



5931 West Campus Circle Drive
Irving, Texas 75063
Phone: (972) 751-9400
Fax: (972) 751-9500
www.packexpolasvegas.com

REQUIRED FORM

Shipping Data

PLEASE RETURN BY:
MONDAY, AUGUST 23, 2021

Important, please return this form 30 days prior to move-in to facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.

1 Company Information	Exhibiting Company: _____ Booth Number: _____
	Corporate Name: _____
	Contact Name: _____
	Telephone Number: _____ Fax Number: _____
	What are the least number of work days to erect your booth? _____
2 Shipping Information	Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)
	Address: _____ (From where materials are being shipped.)
	City: _____ State: _____ Zip: _____
	Contact Name: _____ Telephone Number: _____
	Date Shipment Sent: _____ Expected Arrival Date: _____
	Materials being shipped to: (Choose one) <input type="checkbox"/> Warehouse <input type="checkbox"/> Direct to Show
	If using a Customs or International forwarder, print name: _____
	Telephone Number: _____ Fax Number: _____
3 Transportation	Shipped via: (Choose one) <input type="checkbox"/> Common Carrier <input type="checkbox"/> Van Line <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Air Freight <input type="checkbox"/> Other: _____
	Mobile Units _____
	List Carrier Name(s): _____ _____ _____
	Number of Pieces to be shipped: _____
	Largest Piece: Size: _____ Weight: _____
	Type of Packing: Crated: _____ Uncrated: _____
	Machinery: _____ Misc. _____
	Estimated Total Weight of Booth: _____
4 Shipping Problems	In case a problem occurs with shipment, please contact (in order of preference):
	Name: _____
	Phone Number: () - () - () (Office) (Home) (Cell)
	Email Address: _____
	Name: _____
	Phone Number: () - () - () (Office) (Home) (Cell)
Email Address: _____	



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ALLOWS EXHIBITORS TO
SHIP AND STORE THEIR
FREIGHT IN LAS VEGAS,
NV, PRIOR TO THE
PUBLISHED MOVE-IN
DATES.

Advance Warehouse Shipping

1 Benefits

Benefits of using the Advance Warehouse

- Advance tracking of your show freight
- Shipments are planned to be delivered by 10:00 am on your assigned target date
- Eliminate truck line waiting charges
- Inspection of your show freight at the warehouse, if necessary
- Exhibitors will be notified to find out when their freight arrives at the warehouse.

2 Guidelines

Guidelines for Warehouse Shipments

- Advance shipments should not arrive before Monday, August 9, 2021
- Dimensions of the freight should not exceed 8'4" wide x 8'5" high
- The single heaviest piece should not exceed 5000lbs.
- Warehouse Dock Door size: 9' wide x 10' high
- The warehouse will receive shipments Monday through Friday from 9:00 am to 3:00 pm.
- All advance shipments must arrive at the warehouse by Wednesday, September 15, 2021. After this date the shipments will be directed to the Las Vegas Convention Center.
- Only crated, boxed or skidded shipments will be received at the warehouse. NO LOOSE OR UNCRATED SHIPMENTS.
- No bulk or loose carpet shipments will be accepted
- All carpet must be skidded and separated by Booth Number

3 Advance Warehouse Address

Advance Warehouse Address

PACK EXPO Las Vegas and Healthcare Packaging EXPO 2021
Exhibiting Company Name
Booth # _____
c/o GES and PACK EXPO Services
7000 Lindell Road
Las Vegas, NV 89118

4 Cost

THE COST FOR ADVANCE WAREHOUSE SHIPPING IS \$16.00 PER CWT. (\$160.00 MINIMUM)

This Rate Includes:

- Unloading and storage
- Reloading and delivery to show-site
- Shipping back to the warehouse at the conclusion of the show will incur an additional \$16.00 per cwt. charge with a \$160.00 minimum.

5 International Shipments

International and Canadian Shipments

Neither PES, PMMI nor the Las Vegas Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.

Contact the Advance Warehouse at (702)515-5871.



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THIS REFERS TO ALL
SHIPMENTS SENT
DIRECTLY TO THE LAS
VEGAS CONVENTION
CENTER.

Show-Site Shipments

1 Show-Site Shipments

Show-Site Shipping Address

PACK EXPO Las Vegas and Healthcare Packaging EXPO 2021
Exhibiting Company Name
Booth # _____
Las Vegas Convention Center
c/o PACK EXPO Services
3150 Paradise Road
Las Vegas, NV 89109

Label Shipments using this Convention Center address; NOT the Marshalling Yard address.

2 Benefits

All drayage/material handling is included in your space rate, provided your shipment/truck check in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date (see Targeted Move-In Schedule).

A special assessment will apply to any inbound shipments, which arrive after 2:00 pm Monday - Friday, all day Saturday and Sunday (inbound only), and on all advance warehouse shipments.

The space rate includes a one-time spot of equipment and display material, provided a representative is in the booth to spot the freight. All outbound drayage is included in the space rate and no overtime charges and no special assessments will apply.

