

FEBRUARY 13-15, 2023
LAS VEGAS CONVENTION CENTER

CHECKLIST

Please submit orders by the date shown to receive the lowest rates. Addresses and phone numbers are listed on the last page of this mini kit. **Booth # is not required to place orders with any vendor.**

DEADLINE	SERVICE	LINK/RETURN TO	✓
UPON INVOICING	50% deposit due	Pay online at https://epay.advanstar.com or call 212.600.3255	
ASAP	Hotel & Travel Reservations	Hotel & Travel Info	
Late November	GES Espresso Live	GES	
January 11	First day advance shipments accepted at GES warehouse	GES	
Ongoing	Review Décor Rules, Mini-Kit and Exhibitor Sustainability Checklist	If you have any questions, contact: exhibitorsupport@fashionresource.com	
January 13	Internet/phone discount deadline	Cox Business	
January 13	Deadline to provide COI	Exhibitor Insurance Participation	
January 19	GES Discount Deadline - Electric, Air, Water, Furniture, Labor, Carpet - Graphics Final Deadline 5PM	GES	
January 19	Mannequins/Steamers/Hangers Discount Deadline	D&B Rental Displays Use Promo Code: LVMP520	
January 19	Booth Cleaning discount deadline	ttovar@unitedhq.com	
January 26	BOOTH PACKAGE ORDER DEADLINE IMPORTANT NOTE: You will receive a default booth package per 10x10 – Apparel receives 3 racks, Accessories/Footwear receives 3 shelves. *If you don't want default fixtures and furniture, or want a combination of fixtures, please inform your account manager by January 26th.* <i>On-site fixture change fees = \$83.00 per piece.</i>	GES *After this date, adjustments to default will have to be requested on-site*	
January 26	EAC Forms Due to GES/Proof of Insurance deadline	GES	
January 27	Catering (signed contract & payment due by 12pm PDT)	exhibitorcateringlvcc@centerplate.com	
January 30	Computer & Audio-Visual Discount Deadline	cbachman@shepardav.com	
February 3	Last day shipments received at GES warehouse without additional fee	GES	
Ongoing	Register for Digital Badges	Link sent to the primary contact.	
Various	Exhibitor Move In/Move Out – refer to Target Map	GES	
February 12	All Exhibitor Move-In (see page 3 for more details)	GES	

Questions? Please Email:

GES: MAGICConcierge@ges.com
Registration: exhibitreg@fashionresource.com
Exhibitor Services: exhibitorsupport@fashionresource.com

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SHOW INFORMATION

Las Vegas Convention Center | 3150 Paradise Rd | Las Vegas, NV 89109

COVID HEALTH & SAFETY

Please be sure not to travel or enter the convention hall if you are feeling sick, have flu like symptoms, have tested positive for COVID or, if unvaccinated, have been exposed to someone who has had COVID in the past 10 days.

Be sure to check travel restrictions before heading to the airport and for restrictions upon your return trip home.

Click on this link for more health & safety measures:

<https://www.magicfashionevents.com/lv/en/event-information/health-safety.html>

SHOW, REGISTRATION AND EXHIBITOR ACCESS HOURS:

Friday, February 10	7 AM – 6 PM	Registration - EAC
Saturday, February 11	8 AM – 6 PM 8 PM	Registration - Exhibitor & EAC *Clean floor policy* All crates labeled and ready for removal.
Sunday, February 12	8 AM – 8 PM	Registration - Exhibitor & EAC
Monday, February 13	8 AM – 5 PM 8 AM 8 AM 9 AM – 6 PM	Registration – Exhibitor & Attendee Exhibitor access to show floor Booths must be set up SHOW OPEN
Tuesday, February 14	8 AM – 6 PM 8 AM 9 AM – 6 PM	Registration – Exhibitor & Attendee Exhibitor access to show floor SHOW OPEN
Wednesday, February 15	8 AM – 4 PM 8 AM 9 AM – 4 PM	Registration – Exhibitor & Attendee Exhibitor access to show floor SHOW OPEN

See the Move-In and Move-Out Target plan for your freight arrival schedule.

IMPORTANT PRICING

GES (Global Experience Specialists)

(800) 801-7648 | MAGICConcierge@ges.com | [GES Expresso: MAGIC-PROJECT-SOURCING FEB 2023](#)

ELECTRIC (120V)

Rates below incl tax.

