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This Exhibitor Manual has been developed to guide you through the planning process for exhibiting at KBIS 2027. Within this guide, you will find important schedules and deadlines, along with links to additional resources, online ordering platforms, and downloadable order forms for your convenience.

The Main Menu is interactive, allowing you to click on any topic and be taken directly to the corresponding section of the manual. In addition, linked navigation tabs at the top of each page provide quick access to the Main Menu and other sections, making it easy to move throughout the document.

We encourage you to review this manual carefully, paying particular attention to the sections that apply to your company, booth, and exhibiting requirements. If you have any questions or need clarification on any information provided, please do not hesitate to reach out for assistance.

GENERAL INFO

DATES & TIMES

Move-in Dates & Times:

Tuesday, January 26, 2027	8:00 AM – 5:00 PM
Wednesday, January 27, 2027	8:00 AM – 5:00 PM
Thursday, January 28, 2027	8:00 AM – 5:00 PM
Friday, January 29, 2027	8:00 AM – 5:00 PM
Saturday, January 30, 2027	8:00 AM – 5:00 PM
Sunday, January 31, 2027	8:00 AM – 5:00 PM
Monday, February 1, 2027	8:00 AM – 5:00 PM

- The above Move-in hours are posted as standard move-in times.
- All exhibitors have a Targeted Freight Move-In Date and should review the [Guidelines](#).
- All exhibitors are allowed access to the exhibit hall on a 24-hour basis during exhibitor move-in, show days, and exhibitor move-out without requiring approval.

Show Dates & Times:

Tuesday, February 2, 2027	9:00 AM – 5:00 PM
Wednesday, February 3, 2027	9:00 AM – 5:00 PM
Thursday, February 4, 2027	9:00 AM – 5:00 PM

Move-out Dates & Times:

Thursday, February 4, 2027	5:00 PM – 10:00 PM
Friday, February 5, 2027	8:00 AM – 11:59 PM
Saturday, February 6, 2027	8:00 AM – 11:59 PM
Sunday, February 7, 2027	8:00 AM – 12:00 PM

EXHIBIT HALL LOCATION

Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109

KBIS will be in the West, North and South Halls

FREIGHT TIMELINE

Maximize your time setting up.
Ship to the advanced warehouse.

Reduce the congestion during move-in.
Separate your shipment by booth freight, hanging sign, flooring and product.

December

Thursday, December 30 Advanced
Warehouse Starts Receiving Deliveries

January

Friday, January 1
Advanced Warehouse CLOSED

Saturday, January 2 Advanced Warehouse
OPEN | 7:00am – 2:00pm

Saturday, January 9 Advanced Warehouse
OPEN | 7:00am – 2:00pm

Saturday, January 17 Advanced Warehouse
OPEN | 7:00am – 2:00pm

Sunday, January 18 Advanced Warehouse
OPEN | 7:00am – 2:00pm

Friday, January 22 Advanced Warehouse
Last day to Receive Deliveries with surcharges

Tuesday, January 26
Freeman to receive freight at Las Vegas
Convention Center

Saturday, January 30 & Sunday, January 31
Product Delivery Available

February

Tuesday, February 2 | KBIS Day 1
Wednesday, February 3 | KBIS Day 2
Thursday, February 4 | KBIS Day 3

Sunday, February 7
All Freight must be removed by 12:00 PM

SHOW VENDOR DEADLINE & INFORMATION

	DEADLINE	SERVICE VENDOR LINKS
		Book Hotel Rooms Official Housing Vendor
	Thurs, Nov 12	Hanging Sign Approval Form
	Thurs, Dec 3	Register Booth Personnel for onsite badge Website
	Fri, Dec 11	Update Brand Profile Website • Information
	Tues, Dec 22	Internet / WiFi COX Business Online
	Tues, Dec 22	Catering – entertain from your booth Sodexo Live Online
	Mon, Dec 28	Booth Security SOA Form phone: (702) 386-8065
	Tues, Dec 29	Freeman Discount Deadline to Order Carpet, Graphics Furnishings and More Shop Freeman
	Tues, Dec 29	Discount Deadline to Order Electrical, Mechanical Services and Rigging Shop Freeman
	Tues, Dec 29	Exhibitor Appointed Contractor Designation Form
	Wed, Dec 30	Shipments Accepted at Advanced Warehouse (Beginning Date) Warehouse Shipping Label • Flooring • Hanging Sign • Product-Sat Delivery • Product-Sun Delivery
	Tues, Jan 5	Upload Certificate of Insurance (COI) Form
		Marsh Total Event Insurance Online • Information

MAIN MENU	GENERAL INFO	BOOTH REGULATIONS	UTILITIES	ONSITE BOOTH GUIDELINES
DEADLINE	SERVICE VENDOR LINKS			
	Fri, Jan 22	Floral & Plant Services TLC National Online • Form		
	Fri, Jan 22	Deadline for Advanced Warehouse before surcharges Warehouse Shipping Label		
		PWP STUDIO Photography Online PHONE: (678) 457-4578		
		Audio Visual Freeman AV Shop Freeman		
		Lead Retrieval Order Form		
		Talent Agency Image Model Form		
		Customer Invites NVYTEST John Tisdale Coming in October		

INSURANCE

KBIS does **not** provide insurance coverage for exhibitors, their employees, products, displays, or other property. All exhibitors are responsible for obtaining and maintaining the required insurance coverage and must provide proof of insurance before the event.

