



Move-Out

June 5-7, 2017 • Las Vegas Convention Center North Hall 2 • Las Vegas, Nevada

SHOW MOVE-OUT

Wednesday June 74:00 pm – 9:00 pm

Trucks must check into the Marshaling Yard by 7:00pm. Trucks will be loaded between 4:00pm – 9:00 pm. All Merchandise must be packed and loaded out from the Las Vegas Convention Center by 9:00 pm on Wednesday, June 7.

Move-Out Procedures

- Your booth must be staffed until Wednesday, June 7 at 4:00 pm, even if it has been sold to a buyer.
- Exhibitors will not be permitted to dismantle any part of their displays before the official closing hour of 4:00 pm Wednesday, June 7. Please respect the buyers that are still on the show floor.
- Product may not be released from the show floor prior to 4:00 pm on Wednesday, June 7.
- Packing cartons are not permitted in hall until 4:00 pm on closing day. Empty cases and cartons that have been stored during the show will be delivered to your booth at the close of the Show, UPON REMOVAL OF AISLE CARPET.
- ACRE nor the official contractor, Shepard, is responsible for materials, samples, and displays left behind or not dismantled and packed by 9:00 pm on Wednesday, June 7.
- A MATERIAL HANDLING AGREEMENT must be completed by the exhibitor and given to Shepard at the Shepard Service Desk in your hall and must accompany every shipment leaving the Las Vegas Convention Center via the freight loading docks. This includes companies who sell their booth. **DO NOT LEAVE YOUR MATERIAL HANDLING AGREEMENT WITH YOUR MERCHANDISE. ALL MATERIAL HANDLING AGREEMENTS MUST BE RETURNED TO THE SHEPARD SERVICE DESK.** Merchandise will be transferred to the carrier from the Show floor in accordance with the instructions indicated on the material handling agreement.
- Shepard reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to check in. Shepard will force your shipment by 9pm and will be transported to the Shepard warehouse, at an additional charge, to await disposition. All charges incurred will be passed on to the exhibitor.
- Trucks are not dispatched from the Marshaling Yard until a material handling agreement has been turned in. Shepard and Show Management are not responsible for wait fees incurred.
- Carrier charges from the Las Vegas Convention Center are the sole responsibility of the exhibitor. There is no guarantee on how long your carrier will be required to wait to be loaded. It is your responsibility to contact your carrier for pick-up of your freight. In the event your carrier doesn't show up; Shepard will reroute your freight.

IMPORTANT: Turning in a material handling form at the service desk does not constitute "taking possession." Therefore, materials should not be left unattended, at any time, until the freight carrier takes possession of the materials.