Discount Deadline: January 19, 2023, 11:59 PM

Outlets	Advance Rate	Standard Rate
500 watts	\$161.75	\$225.25
1000 watts	\$291.00	\$404.50
1500 watts	\$347.75	\$483.25
2000 watts	\$388.00	\$539.25

For a dedicated outlet order 2000 watts

Power will be turned on within 30 min of show opening & off within 30 min of show closing, show days only

Modifications or additions to advance rate orders received after the advance deadline are subject to standard or onsite rates depending on when the modification was made.

DISPLAY LABOR

Discount Deadline: January 26, 2023, 11:59PM

Straight Time (ST)
8AM – 5PM Monday – Friday

Overtime (OT)
5PM-8AM Monday – Friday
All day Saturday, Sunday & holidays

Rate	ST	OT
Advance	\$99.00	\$176.75
Regular	\$124.00	\$220.75
Show Site	\$149.25	\$265.00

Price is per person/per hour.
One hour minimum per man – labor thereafter is charged in half (1/2) hour increments.

CUSTOM WALL GRAPHICS

Discount + Final Deadline:
January 26, 2023, 5PM PST
See [GES Graphics & Signs](#) for information, sizing, and pricing.

LIGHBOX GRAPHICS

Final deadline:
January 19, 2023, 11:59PM
See [GES Graphics & Signs](#) for information, sizing, and pricing.

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SHIPPING INFORMATION

ADVANCE SHIPMENT TO GES WAREHOUSE

Exhibiting Company Name/Booth # _____

c/o GES (GLOBAL EXPERIENCE SPECIALISTS)

MAGIC- Las Vegas Convention Center

7000 Lindell Road

Las Vegas, NV 89118

United States of America

- Advance warehouse shipments can begin arriving **January 11, 2023**
- Last day for warehouse shipments to be received **without penalty: February 3, 2023**
- Advanced Warehouse is recommended, to ensure your items are in your booth upon arrival.

DIRECT SHIPMENT TO SHOW SITE

Exhibiting Company Name / Booth # _____

MAGIC

C/O GLOBAL EXPERIENCE SPECIALISTS (GES)

Las Vegas Convention Center

3150 Paradise Road

Las Vegas, Nevada 89109

PRODUCT - DIRECT SHIPMENT TO SHOW SITE

Product will be accepted beginning Thursday, February 9, 2023. Product will not be turned away if it arrives as of Thursday, February 9, however, if it arrives prior to your move-in, this product will be unattended and not secure.

MARSHALING YARD ADDRESS

2982 West Post Rd

Las Vegas, NV 89119

The per shipment fee for this Marshaling Yard service is \$25.25. This fee will be added to your invoice.

DRAYAGE RATES/HANDLING FEES (NEW)

In order to simplify your drayage fees, Informa has moved to a "per pound" model which has only 3 fees:

Standard - \$1.02 per pound, no minimum

This rate is for warehouse and showsite shipments that arrives during warehouse receiving hours, or, if being shipped direct to showsite, arrives On Target. Product shipped to showsite will pay standard rate.

Non-Standard - \$1.28 per pound, no minimum

This rate is for warehouse and showsite shipments that arrives to the GES warehouse outside of receiving hours, weekends and holidays or arrives at showsite Off Target.

Flat - \$26.50 flat fee per package for items under 25lbs.

See [GES Expresso Shipping, Drayage & Material Handling](#) for further information

Please note non-exclusive vendors may be subject to drayage fees. See page 4 of this Mini-kit for a list of non-exclusive vendors.

MOVE-IN / MOVE-OUT

VALET CART LOAD SERVICE*

GES offers cart load service from your personal vehicle to your booth for move-in and from your booth to your vehicle at move-out. *(Restrictions will apply – see [GES Expresso Shipping, Drayage & Material Handling for rates & additional information](#)).* Workers equipped with 3' x 4' flat carts will assist Exhibitors with unloading a maximum of one cart load per vehicle.

During move-In, a GES representative will be in the Cart Load Service Lot at LVCC to arrange service upon arrival. **Follow signs to this location.**

During move-out, you must request this service at the Exhibitor Service Desk. When your items are ready for transport, return to the Exhibitor Service Desk and let GES know that you're packed up. Please wait with your items until someone from GES comes to get them. At that time, you may get your vehicle and go to the Cart Load Service area where GES will load your vehicle.

If shipping with FedEx, items must be brought to FedEx located in LVCC. If shipping with UPS, items must be brought to local UPS. Neither will pick up from show floor.

UNASSISTED HAND CARRY*

You may hand carry material provided you do not use material handling equipment. For additional information please see the **Hand Carry** section on [GES Expresso](#).

