



## **Exhibitor Service Kit Move-in & Move-out**

### **Move-in & Move-out - Move-in & Freight Shipments - Floor Manager**

Natural MarketPlace provides one floor manager for LVCC Hall S3 to answer your questions and provide information about the show and resolve onsite issues. Use your floor manager as your resource to ensure a successful tradeshow experience.

### **Move-in & Move-out - Move-in & Freight Shipments - Freeman Exhibitor Service Center**

Freeman provides an Exhibitor Service Center on the show floor. They can check the status of your orders, order additional items for your booth and more. The Exhibitor Service Center is located in Hall S3.

Before the show, call the Freeman Exhibitor Services Department at 1.702.579.1700 or fax 1.469.621.5604 to make all shipping arrangements.

The LVCC will not accept and/or store shipments of exhibit materials for any event. You must make arrangements with Freeman for your Freight Shipments.

### **Move-in & Move-out - Move-in & Freight Shipments - Labor - Rate Hours**

STRAIGHT TIME Monday - Friday, 8:00 am – 4:30 pm, except holidays

DOUBLETIME Monday - Friday, 4:30 pm - 8:00 am

DOUBLETIME ALL DAY Saturdays and Sundays

### **Move-in & Move-out - Move-In & Freight Shipments - Union Information**

To assist you in planning your participation in the Natural MarketPlace tradeshow, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

#### **Decorators Union**

(Display Installation & Dismantle)

Freeman has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the tradeshow. Freeman will not be responsible for any material it does not handle.

Exhibitors may “hand carry” material provided they do not use material handling equipment to assist them. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas.



## Teamsters Union

Teamsters Union Local #631 has jurisdiction via a labor agreement with Freeman for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products. If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub. The utilization of workers hired from a non-union agency or company is prohibited. To secure labor, please complete the labor forms provided on [Freeman's website](#).

## Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

## Tipping

The Freeman Companies request that exhibitors do not tip our employees. As paid professionals we feel that tipping is not necessary. This applies to all Freeman Companies employees.

## Move-in & Move-out - Move-In & Freight Shipments - Exhibitor-Appointed Contractors

**DEADLINE: Friday, May 7, 2010**

An Exhibitor-Appointed Contractor (EAC) is a contractor hired by an exhibitor to perform tradeshow services independent of the Show Management appointed contractor. Due to the necessity of coordinating all activities during move-in and for security purposes, Show Management must be notified. Submit information on the Exhibitor-Appointed Contractors Form. If the form is not submitted along with proof of insurance by the deadline the Exhibitor-Appointed Contractor may not be allowed access to the Las Vegas Convention Center.

## Move-In & Move-Out - Move-In & Freight Shipments - Elevators & Escalators

The Las Vegas Convention Center has one freight elevator for transportation of materials and equipment. Public elevators and escalators are for passengers only, and may not be used to transport freight, hand trucks, floats or equipment dollies.

## Move-In & Move-Out - Move-In & Freight Shipments - Move-In Hours

Please login to Freeman's website to view the [Target Move-In Schedule](#) for the Freight arrival date and time that corresponds with your booth location.



### **Access to Exhibit Hall:**

Wednesday, June 9, 2010, 12:00 pm – 5:00 pm

Thursday, June 10, 2010, 8:00 am – 5:00 pm (product not allowed in after this time)

All exhibitors' booths must be built by 6:00 pm on Thursday, June 10, 2010.

Exhibitors may merchandise product until 7:00 pm on Thursday, June 10, 2010.

If an exhibitor's booth is not set by 6:00 pm on Thursday, June 10, 2010 and has not contacted the Show Office onsite at the Convention Center or pre-show at 1.303.998.9208, Show Management reserves the right to reassign that exhibitor's booth(s).

**At 9:00 p.m. on Thursday, June 10, 2010 all booths without floor covering will be carpeted by Freeman at the exhibitor's expense.**

Badges are required at all times to access the show floor. When you arrive to move in, if you do not have your badge, you will be directed to Exhibitor Registration before you will be allowed access to the show floor. The only exception is Wednesday, June 9, 2010 when you will be given wrist bands by Security. Exhibitor Registration is located in the lobby outside of Hall S3.

**CHILDREN UNDER 18 ARE NOT ALLOWED ON THE SHOW FLOOR DURING MOVE-IN AND MOVE-OUT HOURS.**

### **Move-In & Move-Out - Move-In & Freight Shipments - Freight-Targeted Arrival**

Please login to the Freeman website to view the [Target Move-in Schedule](#) for the freight arrival date and time that corresponds with your booth location.

All direct shipments arriving via carrier must be scheduled to arrive during your target delivery time. Exhibitors who deliver freight "off target" are subject to a surcharge. Please refer to the [Material Handling](#) form for rates which apply to all exhibitors shipping freight either advance and/or direct.

