



WORLD. SHOES.
ACCESSORIES.

THE GLOBAL FOOTWEAR & ACCESSORIES MARKETPLACE

2. RULES & REGULATIONS

- Rules & Regulations
 - Age Policy
 - Aisles
 - Alcohol
 - Americans with Disabilities Act (ADA)
 - Booth Construction
 - Booth Walls
 - Cameras
 - Care of Facility & Equipment
 - Clean Floor Policy
 - Early Tear-Down of Booth
 - Electrical
 - Electrical Access
 - Engineering Certification
 - Exclusive Show Contractors
 - Exhibitor Appointed Contractors
 - Exhibitor Appointed Model Agencies
 - Fire Equipment
 - Flame Proofing
 - Food & Beverage / Catering
 - Giveaways
 - Hanging Signs / Truss
 - Lighting
 - Lotteries & Contests
 - Multi-Story Exhibits
 - No Freight Aisles
 - Objectionable Material
 - Pipe & Drape
 - Products & Services Displayed
 - Security
 - Selling Policy
 - Smoke Detectors
 - Smoking Policy
 - Sound Level
 - Subletting of Booth Space
 - Storage
 - Union Regulations
 - Use of Booth Space
- Acknowledgement of Rules & Regulations Form
- Motorized Vehicle Notification Form
- Alcoholic Beverages Authorization Form
- Display Regulations
 - Cubic Content Rule
 - Table of Maximum Allowable Heights
- Booth Diagrams
 - Inline Booth
 - Peninsula Booth
 - Back to Back Linear Booth
 - Island Booth
 - Hanging Signs
- Sands Expo & Convention Center Fire and Safety Regulations
- Safety First!
- Show Site Work Rules
- Operation of Mechanical Lifts

RULES & REGULATIONS

Sign and return Acknowledgement form located in Mandatory Forms section

AGE POLICY

Due to insurance and safety limitations, **NO ONE UNDER THE AGE OF 18 YEARS WILL BE PERMITTED IN THE EXHIBIT HALL DURING MOVE-IN OR MOVE-OUT.** Please notify your staff of this regulation. Show Management **cannot** make exceptions, regardless of affiliation or circumstances, and childcare services are not provided.

Also, because of liability and safety issues and also to maintain the business atmosphere that our buyers and exhibitors deserve and demand **children under the age of 16 years are prohibited from attending the WSA Show on show days and special events.**

AISLES

Display materials and product **must** be confined to the contracted booth space therefore not extend into the aisles.

ALCOHOL

If you plan on serving alcoholic beverages in your booth, please complete the Alcoholic Beverages Authorization Form and submit to Show Management by June 30, 2006. The form is located within this section of the Exhibitor Service Manual.

AMERICANS WITH DISABILITIES ACT (ADA)

Compliance with the Americans with Disabilities Act (ADA) is a legal requirement for public facilities. It is the responsibility of each exhibitor to design your booth so that it is accessible to all. For more information, refer to the Americans with Disabilities website at **www.ada.gov**.

BOOTH CONSTRUCTION

The WSA Show adheres to cubic content rule allowing the exhibitor to build or place display materials to the maximum allowable height throughout the entire area of the contracted booth space. Please refer to the Table of Maximum Allowable Heights chart located within this section of the Exhibitor Service Manual for detailed information.

BOOTH WALLS MUST BE FINISHED

All backwalls and sidewalls that are exposed and facing aisles or other displays must be cleanly finished. If they are not finished by the exhibitor, Show Management will have the work done at the exhibitor's expense.

CAMERAS

Exhibitors may photograph **their own booths**, however photographing other booths or other areas of the show is prohibited. Should you require professional photography, Oscar Einzig Inc., is the official show photographer. Please refer to the ***Optional Services*** section for the form. Accredited Press is exempt from this policy.

All requests involving a film crew must be submitted to Show Management by June 30, 2006. If approved, film crews are not permitted to block aisles with gear or electrical cables during show hours, as this is a safety hazard.

CARE OF FACILITY & EQUIPMENT

Exhibitors, or their agents, must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property damaged.

RULES & REGULATIONS

Sign and return Acknowledgement form located in Mandatory Forms section

CLEAN FLOOR POLICY

WSA has a clean floor policy. In the Sands Expo & Convention Center all wood crates must be labeled "empty" for removal by 6:00pm on Sunday, July 30, 2006. Crates not labeled "empty" at this time will be removed regardless of status.

All cardboard cartons, fiber cases and access storage items must be labeled and ready for removal by 1:00pm on Monday, July 31 2006.

All aisles must be 100% clear of product, ladders, gang boxes or any other items that may impede the installation of aisle carpet by 6:00pm on Monday, July 31 2006.

EARLY TEAR-DOWN OF BOOTH

The WSA Show officially closes at 2:00pm on Friday, August 4, 2006. **It is not permitted to dismantle your booth or pack product samples prior to 2:00pm on Friday, August 4, 2006.**

No samples may be removed on Friday, August 4, 2006 prior to 2:00pm. If you need to remove samples from the show for Friday sales meetings or other reasons, the samples must be removed after 6:00pm on Thursday, August 4, 2006.

ELECTRICAL

- All extension cords that run under the carpet or flooring must be provided and installed by the exclusive electrical provider.
- All extension cords taped to the top of any carpet or flooring within booth space or meeting space must be supplied and installed by the exclusive electrical provider.
- All wiring utilized for booth work must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spotlights are a hazard when lamps are too close to fabrics or other material.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of zip cords and two-wire fixtures is prohibited.
- No storage is permitted behind booths or near electrical fixtures.

ELECTRICAL ACCESS

To provide access to the electrical outlets between booths, each exhibitor with a hard wall display must set their booth display / structure a minimum of 9" from the back line of their booth space or any adjoining booth(s).

This provision will allow for a total of 18" between hard wall displays to adequately install and maintain electrical service.

