over Carpet: Show Cleaning/Security Order Sheet*, located in the [Forms Guide](#).
- Failure to adhere to this policy will result in an automatic charge of \$1,000. Pre- and post-move-in inspections of carpet over carpet areas are required. If damage is identified during or after a program, a repair bill will be issued to the requestor.



# THANK YOU!

## CONTACTS FOR EAC INFORMATION

### Now Through Jan 11:

Kathryn Rae

702-216-5846

EAC@shotshow.org

### Beginning Jan 12:

Exhibitor Help Desk

702-691-8555

EAC@shotshow.org