NOTE: Space rate includes drayage for the Primary Exhibitor's* display material and equipment only. Any additional product or equipment is subject to additional billing. Please refer to the rates listed in Material Handling Information forms in the Exhibitor Rights and Labor section.

*Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

3 Overtime

- Freight unloaded on overtime will be charged an additional \$16.00 per cwt. (\$160.00 min.)
- Overtime charges will be in effect if the exhibiting company does not meet the 2:00 pm check-in time on their assigned target date.
- Overtime charges will be in effect for any Saturday or Sunday shipments.
- Overtime charges will apply for inbound shipments only.
- Overtime charges do not apply for outbound shipments.
- Straight Time is 8:00 am to 4:30 pm, Monday through Friday.
- Overtime is before 8:00 am and after 4:30 pm, Monday through Friday.

4 Outbound Shipping

- Turn in your material handling form to the service desk when your exhibit is packed, labeled and ready to ship.
- Each item in your booth must be properly labeled.
- **When making shipping arrangements for your exhibit at the close of the show, make sure your carrier knows the company name, booth number, the destination of the shipments, and that the name of carrier is written on the Material Handling Agreement (MHA).**
- **A Material Handling Agreement (MHA) is required for each and every truckload or shipment.**
- **Exhibitors with an Outbound Target Date of Saturday, October 2, 2021, must have their trucks checked-in at the marshalling area by 9:00 am.**
- **PACK EXPO Services (PES) is not responsible for waiting time charges.**
- **Exhibitor freight is under your care and responsibility until PACK EXPO Services comes to your booth and picks up your freight to load it onto your carrier's truck(s). If you choose to leave the show floor before this process, you do so at your own risk and expense. Exhibitors will not be compensated for any missing or misloaded freight if you are not there to supervise your freight.**



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PACKAGING
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Show-Site Shipments

5 One Time Spotting Requirements

On the assigned target date for the arrival of your equipment, the exhibitor must have a representative at show-site who will:

- Make sure electrical and plumbing is laid and complete.
- Make sure carpet has been laid prior to the spot.
- Mark the floor to show the exact location of each machine prior to its arrival.
- Be present when the machines are being spotted.
- Advise the rigging crew on the use of exhibitor's pre-rigging methods and accessories.

6 Empties and Empty Skids

- **Before empties are removed, stack your skids and mark them for easy identification by color coding or stenciling, and using PES empty label stickers, which can be obtained at the PES Service Centers.** It is difficult to differentiate your skids from other exhibitors. Labels often tear and can become hard to read.
- Your installation rigging crew removes empty machinery skids and machinery crates from the booth and places them in storage as part of a rigging labor installation order.
- Your dismantle rigging crews will return your machinery skids and crates to your booth as part of a rigging labor dismantle order.

7 Additional Charges

Additional Charges will be incurred:

- If machine arrives in containers; and if blocking, reblocking, unstuffing, removing tarp or re-tarping is involved; if it is necessary to unskid machines before removing from container, labor times and equipment charges will be added to the standard rates.
- If skids an/or top of truck have to be removed by contractor; if machines are crated or skids require removal; if spotting of machines or handling of empty skids or machinery crates to and from storage area is required, labor time and equipment charges will be added to stated rates.
- If Exhibitor's representative does not comply with shipping instructions, machines will be placed in the booth without spotting. For spotting at a later time, charges based on labor time and equipment will be added to stated rates.
- PES will charge exhibitors on a time and material basis for the cost involved in cutting up and dismantling crates, skids and large pieces of lumber left in the storage area. If you do not intend to save your crates and skids, have your labor crew cut them up during the installation period.
- Certified weight tickets are required. Separate weight tickets for Display Material and Machinery Equipment are required.

8 International Shipments

International and Canadian Shipments

Neither PES, PMMI nor the Las Vegas Convention Center, can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.



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1 Delivery of Materials to, and Pick Up of Materials from McCormick Place

All vehicles, including cars, with materials for delivery, must check-in at the marshalling yard located west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place at the corner of **Moe Drive North and 31st Street** (see map in this section).

PACK EXPO Services Marshalling Yard Hours

Move-in:	5:00 am to 3:00 pm
Move-out:	5:00 am to 3:00 pm

There is no usage fee required by McCormick Place. For further information on the McCormick Place Truck Marshalling Yard, please call the Yardmaster at (312) 818-3161.

USE VERSION IN SECTION 7
PUBLISHER VERSION

ent his bill of lading or delivery receipt noting piece count, ght of materials to be loaded. Separate weight tickets for Equipment are required.

ed at the Marshalling Yard trailer by PACK EXPO Services ll be:

ormation on bill of lading or delivery receipt. mped.

If the driver does not have a document with sufficient information describing the shipment(s), they will be delayed until we attain the proper information.

After the drivers are given a Receiving Report, a numbered card will be given to them for placement in the window of their vehicle. The numbered card identifies the building and area in which they will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicle's windshield at all times.