ENGINEERING CERTIFICATION

Booth structures such as towers and columns which exceed 12' in height (including hanging signs) or are two-story booths, regardless of whether people will occupy the area or not, will require engineering certification verifying the structural integrity of the exhibit. Acceptable certification is in the form of a certified structural engineer's stamp or seal directly on your set of blueprints for the exhibit. This certification must be in your possession during move-in and presented to Show Management at their request. Failure to obtain and have available the required documentation could delay or prevent construction of your exhibit. Signs must be posted indicating the number of people the structure will accommodate.

RULES & REGULATIONS

Sign and return Acknowledgement form located in Mandatory Forms section

EXCLUSIVE SHOW CONTRACTORS

Booth Cleaning	SES – Facility
Material / Freight Handling	GES
Electrical	SES – Facility
Food & Beverage / Catering	SES – Facility
Hanging Applications – Less than 200 lbs.	GES
Hanging Application – Electrical/ 200lbs or more	SES - Facility
Telephone	SES – Facility
Internet	SES – Facility
Decorator Labor	GES
Business Center	SES – Facility
Video Signal Distribution	SES – Facility

Under no circumstances may an exhibitor use any contractor other than the exclusive contractor stated in this manual for cleaning, drayage, material handling, electrical, food & beverage, hanging of signs and booth structures, telephone and Internet installation.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

Exhibitors may hire outside contractors to provide services that are not exclusive such as installation and dismantling of your display and carpentry work. Exhibitors using contractors other than GES Exposition Services, the official service contractor, must notify Show Management by June 30, 2006. **NO EXCEPTIONS.**

All contractors, other than the WSA show official contractors, must file a certificate of insurance, showing general liability coverage and workers' compensation valid in Nevada, with Show Management. In addition, the Exhibitor Appointed Contractor form, signed by the exhibitor, must be submitted to Show Management no later than July 6, 2006. Please refer to the ***Exhibitor Appointed Contractor*** section for the form.

Failure to fulfill any of the previous requirements will jeopardize the Exhibitor Appointed Contractor's ability to obtain proper show identification and admission to the exhibit floor.

Exhibitor Appointed Contractors may obtain the appropriate badges only at the designated independent contractor check-in station located at the contractor's entrance to the show floor.

EAC's must set up their work areas within the confines of the exhibitor's booth, not in the aisles or along the facility perimeter areas. These areas are for the use of the facility and official services contractor, GES

EXHIBITOR APPOINTED MODELING AGENCIES

Exhibitors using models from an agency other than Talent Associates must notify Show Management by July 14, 2006. **NO EXCEPTIONS**

All agencies, other than the WSA show official agency, must file a certificate of insurance, showing general liability coverage and worker's compensation valid in Nevada, with Show Management. In addition, the agency must send proof of a Clark County, Nevada business license and must complete, and sign the Exhibitor Appointed Modeling Agency form, and submit to Show Management no later than July 14, 2006. Please refer to the ***Exhibitor Appointed Model Agency*** section for the forms.

RULES & REGULATIONS

Sign and return Acknowledgement form located in Mandatory Forms section

EXHIBITOR APPOINTED MODELING AGENCIES (continued)

Failure to fulfill any of the previous requirements will prevent the Agency's models from obtaining proper show identification and admission to the exhibit floor.

Exhibitor Appointed Modeling Agency models may obtain the appropriate badges only at the exhibitor registration desk located in the lobby. Identification will be required to pick up name badges.

FIRE EQUIPMENT

Fire hoses and extinguishers must be visible and accessible at all times. Do not block fire hoses and extinguishers with your booth display or sample product.

FLAME PROOFING

All draperies, decorations and materials must be flame proofed in accordance with local fire codes. Materials may be inspected and / or tested by the Fire Marshal at any time. The use of decorations incapable of being flame proofed is not permitted.

All materials supplied by Show Management or official show contractors will conform to the above regulations.

Representatives of the fire department will inspect and randomly test materials in the exhibit hall prior to and following the opening of the show. It is important that exhibitors immediately correct violations. Should such violations not be corrected, Show Management reserves the right to take whatever action is necessary to alleviate the condition at the expense of, and as an agent for, the exhibitor.

FOOD & BEVERAGE / CATERING

Food & Beverage consumed or distributed in the facilities must be ordered through the exclusive in-house provider, SES. Please refer to order forms located in the ***Electrical, Cleaning & Other Services*** section for the order forms.

GIVEAWAYS

Please inform Show Management, in writing, of any items to be given away at your booth as promotions. Show Management reserves the right to deny permission for promotional items deemed objectionable.

If you plan to give away water bottles from your booth, you must first notify Show Management in writing. Bottled water must be ordered through the facility Food & Beverage / Catering Department. If you hand out bottled water at the show without going through the proper channels, an additional service fee will be imposed.

HANGING SIGNS / TRUSS

No hanging signs are allowed in Sands Expo, Level 1 due to ceiling height limitations. On Sands Expo, Level 2, hanging signs and / or truss structures are permitted to hang over booths 20' x 20' or larger only. The maximum height of the top of the sign is 24'. Signs may not be hung over aisles or neighboring booths. Only GES Exposition Services and / or the Facility may hang signs or truss structures in the exhibit hall.

LIGHTING

Lighting fixtures, lighting trusses or overhead lighting are not permitted outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit a drawing to show management for approval. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or into the aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by show management. Lighting that spins, rotates, pulsates and other specialized lighting effects should not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the show.

RULES & REGULATIONS

Sign and return Acknowledgement form located in Mandatory Forms section

LOTTERIES & CONTESTS

The operation of games of chance, or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only to the extent permitted by applicable federal, state and local laws and ordinances in the State of Nevada. The exhibitor agrees to accept full and complete responsibility for complying with and adhering to all applicable federal, state and local laws, ordinances and regulations pertaining to lotteries and contests.

MULTI-STORY EXHIBITS

- Multi-story exhibits require engineering certification (see paragraph on Engineering Certification earlier in this section)
- Covered or roofed area must be furnished with battery powered smoke detectors.
- A fire extinguisher must be accessible in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.
- Spiral stairways are not recommended.
- The upper deck of multi level booths greater than 1000 square feet in area must have a fire sprinkler system.
- Areas within the exhibit booth that are totally enclosed (walls and roof / ceiling) must be equipped with an emergency lighting source (battery powered) if the area leads to exit access from the space.

