

## **SHOW MOVE-IN**

Moving into any exposition can be tricky. There are a lot of moving parts and things to remember. Below is key information you need to know for moving into **IWCE**.

### **When Can I Move-In**

When you can move in and set up your booth depends on how you ship your booth materials to show site. The shipping options are:

#### **Advance Shipping:**

- Ship your booth materials (**non-perishable items only**) in advance to the GES Advance Warehouse (arrival deadlines apply). The Warehouse address can be found under the [Print Shipping Labels](#) tab under the [Shipping, Drayage, Material Handling and Access Storage](#) tab. This allows you to confirm your freight has arrived well before move-in starts. Your booth materials will arrive to your booth space prior to the listed Exhibitor Move-In dates & times. You will be able to set up your booth at that time.
- Print Advance Shipping labels under the Generate Address Labels at the bottom of the ESK home page. They can also be found under the [Shipping, Drayage, Material Handling and Access Storage](#) tab by clicking on [Print Shipping Labels](#). Remove all old labels from your crates and cartons.
- Material Handling charges will apply and can be estimated under the [Shipping, Drayage, Material Handling and Access Storage](#) tab under [Shipping and Material Handling/Drayage Services](#).
- Address for advance shipping: GES 7000 Lindell Road Las Vegas, NV 89012

#### **Direct Shipping:**

- Ship your booth materials via a freight carrier directly to show site. Your scheduled carrier arrival time are the Exhibitor Move-In dates & times listed. Note--Your carrier will have to arrive at the Marshaling Yard during that timeframe. Failure to do so could result in refused freight and additional material handling charges.
- Once checked-in the driver will be assigned a time and/or dock number and will proceed to the dock at that time to unload the freight. Assignments are on a first come, first serve basis.
- Print Advance Shipping labels under the Generate Address Labels at the bottom of ESK home page. They can also be found under the [Shipping, Drayage, Material Handling and](#)

Access **Storage** tab by clicking on [Print Shipping Labels](#). Remove all old labels from your crates and cartons.

- Material Handling charges will apply and can be estimated under the **Shipping, Drayage, Material Handling and Access Storage** tab under **Material Handling/Drayage**.

## Privately Owned Vehicles (POV):

### Cartload Service:

- Cartload Service information is available for exhibitors in POVs driving their booth materials to the show under the Shipping, Drayage, Material Handling and Access Storage tab under Cartload Service tab (restrictions apply).
- Privately Owned Vehicles must report to the POV lot or Marshalling Yard during listed Exhibitor Move-In dates & times. They will then be sent to the convention center loading dock for unloading. Cargo vans and moving trucks are considered freight and do not qualify as a POV. The POV lot address and the address to the marshalling yard can be found under the Shipping Addresses tab at the bottom of the home page.



## Hand Carry Items:

You can hand-carry your own materials in the exhibit hall provided you do not use material handling equipment to assist you. Use of hand carts, a 2 wheeled dolly, or any four-wheel cart or dolly is prohibited. Hand-carry materials may only be brought in through the front of the exhibit hall. You will not be permitted access to the loading dock or freight areas. You may not leave your car unattended at any time at the curb.

- Exhibitors may hand carry their merchandise from a privately owned vehicle. Acceptable vehicles include passenger automobile, minivan, sport utility vehicle, pick-up truck and full-size van.
- Trailers of any kind, box trucks or vehicles larger than a full-size van or pick-up truck will be permitted in areas predetermined by the Las Vegas Convention Center.



Connecting Critical  
Communications

- Parking on a red curb or in traffic lanes is prohibited.
- The use of hand carts & dollies is not permitted.

You must abide by the union rules. Please refer to the Show Site Work Rules under the Regulations and Guidelines tab.

#### STILL HAVE QUESTIONS?

If you still have questions about move-in be sure to use the contact information below to answer any questions you may have.

**GES Servicenter:** Contact GES if you have questions about order forms, need to place an order or need quotes for material handling or shipping. They can be reached at:

Phone (in USA) is 1-800-801-7648  
International calls is 702-515-5970

**Expo Services Specialist:** Contact your Expo Services Specialist if you have questions on hand carry and cartload processes or any other general questions you may have. To Contact your Expo Services Specialist please see below:

Jennifer Bain  
Email: [jbain@cwmet.com](mailto:jbain@cwmet.com)