



MULTI-LEVEL/ENCLOSED BOOTH FLOOR PLAN FILING REQUIREMENTS

Deadline: December 11, 2019

If you plan to construct a booth with more than one level or with an enclosed area, you must also submit a booth drawing/rendering for approval by NADA and the Las Vegas Convention Center Safety and Fire Prevention Office. **Detailed plans of enclosed or multiple-story booths must be submitted at least 60 days prior to move-in.**

When submitting your booth drawing/rendering, please attach the Multi-Level/Enclosed Booth Floor Plan Reporting Form to your booth drawing/rendering.

Following are the Las Vegas Convention Center guidelines for multi-level/enclosed booth construction and floor plan approval procedures. If you do not obtain prior approval, you will not be able to construct your booth in the Las Vegas Convention Center. To ensure the success of your exhibit, please make sure you have complied with the following guidelines:

Las Vegas Convention Center Multi-Level/Enclosed Booth Regulations

The following booth configurations will require prior approval:

Multi-Level or covered area definitions:

- Multi-Level – Any occupied second story or greater, which is accessible by an approved means of egress.
- Covered Area – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This sill includes single-story exhibits with ceiling, upper-deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that are not recognized as acceptable for use under fire sprinkler systems by fire code.
- Means of Egress – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.

Multi-Level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:

- The exhibit is used in an event where the duration is seven (7) calendar days or longer.
- The exhibit contains display vehicles.
- The exhibit contains open flame. The exhibit contains hot work.

Any upper-deck area to be occupied must have an approved plan with an engineering stamp from the state of Nevada.

Multi-level areas that are greater than 300 square feet or will occupy more than nine persons shall have at least two remote means of egress.

Means of egress shall be of an approved type and constructed to the requirement of the code.

Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.

Exhibits with multi-level or covered areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.

Any single-level exhibit over 1,000 square feet or exceeding 300 square feet of contiguous covered area (see "covered area" definition above) and all multiple-level exhibits must submit a booth plan to the Safety and Fire Prevention Office for approval. Plans must be submitted in CAD format via email to boothplans@lvcva.com.

Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

IMPORTANT: Companies using a Multi-Level/Enclosed Booth must submit booth drawings/renderings to:

LVCVA Fire Prevention Office

Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
boothplans@lvcva.com

AND

Terri Carter

NADA Expo Dept
8484 Westpark Dr, Ste 500
Tysons, VA 22102
expoforms@nada.org



Enclosed Multi-Level Floor Plan Reporting Form

DEADLINE: December 11, 2019

NADA Show 2020 | February 14-17, 2020
Las Vegas Convention Center | Las Vegas, NV

All exhibitors utilizing a multiple-level booth or a booth containing an enclosed area must SUBMIT THIS FORM WITH A BOOTH DRAWING/RENDERING by December 11, 2019.

Exhibiting Company _____

Address _____

City/State/Zip _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

Booth Number _____ Booth Dimensions _____ x _____ = _____ sq. ft.

Type of Booth: Peninsula _____ Island _____
(Max Height: 20') (Max Height: 20')

Height of tallest piece of display material or equipment _____ (Maximum height allowed: 20 feet)

Occupancy limit for enclosed area or second level _____ people

Square footage of enclosed area or second level _____ sq. ft.

Number of exits _____

Number of smoke detectors _____

Number and type of fire extinguisher(s) _____

VERY IMPORTANT: Attach a copy of the booth drawing/rendering with a professional engineer's stamp of certification to this form.

Submit this form with a booth drawing/rendering by December 11, 2019 to:

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