NO FREIGHT AISLES

To expedite move-in and move-out of the show, certain aisles in the exhibit hall will be designated as "NO FREIGHT AISLES". These will be identified by signs and floor markings and are **to remain clear of crates, cartons and equipment at all times**. Please refer to the targeted move-in floor plan provided along with the Exhibitor Service Manual. Show Management will remove any freight obstructing these aisles. Removal and return of freight will be at the exhibitor's expense. "NO FREIGHT" aisles are also an important component of the facilities safety plan. Your cooperation is appreciated.

OBJECTIONABLE MATERIAL

Show Management reserves the right to restrict exhibits that, due to noise, method of operation, materials or any other reason, become objectionable or detracts from the general character of WSA. Objectionable matters include, but are not limited to, displays of nudity or offensive material. Show Management is the sole judge in this regard. If in doubt, please contact Show Management in advance of the show to discuss your booth design and activities.

PIPE & DRAPE

Pipe and drape is not intended as a display fixture. Please do not attach or hang anything from either the pipe or the drape.

PRODUCTS & SERVICES DISPLAYED

Exhibitors may display only products comprising of footwear, merchandise, equipment, apparatus, merchandising displays, technology for retailing, socks, footwear accessories, handbags, belts, gloves, scarves, and other products or services relevant to the footwear and fashion accessories industry or as otherwise permitted at Show Management's sole discretion.

RULES & REGULATIONS

Sign and return Acknowledgement form located in Mandatory Forms section

SECURITY

Exhibitors must make provisions for the safeguarding of their product, material, equipment, and booth at all times. **Please be security conscious. Do not leave handbags, laptops, or any easily portable items unattended at any time in your booth.**

Show Management maintains 24-hour perimeter security during move-in, show days and move-out, this does not include security for individual booths. If you would like to have a guard stationed at your booth, or have additional security needs, please refer to the security guard service form located in the **Optional Services** section. Please remember, Show Management, GES, Mandalay Bay Convention Center, Sands Expo, and the Venetian Hotel will not be held responsible for lost or damaged property. You are urged to maintain full insurance coverage for damage or loss of your property.

We ask your assistance in our security effort. Please be aware of the following rules and guidelines:

- Badges must be worn at all times to gain admittance to the exhibit floor. If you do not have your badge when you arrive on-site proceed to Exhibitor Registration.
- A company badge may be worn in addition to the WSA badge, but **not instead of the official show badge.**
- During set-up, badged exhibitors (working staff) will have access to the hall during published hours. However, once the show opens, exhibitors will be allowed on the show floor one hour prior to each day's show opening and one half hour following close of show each day. Please contact Show Management if additional time is necessary. In the evening, perimeter security will be enforced and a designated entrance / exit will be available for use.
- Do not identify the product or manufacturer on the outside of your merchandise.
- At show closing, pack your valuables first and take them with you.
- During move-out, be sure your products are packed, sealed and properly labeled.
- Obtain proper insurance coverage for your property, including transit to / from / at show site.

SELLING POLICY

Exhibitors are prohibited from selling samples or exchanging goods or money on the show floor. Exhibitors may take orders and accept credit card imprints for future delivery of merchandise.

SMOKE DETECTORS

All fully-enclosed booths, or booths with enclosed rooms or canopies, must be equipped with a smoke detector and fire extinguisher for each enclosed area. The Fire Marshal will conduct an inspection of such booths.

SMOKING POLICY

WSA is a **non-smoking** show during move-in, show days and move-out. Due to overwhelming demand, smoking will not be permitted on the show floor or in common areas / lobbies of the convention facilities. This policy will be enforced by security, and your anticipated cooperation is much appreciated.

SOUND LEVEL

To maintain a professional atmosphere on the show floor for all exhibitors, as well as attendees, Show Management has implemented a sound level policy. The maximum allowable level of sound emitted from an exhibit booth will be 80 decibels. If an exhibitor exceeds this level, they will receive a warning to comply with said policy, and upon receipt of a third warning, Show Management reserves the right to disconnect power for the remainder of the day. Power can be permanently disconnected if ongoing problems ensue.

RULES & REGULATIONS

Sign and return Acknowledgement form located in Mandatory Forms section

SUBLETTING OF BOOTH SPACE

Subletting of booth space is strictly against show regulations. Any exhibitor subleasing their assigned booth space will be prohibited from exhibiting in future WSA Shows.

STORAGE

Fire regulations prohibit storage behind or between booths, including but not limited to product, sample bags or cases, cartons, packing cases, pallets, packing material or crates.

All items must be labeled with "EMPTY" stickers and removed from the show floor. "EMPTY" stickers are available at no charge at the GES service desk and at freight doors.

In most cases, exhibitors may store a limited, one-day supply of literature or product within the booth, as long as these items do not impede access to utility service, create a safety challenge, or look unsightly.

All improperly stored items will be removed and stored by GES Exposition Services at the exhibitor's expense. GES offers accessible storage which can be arranged at the GES Servicenter.

UNION REGULATIONS

All exhibitors must abide by existing agreements and regulations covering the use of services, Material / Freight Handling and labor in Sands Expo, Mandalay Bay Convention Center, and the Venetian Hotel. A detailed explanation of union jurisdiction is listed at the end of this section.

USE OF BOOTH SPACE

All promotional activities must be confined to your contracted booth space. This includes, but is not limited to, literature handouts, roaming characters, product demonstrations and signage.

Aisles should not be obstructed in any way. Booth personnel, including talent and models, are not permitted to distribute literature or promotional items of any kind outside the confines of your contracted exhibit space. This restriction includes common areas and the outdoor property of Sands Expo, Mandalay Bay Convention Center, and the Venetian Hotel.