Once unloaded and shipping documents have been signed, they may leave or return to the marshalling area.

The State of Illinois legal trailer restrictions are 8'6" in width and 13'6" in height. Questions may be directed to:

Illinois Department of Transportation
Permit Section
2300 South Dirksen Parkway
Springfield, IL 62764
Phone: (217) 782-6271

Please make sure your trucking company has a copy of this information.



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- 1 North of Chicago Interstate 94 (Kennedy Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go east on Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.
- 2 West of Chicago Interstate 90 (Eisenhower Expressway), East to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go East on Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.
- 3 Southwest of Chicago e Drive South. Take the 31st Street exit and follow e. Take Moe Drive North to the first stop sign and
- 4 South of Chicago USE VERSION IN SECTION 7
PUBLISHER VERSION ray) to Interstate 55 (Stevenson Expressway). Take South. Take the 31st Street exit and follow the loop to e Drive North to the first stop sign and turn left into

See the following map for trucking flow once your carrier is dispatched from the Marshalling Yard.



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USE VERSION IN SECTION 7
PUBLISHER VERSION

Insert Map



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Outbound Material Handling Agreement (MHA) and Labels

**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM
REGARDLESS IF NOTHING IS ORDERED.**

REQUIRED FORM

Complete this form to request a pre-printed outbound Material Handling Agreement (MHA) and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

- Please complete one form per outbound shipment.
- Please review the Material Handling Information, Material Handling Rates and Terms and Conditions.
- **Do NOT leave Material Handling Agreements (MHA) in your booth. Return to the Service Center in YOUR hall.**

Exhibiting Company: _____ Booth Number: _____

Onsite Contact Name: _____ Cell Number: _____

Authorizer's Signature: _____ Date: _____

Ship To: Company Name: _____
Attention: _____
Address: _____
City, State, Zip: _____ Phone: _____

Carrier: **Official Show Carriers:**

☐ Schenker Freight Forwarders

☐ TFORCE Freight (formerly UPS Freight)

☐ Airways Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

Other Carriers:

☐ Other Ground Carrier: _____

☐ Other Air Carrier: _____

☐ Next Day

☐ 2nd Day

☐ Deferred

Payment Terms: **Transportation charges guaranteed by Exhibiting Company.**

Please complete to indicate otherwise:

Company/
Exhibitor: _____

Attention: _____

Address: _____

City, State, Zip: _____ Phone: _____

Labels: Number of Shipping Labels Required: _____

PACK EXPO Services (PES) provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required (such as UPS or FedEx). By specifying the number of Labels required, we will print non-carrier specific labels for you.

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Warehouse Shipments EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

**PACK EXPO Las Vegas and
Healthcare Packaging EXPO 2021**

c/o GES and PACK EXPO Services (PES)

7000 Lindell Road

Las Vegas, NV 89118

Please fill out the information below:

TARGET DATE: _____

TARGET TIME: _____

**Do NOT deliver prior to August 9, 2021
Must arrive by September 15, 2021**

Carrier:

Pieces:



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Warehouse Shipments EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

**PACK EXPO Las Vegas and
Healthcare Packaging EXPO 2021**

c/o GES and PACK EXPO Services (PES)

7000 Lindell Road

Las Vegas, NV 89118

Please fill out the information below:

TARGET DATE: _____

TARGET TIME: _____

**Do NOT deliver prior to August 9, 2021
Must arrive by September 15, 2021**

Carrier:

Pieces:

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September 27-29, 2021 • Las Vegas Convention Center

Direct to Show Site Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

**PACK EXPO Las Vegas and
Healthcare Packaging EXPO 2021**

**Las Vegas Convention Center
c/o PACK EXPO Services (PES)
3150 Paradise Road
Las Vegas, NV 89109**

Please fill out the information below:

TARGET DATE: _____

TARGET TIME: _____

Do NOT deliver prior to September 21, 2021

Carrier: _____

Pieces: _____



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Direct to Show Site Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

**PACK EXPO Las Vegas and
Healthcare Packaging EXPO 2021**

**Las Vegas Convention Center
c/o PACK EXPO Services (PES)
3150 Paradise Road
Las Vegas, NV 89109**

Please fill out the information below:

TARGET DATE: _____

TARGET TIME: _____

Do NOT deliver prior to September 21, 2021

Carrier: _____

Pieces: _____

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September 27-29, 2021 • Las Vegas Convention Center
Las Vegas, Nevada USA

RUSH HANGING OVERHEAD SIGN

To: _____

(EXHIBITOR)

(BOOTH #)

PACK EXPO Services
c/o GES and PACK EXPO Services (PES)
7000 Lindell Road
Las Vegas, NV 89118

Name of Convention:

PACK EXPO Las Vegas and Healthcare Packaging EXPO 2021

Do NOT deliver prior to August 9, 2021

Must arrive by September 15, 2021

****To receive advanced price: Sign(s) must arrive by September 10****

Carrier: _____ No. Pieces _____