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## 2025 OLYMPIA EXHIBITOR FREQUENTLY ASKED QUESTIONS

Olympia Weekend | Las Vegas Convention Center South Hall | Las Vegas, NV | October 10-11

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**Q: Where can I find the Exhibitor Application?**

A: The Exhibitor Application can be found here: [Exhibitor Application](#)

**Q: How do I get in touch with an Olympia representative?**

A: Please send an email to: [contact@mrolympia.com](mailto:contact@mrolympia.com)

**Q: What is the standard booth size?**

A: 10 feet x 10 feet (3m x 3m)

**Q: What are the booth prices?**

A: Booth prices start at \$4,295 for a standard 10'X10' inline space and go up depending on the size and formation:

- 1 inline booth (10'X10') = \$4,295
- 1 corner booth (10'X10) = \$4,795 (10% premium fee added for corner formation)
- Corners are an extra 10% and Endcaps are an extra 15%.

Multiple booths may be purchased in increments of 10'X10.' Custom formations are available with a premium fee. Please reach out to [Contact@mrolympia.com](mailto:Contact@mrolympia.com) if you need pricing for a specific booth size.

**Q: What is included in a 10x10 booth?**

A: Items that are included in a 10x10 booth are:

- (4) Exhibitor Badges
- 8 ft back rail with pipe and drape
- 3 ft side rails
- 6 ft draped table
- Chairs
- Waste basket
- Exhibitor ID sign

**Q: Do I need to send in a payment with my Exhibitor Application?**

A: Yes! A 20% non-refundable deposit is required with each Exhibitor Application. You will receive an invoice for payment after your application is received with payment due upon receipt.

**Q: When will the balance be due after I submit my application and deposit?**

A: The balance is due by June 30, 2025. Applications received after this date are required to submit payment in full.

**Q: What if I need to cancel my booth after sending in the application with payment?**

A: All booth reservation fees are non-refundable. Exhibitors may request a cancellation of their booth space reservation by written notice on or before July 31, 2025 via email (submit the request to your Olympia representative or to [tboustani@mrolympia.com](mailto:tboustani@mrolympia.com)). If the cancellation request is approved, a credit for the amount paid will be applied toward the following year's event.

**Q: Are additional Exhibitor Badges available?**

A: Yes! You may order additional Exhibitor badges for staff by indicating the quantity you would like to purchase on your Exhibitor Application OR, if your application has already been submitted, by letting your Olympia representative know in writing via email. Additional badges are \$50 each if purchased by September 5, 2025. For additional badge requests after this date, they must be purchased onsite at the Expo Exhibitor check-in desk for \$75 each (credit card payments are the only form of payment accepted onsite).

**Q: When will I be able to choose my booth space?**

A: Olympia Sponsors receive priority booth placement, followed by Exhibitors – based on level of participation (largest to smallest), as well as when applications were received. The booth placement process usually begins around July. Once the floor plan is available, and it is the Exhibitor's turn to select their booth location, they will be contacted by their Olympia representative and asked to submit their top (3) selections. Olympia Management will do their best to accommodate one of the (3) spots requested. If your choices are not available, we will ask you to choose another space.

**Q: Are we allowed to give out promotional materials to attendees?**

A: Yes! – But each giveaway must be handed to the attendee from inside your booth space. No throwing or tossing promotional material into the aisle ways.

**Q: Can we sample food and beverage at our booth?**

A: Yes! Your samples must be approved by the venue caterer, Sodexo Live! You must be the manufacturer of the product that you intend to sample. A sampling form will be provided to you and it must be filled out and submitted by September 10, 2025. Food samples are limited to 2 oz portions or less, and beverage samples are limited to 3 oz portions or less. You will need to submit a Certificate of Insurance with your sampling form. Having cooking and/or heating equipment at your booth requires Fire Prevention approval.

**Q: Will I need a Hand Wash Sanitation Kit at my booth for sampling?**

A: Yes! You will need the Hand Wash Sanitation Kit at your booth if you are doing wet sampling (meaning that product is open and prepared on site – e.g. bars being cut, or drinks being mixed and poured). If your samples are manufacture sealed, then you do not need the Hand Wash Sanitation Kit but you will still need to submit the sampling form. It is also required that you use disposable gloves when handling wet samples. Sodexo Live! offers the option to purchase a hand wash kit through them. Hot water must be replenished every morning. There will be a designated area to get the hot water. The Southern Nevada Health Department will be on site to make certain anyone sampling is compliant.

**Q: May we bring our own Hand Wash Sanitation Kit?**

A: Yes! You may bring your own, but it is your responsibility to make certain that it is compliant. Hot water must be replenished every morning. There will be a designated area to get the hot water. The Southern Nevada Health Department will be on site to make certain anyone sampling is compliant.

**Q: Can we pass out full sized cans or bottles?**

A: Yes! Pre-approved Exhibitors may do so, but they must submit the sampling form. Please note that a waiver fee will apply if approved.

**Q: Do I need to fill out any tax forms for selling products or services at the Expo?**

A: Yes! A One Time Sales Tax Return form from the Nevada Department of Taxation will be provided to all Exhibitors at check-in. This form must be completed and submitted by ALL Exhibitors, regardless if you are selling or not. If you are not selling anything, just fill out the form and indicate "ZERO sold" and hand it back into the Exhibitor check-in desk. If you are selling, you must complete and submit the form with payment (check only) for taxes collected, payable to the Nevada Department of Taxation and turn it back into the Exhibitor check-in desk at the end of the show. If you are not prepared to submit the check payment and form, you will have 7 business days after the show to mail in your check and form to the Nevada Department of Taxation. Please note that they only accept payments in the form of a check (no cash, credit cards or wire). There are restrictions on selling consumable items. Check with your Olympia representative for details.