Insurance must remain in effect for the entire contract period, including move-in and move-out days. All policies must be written on an **occurrence basis**. **Claims-made policies are not accepted.**

Required Insurance Coverage

Workers' Compensation Insurance	Commercial General Liability Insurance	Automobile Liability Insurance
Workers' Compensation coverage is required unless you are a sole proprietor working alone in your booth.	You must carry Commercial General Liability insurance with at least:	Automobile Liability coverage is required only if:
- If you are the only person representing your company, Workers' Compensation may not be required. - If anyone else will be working in your booth, including employees or contractors, Workers' Compensation coverage is required.	\$1,000,000 per occurrence \$2,000,000 aggregate The policy must include coverage for: - Bodily injury - Property damage - Personal injury - Contractual liability - Mobile equipment operations - Products liability - Liquor liability (if applicable)	- You will have a vehicle displayed in your booth, or - You will use a designated loading/unloading area (including POV areas). Minimum coverage required: \$1,000,000 combined single limit per occurrence The policy must cover: - Owned vehicles - Non-owned vehicles - Hired vehicles - Loading and unloading operations

Certificate of Insurance (COI)
Due sixty (60) days before the first day of move-in

Click here to submit your COI online. Be sure the attachment reflects the name of the insured exhibiting company.

Additional Insured Requirements Your Commercial General Liability and Automobile Liability policies must name the following as **Additional Insureds**:

- Forge (Show Management)
- National Kitchen & Bath Association (NKBA)
- Las Vegas Convention & Visitors Authority (Facility)
- Freeman (Official General Service Contractor)

The following **MUST** be contained on the certificate: [DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE](#)

- "Producer" – Name, Address, and Phone Number of the insurance carrier
- "Insured" – Company Name, Address, Phone Number, and Booth Number
- "Description of Special Items" – "Forge – KBIS 2027, National Kitchen & Bath Association, Freeman, the Las Vegas Convention & Visitors Authority and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates of January 26 - February 7, 2027.
- **Certificate Holder listed as:** Forge: 31910 Del Obispo, #200, San Juan Capistrano, CA 92675
- **REPORTING** In the event of damage or loss of property, or an accident or injury, it is the exhibitor's responsibility to contact their insurance broker or carrier immediately.

NEED GENERAL LIABILITY INSURANCE?



Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. Click for more information.

BOOTH REGULATIONS

CONSTRUCTION/DESIGN

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Violations could result in a fine and/or loss of priority points. Here are some guidelines that all booths must follow.

KBIS is a “Cubic Content” show

Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height per type of booth space being leased.

KBIS is a “No Concrete” show

All booths must order or supply their own floor covering that completely covers the cement floor within their contracted booth space.

Show Colors

Drape: Backwall and Siderail: Black

Aisle Carpet: Tuxedo (West Hall DCW Highway is Black)

Standard Booth Equipment

Linear, Corner and Perimeter booths

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- Booths 300 sq. ft. or less will receive an 11" x 17" identification sign. Booths larger than 300 sq. ft. may receive an 11" x 17" identification sign upon request.

Split Island, Peninsula and End-Cap booths

- 8' high pipe and drape back wall.
- Booths larger than 300 sq. ft. may receive an 11" x 17" identification sign upon request.

Island booths

- Island booths do not come with back drapes or ID signs. If desired, they may be ordered from Freeman.

All other equipment and services are the responsibility of the exhibitor. Links to online ordering (where available) and to download printable order forms are located within this kit.

Linear / Inline Booth Guidelines

Definition and/or Dimension

Linear booths, also called “inline” 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.

Linear & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.

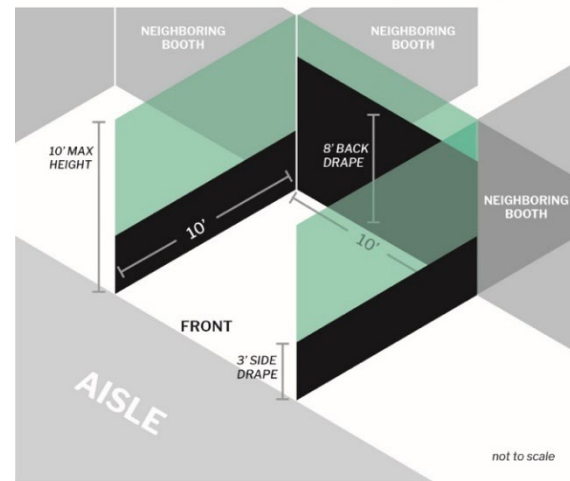
What's Provided / Included

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- 11" x 17" booth identification sign with the company name and booth number.

All other equipment and services are the responsibility of the exhibitor.

INLINE BOOTH SPACE

10 X 10, cubic content, with provided drape, max height 10'



Use of Space – Cubic Content Rule:

Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of the linear booth type/variation.

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.

Hanging Signs / Graphics

Linear/Inline booths are not permitted to have hanging signs, regardless of total square footage of the booth space and signs, logos and graphics placed along booth edges may not face into adjacent 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, painted, 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.

Additional Information

- [Labor/Union Laws](#)
- [Building Rules/Guidelines](#)
- [Onsite Booth Guidelines](#)

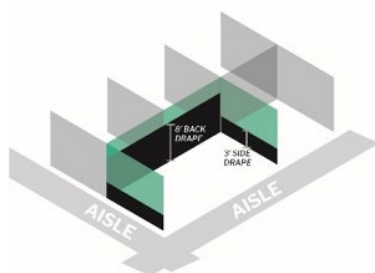
Variance Requests

Variance requests must be submitted to Show Management for review using the [Booth Variance Request Form](#).

Linear / Inline Booth Variations:

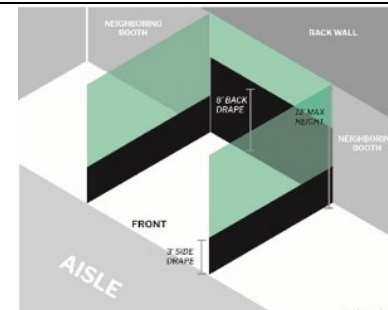
Corner Booth Space: Two sides

exposed to aisles. Same guidelines as linear booths. Maximum height of 10 feet (10')



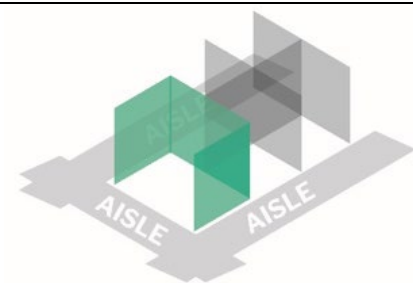
Perimeter Booth Space: booth backs up to a wall in event space

Maximum height of twelve feet (12').

