

## MOVE-OUT INFORMATION

Please refer to the Target Move Out plan to see when your freight needs to be picked up and when your truck needs to check into the marshaling yard.

To make your move-out easier check in with the GES Service Desk the first day of the show while there are no lines, to settle any outstanding balances and arrange material handling. The last day of the show will be busy and there will be long lines.

**REMEMBER: BOXES, BAGS OR SUITCASES CANNOT BE STORED IN, AROUND OR BEHIND YOUR BOOTH DURING SHOW HOURS.**

**Show Close: 5:00pm, Wednesday, February 14, 2018**

Empty crates, cartons, boxes, cases, etc. will not be permitted in the hall until the close of the show. Any display or part of a display broken down prior to this time will cause the exhibiting company to jeopardize future participation. In the interest of the many buyers who plan to work the show until it closes, all exhibitors are required to keep their booth intact until 5:00 p.m. Rolling case/Baggage storage will be available. Look for the signage or any of our staff to help direct you to the location.

### Please note:

- GES will start returning cases at 5:30pm after the carpet is removed and may take up to 6 hours to reach your booth. Boxes and luggage are all stored together on trailers off site, so unfortunately there can be no exceptions – thank you for your patience!
- Crates and other large items may take up to 15 hours after show close to reach your booth. Refer to the Targeted Move Out Plan for specific dates and times.
- Labor for move-out after 5pm on **Wednesday, February 14** will be charged Overtime.
- GES Cart Service is available during load-out.

**Please see GES section of this kit for details/rates.**

**Remember, you may not begin breaking down until 5:00pm, Wednesday, February 14, 2018. Please make your travel plans accordingly!**

### Outbound Shipping:

If using a **freight carrier**, you must have GES move your boxes to the loading dock where your carrier can pick them up. If you wish to mail your packages using a parcel service such **FedEx, UPS, or the U.S. Postal Service**, you may bring them to the Fedex center. If shipping using a non-Fedex carrier, please bring your shipping forms to Las Vegas with you. The Fedex center only carries Fedex forms.

### Freight Carriers:

If you have contracted a freight company (such as GES, Global Airways, DHL, Yellow Freight, etc.) you must do the following (For more detailed information, please read the GES shipping brochure in the GES section of this kit.)

1. After packing, completely close, seal and label your packages. If they are not completely sealed and labeled, GES cannot touch them and they will be left on the show floor and may be disposed of by the venue.

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2. Complete any forms required by your carrier.
3. Pick up an Outbound Bill of Lading (BOL) from the GES desk. GES Outbound BOL must be completed and turned into the GES Service Desk. Carrier provided BOLs are for your records only. **This is VERY IMPORTANT: if GES BOL is not completed, GES cannot touch your boxes and they will be left on the show floor.**
4. Leave your boxes in your booth. **NOTE: for the safety & security of your product, we recommend that you or a staff member wait with your boxes until they are picked up by GES. If you cannot wait, we recommend that you hire a security guard (see security page in this kit for a recommended security company.) Please remember that exhibitors assume liability for all freight and its contents.**
5. GES will pick them up and bring them to your carrier.
6. **Please note that if your carrier does not pick up, your freight will be forced shipped to the GES warehouse. Additional costs will apply.**

### Valet Cart Load Service:

- Customers can arrange for GES to transport your packed items from your booth to your vehicle. Please see GES Espresso for details and rate information. This service can be requested at the Exhibitor Service Desk anytime during the show or before leaving at the end of the show. Cart Load service will begin once the show ends on August 16th.
- Once your items are ready for transport, return to the Exhibitor Service Desk and let GES know that you're packed and ready to go. GES will have you complete a GES Bill of Lading (BOL) for this service. You will be given a copy of this BOL and will need to bring it with you to your vehicle.

***POVs Smaller than Passenger Van:*** Customers with personal vehicles smaller than a passenger van should drive their car to the Cartload service location in the remote lot. **This lot is located directly across the street from MBCC and the entrance to this lot is located on Four Seasons Drive.** Items will be brought to this location for loading into your vehicle.

***POVs Larger than Passenger Van:*** Customers with personal vehicles larger than a passenger van should drive your car to the **GES Marshalling Yard**, located at 2982 West Post Rd, LV. Items will be brought to this location for loading into your vehicle.

### Mandalay Bay Hand Carry Policy:

**Please note that Hand Carry Policies will be strictly enforced.**

You may use nothing larger than a two-wheeled cart (plastic or rubber wheels only) to move your items.

Hand Carry is not permitted in the loading dock or freight door areas.

During Move-In/Move-Out you may unload your vehicle in the Hand Carry Lot and carry your merchandise to/from your booth.

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Garment racks are allowed for moving hanging garments only and may not be used to transport boxes etc.

"Pop-up" displays, equal or less than 10' in length, capable of being carried by hand by one person may be brought in.

Exhibitors moving items must use the doors and routes designated by event management.

Individuals moving these items must be employees of the exhibiting company and must carry identification at all times.

Exhibitors arriving at the hand carry lot with items other than merchandise or a pop up display may be instructed to go to the GES lot to have your vehicle unloaded/loaded by union labor. Drayage fees may apply.

The Hand Carry lot has a 30 minute limit. Please see the parking attendant if you require additional time and we will do our best to accommodate your request.

**Shipping Centers: It is best to bring your items directly to the Fedex Business Center. UPS & FEDEX MAY NOT PICK UP FROM THE SHOW FLOOR!!! If your freight is not picked up from the show floor it will be forced shipped to the GES warehouse. Additional costs will apply.**

- **Fedex Business Center:** Located across from the Food Court adjacent to Registration. Open from 7:00am-6:00pm Monday-Sunday (*This Fedex center will be open until 7:00pm on Wednesday, February 14*)
- **Mandalay Bay Business Center:** Located to the left of the Mandalay Bay front desk. Open from 7:00am-6:00pm Monday- Sunday
- **The Delano Business Center:** Located to the left of the Delano front desk. Open from 9:00am-5:00pm Monday-Saturday; 9:00am-4:00pm on Sunday

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