Sufficient space must be provided within the booth for the comfort and safety of persons watching demonstrations and other promotional activities. If large crowds gather to watch a demonstration and interfere with the flow of aisle traffic, Show Management has the responsibility, per the facility fire marshal, to resolve the situation. The exhibitor will be required to provide rope and stanchion or security personnel to direct traffic, at their own expense, or the presentation will be terminated.

Demonstration tables must be placed a minimum of two feet from the aisle line.

RULES & REGULATIONS

SIGN AND RETURN THIS FORM

ACKNOWLEDGEMENT OF RULES & REGULATIONS

THIS FORM IS LOCATED IN SECTION 3 MANDATORY FORMS

PLEASE GO TO SECTION 3 AND COMPLETE THE
ACKNOWLEDGEMENT OF RULED & REGULATIONS
FORM AND RETURN IT TO WSA

RULES & REGULATIONS

MOTORIZED VEHICLE NOTIFICATION

If you plan on having a motorized vehicle on display in your booth, please complete the form below and submit to Show Management by **June 30, 2006**. It is also necessary to complete the Vehicle Placement Order Form in the ***Shipping and Material Handling*** section.

Submit to: Mike Evans
Exhibits Coordinator
WSA
Phone Direct: 818-379-9492
FAX Direct: 818-379-3173
Phone Main: 818-379-9400
mevans@wsashow.com

Company name _____ Booth # _____

Address _____

City _____ State _____

Zip code _____ Country _____

Your name _____ Title _____

Phone number _____ Email address _____

On-site contact name _____ Title _____

On-site contact cell phone number _____

- Fuel tanks shall have no more than ¼ tank of fuel.
- Tanks cannot be refueled or emptied inside the Facility.
- Fuel tanks must be equipped with a locking gas cap.
- Battery cables must be disconnected and taped at the end.
- During non-show hours, vehicles must be locked.
- A properly tagged set of keys to each vehicle must be left with building safety prior to display.
- No repairs or alterations may be made on vehicles.
- Exhibitors must provide fire extinguishers.

Signature _____ Date _____

RULES & REGULATIONS

ALCOHOLIC BEVERAGES AUTHORIZATION FORM

If you plan on serving alcoholic beverages in your booth, please complete the form below and submit to Show Management by **June 30, 2006**.

Submit to: Mike Evans
Exhibits Coordinator
WSA
Phone Direct: 818-379-9492
FAX Direct: 818-379-3173
Phone Main: 818-379-9400
mevans@wsashow.com

Company name _____ Booth # _____

Address _____

City _____ State _____

Zip code _____ Country _____

Your name _____ Title _____

Phone number _____ Email address _____

On-site contact name _____ Title _____

On-site contact cell phone number _____

By signing this form I agree to the Terms and Conditions detailed on the following page.

Signature _____ Date _____

RULES & REGULATIONS

ALCOHOLIC BEVERAGES AUTHORIZATION FORM

Terms & Conditions

For the benefit and protection of our exhibitors, the following policy will be in effect regarding the serving of alcoholic beverages in contracted meeting rooms or booth space.

- Beer, wine and other alcoholic beverages may be served, provided all of the conditions contained herein are met. The right to serve alcoholic beverages may be withdrawn if following conditions are not met.
- Alcoholic beverages may only be served in contracted meeting rooms or booth space.
- Alcoholic beverages may not be sold by the exhibitor, nor may any other fees be charged in connection with the provision of alcoholic beverages; this policy is for complimentary beverage service only.
- Alcoholic beverages may not be carried from, or consumed outside, the contracted booth space or meeting room.
- Alcoholic beverages may not be served to minors or otherwise served in violation of any state or local law.
- Alcoholic beverages must be ordered and purchased through the exclusive food & beverage / catering provider in the Facility.
- Exhibitor agrees that it will abide by all conditions stated above and further agrees that it will indemnify and hold harmless Show Management, the exclusive Food & Beverage / catering provider and the Facilities and their respective officers, directors, and employees from and against any claim, suit, judgment, liability or expense arising in connection with, or resulting directly or indirectly from, the service of alcoholic beverages by such exhibitor.

Be sure to complete and submit part 1 of the Alcoholic Beverages Authorization Form located on the previous page.

DISPLAY REGULATIONS

CUBIC CONTENT RULE

The Cubic Content Rule applies to all booths, allowing the exhibitor to build or place display materials to the maximum allowable height throughout the entire area of the contracted booth space. (Inline booths must leave a 9" gap at the rear of the booth space for electrical access.) Please note there are different maximum allowed heights for different configurations, and in some cases, for different floors of the exhibit halls. **The maximum allowable heights are detailed below.**

SIGN HANGING

Signs can only be hung on Sands Level 2. Signs may be hung over booths 20' x 20' or larger. Signs may be hung to a maximum height of 24'. Signs may only hang over exhibitor's booth space and may not hang over aisles or other exhibit spaces.