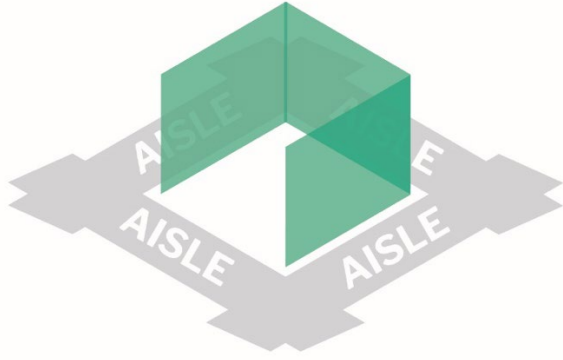


End-Cap Booth Space: Three sides

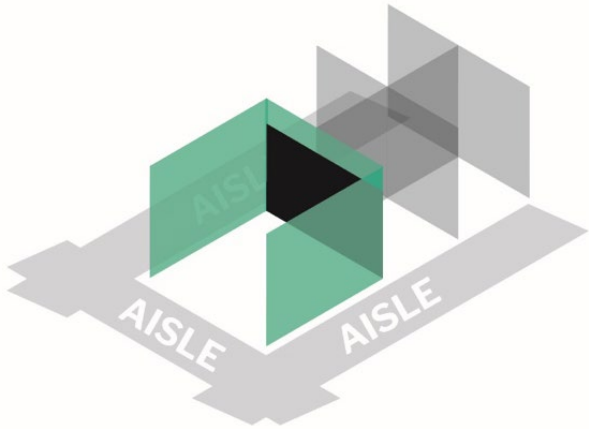
exposed to aisles. Same guidelines as linear booths. Maximum height of 10 feet (10')



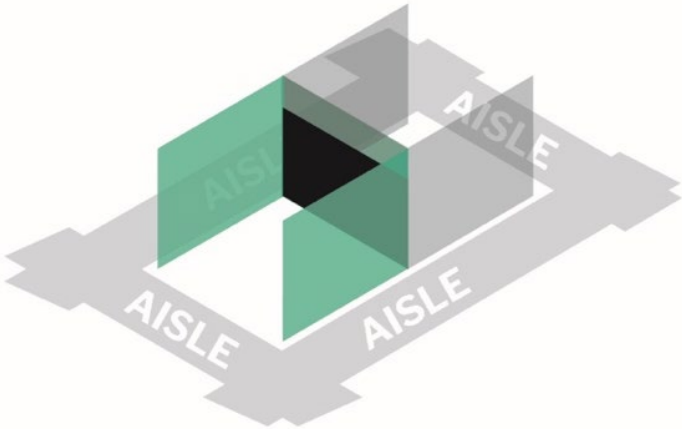
Island Booth Guidelines

Definition and/or Dimension Island booths are booths exposed to an aisle on all four sides and must be a minimum of 20 feet in length on both sides. Island booths must be twenty feet (20') by twenty feet (20') or larger.	ISLAND BOOTH SPACE aisles on 4 sides  not to scale
What's Provided / Included Island booths do not come with drapes or ID signs. All equipment and services are the responsibility of the exhibitor.	
Use of Space – Cubic Content Rule: The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.	Footprint Rule or “Wiggle Room” Factor Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.
Multi-Level Exhibits A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes. All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the Las Vegas Convention Center at least sixty (60) days in advance of move-in.	Covered Exhibits A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable. All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.
Hanging Signs & Airborne Objects - review guidelines here.	Exposed Surfaces All exposed exhibit components must be finished, painted, 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.
Additional Information • Demonstration Guidelines • Building Rules/Guidelines • Americans with Disabilities Act • Labor/Union Laws • Onsite Booth Guidelines	Variance Requests Variance requests must be submitted to Show Management for review using the Booth Variance Request Form.

Peninsula Booth Guidelines

Definition and/or Dimension Peninsula booths are exposed to an aisle on three sides, must be a minimum of 20 feet in length on both sides, and typically back up to linear booths behind. Peninsula booths must be twenty feet (20') by twenty feet (20') or larger.	
What's Provided / Included • 8' high pipe and drape back wall the entire width of the booth space. All other equipment and services are the responsibility of the exhibitor.	
Use of Space – Cubic Content Rule: The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.	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.
Multi-Level Exhibits A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes. All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the Las Vegas Convention Center at least sixty (60) days in advance of move-in.	Covered Exhibits A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable. All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.
Hanging Signs & Airborne Objects - review guidelines here.	Exposed Surfaces All exposed exhibit components must be finished, painted, 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.
Additional Information • Demonstration Guidelines • Building Rules/Guidelines • Americans with Disabilities Act • Labor/Union Laws • Onsite Booth Guidelines	Variance Requests Variance requests must be submitted to Show Management for review using the Booth Variance Request Form.

Split Island Booth Guidelines

Definition and/or Dimension Split Island booths are two booths that are a minimum of 20 feet in length on both sides and set back-to-back and exposed to an aisle on three sides. Split Island booths must be twenty feet (20') by twenty feet (20') or larger. What's Provided / Included • 8' high pipe and drape back wall the entire width of the booth space. All other equipment and services are the responsibility of the exhibitor.	
Use of Space – Cubic Content Rule: The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.	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.
Multi-Level Exhibits A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes. All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the Las Vegas Convention Center at least sixty (60) days in advance of move-in.	Covered Exhibits A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable. All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.
Hanging Signs & Airborne Objects - review guidelines here. Additional Information • Demonstration Guidelines • Labor/Union Laws • Building Rules/Guidelines • Onsite Booth Guidelines • Americans with Disabilities Act	Exposed Surfaces All exposed exhibit components must be finished, painted, 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. Variance Requests Variance requests must be submitted to Show Management for review using the Booth Variance Request Form.

