

### 1. ADVANCE SHIPMENTS

Advance shipments sent to the GES warehouse must only arrive April 13, 2018 through May 14, 2018. Advance shipments will be accepted at the warehouse Monday through Friday, 8:00am to 4:30pm. The warehouse is closed 12noon-12:30pm and holidays. Please note that the warehouse will not accept shipments before these dates.

Advance shipments to the warehouse should be addressed as follows:

c/o GES

Licensing Expo 2018

**Exhibiting Company Name & Booth Number**

7000 Lindell Road

Las Vegas, NV 89118

USA

### 2. DIRECT SHIPMENTS

Deliveries will be accepted according to the Target Floorplan. The Target Floorplan can be found in the Shipping, Drayage & Material Handling section of this website. We will be using a Marshaling Yard to accept deliveries directed on-site. The Marshaling Yard was established to ease congestion and to better utilize the available dock space at the Mandalay Bay Convention Center. Here is a brief description of how it works:

All carriers and vehicles must check-in at the Marshaling Yard at the time that corresponds to their position on the Targeted Freight Floorplan. Labor should not be scheduled before this time, as your freight might not yet be in your booth.

All inbound shipments will be weighed at the Yard and must be accompanied by a certified weight certificate and Bill of Lading.

At the Yard, drivers will be assigned a number and dispatched to the appropriate dock at the convention center as space is available. **Waiting time at the Marshaling Yard should be anticipated by your carrier!**

Direct shipments to exhibit site should be addressed as follows:

c/o GES

Licensing Expo 2018

**Exhibiting Company Name & Booth Number**

Mandalay Bay Convention Center, Bayside A&B

3950 S. Las Vegas Blvd.

Las Vegas, NV 89119

USA

### 3. AIR SHIPMENTS

All air shipments must be received by GES at the Mandalay Bay Convention Center, Bayside A&B, 3950 S. Las Vegas Blvd, Las Vegas, NV 89119. They should also be addressed as direct shipments. Use the Direct Shipment Labels located in GES's Expresso Portal. If you are using one of the overnight courier services such as UPS, FedEx, DHL, etc., your shipment cannot be delivered on the weekend to the Mandalay Bay Convention Center. Be sure to check the Target Floorplan for allowable days. Off-target deliveries will be charged extra by GES.

# GENERAL SHOW INFORMATION

## Shipping & Drayage

#### 4. FREIGHT REMINDERS

The following are basic reminders that will help you in preparing your booth displays and products for shipment:

- Insure all shipments from the time that they leave your company until they return from the show. Your present insurance company can add a rider to your current policy.
- Pack your materials properly in sturdy shipping crates or containers.
- Label your shipments with the following information included:

Exhibiting Company Name  
Booth Number  
Licensing Expo 2018

- Ship early and prepay all shipments. All shipments received at the show site will be delivered after all advance shipments made to the GES warehouse.
- Whether you route your shipments through the official show carriers or through your regular carrier, use only those carriers that provide bills of lading showing a piece count and weight. Do not store your product in cartons, crates, or boxes labeled for empty storage.
- At the close of the show, pick up a bill of lading from the GES Service Desk. Provide all information for re-forwarding shipments on the bill of lading and return to the GES Service Desk by 10:00 am on Friday, May 25th, 2018.

#### 5. CONTAINER REMOVAL, ACCESSIBLE STORAGE, AND EMPTIES RETURN

Fire regulations prohibit storage of crates, cartons, and literature behind booths. All crates and related materials must be removed from the show floor by 5:00pm Monday 21st, 2018.

Empty crates will be removed from your exhibit space, stored during the show, and returned to your booth at the end of the show, provided they are correctly labeled with empty labels. Please remember that empty crates and cartons are returned only if they are properly labeled. Labels are available at the GES Service Desk. Clearly mark all labels with your company name and booth number.

Limited accessible storage will be available during the show hours. Skid Accessible Storage can be ordered in the Labor, Equipment, and Storage section of this Manual.

#### 6. EARLY RETURNS

Special arrangements must be made through the GES Service Desk for early return of empty containers. A fee will be charged for this service due to limited storage in the facility.

Exhibitors will order this service through the GES Service Desk. When all containers are ready for removal, the exhibitor must go to the Service Desk and request a foreman to mark the early return containers with special labels. The foreman will come to the exhibitor's booth with a labor worker to remove these containers in order to avoid confusion with regular empty containers. Do not mark early return containers as empty. The foreman will handle all marking.

# GENERAL SHOW INFORMATION

## Shipping & Drayage

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**7. OFFICIAL CONTRATOR OF ALL ON-SITE FREIGHT HANDLING**

GES is the official contractor with the responsibility for unloading, delivery, reloading, and processing of all sponsor freight shipments and is responsible for maintaining traffic schedules for the truck marshaling area, loading docks, and freight doors.

**8. HAND CARRY ITEMS**

An exhibitor may hand carry one load of materials (through the front door of the Exhibit Hall only), providing it can be moved in one trip without the use of dollies, hand trucks or other mechanical equipment. See the Labor, Equipment and Storage section for more information about the show site work rules.

**9. INTERNATIONAL SHIPMENTS**

International shipments will require special consideration not covered in this manual. Sponsors should contact an international freight forwarder to obtain specific details. For additional information regarding international shipments, contact GES Logistics at 1.800.801.7648, International: +1.702.515.5970, or email [geslogistic\\_international@ges.com](mailto:geslogistic_international@ges.com).