### **Move-In & Move-Out - Move-In & Freight Shipments - Bills of Lading**

The Bill of Lading is a document which is issued by the transportation carrier to the shipper, acknowledging that they have received the shipment of goods and that they have been placed on board a particular vessel that is bound for a particular destination. It also establishes the terms between a shipper and a transportation company for the transport of the goods between specified points for a specified charge.

Send copies of your Bills of Lading to Freeman so they can help trace any lost or delayed shipments. Be sure to REMOVE all extraneous labels from your freight prior to shipping.



## **Move-in & Move-out - Move-in & Freight Shipments - Freight Deliveries**

WE STRONGLY RECOMMEND THAT YOU SHIP ALL YOUR FREIGHT (BOOTH MATERIALS & PRODUCT) IN ADVANCE TO AVOID LONG FREIGHT DELIVERY LINES. When shipping in Advance, you are guaranteed to meet your target delivery date and time and can plan labor accordingly. All advance freight will be delivered to the show floor between Wednesday, June 9, 2010 and Thursday, June 10, 2010.

### **Advance Booth Shipments**

Monday, May 3, 2010: Shipments may begin arriving at Freeman warehouse between 8:30 am – 3:30 pm

Wednesday, June 2, 2010: Last day for shipments to arrive at Freeman warehouse, without surcharges

### **Send ADVANCE shipments to:**

Exhibiting Company Name / Booth #

Natural MarketPlace 2010

C/o Freeman

6675 West Sunset Road

Las Vegas, NV 89118

Warehouse materials are accepted Monday through Friday between the hours of 8:00 am – 3:30 pm

### **Direct Booth Shipments**

MUST ARRIVE ON YOUR SCHEDULED TARGET ARRIVAL TIME. REFER TO THE TARGET MOVE-IN SCHEDULE FOR YOUR SPECIFIC DAY/TIME BY BOOTH NUMBER.

Wednesday, June 9, 2010, Shipments may begin arriving at Las Vegas Convention Center (LVCC)

Thursday, June 10, 2010, Deadline for shipments to arrive at Las Vegas Convention Center (LVCC)

### **Send DIRECT shipments to:**

Exhibiting Company Name / Booth #

Natural MarketPlace 2010

C/o Freeman



Las Vegas Convention Center

3150 Paradise Rd, Las Vegas, NV 89109

#### SMALL PACKAGE DELIVERIES (UPS, FEDEX, DHL, ETC.)

If shipping directly to the LVCC, your packages must arrive during the Direct Ship dates, June 9-10, 2010. We recommend AM delivery, **as these carriers may only make one drop per day**. Please bring all tracking numbers with you.

The LVCC does not accept shipments of event-related freight or materials that are addressed directly to the Las Vegas Convention Center. All of these items, whether shipped in advance or direct, must be addressed C/O and delivered to the official service contractor, Freeman. C.O.D. deliveries will not be accepted.

#### **Move-in & Move-out - Target Move-in Schedule - Target Move-in Schedule**

Wednesday, June 9, 2010 8:00 am – 5:00 pm

Thursday, June 10, 2010 8:00 am – 5:00 pm

Questions regarding the target schedule call: 1.702.579.1700

#### **Move-in & Move-out - Exhibit Dismantling - Show Close and Dismantle Schedule**

The following information will assist you in planning the dismantling of your display. The close of the show on the last day (commonly called "the break" of the show) is a very busy and exciting time. Don't leave anything to chance! Be informed and have a plan in place.

#### **Closing Hour**

The Show will officially close at 5:00 pm, Saturday, June 12, 2010. Dismantling of exhibits is not to begin prior to this time. Respect your fellow exhibitor as he or she may still be conducting business. Dismantle begins at 5:00 pm Exhibitors that begin earlier than 5:00 pm on Saturday will be subject to one (1) penalty point, used for future booth assignments and upgrades.

Note: No one under the age of 18 is allowed on the show floor after 5:00 pm, Saturday June 12, 2010.

#### **Booth Dismantle Schedule**

Saturday, June 12, 2010, 5:00 pm – 9:00 pm

Sunday, June 13, 2010, 8:00 am – 12:00 pm

Dismantle and packing of booths must be completed by 12:00 pm on Sunday, June 13, 2010. All outside carriers must be checked into the Marshalling Yard by 11:00 am on Monday, June 14, 2010.



## **Move-in & Move-out - Exhibit Dismantling - Next Steps**

### **Removal of Aisle Carpet**

Removal of the aisle carpet will begin at 5:00 pm on Saturday. Your cooperation is requested, so the removal can be accomplished as quickly as possible. Empty crates and cartons cannot be returned until the carpet is removed. Please keep all aisles clear to facilitate this process.