Hanging Signs & Airborne Objects

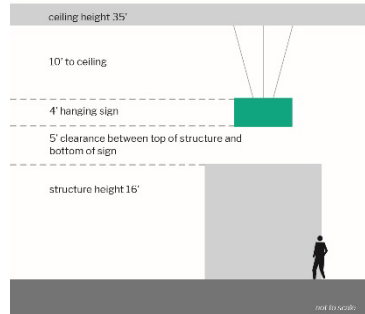
Permitted in all Island, Split Island, and Peninsula booths that are 400 sq. ft. or larger. Linear booths of all types do not qualify for hanging signs and graphics, regardless of size.

- The top of any hanging sign cannot be higher than **25 feet above the floor**.
- All signs, logos, and graphics must be placed at least **5 feet away from neighboring booths**, including any side of a hanging sign that faces another booth.
- If you use a hanging sign, leave at least **5 feet of clear space** between the top of any floor-supported structure and the bottom of the hanging sign. This clearance should be maintained throughout the booth space whenever possible.
- The **combined height** of the tallest floor-supported structure and the hanging sign cannot exceed **20 feet** when viewed from any side.
- If a floor-supported structure is **20 feet tall**, **no hanging sign is allowed**.

Examples of different types of booths and hanging sign designs in a hall with a 35' ceiling are shown below (actual designs will vary based on actual hall ceiling height). If a structure that is twenty feet (20') in height is used, a hanging sign is not permitted.

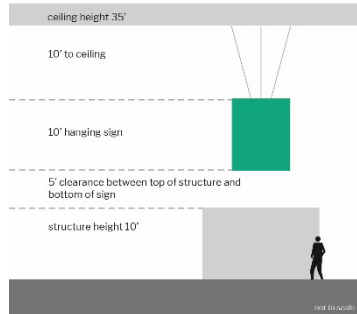
$$\text{Height of Structure} + \text{Height of Hanging Sign} = \text{Combined Max of 20'}$$

CEILING HEIGHT RESTRICTIONS



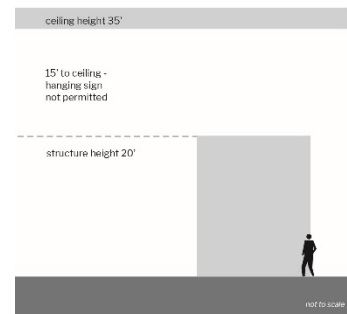
Structure at a max height of 16'
Sign at a max height of 4'

CEILING HEIGHT RESTRICTIONS



Structure at a max height of 10'
Sign at a max height of 10'

CEILING HEIGHT RESTRICTIONS



Structure at a max height of 20'
No hanging sign permitted

Rigging Orders

Freeman is the exclusive provider of rigging services inside the Las Vegas Convention Center exhibit hall during KBIS.

All rigging orders should be made with [Freeman Online](#).

Hanging signs should be shipped to the Freeman Advance Warehouse arriving between January 22 and February 13 using the specific Hanging Sign Advance Shipping Label found on Freeman Online in the [Material Handling & Labels](#) section. 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.

Approval Process

If your hanging sign does not comply with the KBIS Hanging Sign & Graphics Guidelines or you would like to request approval to hang signs at a height of twenty-six to thirty feet (26'-30'), please submit for a variance approval from KBIS Show Management using the [Hanging Sign Variance Request Form](#).

Variances may be issued at Show Management's discretion. Drawings and three-dimensional renderings of both the hanging sign and the floor supported booth structure, with dimensions, should be submitted to Show Management with the approval request and available onsite for inspection. If your hanging sign complies with the KBIS Hanging Sign & Graphics Guidelines, a variance approval submission is not required.

Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted in any exhibit hall or any KBIS space.

Balloons or Inflatables

Any exhibitor planning to use balloons or other lighter-than-air objects as part of their display must submit for approval to Merlin Sarmiento, Convention Services Manager at the Las Vegas Convention Center, at msarmiento@lvcva.com. In addition, the following must be adhered to:

- Helium must be supplied by the exhibitor. Neither Freeman nor the Las Vegas Convention Center have helium available.
- Helium balloons, including columns and arches, must be tethered.
- Helium gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Blimps may not be flown around the exhibit hall.

Lighting/Truss

- All lighting, fixtures, and trusses must be confined within the boundaries of the exhibit space—nothing may extend or project outside it.
- Lighting must be directed inward, toward the exhibit itself, and must not spill onto neighboring exhibits or into aisles.
- Special effects lighting (spinning, rotating, pulsating, spotlights, gobos, etc.) must be tasteful and must not interfere with neighboring exhibitors or detract from the overall atmosphere of the show. Potentially hazardous lighting (e.g., lasers, ultraviolet) must comply with facility rules.
- Droplights and similar fixtures must be hung or positioned so they don't irritate or distract neighboring booths or attendees.
- Halogen lighting rules vary by facility—some prohibit quartz halogen fixtures entirely due to fire risk. Verify requirements with Show Management before booth construction. Where permitted, halogen lamps are limited to 75 watts and must be a sealed type that prevents direct bulb handling. Stem-mounted halogen fixtures and any fixture using a linear quartz bulb or unshielded halogen bulb are strictly prohibited.

Subfloor

To ensure safety, accessibility, and compliance with applicable building and ADA requirements, all raised subfloor installations must adhere to established height, ramping, design, and construction standards. These guidelines are intended to minimize trip hazards, provide accessible transitions between floor elevations, and ensure that raised flooring systems can safely support anticipated occupant loads and equipment. Any raised flooring structure must remain within the contracted footprint and be constructed to accommodate both operational and accessibility needs.