**Q: Am I allowed to have an event/activity inside my booth space?**

A: Yes! – But all events/activities that require attendee participation must be approved by Show Management in advance, and waivers will be required to be signed by each participant. The waivers will need to be submitted back to the Exhibitor check-in desk by the end of the show. An event is an activity at your booth that may cause injury to the person participating, such as a lifting challenge, push up contest, rock climbing, and so on. The proper certificate of insurance must be on file with Olympia Productions LLC.

**Q: What are the Expo dates and hours?**

A: The 2025 Olympia World Fitness Expo is a 2-day show taking place Friday Oct 10th & Saturday Oct 11th.  
Doors open: 8:00 am (VIP & Expo Elite only)  
Doors open: 9:00 am (General Public)  
Expo closes: 5:00 pm

**Q: What are the move-in/set-up and move-out/dismantle days and hours for Exhibitors?**

A: Wednesday, October 8, 2025

- Move-in: 10:00 am- 5:00 pm (exit show floor by 5:00 pm)

Thursday, October 9, 2025

- Move-in: 8:00 am-5:00 pm (show ready by 5:00 pm)

Saturday, October 11, 2025

- Move-out: 5:00 pm-10:00 pm (all out by 10:00 pm)

**Q: Do I need to provide a Certificate of Insurance to Olympia?**

A: Yes! All Exhibitors are required to submit a Certificate of Insurance naming all of the additional insured parties. The insurance requirements are included on the Exhibitor Application, and you will receive the detailed information on insurance after your Exhibitor Application is submitted with your welcome email. It's important to note that workers' compensation is required to be included on the certificate if your staff is employed to work at your booth, as per your state law. A separate certificate may be submitted showing workers' compensation. Certificate of Insurance documents are due for review by July 31, 2025.

**Q: Are tickets for the Olympia Finals competition at the Resorts World Theatre included in the booth price?**

A: No! Tickets for Olympia Finals are not included, but if available, they may be purchase at [www.mrolympia.com](http://www.mrolympia.com).

**Q: Who is the show's official service contractor?**

A: The official service contractor is Willwork Global Event Services. They can be reached at (774)568-5425; [exhibitorservices@willwork.com](mailto:exhibitorservices@willwork.com). Please note the you will receive an Exhibitor Service Kit from Willwork as we get closer to the show.

**Q: Can I move-in my own booth?**

A: Due to Las Vegas Convention Center union regulations, all Exhibitor services (including moving your booth in and out) must be performed by the designated service contractor. Willwork is the designated drayage contractor and must be used for the unloading, delivery, reloading, and processing of all Exhibitor booths and materials. LVCC Hand Carry Policy-Exhibitors may hand carry their own materials into the Expo so long as they do not require any material handling equipment to assist them. You may hand carry 1 box, 1 bag, 1 standard rolling luggage by 1 person in 1 trip without the use of carts or dollies. If you are hand carrying your booth, you may only enter the expo hall through the front door, and are not permitted to use the loading dock or park at the front for loading.

**Q: Are carpet and electricity included?**

A: No! Carpet, electricity, Wi-Fi, banner hanging, etc., are separate and may be ordered through the appropriate vendors. An Exhibitor Service Kit from Willwork will be provided to you with this information as we get closer to the show. Kits will be emailed to each Exhibitor after they are confirmed in their booth space. The person designated on your Exhibitor Application will receive the kit.

**Q: Am I allowed to have Audio/Visual equipment at my booth?**

A: Yes! Audio/visual equipment is allowed, but for any A/V equipment rented for your booth, you must use Show Gear, the exclusive A/V provider. Show Gear (949) 888-4540; [Orders@showgear.com](mailto:Orders@showgear.com)

**Q: May I hang a banner above my booth and are there any restrictions?**

A: Yes there will be banner hanging information in the Exhibitor Service Kit that you will receive later. Banners must stay within the parameters of your booth footprint. There are fees associated with hanging banners. The ceiling heights in the South Hall of the Las Vegas Convention Center varies. In South Hall 1 it is 25 feet and in South Hall 2 it is 30 ft. Per fire marshal requirements banners must start 3 ft under the ceiling height. In Hall 1 that would be at 22 ft and in Hall 2 that would be at 27 ft.

**Q: How high can my booth go and are there any restrictions?**

A: Booths can go as high as 22 ft but must be approved by Show Management and the Las Vegas Fire Prevention Authority in advance of set up. Check with your Olympia representative if you need additional information.

**Q: May I bring a vehicle into my booth?**

*A: Yes as long as the vehicle guidelines per the Fire Prevention Authority is followed and a vehicle spotting fee will apply. This information will be in the Exhibitor Service Kit. Please let your Olympia representative know in advance if you intend to have a vehicle inside your booth.*

**Q: Where can we ship our booths & products?**

*A: There will be shipping labels included in the Exhibitor Service Kit for shipping to the Advance Warehouse or Direct to Show Site. There are very specific windows of time that you are allowed to ship your products to the designated location so be sure to read the labels carefully.*

**Q: Can I have an outside contractor design and build my booth?**

*A: Yes – The outside contractor must complete and submit the Exhibitor Appointed Contractor (EAC) form included in the Exhibitor Service Kit and submit it well in advance along with the proper certificate of insurance to Willwork.*

**Q: What shipping companies are we allowed to use to deliver the goods to my booth?**

*A: Each Exhibitor may choose to use any shipping company they wish (FedEx, UPS, etc.).*

For any additional questions, please reach out to [contact@mrolympia.com](mailto:contact@mrolympia.com).