



## MULTI-LEVEL/ENCLOSED BOOTH FLOOR PLAN FILING REQUIREMENTS

**Deadline: November 20, 2023**

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. **Detailed plans of enclosed or multiple-story booths must be submitted at least 45 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

Any exhibitor planning to utilize a two-story booth shall adhere to the following guidelines:

Multilevel or covered areas – Definitions:

- **Multilevel** – 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 will include single-story exhibits with ceilings, 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.

Multilevel 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 engineer stamp registered in the state of Nevada.

Multilevel 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.

**Exemption:** *Areas less than 250 square feet shall have a 6 3/4 Inches minimum clear tread depth at a point, 12 Inches from the narrow edge. The riser shall be sufficient to provide a headroom of 78 Inches minimum, but riser height shall not be more than 9 1/2 Inches. Minimum stairway clear width at and below the handrail shall be 26 Inches.*

Exhibits with multilevel 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](mailto: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 Rd.  
Las Vegas, NV 89109  
[boothplans@lvcva.com](mailto:boothplans@lvcva.com)

**AND**

**Terri Carter**  
NADA Expo Dept  
8484 Westpark Dr, Ste 500  
Tysons, VA 22102  
[expoforms@nada.org](mailto:expoforms@nada.org)



# Enclosed Multi-Level Floor Plan Reporting Form

DEADLINE: November 20, 2023

NADA Show 2024 | February 1-4, 2024  
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 November 20, 2023.

Exhibiting Company \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number (Direct or Cell) \_\_\_\_\_

Booth Number \_\_\_\_\_ Booth Dimensions \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Type of Booth: Peninsula \_\_\_\_\_ (Max Height: 20') Island \_\_\_\_\_ (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 to this form.

Submit this form with a booth drawing/rendering by November 20, 2023, to:

Las Vegas Convention Center  
[boothplans@lvcva.com](mailto:boothplans@lvcva.com)

**AND**

Terri Carter  
NADA Expo Dept  
[expoforms@nada.org](mailto:expoforms@nada.org)