Height Restrictions & Ramping

- **Maximum Height:** Restrict standard raised floors to a maximum of 6 inches.
- **Beveled Edges:** Ensure any platform edge under 0.25 inches is beveled.
- **Ramp Incline:** Install a ramp for any floor raised over 0.25 inches.
- **ADA Ratios:** Build ramps with a 1:12 slope ratio for compliance.
- **Landing Space:** Provide a 5x5 foot flat turning area at ramp tops.

Design & Construction Rules

- **Structural Load:** Engineer floors to safely support heavy machinery and crowds.
- **Non-Slip Surfaces:** Use slip-resistant materials like textured vinyl or tight carpet.
- **Edge Visibility:** Mark exposed edges with high-contrast tape or LED lighting.
- **Cable Management:** Conceal all electrical cords safely underneath the raised platform.
- **Boundary Limits:** Keep the entire raised structure within your rented footprint.

FREIGHT & DELIVERIES

Freeman material handling fees for advance shipments to the Freeman warehouse include:

- Delivery of items to the booth prior to your scheduled Targeted Freight Move-In Day and Time.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and aisle carpet is rolled. Freeman cannot guarantee or specify the arrival time of empty crates.
- Make sure the labels are for the correct hall your booth is in: North Hall, West Hall, South Hall
- Use two labels on each piece you will be shipping and use a waterproof marker
- Certified weight tickets are required for all shipments.
- If your carrier needs assistance, provide Freeman's warehouse phone number: (888) 508-5054.

Warehouse Address

Exhibiting Company Name

Booth No.

KBIS 2027

c/o Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

- Freeman will accept crated, boxed, or skidded materials at their warehouse beginning December 30, 2026.
- Shipments received after January 22, 2027 will incur an additional late warehouse charge.
- The warehouse cannot accept:
 - Uncrated or loose freight, pad-wrapped material
 - Un-skidded machinery
 - COD shipment,
 - Hazardous materials
 - Refrigerated or frozen freight
 - Single piece of freight weighing more than 5,000 pounds
 - Single piece of freight larger than 108" high x 93" wide x 92" long.
- Warehouse receiving hours are **Monday through Friday, 7:00 a.m. to 2:30 p.m.** Additional weekend receiving dates may be available. Refer to the [freight timeline](#) for details.
- Please review the [Advance Warehouse Map and Directions](#).

Direct to Site Address

Exhibiting Company Name

Booth No.

KBIS 2027

Las Vegas Convention Center

c/o Freeman

3150 Paradise Rd.

Las Vegas, NV 89109

Freeman will receive shipments at the exhibit facility on target dates. 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.

Delivering carriers must check-in at the Marshaling Yard prior to the delivery. Please review the [Marshaling Yard Map and Directions](#).

- Shipments arriving during their assigned target date/time will be unloaded on a **first-come, first-served basis** and are guaranteed delivery by the end of the assigned target day.

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.

Freeman material handling fees for direct shipments to the Las Vegas Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and carpet aisle is rolled. Freeman cannot guarantee or specify the arrival time of empty crates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

Targeted Freight Move-In Guidelines

All Exhibitors have a Targeted Freight Move-In Date.

- Target date/time assignments apply to **direct freight shipments** only and will be strictly enforced to ensure a safe and efficient move-in process.
- **Advance warehouse shipments** will be delivered by the assigned booth target date/time (excluding product-labeled pieces). Shipping to the warehouse is the preferred option to maximize installation time.
- Exhibitors **do not need to be present in their booth** to receive freight deliveries; however, when scheduling labor, electrical services, or other support, exhibitors should plan accordingly based on their freight delivery schedule.
- Shipments arriving during their assigned target date/time will be unloaded on a **first-come, first-served basis** and are guaranteed delivery by the end of the assigned target day.
- A completed [freight questionnaire](#) is required before any target date/time change requests will be considered.
- No-freight aisles must remain clear at all times.

For questions regarding your assigned target date/time, please email kbistargetchanges@freeman.com

Color-coded legend for Targeted Freight Move-in

Color	Date	Time			
	Tuesday, January 26	8:00 AM		Saturday, January 30 – ALL 20x20	8:00 AM
	Tuesday, January 26	2:00 PM		Sunday, January 31	8:00 AM
	Wednesday, January 27	8:00 AM		Monday, February 1 – ALL Inline	8:00 AM
	Wednesday, January 27	2:00 PM		Monday, February 1 – Last In, First out	2:00 PM
	Thursday, January 28	8:00 AM			
	Thursday, January 28	2:00 PM			
	Friday, January 29	8:00 AM			
	Friday, January 29	2:00 PM			

Targeted Freight Move-In Floor Plans

[North Hall](#) • [West Hall](#) • [South Hall](#)

- **What the target date means:** It's your freight *arrival*/date — not necessarily your setup start date.
- **Shipping to the advance warehouse:** Your target time is a guarantee — Freeman will have your shipment at your booth by then. If timing matters to you, ship in advance; it gives you the most predictable setup schedule.
- **Shipping direct to the convention center:** Your target time (e.g., 8:00 AM) is when your truck can arrive, not when your booth will be ready. Trucks have to check in at the marshaling yard and wait their turn, so delivery to your booth can take hours after that time. Don't schedule setup labor for your exact target time.
- **Do you need to be there on your target day?** No. Just make sure any direct shipments arrive on your target date — advance shipments will already be at your booth waiting for you.
- **Bottom line:** shipping to the advance warehouse gives you a reliable delivery time; shipping direct means more waiting and less certainty.
- Exhibitors wishing to request a different targeted move-in date and time can do so using the [Targeted Change Request Form](#) to Freeman. Requests must be made by December 29, 2026. All target change requests must be authorized and approved by Freeman. Notice of whether your target move-in change request was approved or denied will be sent by email.