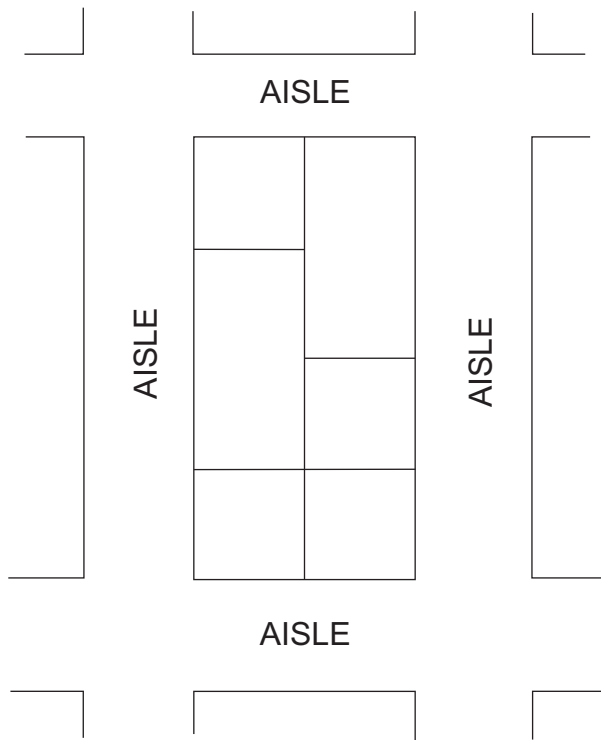
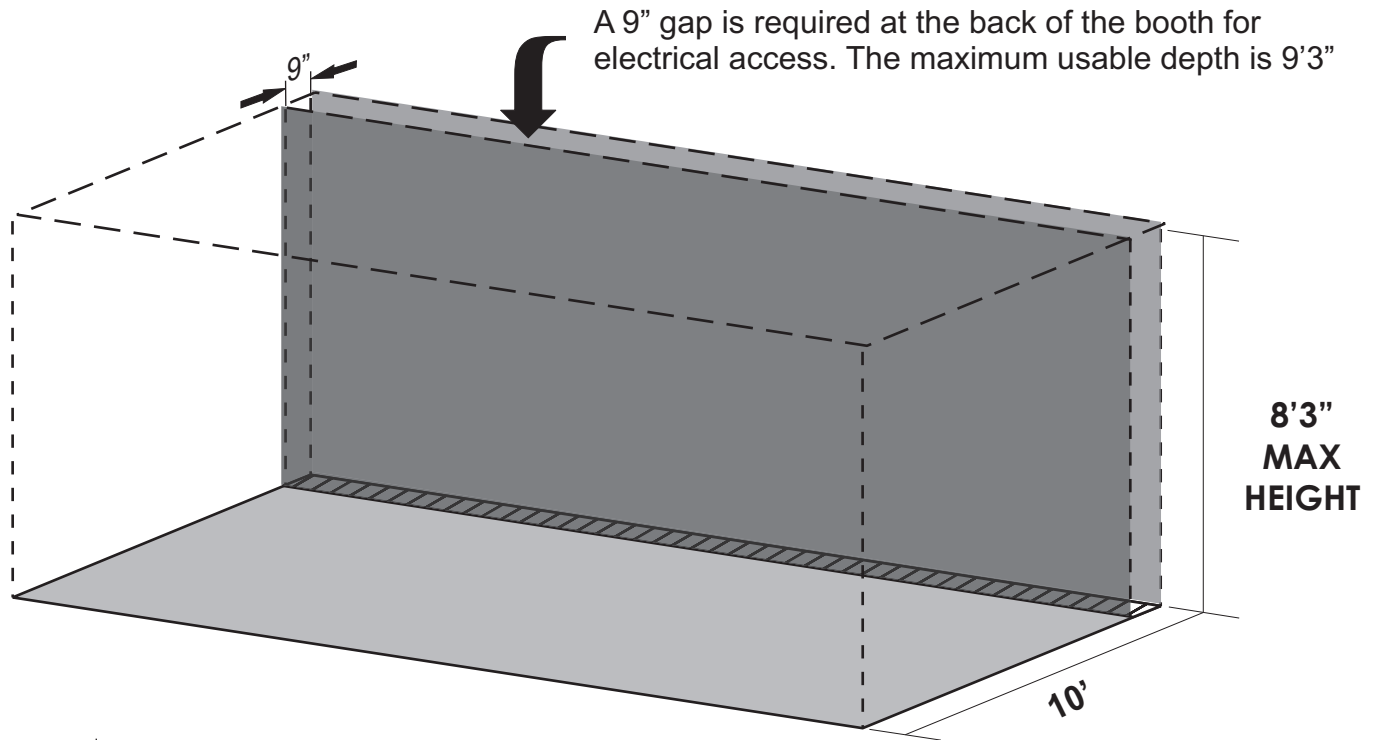
Table of Maximum Allowable Heights

Booth Type	Location / Floor	Maximum Booth Height	Maximum Sign Height
Inline Booth Definition: bounded by one or two aisles	Both Levels	8'3"	No Hanging Signs
Back-to-back Linear Booth Definition: bounded by two parallel aisles	Sands Expo, Level 2	16'	24' (Booths 20'x20' or larger)
	Sands Expo, Level 1	12'	No Hanging Signs
Peninsula Booth Definition: bounded by three aisles	Sands Expo, Level 2	16'	24' (Booths 20'x20' or larger)
	Sands Expo, Level 1	12'	No Hanging Signs
Island Booth Definition: bounded on four sides by aisles	Sands Expo, Level 2	16'	24' (Booths 20'x20' or larger)
	Sands Expo, Level 1	12'	No Hanging Signs

Important Note: Sands Expo, Level 1, has a 12' maximum height limit for all back-to-back linear booths, peninsula booths, and island booths due to the lower ceiling height.