During Move-In you may unload your vehicle in the Hand Carry Lot and carry your merchandise to your booth. This lot is located in Silver Lot 1 for North & Central Halls and Diamond Lot for West Hall. Follow signs for the Hand Carry Staging Area. During Move Out you may carry your items and load your vehicle in the Hand Carry Lot.

- You may use nothing larger than a two-wheeled cart (plastic or rubber wheels only) to move your items.
- Hanging clothing racks are allowed for moving hanging garments only.
- "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 with them to verify this fact.

Exhibitors arriving with items other than product, or a pop-up display may be instructed to go to the GES Marshaling Yard to have their vehicle unloaded/loaded by union labor. Drayage fees may apply.

Customers with personal vehicles larger than a passenger van and/or don't qualify for Cart Load Service or Hand Carry will be directed to the GES Marshaling Yard. Please see Personally Owned Vehicles (POV) Instructions on [GES Expresso](#).

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EXCLUSIVE VENDORS**ADVANCE WAREHOUSE
GES**

(800) 801-7648 (Dedicated
MAGIC Line)

MAGICConcierge@ges.com

Order GES services online:
[GES Expresso](#)

**CARPET
GES**

(800) 801-7648 (Dedicated
MAGIC Line)

MAGICConcierge@ges.com

Order GES services online:
[GES Expresso](#)

**CATERING
CENTERPLATE**

Allie Wright

(702) 943-6758

allie.wright@centerplate.com

[LVCC Express Catering](#)

*NOTE: ALL food or drink
consumed in a booth, including
water and beverages, must be
ordered through Centerplate.*

**CLEANING
UNITED**

(800) 248-8558

ttovar@unitedhq.com

**ELECTRICAL, AIR & WATER
GES**

(800) 801-7648

MAGICConcierge@ges.com

Order GES services online:
[GES Expresso](#)

**INTERNET & PHONE
COX**

(888) 446-6911

[https://www.tradeshows.cox
hn.net/](https://www.tradeshows.cox
hn.net/)

**LABOR & MATERIAL HANDLING
GES**

(800) 801-7648 (Dedicated MAGIC
Line)

MAGICConcierge@ges.com

Order GES services online:
[GES Expresso](#)

LEAD RETRIEVAL

*Contact Account Manager

**POV & CART LOAD SERVICE
GES**

(800) 801-7648 (Dedicated MAGIC
Line)

MAGICConcierge@ges.com

Order GES services online:
[GES Expresso](#)

SECURITY**UNITED**

Derrell Lancaster

702-331-5408

dlancaster@unitedhq.com

**THEATRICAL LIGHTING, TRUSS,
RIGGING****GES**

(800) 801-7648 (Dedicated MAGIC
Line)

MAGICConcierge@ges.com

Order GES services online:
[GES Expresso](#)

BOOTH WALL GRAPHICS**GES**

(800) 801-7648 (Dedicated MAGIC
Line)

MAGICConcierge@ges.com

Order GES services online:
[GES Expresso](#)

NON-EXCLUSIVE VENDORS**COMPUTER & AUDIO VISUAL
Shepard AV**

Corey Souza

(407) 685-9889

csouza@shepardav.com

CONCIERGE SERVICES

[Get Informed! Concierge Service](#)

mbash@getinformedlv.com

(702) 689-4335

**FLORAL & PHOTOGRAPHY
EXPOEASE**

(702) 368-2868

info@expoease.com

**FURNITURE RENTAL
GES**

(800) 801-7648 (Dedicated MAGIC
Line)

MAGICConcierge@ges.com

Order GES services online:
[GES Expresso](#)

**GRAPHICS
GES**

(800) 801-7648 (Dedicated MAGIC
Line)

MAGICConcierge@ges.com

Order GES services online:
[GES Expresso](#)

HOTEL & TRAVEL PLANNING

[Hotel & Travel Info](#)

[Travel Special Offers](#)

**MANNEQUIN & STEAMER RENTAL
D&B RENTAL DISPLAYS CORP.**

Giselle Otero

(702) 987-5965

Order [HERE](#)

SHIPPING**GES**

(800) 801-7648 (Dedicated MAGIC
Line)

MAGICConcierge@ges.com

Order GES services online:
[GES Expresso](#)

**International Freight
Forwarders/Custom Brokers****PGL**

Craig Robare

craig.robare@shippgl.com

(214) 533-9201

***Booth number is not required to place orders.**