Marshaling Yard

All carriers delivering must check in at the Freeman Marshaling Yard prior to delivering to the Las Vegas Convention Center. The Freeman Marshaling Yard is located at 6555 West Serene Avenue, Las Vegas, NV 89139. Please review the [Marshaling Yard Map and Directions](#). If required, provide your carrier with this phone number: (888) 508-5054.

The marshaling yard opens at **5:00 a.m.** for truck check-in. Target appointments will begin with the **8:00 a.m. target window**, followed by the **2:00 p.m. target window**.

Move-in Procedures

Freight arrival

- Direct shipments may arrive on your targeted freight move-in day
- Review marshaling yard address and directions
- Review driver check-in requirements
- Review POV self-unloading policy

Exhibit hall access

- Exhibitors pick up badges once registration opens onsite
- Before registration opens, exhibitors without a mailed badge pick up wristbands from event security
- EAC personnel pick up wristbands daily at EAC check-in areas

Booth set-up

- Move-in begins on each exhibitor's targeted freight move-in day and ends Monday, February 1, 2027 at 5:00 PM
- Ladders, toolboxes, lifts, and other large equipment removed by 7:00 AM Tuesday, February 2, 2027
- All booths are set and show ready by 8:00 AM Tuesday, February 2, 2027

Product Delivery Labels

Freeman has provided separate shipping labels for your product. This will help manage the freight volume. Once your booth is constructed those containers can go to storage and your product containers can be delivered either on Saturday or Sunday. Please note this is not available for Monday targets.

Self-Unloading / Hand Carry Policy

Full-time exhibitor personnel may carry materials in and out of the Las Vegas Convention Center by hand or with the use of an exhibitor-owned, non-motorized two-wheeled hand cart. This does NOT include pallet jacks or motorized equipment of any type. If needed, cart service and/or empty storage and return will be provided by Freeman at the prevailing rates.

Privately Owned Vehicles (POV)

Vehicles that qualify as a POV may utilize the POV Check-In Area at the Las Vegas Convention Center. Freeman workers equipped with flat carts will assist exhibitors with unloading at the posted roundtrip rate. Two people must be with the vehicle – one to accompany the product to the booth and one to remove the vehicle from the area – and the vehicle must be completely unloaded within 30 minutes of arrival at the unloading area. Vehicles that do not qualify for this service or that require mechanical assistance to unload will be directed to the marshaling yard. Please review the information about [POV's, Cart Service, and the Self-Unloading Policy](#) prior to arrival.

POV, or Privately Owned Vehicles, are defined as cars, pick-up trucks, and vans, primarily designed for passenger use, not for cargo or freight.

Shipping vs. Material Handling

It is important to understand the difference between shipping and material handling. For detailed information, please review Freeman's Shipping & Material Handling Information page.

Move-out Procedures

Show closes & dismantle begins

- Show closes Thursday, February 4, 2027 at 5:00 PM
- Aisle carpet removal Thursday, February 4, 2027, 5:00 PM to 6:00 PM
- Complete outbound paperwork in advance through Freeman Online's Material Handling & Labels section
- Turn in bills of lading at the service desk — don't leave them in your booth or on your crates

Empty container & freight return

- Cardboard cartons and cases returned by midnight, Thursday, February 4, 2027
- Crates returned by 10:00 AM, Friday, February 5, 2027
- Compress your booth space so returned containers fit within your footprint
- Make sure your carrier knows the company name and booth number

Final move-out deadline

- All carriers must check in by 8:00 AM, Sunday, February 7, 2027. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.
- All exhibitor materials must be removed from the facility by 12:00 PM, Sunday, February 7, 2027
- Freeman may re-route your freight to another carrier if yours doesn't show up
- Unlabeled or abandoned materials left behind are treated as bulk trash and billed to the exhibitor
- Please review the [Show Move-Out Information](#) for specific details regarding exhibitor move-out.

Accessible Storage

Access storage may be used for items that need to be accessed during the show. Examples include giveaways, extra machine parts, extra AV equipment, etc. Accessible storage is not empty storage. All orders for accessible storage must be placed onsite at the Freeman Exhibitor Service Center.

- Storage is for the entire show - no daily storage rate.
- Storage rate includes all labor involved with pick up and deliveries.

International Freight

Phoenix International Business Logistics has been appointed as the official international freight forwarder and customs broker. For more information, please visit their [website](#) or [download the International Shipping and US Customs Guidelines](#).

INSTALL/DISMANTLE & LABOR REGULATIONS

24-Hour Access

Exhibitors are allowed 24-hour access to the exhibit hall during move-in days, show days, and move-out days. Please note that the exhibitor service desk will only be in operation from 8:00 AM - 5:00 PM on exhibitor move-in, show, and exhibitor move-out days.

Labor/Union Laws

KBIS Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the [Labor Jurisdictions](#) to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip their employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen-minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising regarding the jurisdiction or practices must be directed to a Freeman management representative.

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all the regulations as an Exhibitor Appointed Contractor.

Forklifts

Forklift labor is an exclusive service provided by Freeman.

Tipping

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Freeman.

Building Rules/Guidelines

It is strongly recommended that all exhibitors review the [Las Vegas Convention Center Building User's Manual](#).

Safety

Fire Marshal Requirements & Permitting

For information on the Clark County Fire Marshal Regulations, please review following documents and websites:

[Las Vegas Fire Regulations](#)

[Clark County Building and Fire Prevention Permits Website](#)

[Las Vegas Convention Center Building User's Manual](#)

[Clark County Building and Fire Prevention Department Website](#)

OSHA Regulations

All exhibitors and hired third-party contractors must comply with environmental laws and OSHA regulations.

Cleaning

Booth Cleaning

Booth cleaning is not included and must be ordered by the exhibitor. Daily or one-time booth cleaning and porter service can be ordered through [Freeman Online](#).

Please be aware that carpet and flooring cleanliness is not guaranteed during move-in and complimentary cleaning will not be provided should the carpet or flooring of booths become dirty during move-in. It is recommended to order plastic covering for your booth carpet or flooring or booth cleaning to help maintain the cleanliness of your booth carpet or flooring during move-in and to help ensure your carpet or flooring is clean for show opening.