### **Keep Clear "No Freight/Fire Aisle"**

All aisles designated "No Freight/Fire Aisles" must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

### **Return of Empty Crates**

The return of empty crates will start at 6:00 pm on Saturday.

It can take several hours for empty crates to be returned to your booth after show close, please make your travel arrangements accordingly. **DO NOT ATTEMPT TO TIP EMPTY CRATE PERSONNEL TO RETURN YOUR EMPTY CRATES AS IT WILL NOT EXPEDITE THE PROCESS.**

General Lighting will be turned off at 5:00 pm on Saturday, and work lights will be turned on. Work lighting is 50% power.

### **Security**

Immediately at 5:00 pm you should begin to pack and secure all valuable items for your own protection. **DO NOT LEAVE YOUR BOOTH UNATTENDED.**

Show Management, the building operator, the service contractor, and the security company provide a measure of protection, such as providing perimeter security, but only you and your staff are responsible for your valuables. Some exhibitors hire designated booth guards to assist in this process.

Other helpful tips for securing your property:

Don't identify the product or manufacturer on the outside of cartons, crates, boxes, etc. Mark these numerically to indicate the total being shipped (1 of 6, 2 of 6, etc.).

Remove all old labels from inbound shipping and apply new labels for outbound shipping.

Stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.

Obtain proper insurance coverage for your goods, including transit to and from the Show site. Low cost Exhibitor Insurance is available. Check with your insurance carriers.



Liability insurance for exhibitor materials is the responsibility of the exhibitor. **DO NOT LEAVE YOUR BOOTH UNATTENDED AT THE CLOSE OF THE SHOW.** These few hours are critical for security. Remain in your booth until dismantling and packing is complete. Be sure you make all arrangements for your outbound shipping prior to leaving the show floor. Arrangements for outbound shipping can be handled at the Freeman Service Desk.

### **Move-in & Move-out - Exhibit Dismantling - Labor (Dismantling)**

Labor can begin dismantling in your booth at 5:00 pm (except forklifts) on Saturday, June 12, 2010. Workers are not allowed to be on the floor prior to that time.

All dismantling must take place within your booth area, and product, display, crates, boxes, etc. must not be put in the aisles.

All "No Freight/Fire Aisles" must remain totally clear to assist in the return of empties and to comply with Fire/Safety rules.

Note: Forklifts for booth rigging work will not be allowed on the exhibit floor prior to 6:00 pm on Saturday, June 12, 2010. Plan your dismantle work schedule accordingly.

### **Move-in & Move-out - Exhibit Dismantling - Food and Beverage in Storage**

The majority of food and beverage is stored in temporary trailers. In order to clear these areas and have the dock area cleared for outbound loading, food and beverage in storage must have prearranged removal at the Freeman Service Center on Saturday, June 12, 2010 by 5:00 pm. Failure to do so will result in automatic donation to the food bank, **NO EXCEPTIONS.**

#### Food Donations

If you are donating your food product or non-alcoholic product, donation labels will be located at the Freeman Service Center and the Floor Manager will have them on hand. Attach the labels to any food product you would like to donate and leave these items in your booth for pick up. Volunteers from the food bank will be sweeping the floor after show close to pick up your donated products.

### **Move-in & Move-out - Freight Move-Out - Outbound Shipping**

Exhibiting companies must confirm the pick-up dates for outbound shipping with their carrier. It is not an automatic service. Exhibiting companies can select any carrier of its choice. Freeman Transportation representatives are available at the Freeman Service Center to assist you with any questions about outbound shipping.

**AN OUTBOUND MATERIAL HANDLING AGREEMENT MUST ACCOMPANY ALL SHIPMENTS.** Material Handling Agreements and Shipping Labels are available at the Freeman Service Center.



ALL MATERIAL HANDLING AGREEMENTS MUST BE TURNED IN AT THE SERVICE CENTER ONCE YOUR SHIPMENTS ARE PACKED, LABELED AND READY TO BE LOADED. DO NOT LEAVE YOUR MATERIAL HANDLING AGREEMENT IN YOUR BOOTH. Shipping is not automatic and you must make arrangements at the Freeman Service Center. If you do not know who is picking up your shipment, do not assume it has been arranged.

NOTE: EXHIBITORS ARE RESPONSIBLE FOR THEIR PRODUCTS AND DISPLAY UNTIL LOADED ONTO OUTBOUND CARRIERS.

**Natural MarketPlace Exhibitor Service Kit**

Tradeshow Service Desk

1.303.998.9208

[esk@newhope.com](mailto:esk@newhope.com)

Freeman Exhibitor Services Department 1.702.579.1700

[Freeman Online Exhibitor Service Kit](#)