

# infocomm

JUNE 8-10 | LAS VEGAS CONVENTION CENTER

## MEETING ROOM POLICY

Only current InfoComm exhibitors in good standing may apply to reserve available meeting rooms within the Convention Center. Such exhibitors requesting must also meet the following minimum paid exhibit space requirements:

- For meeting space rental of 3-5 days during the InfoComm show week, exhibitors must have a minimum of **1000 n.s.f.** of paid exhibit space contracted and paid for in their company's name on the InfoComm show floor.
- For meeting space rental of 2 days or less, exhibitors must have a minimum of **600 n.s.f.** of paid exhibit space contracted.
- For exhibitors requesting space who have less than **400 n.s.f.** of paid exhibit space, meeting space can only be assigned for 1 day's use or less after all requests from exhibitors with 600 n.s.f. or greater have been filled (those assignments shall be made no later than Monday, April 2, 2022.)

The maximum number of rooms an exhibitor may reserve is three (3).

Meeting Room locations are visible on the following floor plans:

[Las Vegas Convention Center – North Hall](#)

[Las Vegas Convention Center - West Hall](#)

Exhibitors must submit plans for room usage to InfoComm Show Management in writing. InfoComm reserves the right to inspect the meeting room(s) on-site. Exhibitors wishing to display product or use a meeting room as a demonstration area must indicate this on the room reservation form.

**IF** you are not using a “standard set”, Floor plans indicating the layout of the room must be submitted to [Scott Newcomb](#) at the Las Vegas Convention Center and CC'd to [Stuart Weiser](#) for Fire Marshal approval prior to **Monday, May 18, 2022.**

The Las Vegas Convention Center will provide one **complimentary** standard furniture setup per meeting room (tables and chairs). See Las Vegas Convention Center Meeting Room Setup Document attached.

Food and Beverage utilized within Meeting Rooms must be contracted through the Las Vegas Convention Center's official catering service, Centerplate. Outside food and beverages must not be displayed in the room nor distributed to attendees. If found with outside food or beverages, Centerplate may assess a fee equal to the retail value of the products.

Exhibitor utilizing meeting room(s) are responsible for all associated costs incurred while using the meeting room(s) including but not limited to material handling, electrical, labor, room setup, re-keying door if keys are lost, signage, security, internet, and AV services.

Contact [Freeman](#), to review freight target delivery date, piece count, size, and weight. Freeman can supply the appropriate shipping and label information.

Exhibitors are solely responsible for the security of their equipment and guests' belongings within the meeting room occupied. Security guards may be ordered by contacting [Daniel Compos](#), Century Security at 407-226-1168 (Office) or 407-402-4136 (Cell).