

FEBRUARY 10-12, 2025 / LAS VEGAS CONVENTION CENTER

## SHIPPING AND MOVE-IN INFORMATION

### EXHIBITOR MOVE-IN: (under 18 not allowed on show floor during move in & move out)

- There is no early set-up for this show—please refer to the targeted floor plan. Show Management and GES have designed a targeted move-in plan for freight (crates & booth build décor, not product) for all exhibitors.
- Please be sure to review the targeted floor plan, available mid-January, on [GES Expresso](#) 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 installation labor.

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

### Clean Floor Policy:

- All crates must be emptied and labeled for removal by **8:00 PM on Saturday, February 8, 2025**
- Any crates not labeled will be removed from the building. Returning crates after they have been removed will be charged to the exhibitor on a time & material basis. This pertains only to crates. All cartons, fiber case, etc., will not be removed
- Any cleaning of excessive debris or trash in the aisles after **8:00 PM on Saturday, February 8, 2025**, will be invoiced to the exhibitor responsible.
- All booths must be fully installed by **6:00PM on Sunday, February 9, 2025**. Exhibitors may get their product to the show in three ways:

#### **1. You may ship in advance to the GES Warehouse: January 6 – February 3, 2025:**

- **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 target set up day.
- GES charges Materials Handling for this service, charged \$1.11/lb (25lbs or more) See the GES section of this kit for rates and shipping labels.
- Advance shipments must arrive at the warehouse between the dates published in the GES section of this Kit (and shown above). Shipments that are early, late or that arrive to the GES warehouse outside of receiving hours, weekends and holidays will be \$1.40/lb (25lbs or more)
- GES charges a \$28.87 flat fee per package for items under 25lbs

#### **2. You may ship it directly to the show site:**

- If you choose to ship crates, booth build, or décor freight direct to the 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 mid-January on [GES Expresso](#).  
**IMPORTANT: Your carrier must check in at the marshaling yard by the deadline to avoid a per lb price increase from \$1.10 (on target) to \$1.38 (off target).**
- If you are shipping products and not booth build or décor freight, you may ship to arrive as early as **Thursday, February 6<sup>th</sup>**. If shipments arrive prior to your move-in this product will be unattended and not secure so it is recommended to schedule these shipments for your move-in day/time.
- See the GES section of this kit for material handling rates and shipping labels.

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

- If you can Hand Carry your product, you are not charged Materials Handling; however, you must follow the Hand Carry policy below.
- Cartload Service: If you choose 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.**

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**Hand Carry Policy (Will be strictly enforced):**

- Nothing larger than a two-wheeled cart (plastic or rubber wheels only) may be used 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 always carry identification.
- 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.

**Cartload Service / 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 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 200lbs. 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).
- 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 (2982 West Post Road) 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 - [GES Espresso Material Handling](#)

**BOXES, CRATES & EMPTIES:**

- All crates must be emptied and labeled for removal by **8:00pm on Saturday, February 8, 2025**. 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 "empty" storage (and labels have been applied) boxes, crates, etc. will be removed at the end of setup day.
  - Cardboard and smaller items **will be returned between 4:30PM and 9:00PM on closing day.**
  - Crates and other large items **will be returned by 8:00AM on Thursday, February 13, 2025.**

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