IN-LINE BOOTH

Bounded by an aisle on one or two sides

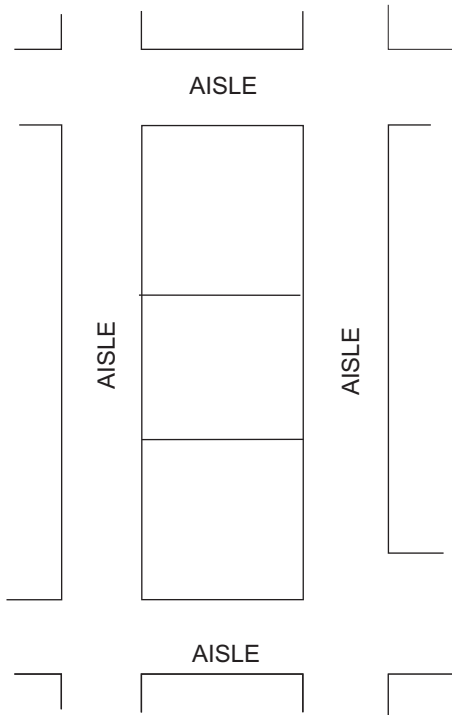
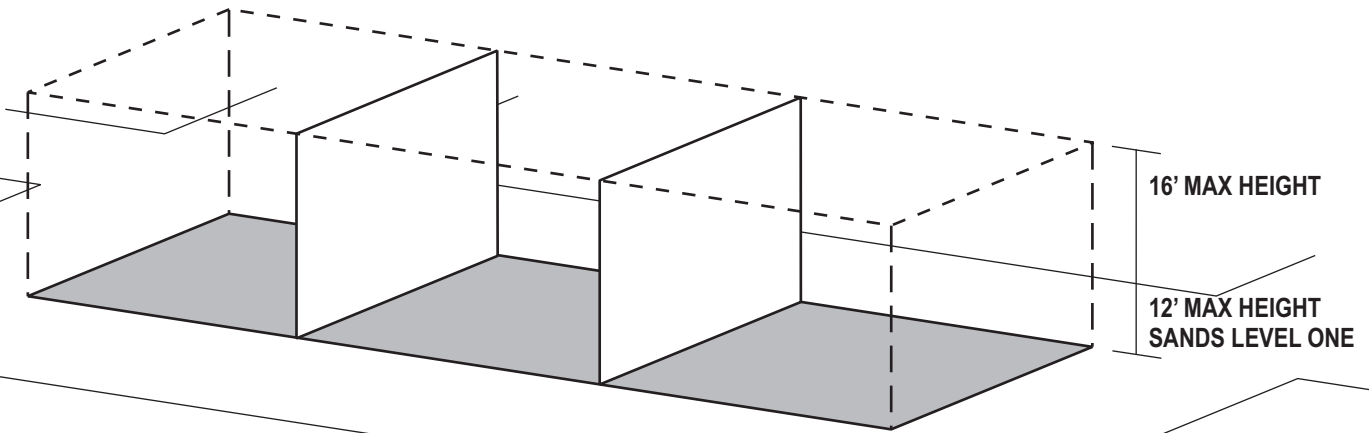


PENINSULA BOOTH

Bounded by aisles on three sides

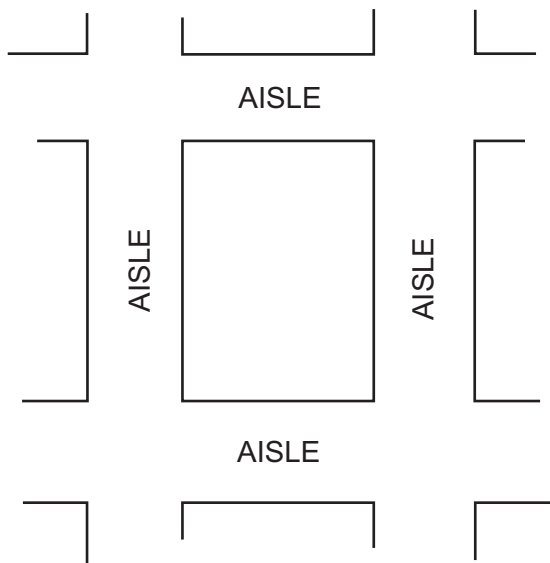
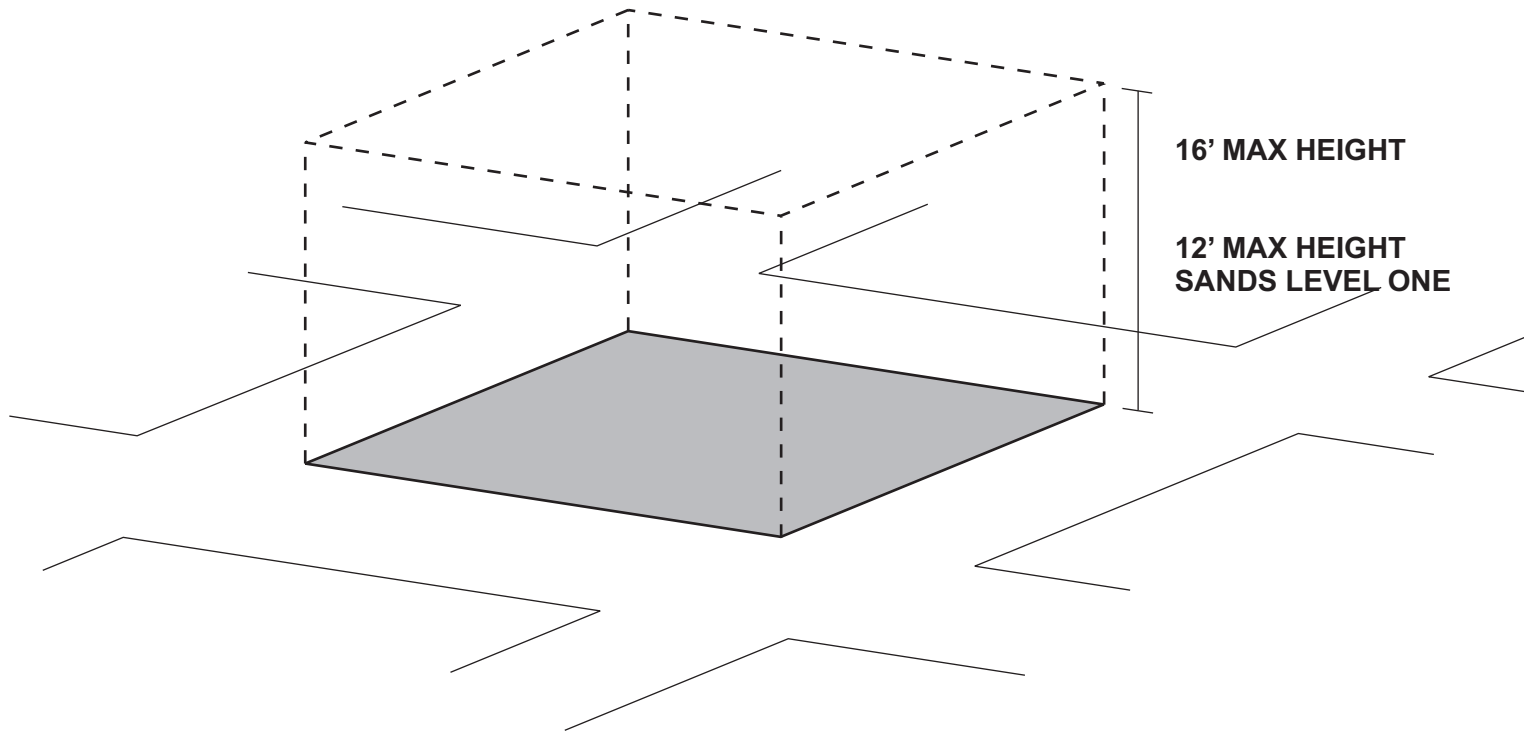
BACK-TO-BACK LINEAR BOOTHS