Clean Floor Policy

Please review the [Clean Floor Policy](#) to ensure compliance with the entire program.

Items must be removed from the show floor as follows:

- All crates and skids labeled for EMPTY storage: ***no later than 5:00 PM on Monday, February 1, 2027***
- All bulk trash labeled for disposal: ***no later than 5:00 PM on Monday, February 1, 2027***
- All ladders and large booth construction equipment: ***no later than 7:00 AM on Tuesday, February 2, 2027***
- All booths set and show ready: ***no later than 8:00 PM on Tuesday, February 2, 2027***

Following this Clean Floor Policy schedule will allow Freeman sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall, as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Cutting & Using a Saw

All cutting and equipment used inside the convention center must have dust collection bag attachments or a debris collection vessel. Aisle must be clear of debris.

A designated outdoor cutting area will be available for those exhibitors unable to work within the booth space.

Beginning Monday, February 1, all cutting must be conducted at the designated outdoor area. No cutting will be allowed inside the convention center

Violation of the cutting regulations will result in immediate equipment removal from the building with a minimum of \$500.00 cleaning fee being added to your invoice. When equipment is compliant, it can be used within your booth space.

Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3' x 3' x 3' or 1m x 1m x 1m. The exhibitor will be charged for the removal and disposal of these items. Please review the [Dumpster & Disposal](#) section of Freeman Online for more information and fees.

Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through Freeman. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of "material abandonment" and will be charged for the removal of these items.

Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.

No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.

No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.

Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas.

All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

EXHIBITOR APPOINTED CONTRACTOR

KBIS recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue rules and regulations and carries the required insurance coverage.

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EAC's are most often

independent installation and dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official contractors of the show but provide a necessary service at show site for the exhibitor.

With the increasing number of EAC's, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an exhibitor must agree to the EAC Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and will be assessed a fee. An administrative fee of \$300 per booth the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information, show rules and regulations, etc.)

To review the information on the [EAC Process](#) follow the link.

EAC's will NOT be allowed on the show floor unless all the requirements are satisfied:

- EAC must pay a fee of \$500 for each booth location you are providing services or products for. Payment must be submitted via the online EAC portal. Payments are NONREFUNDABLE.
- Exhibitor and EAC must complete all required documentation via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the [EAC Rules & Regulations](#).
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined in the [EAC Rules & Regulations](#).
- Any contractor working at the Las Vegas Convention Center must obtain an EAC permit. Contact the LVCC EAC Department at EACPermit@lvcva.com to confirm your company is approved to work in the LVCC. If your company is not approved to work in the LVCC this could delay your set-up once onsite.
- EAC's must be registered with and approved to do work in the state of Nevada. If you are unsure if your company is registered, please call (702) 892-2860. The permit can be found here [Nevada EAC Permit](#). EAC's must abide by existing labor regulations and/or contracts and all Federal and Nevada laws and regulations as well as those established by the Las Vegas Convention Center and NKBA | KBIS.

Should you have any questions regarding the EAC process, please email KBIS@EACmgmt.com.



[EAC Management Portal](#)
Due by January 12, 2027

EAC Designation by Exhibitor

EAC Company Registers and Pays
Admin Fee

UTILITIES

ELECTRICAL, PLUMBING, GAS & CABLE

Freeman is the exclusive provider of electrical, plumbing, gas, and cable services to KBIS exhibitors at the Las Vegas Convention Center. Services can be ordered through [Freeman Online](#).

Rules & Regulations Overview

[Electrical](#)

[Plumbing](#)

[Electrical Usage Guide](#)

INTERNET SERVICES

Cox Business is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors at the Las Vegas Convention Center. Services can be [ordered online](#) or [download the order form](#).

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by Show Management then by the facility. Non-domesticated animals will be considered on an individual basis.

Booth Appearance

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at the exhibitor's expense.

Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Exhibitors that do not properly cover the floor of their entire exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.

Floral

The official provider of floral and plants is TLC National Convention Plant Services. Visit their [website](#) for more information or [download the order form](#).

Vehicles on Display

Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Department of Building & Fire Prevention. For more information on vehicle displays, requirements, and to submit for a permit, please review following documents and websites:

[Las Vegas Fire Regulations](#)

[Clark County Building and Fire Prevention Department Website](#)

[Las Vegas Convention Center Building User's Manual](#)

In addition, exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles. For more information and to order spotting, please review Freeman's [Mobile Unit & Vehicle Spotting](#) information.

DEMONSTRATIONS

Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal, or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter around another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

Food & Beverage Sampling

All food and beverage samples brought into the Las Vegas Convention Center must have written approval from Sodexo Live prior to the event. For more information, [e-mail Sodexo Live!](#) or call (702) 943-6779.

Models / Temporary Staffing

The official provider of models, hosts, and other talent is Image Model Talent Agency. [Download their information sheet](#) for more information.

Noise / Music

In general, exhibitors with booths that are 400 sq. ft. and larger may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle.

Sound created by amplified devices should not exceed 80 decibels when measured from the aisle immediately in front of a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show Management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

Booths under 400 sq. ft. in size are not allowed to utilize any type of sound system or any device that amplifies sound.

Raffles, Drawings, and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management. Show management reserves the right to limit the promotional activity anywhere on the

exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

ADDITIONAL

Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA). A [Las Vegas Convention Center ADA Accessibility Map](#) is also available.

Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational, or other giveaway matter may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of Show Management.

Photography

Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or an *approved* Exhibitor Appointed Photographer.

Exhibitors and/or *approved* Exhibitor Appointed Contractors may photograph or record their own exhibits during show days ONLY.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions, and Meeting Rooms) is prohibited.

Photo shoots scheduled outside of published show hours must include a security escort ordered from the official security provider.

Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.



