

## SHIPPING AND MOVE-IN INFORMATION

### Exhibitor Move-In

There is no early set-up for this show, please refer to the targeted floorplan. Show Management and GES have designed a targeted move-in plan for freight (crates & booth build décor, not product) for all exhibitors in the Las Vegas and Mandalay Bay Convention Centers. Please be sure to review the Targeted Floor Plan, available mid-January at <http://www.magiconline.com>, for your specific date and time. The times listed refer to the time that freight will start being delivered. You should allow several hours for freight to be delivered to your booth. Please keep this in mind when scheduling booth install labor.

All crates must be emptied and labeled for removal by 10:00PM on **Saturday, February 10, 2018**.

Any cleaning of excessive debris or trash in the aisles after 8:00 PM on **Saturday, February 10, 2018** will be invoiced to the exhibitor responsible.

All booths must be fully installed by **6:00PM on Sunday, February 11, 2018**.

Exhibitors may get their product to the show in three ways:

#### 1. You may ship in advance to the GES Warehouse: **January 3, 2018 – February 2, 2018**

- **Show Management strongly recommends shipping to Advanced Warehouse to prevent delays like weather and lines at the marshalling yard.**
- If shipped in advance, your product will be brought from the warehouse to your booth and will be waiting for you on your setup day.
- GES charges Materials Handling for this service, charged by cwt (each 100 lbs–300lbs minimum). See the GES section of this kit for rates and shipping labels.
- Advance shipments must arrive to the warehouse between the dates published in the GES section of this Kit (and shown above). Early or late shipments will incur additional surcharge.

#### 2. You may ship directly to show site.

- If you choose to ship crates, booth build or décor freight direct to show site, your carrier must be checked in at the marshaling yard by the date and time indicated on the Target Move-In Plan. Please review the target move-in plan which will be available in mid-July at <http://www.magiconline.com> **IMPORTANT: Your carrier must check in at the marshaling yard by the deadline in order to avoid a 25% off target penalty.**
- See the GES section of this kit for material handling rates and shipping labels.
- If you chose to ship your product to the FedEx business center at Mandalay Bay, please be advised that it may take a full day for FedEx to have all the trucks unloaded and entered into their computer system. If you would like to retrieve your product from FedEx, please have it shipped so it arrives by Friday, February 9<sup>th</sup>. **Please be advised that handling fees are charged by the FedEx business center for all shipments received.**

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### 3. You may bring your items directly to the show.

- a. If you can Hand Carry your product, you are not charged Materials Handling; however you must follow the Mandalay Bay Hand Carry policy below.
- b. Cartload Service: If you chose to bring your items directly to the show and need assistance bringing your items to your booth, GES offers Cartload service. See the Privately Owned Vehicle section below.

**NOTE: For shipping labels please refer to the GES Shipping section of this Kit.**

#### **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.

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.

#### **Privately Owned Vehicles:**

If you have a **passenger van or smaller vehicle** and you would like assistance bringing your items to your booth, you may utilize the GES Cartload service. Rates may apply; please see GES Espresso. This service is for those with small items that can fit on a 3'x4' pushcart in one trip only. A cartload is 8 pieces or less weighing less than 300lbs. To receive this service, proceed directly to the Hand Carry Lot and watch for Cartload Service signage. (See the GES section of this kit for POV & Cart Service information and order form).

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Vehicles **larger than a passenger van** must be unloaded through the loading dock area at the back of the hall. You must first check in at the Marshalling Yard (see the GES section of this kit for directions and map) in accordance with your scheduled move-in date & time. Your vehicle will be placed in line and called to be unloaded as soon as dock space is available. For materials handling rates see the GES section of this kit.

### **BOXES, CRATES & EMPTIES:**

All crates must be emptied and labeled for removal by 10pm on **Saturday, February 10, 2018**. Crates not marked with Empty Storage Labels will be removed from the hall. Should you require access to removed crates please contact GES at their Service Desk; fees will be incurred.

If you want GES to remove and store your empties, please request storage labels at the GES service desk, flatten and tie together cardboard boxes, fill out storage labels completely, then just leave your boxes outside your space.

If using GES's service, boxes/crates/etc will be removed at the end of setup day. Cardboard and smaller items will be returned between 6:00PM and 11:00PM on closing day. Crates and other large items will be returned by 8:00AM on Thursday, February 15, 2018.

**NOTE: BOXES, BAGS OR SUITCASES CANNOT BE STORED IN OR AROUND YOUR SPACE DURING SHOW HOURS.**