Booths 20' wide, bounded by two parallel aisles



ISLAND BOOTH

Bounded by aisles on all four sides

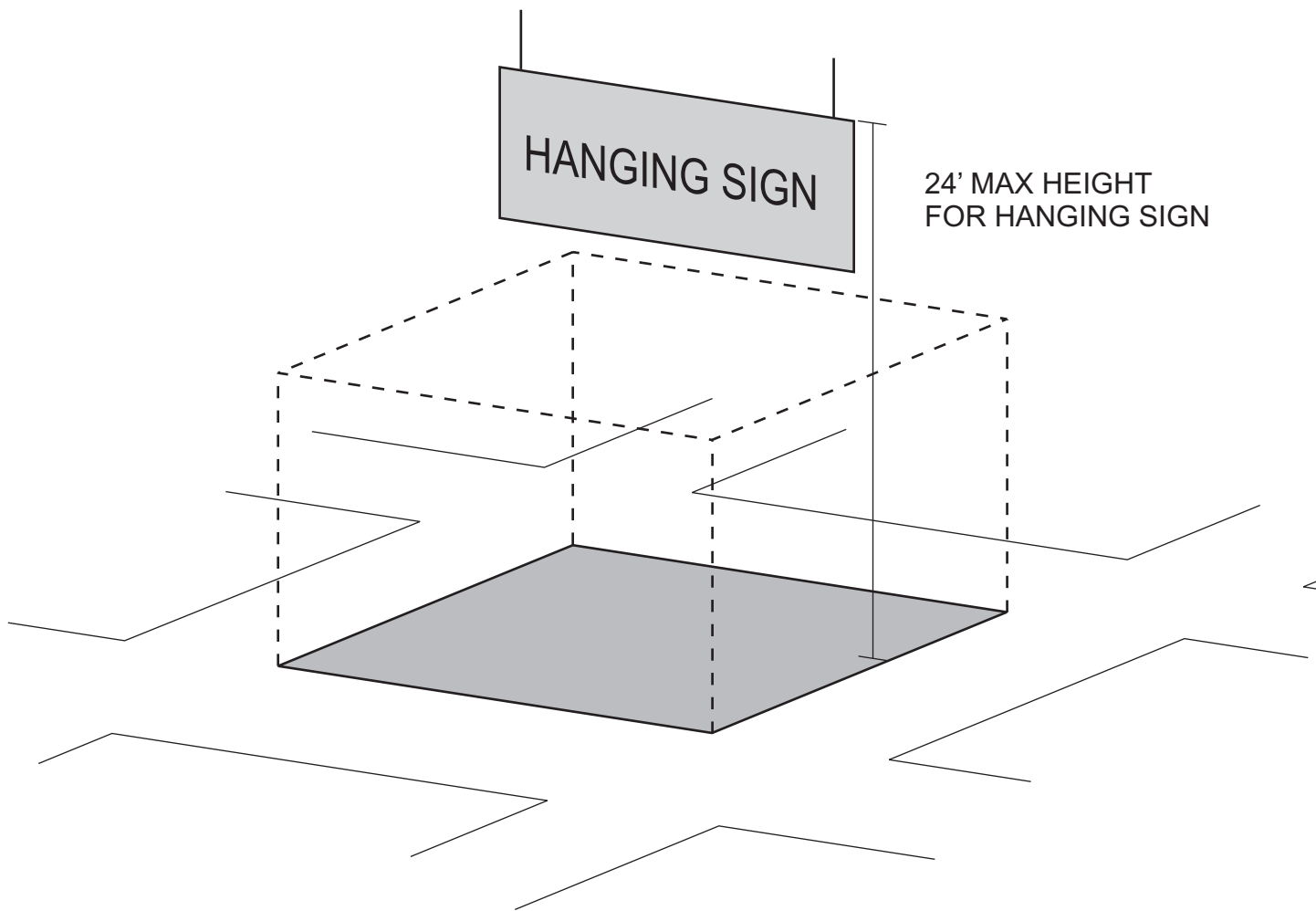


HANGING SIGNS

EXHIBIT MUST BE 20' x 20' OR LARGER

Hanging signs are allowed over 20' x 20' or larger booths only. The maximum allowable height is 24' from the floor to the highest point of the sign. The sign may not hang over any aisles or other exhibit space.

No hanging signs are allowed in Sands Level 1 due to low ceiling heights.



SANDS EXPO AND CONVENTION CENTER FIRE AND SAFETY REGULATIONS

SPECIAL PERMITS

Clark County Zoning Code 29.44.130 states that the promoter or organizer of an event erecting any temporary structures, i.e., tents, bleachers, fencing, balloons, or changes the outside appearance in any way, must obtain zoning and building permits. For further details please contact the Clark County Planning Department.

Special permits are required by the Clark County Fire Department for the following:

1. Display or operation of any heater, barbecue, heat-producing device, open flame, candles, lamps lanterns, torches, etc.
2. Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the fire department.
3. Use or storage of flammable liquids, compressed gases or dangerous chemicals.

FIRE DEPARTMENT REGULATIONS

NOTE: SMOKING IS PROHIBITED DURING MOVE-IN AND MOVE-OUT PERIODS, IN THE EXHIBIT HALL.