**Submit the Photography
Approval Form if
planning to use a third-
party photographer.**

Selling at Booth

Selling merchandise from your booth during the show is strictly prohibited.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from Show Management.

Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of products or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within the exhibit facility without the permission of Show Management are in violation of this clause.

SECURITY INFORMATION

KBIS Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Las Vegas Convention & Visitors Authority, agents nor employees assume any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance to cover loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are recommended and available.



**Review the Booth
Security Form for more
information on booth
guards.**

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damage or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

REGISTRATION

STAFF BADGES

Booth personnel may be [registered online](#).

Badges will be mailed to the main contact on file for exhibitors with mailing addresses in the United States for all staff registered before **December 3, 2026**. Staff registered after December 3, 2026 and exhibitors outside of the United States will need to pick up their badges onsite at registration beginning on Saturday, January 30, 2027 at the Las Vegas Convention Center. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present a photo I.D. when picking up their badge.

All exhibitor personnel must have and visibly wear their Exhibitor badge while in the exhibit hall during move-in, move-out and official show hours.

Each exhibiting firm receives ten (10) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Buyers, customers, and exhibitor appointed contractor personnel should **not** be registered as exhibitors.

Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

Exhibitor badges do NOT automatically receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at Exhibitor Registration.

ADMISSION POLICY

Children

Children under the age of 18 must be accompanied and supervised by an adult while on the exhibit floor.

Registration for children is complimentary and must be done onsite. All children except infants in backpacks or slings must be registered and badged to be admitted to the exhibit areas.

Strollers for children are permitted in the exhibit areas during published show hours. Attendees assume all risks associated with the use of strollers on the show floor, including but not limited to personal injury or property damage.

Early Appointments

Exhibitors with proper badges and/or the appropriate daily wristband are permitted 24-hour access to the exhibit hall on exhibitor move-in days, show days, and exhibitor move-out days.

Attendees, speakers, press, and any other registration type other than Exhibitor will not be allowed access to the show floor at any time during move-in and move-out or prior to 9:00 AM on show days.

Exhibitor Appointed Contractors (EAC)

All contracted personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor. Each individual person must sign-in and present a photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others. A different wristband will be used each day and available after 1:00 PM the day prior.

Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by KBIS during move-in, move-out or show hours.

GETTING THERE

HOTELS

Reserve now for the best hotel availability! Reservations are accepted on a first-come, first-served basis. Please refer to your hotel confirmation for individual cancellation policies. All reservations must be guaranteed by check or credit card. Our approved and preferred housing agency is EvolveCon, powered by HotelMap.

PARKING

Download the [Las Vegas Convention Center Campus Map](#) to review parking locations around the convention center campus.

SHUTTLES

Complimentary shuttle bus service will be provided between the Las Vegas Convention Center and the hotel properties within the KBIS hotel block that are not designated as within walking distance of the convention center. Signs will be posted at each hotel property on the shuttle routes and at North/Central, South, and West Buildings at the Las Vegas Convention Center indicating the schedules, routes, pick-up and drop-off points.

RIDESHARE / TAXI

Taxis, Uber, and Lyft are available for anyone choosing to use their services. Drop-off and pick-up will be in designated areas at the Las Vegas Convention Center.

CITY RESOURCES

From show-stopping entertainment and exhilarating sporting events to the top expos, Las Vegas is where the most influential brands gather. Take advantage of the [Las Vegas Convention & Visitors Authority](#) to plan your trip!

BUSINESS CENTER

[FedEx Office](#) is the exclusive business center for all convention participants, offering full-service printing materials, advertising opportunities, mobility services, Internet access and faxing.

SPONSORSHIP OPPORTUNITIES

Log in to your [KBIS Exhibitor Hub](#) to enter your company profile and product categories by **Monday, December 16, 2024.**

Find opportunities to maximize your exposure and brand presence to the entire KBIS audience by visiting the [Advertising & Sponsorship](#) page of the KBIS website.

EVENTS

AFTER HOURS BOOTH EVENTS

Exhibitors wishing to hold hospitality functions within their booth space after show hours with invited attendees or press must submit the [After Hours Booth Event Request Form](#).

- After hours events on the show floor are limited to only Tuesday, February 2 or Wednesday, February 3, and must conclude by 6:30 PM.
- Any booth function scheduled beyond the 5:00 PM show closing time with attendance beyond booth staff is considered an afterhours event and must be approved.
- Submission for approval is not required for meetings or functions held within the booth outside of show hours that consist solely of exhibitor booth staff.
- Only exhibitors with 1,500 sq. ft. or larger booths may hold after hours functions within their booth space.
- There is a fee of \$3,500 per after hours booth event per night. This fee is used to extend the hotel shuttles for guests and staff, provide security guards to help keep your guests within your booth space during the function, and extend hall lighting and HVAC.

For more information on and to review additional exhibitor responsibilities for after hours booth events, please review the [After Hours Booth Event Request Form](#).

HOTEL FUNCTIONS

Exhibiting companies with at least 400 square feet of booth space at KBIS may hold functions at the hotels within the KBIS hotel block with KBIS Show Management approval.

- Hotel functions cannot conflict with show hours and may NOT be held during the hours of 9:00 AM to 5:00 PM on Tuesday, February 2 through Wednesday, February 3.
- Hotel functions can include receptions, banquets, or meetings. Meeting rooms cannot be used for exhibiting or display of product.

To inquire about hotel functions, please contact the desired hotel directly. The hotel will then contact KBIS Show Management to review for approval.

NETWORKING EVENTS

Review the [KBIS website](#) for special events providing the opportunity to engage with customers and other industry professionals during KBIS.

ONSITE EXHIBIT SPACE RENEWALS

Prior to the show, you will receive a space selection appointment for KBIS 2028. During your assigned space selection appointment, please go to the designated KBIS Sales Office to select your booth space for KBIS 2028 when Design & Construction Week returns to Las Vegas Convention Center on February 22-24, 2028.