TPE | TOTAL PRODUCT EXPO®

FEBRUARY 24–26, 2027
LAS VEGAS CONVENTION CENTER, WEST HALL

EXHIBITOR RULES & DISPLAY GUIDELINES

BOOTH COMPLIANCE SUBMIT FLOOR PLAN AND/OR RENDERING TO BRIANAMACKEY@TOTALPRODUCTEXPO.COM
TPE abides by the International Association of Exhibition and Events (IAEE) Guidelines for Displays Rules and Regulations that outline the standard heights, lengths, and requirements of booths at the trade show and their "Line-of-sight" style. **We recommend you review the IAEE Guidelines for Display Rules and Regulations prior to planning your booth design.**

SUBMIT FLOOR PLAN AND/OR RENDERING TO BRIANAMACKEY@TOTALPRODUCTEXPO.COM (REQUIRED)

FLOOR COVERING NOTICE (REQUIRED)
All booths must be carpeted or have flooring installed, no exposed concrete. If no flooring is in place by **8:00 PM**, the day prior to the show opening carpet will be installed and direct billed to you by our General Contractor (Shepard Exposition Services). This policy is strictly enforced and will prohibit your ability to exhibit at TPE

CERTIFICATE OF INSURANCE (COI) (REQUIRED)
Every exhibitor contract requires the exhibitor or vendor to have exhibitor insurance for the trade show, exhibition or event they are attending. The exhibitor is required to carry a minimum of $1,000,000 of general liability insurance for the days of the event (including set up and tear down) and name the event producer as an additional insured. This information can be located on the back of the exhibitor contract.

NEVADA DEPARTMENT OF TAXATION (REQUIRED AS APPLICABLE)
Nevada Law requires all exhibitors displaying/distributing cigarettes and/or Other Tobacco Products (OTP*) to have a Nevada license for these products or apply for an Event Specific License from State of Nevada Department of Taxation. *OTP includes and is not limited to cigarettes, other tobacco products, alternative nicotine products, vapor products and/or their components; electronic nicotine delivery system, E-Juice products (including zero-nicotine).
The application is free and takes 30 days to process. **You must complete and submit your application directly to Nevada Department of Taxation by 30 days prior to the show opening to ensure there is time to for review.**

- **TPE Exhibitor Website - Complete Details and Application.**

SET-UP/INSTALL – DISMANTLE/TEAR DOWN
All exhibits must be set-up on move-in day(s), no set-up is allowed during show hours. Dismantling of an exhibit is prohibited prior to the close of the show and such action may cause forfeiture of rights to participate in future events.

EARLY TEARDOWN POLICY
All booths must remain intact, staffed and open for business until the close of show at 3:00 PM the final day. Show Management will document early breakdowns and assess penalties as noted below.

- 1st offense verbal / documented warning and loss of 5 priority points
- 2nd offense forfeiture of future participation

STAFFING
Exhibit space must be staffed throughout ALL show hours

CHILDREN AND YOUNG ADULTS
TPE is a B2B show is not open to the public; you must be 21+ years of age to enter this trade show

BOOTH DESIGNS SUBMIT FLOOR PLAN AND/OR RENDERING TO BRIANAMACKEY@TOTALPRODUCTEXPO.COM
We follow IAEE Exhibits must be designed, constructed, and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage, with a close off, any unsightly or unused booth materials stored behind booth curtains.

EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.
4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs, or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product, or packing materials may be left in the aisle during show hours.
7. No exhibit will be permitted which, in the view of Show Management, is offensive or poses a danger or potential danger to exhibitors or buyers.

HANGING SIGNS AND POSTERS

Signs and posters must be within the booth area and may not be posted on columns or pillars, nor placed in the aisles. Hanging signs are permitted only above peninsulas and/or islands of four booths or more to a maximum of 20 feet. This means that the top of the hanging sign can be no more than 20 feet off the ground. This will be strictly enforced!
ALL HANGING SIGNS MUST BE APPROVED IN ADVANCE OF MOVE-IN BY SHOW MANAGEMENT.

NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the Exhibitor Service Center located on the show floor.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

See International Association of Exhibition and Events (IAEE) display guidelines for trade shows. These are the rules that TPE follows and enforces for exhibitors.