1. All materials used in the construction and decoration of an exhibit must be flame retardant. This includes scenery, backdrops, drapes, tables and dust covers. Cardboard boxes may not be utilized as part of an exhibit or display per Clark County Fire Department.
2. Any vehicle or other apparatus which has a fuel tank and needs to be displayed, must have a locked gas cap, battery cables disconnected, and one gallon or less of fuel in the gas tank.
3. All fire exits must be kept clean and unobstructed.
4. Fire extinguishers and hose cabinets are to remain visible and accessible at all times.
5. NO storage of any kind is allowed behind the back drapes, display wall or inside the display area. All cartons, crates, containers, packing materials, etc., which are necessary for repackaging should be labeled with "EMPTY" stickers and removed from the show floor.
6. All vehicles not on display must be removed from the facility, BEFORE attendees are allowed onto the exhibit floor.
7. No painting of signs, displays, or other objects will be permitted inside of the facility.
8. During move-in, set-up and move-out periods, we will require designated "NO FREIGHT" aisles. The Fire Department requires these aisles must be kept clear at all times.
9. All fully enclosed booths with enclosed rooms must have at least two (2) exits which lead directly to the aisle. They must be equipped with a smoke detector and fire extinguisher for each enclosed area. Additional equipment may be determined by the Clark County Fire Marshall.
10. The Fire Department may exercise its right to assign a fire detail to the premises during open show hours.
11. All electrical material and equipment must meet national and local electrical codes.

12. Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
13. All temporary electric wiring must be accessible and free from debris and storage material.
14. Helium tanks and balloons are prohibited within the facility unless tethered to a fixed object, and may be no larger than 36 inches in diameter, and must be approved by the Event Coordinator and Fire Marshall.
15. Any type of cooking demonstration in the facility should be put in writing to the Event Coordinator and will be passed on to the Fire Marshall for approval.
16. Any request for pyrotechnic displays must be put on writing in advance to the Event Coordinator. When pyrotechnic displays are used on or in the facility, a permit from the Clark County Fire Department is required. If approved, a demo will have to take place, prior to the event, in the presence of the Clark County Fire Marshall at the client's expense. NO deviations can be made once the display has been approved, and the Fire Marshall will be present at the actual time of the display.
17. Exhibits which have an enclosed room or occupiable second story must post notice on the outside of the room, or at the bottom of the stairway of the maximum people occupancy (or total weight load of the second level) permitted in the area at one time. If occupancy of second level is intended to be more than ten (10) people at any one time, a second stairway is required.

World Shoe Association

Sands Expo & Convention Center • August 1-4, 2006

Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely. Thank you for your cooperation!

Exhibitor loss prevention guidelines at showsite

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is ongoing. Wearing of appropriate attire includes footwear with hard soles and protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- Forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.

Las Vegas Show Site Work Rules

World Shoe Association

Sands Expo & Convention Center • August 1-4, 2006

Union Information

To assist you in planning your participation in your Las Vegas area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. **Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.**

Teamsters Union

• *Exhibit Labor*

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES Exposition Services for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

• *Freight Handling*

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES Exposition Services for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

GES Exposition Services has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. GES Exposition Services will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers. Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a "live feed" is required. In the case of "live feed" requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth floor; Exhibitors may plug-in their equipment into the 1 (one) 20A/120VAC receptacle. An electrician must be called for any increase in electrical service. Exhibitors may hang up to 4 (four) small clip-on lights per booth.

Electricians must be called for distribution of power in excess of 20A/120VAC per booth and all concealed and under carpet wiring. Electricians distribute all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC. SES hoists signs weighing 200 lbs. or greater at the Sands Exposition.

• *Trusses*

Ground supported, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians.

Suspended trusses, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

Stagehands

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either Teamster or Electricians as stated above. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

Tipping

Our work Rules prohibit the SOLICITATION AND/OR ACCEPTANCE of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and tipping of any form is not allowed.

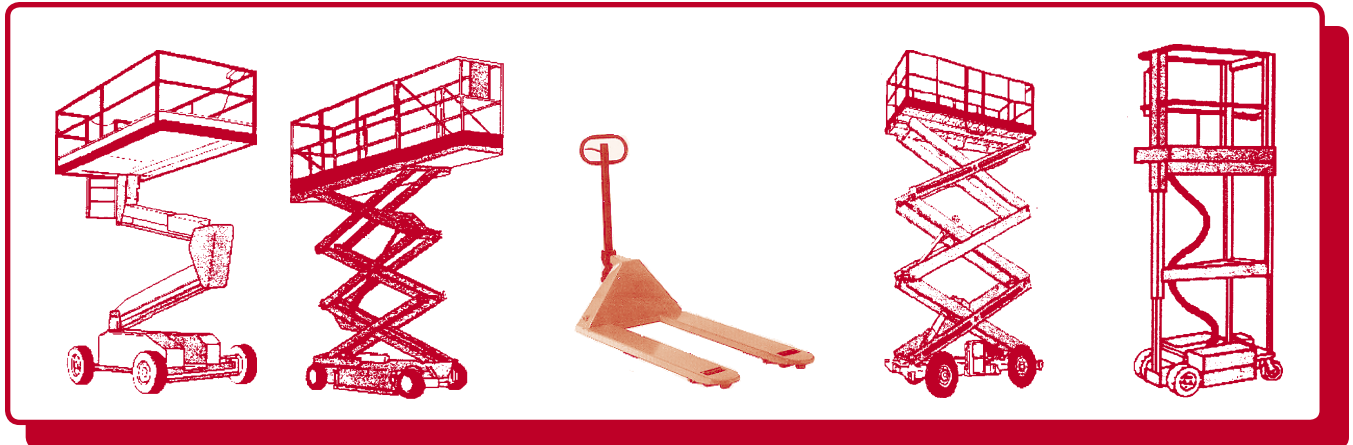
Always Honest

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

ATTENTION ALL EXHIBITORS!

Subject:

OPERATION OF ALL MECHANICAL LIFTS



The operation and use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation.

GES®