

2025 DAV National Convention Expo

Exhibitor Services at Paris Las Vegas: Preferred Vendors & Requirements if using an Outside Exhibitor Contractor

EXHIBITOR SERVICES

DAV is utilizing Paris Hotel and Casino and its providers (as noted in this document) to support the 2025 DAV National Convention Expo. Therefore, there is no preferred decorator.

Vendors who require services from a decorator are able to bring in an Exhibitor Appointed Contractor (EAC) of their choice and must follow the terms of DAV and Paris Las Vegas Hotel and Casino (see Exhibit A). Paris Las Vegas is a union facility. Load-in and Load-out of any material brought in through the loading docks at Paris Las Vegas must be coordinated through Encore Event Technologies as this area is governed by a union agreement and must be conducted by a union trade member. Please contact Encore Event Technologies a minimum of 21 days prior to your event with staff requirements, load-in and load-out, and billing information. Rebecca Unger, rebecca.unger@encoreglobal.com or 702-210-4047.

All outside exhibit companies must place on file with the National Event's Team (Kathy Heyman, kheyman@dav.org) a Certificate of Insurance (COI) at least 30 days prior to move in, showing a minimum of \$2,000,000 for each convention/event. This certificate must show: "Parball Corporation d/b/a Horseshoe Las Vegas" and/or "Paris CERP Manager, LLC on behalf of Paris Las Vegas Operating Company, LLC d/b/a Paris Las Vegas" and naming Caesars Entertainment, Inc., and their subsidiaries and affiliates, and each of their officers, directors, representatives and employees as additional insured under the policy. COI's must be provided to the DAV National Event's Team at least 30 days prior to the DAV Expo's August 8 move in date (Wednesday, July 9). DAV will provide the COI to the respective representative from Paris Hotel.

ENCORE EVENT TECHNOLOGIES (AV, INTERNET, POWER)

Encore Event Technologies is the exclusive provider of all audiovisual equipment, internet, electrical and labor on the Expo floor. Paris Las Vegas is a union facility for these services and they must be performed by an IATSE Local 720 Union Member through Encore. All AV, Internet and power must be ordered here: [Encore Services](#)

LOADING DOCKS/ MOVE-IN/ MOVE-OUT

If you have items/ Expo Units that require staff and/ or equipment for load-in and load-out, contact DAV National Event's Team (Kathy Heyman, kheyman@dav.org) to coordinate your detailed truck manifest with the venue's loading dock. Once your load-in and load out times are approved and staff has been secured, further instructions will be provided.

DOCK HOURS MAY BE SCHEDULED:

Monday through Friday | 3am – 2pm

Saturday | 5am – 2pm

Sunday | 5am – 1pm

Trucks are to be manned at all times. No overnight parking allowed. Any vehicles left unattended may be towed at vendor's expense. Should you need parking, please contact the National Event's Team (Kathy Heyman, kheyman@dav.org) to coordinate.

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Paris Las Vegas does not provide any storage for outside contractors' equipment. All storerooms inside the Hotels' convention area must be maintained free of any outside contractor equipment. It will be the responsibility of the outside contractor to secure storage for any and all equipment off property. Any and all equipment found stored will be moved and cost of labor will be charged to the outside contractor.

Paris Las Vegas does not loan or provide motorized forklifts, genie booms, lifting devices, tools, ladders etc. All equipment must be secured in advance. Contact Encore Event Technologies for rates and availability.

STORAGE OF EXHIBIT MATERIALS

Paris Las Vegas will not accept and store advance shipments of exhibit materials prior to the Expo move in date. It will be necessary for you to make arrangements with your EAC to receive and store exhibits for delivery to Paris Las Vegas on the move-in date.

No equipment or cases are to remain in the "back of house" hallways during the Expo. Storage space for EAC's is based on availability of Paris Las Vegas. Please see National Event's Team (kheyman@dav.org) for rental quotes from the hotel. Paris Las Vegas will not take responsibility for any unauthorized equipment or items left on the premises.

Should any property not be removed by the designated move-out date, the Hotel management may store, or cause to be stored, any such property and your organization or the exhibitor will be charged a reasonable fee for all charges incurred.

Paris Las Vegas is not responsible for anything left on property. All EAC's are responsible for picking up their equipment immediately after the conclusion of the event and based upon their scheduled time.

ELECTRICAL SERVICE

Paris Las Vegas exclusive electrical provider is Encore Event Technologies. Please be advised that it is not permitted to connect to any hotel power outlet for any reason without the express written permission of the hotel. In addition, all connections to the house power system must be handled by a hotel engineer to ensure that proper safety procedures are followed. Encore Event Technologies will assist with all of your electrical requirements. Please click here to place an order: [Encore Services:](#)

Any use of two wire extension cords is prohibited. Multiple outlets and electrical cords must be grounded and must not be used to exceed their listed amp rating.

BANNERS/SIGNAGE

Paris Las Vegas has a professional print shop in our onsite Business Center and would be happy to assist you with your printing needs in addition to the hanging of your banners and signs. The Business Center is located on the Casino level in the walkway between Horseshoe and Paris Las Vegas.

Phone: (725) 238-7140

Email: usa2945@fedex.com

Website: <http://local.fedex.com/en-us/nv/las-vegas/office-2945>

Monday – Friday | 8am – 5pm

Saturday and Sunday | 9am – 3pm

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Paris Las Vegas is not responsible for signage or promotional materials left inside or outside of meeting rooms after functions have concluded. Signage and easels are not permitted in the casino, hotel lobbies, sleeping room hallways or in elevator banks on guestroom floors. Signs or banners may not be taped, stapled, nailed, tacked or otherwise affixed to any hotel doors, walls, columns, or other parts of the building or furnishings. Nothing is to be placed against or leaned against any wall in the convention halls.

All signage, banners, etc., hung from the ceiling in the convention area must be hung from existing structures by the Paris Las Vegas Vendor. Signage or banners may not be attached to the movable wall tracks at any time.

INTERIOR CARPET INSTALLATION

Only low adhesive tape is permitted on Paris Las Vegas carpeting. Carpet may be installed only as follows:

- Visqueen is to be laid directly over hotel carpet and secured with low adhesive tape.
- Exhibit Vendor carpet may then be laid over Visqueen with tape securing carpet to Visqueen.