

What is Material Handling?

Material handling (drayage) is the process of receiving your materials or equipment either at the advanced warehouse before the show or at show site. The service includes delivering your booth, removing empty containers for storage during the show, returning the empty containers to your booth after the show, delivering your materials back to the dock, and loading on your outbound carrier for outbound shipping

All material handling charges for direct shipments are already included in your space rate regardless of weight or number of shipments, provided your shipment/trucks check-in at the PACK EXPO Services (PES) Marshalling Yard by 2:00 PM on your assigned targeted move-in date. **This pre-paid fee also includes a one-time spot of equipment and display material. Any additional rigging or booth work will be done at the exhibitor's expense. Exhibitors must be in the booth in order to take advantage of the one-time spot.**

Any freight which requires assembly, unskidding, uncrating, unbolting, stacking, or special equipment for unloading (including 30,000 lb. forklifts and cranes) and anything else which makes your machinery or freight non-show ready is NOT eligible for the one-time spot. Additional rigging and material handling charges could apply. All outbound material handling is included in the space rate and no overtime charges will apply.

NOTE: Space rate includes material handling for the Primary Exhibitor's display material and equipment only. Additional product or equipment not from the Primary Exhibitor is subject to additional billing. Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

Benefits of Using the Advanced Warehouse

- Advance tracking of your show freight
- Shipments are planned to be delivered by 10:00 am on your assigned target date
- Inspection of your show freight at the warehouse, if necessary
- Exhibitors will be notified when their freight arrives at the warehouse
- Guaranteed advance rate on hanging signs if qualifications are met (see hanging sign form)

THE COST FOR ADVANCE WAREHOUSE SHIPPING IS \$0.25 per pound (\$250.00 MINIMUM)

This Rate Includes:

- Unloading and storage
- Reloading and delivery to show site

Shipping back to the warehouse at the close of the show will incur an additional \$0.30 per pound charge with a \$300.00 minimum.

Guidelines for Warehouse Shipments

- Advance shipments should not arrive before Monday, July 17, 2023
- Dimensions of the freight should not exceed 98 inches high x 100 inches wide
- 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 during the hours of 8:00 am to 2:00 pm, Pacific Time
- All advance shipments must arrive at the warehouse by Friday, August 25, 2023. 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
- **Collect shipments will NOT be accepted. Send freight pre-paid.**
- **PES is not responsible for any wait time charges from exhibitor's transportation providers.**

Benefits of Advanced Warehouse

Advanced Warehouse Cost

Advanced Warehouse Guidelines



Advance Warehouse Address

Advance Warehouse Address

PACK EXPO Las Vegas 2023
Exhibiting Company Name
Booth #
c/o GES and PACK EXPO Services
7000 Lindell Road
Las Vegas, NV 89118

Direct to Show Site Shipments

Direct to Show Site Shipments:

TARGET TIME IS FOR CHECK-IN AT THE MARSHALLING YARD ONLY! Actual unloading can take many hours. PES is not liable for wait time charges for carriers. Do not schedule your labor at your target time.

Special Assessment fees may be applied to any inbound shipment which checks-in to the marshaling yard after 2:00 pm Monday through Friday, or any off target shipments on Saturday or Sunday. **Shipments received on off target days will be unloaded AFTER targets for that day.**

Collect shipments will NOT be accepted. Send freight pre-paid.

Outbound Shipments

Outbound Shipments:

Exhibitors are responsible for arranging all outgoing shipments.

Make sure materials are properly crated and labeled before turning in a Material Handling Agreement (MHA) to the PES Service Desk FOR YOUR HALL/BOOTH. This prevents shipping out empty crates.

Acceptance of MHAs by a PACK EXPO Services Desk does not represent acceptance of counts on the MHA. All outgoing freight will be counted by designated carrier at the booth, notifying PACK EXPO Services of any adjustments. **PACK EXPO Services is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.**

Carrier name must match carrier on MHA or driver will not be dispatched.

In the event your selected carrier fails to show up by the outbound driver check-in deadline, all materials do not fit on designated truck, or for any reason, exhibitor freight remains in the hall, your freight will be rerouted via PACK EXPO Services' choice at exhibitor's expense. PES is not responsible for any damages or shortages.

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.

Insurance

Insurer:

It is understood that PACK EXPO Services is not an insurer. Insurance has to be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Please contact your Customer Service Manager for further Information.

Exhibitor Liability

PACK EXPO Services (PES) has Right of Preference into and out of the building to prevent tie-ups and provide an orderly operation of the show.

PACK EXPO Services shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.

PACK EXPO Services shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.

Empty container labels will be available at all PACK EXPO Service Desks. Affixing the labels to empty containers is the sole responsibility of the exhibitor or their representatives. All previous labels should be removed or obliterated. PACK EXPO Services assumes no responsibility for:

- Error to above procedures
- Removal of containers with old empty labels and PACK EXPO Services labels
- Improper information on empty labels
- Materials stored in containers with empty labels

PACK EXPO Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

See full PES Terms and Conditions for details

Advance Planning

- Rigging crews with forklifts or cranes should be ordered in advance to uncrate, unskid, position and reskid heavy machinery.
- Labor should be ordered in advance to assemble machinery, conveyors and machinery parts, as well as for the leveling of machinery and conveyors.
- **Crews do not need to be ordered to unload and reload inbound and outbound freight carriers.**
- Crews should not be requested for installation until your heavy equipment has been unloaded and exhibit material is in your booth. **Please note:** Please allow 4-6 hours from the start of your target move-in for your heavy equipment to be unloaded.
- You must provide any special rigging equipment that may be needed to pick, uncrate or assemble your machinery, i.e. special picking bars, rolled steel shafts, special length slings, tested chains, etc. Make sure this equipment is on the back-end of the first truck to be unloaded.
- Plan the layout of your machinery before you come to the show. Submit a copy to PACK EXPO Services prior to arrival in Las Vegas.

On-Site Execution

- Rigging crews ordered in advance for installation and dismantling of heavy machinery **MUST** be reconfirmed upon arrival to the exhibit hall at a PES Service Center.
- Union laborers are ordered by PACK EXPO Services prior to 2:30 pm daily for the next day. Therefore, you must place your order, or reconfirm your existing order at a PES Service Center prior to 2:00 pm for the following day.
- You must provide any special tools, i.e. sock and allyn wrenches, metric tools, etc. Riggers only carry a twelve-inch crescent wrench, knife and ruler.
- During move-in, please **DO NOT** sign out your crews until your machinery skids are removed. If machinery skids are not ready to be removed at the time assembly is finished, you must return to the Service Desk and place an order for machinery skids **to be removed at exhibitor's expense.**
- Union laborers work according to the following schedule:
 - ◇ If you order crews for 8:00 am, every effort will be made to have them there in your booth by 8:10 am. This includes any work that will be carried over from day prior.
 - ◇ **There is no guarantee for an automatic 8am start time for the 1st day of move-out for all crews due to volume of requests and will be dispatched according to your target move-out date.**
 - ◇ Fifteen minute breaks at 9:30 am and 2:30 pm.
 - ◇ Thirty minute lunch break from 12:00 noon to 12:30 pm.
 - ◇ Return labor by 4:15 pm daily to avoid overtime charges, and allow time for wash-up.
- **TAKE ADVANTAGE OF THE SAVINGS:** Forklift crews on night of show close from 3pm-10pm are billed at straight time.
- Machinery skids **will not be returned automatically to your booth.** You must use your forklift crew to retrieve your machinery skids from storage. Please take note of where your machinery skids were located when putting into storage.