



Shipping & Material Handling

Material Handling & Labels

Material Handling Definitions

Material handling is charged in 100 lb. increments, referred to as cwt (one hundred weight). Weight is rounded up to the next 100 lbs. For example, if you have 4,235 lbs. of freight, round that up to 4,300, divide by 100, and you will be charged for 43 cwt (one hundred weight). Rates are round-trip based on the inbound weight. There is a 100 lb. minimum charge.

Material handling charges include:

- Unloading your exhibit material
- Storing in advance at the Freeman advance warehouse
- Delivery to your booth
- Moving empty containers to and from storage
- Removing of material from the booth for reloading onto outbound carriers

Material Handling Rates

The 2019 Freeman material handling rates for LVCC exhibitors are as follows:

Advance freight to the warehouse by December 20

Crated 63.90 per 100 lbs.

Direct freight to show site

Crated 48.60 per 100 lbs.

Uncrated 59.50 per 100 lbs.

Crated Shipments

Crated shipments can be sent in advance to the warehouse or direct to show site and are classified as material that is skidded or is in any type of shipping container that can be unloaded at the dock.

Uncrated Shipments

Uncrated shipments may only be sent direct to show site and are classified as follows:

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Loads of 50 percent or more by volume (uncrated), which have been mixed throughout the truck with crated material. If shipping arrangements require your load to be mixed please separate crated material and uncrated material.

Certified weight tickets are required for all shipments. Single consigned shipments with delivery to multiple rooms or suites are subject to a time and materials charge, in addition to the material handling rates.

For more information please refer to the [Material Handling Order Form](#) for rates and to estimate your material handling charges.

Advance Warehouse Shipments

Freeman will accept crated, boxed or skidded materials beginning November 12 at the below address. Materials arriving after December 20 will be received at the warehouse with an additional after deadline charge. The Freeman warehouse will be closed on November 22-23, December 24-25, and on January 1. Warehouse freight will be delivered prior to exhibitor set up. Warehouse receiving hours are 8 AM-3:30

PM, Monday-Friday.

Freight sent in advance to the Freeman warehouse must be crated and should not include any product. Uncrated shipments must be sent direct to show site. For security purposes on the exhibit floor, we recommend that you ship product direct to show site on Saturday, January 5 or later.

- Advance freight will be charged \$63.90 per cwt (\$63.90, 100 lb. minimum). While slightly higher than shipping directly to show site, there are several benefits to shipping in advance to the warehouse:
- Your carrier has a much wider delivery window vs. having one specific target date to deliver direct to show site.
- Because of the wider delivery window, there will also be much less waiting time in line for your carrier.
- You will receive notification when your freight arrives at the warehouse.
- Your shipment will be delivered to your booth by the published time on your target date.

Advance shipping labels are located below. Copy the required number of labels to adequately label your shipment then place a label on each box/crate, even if they are going to be shrink-wrapped together.

If you are shipping carpet and will be using Freeman Labor to lay it in your booth, you must ship to the Advance Warehouse, using the specific [carpet shipping labels](#) provided in this manual, by December 1 to ensure that it is installed by your target date.

Exhibitor Name
Booth Number/Meeting Room Name and Number
CES 2019 – LVCC
c/o Freeman
6675 W Sunset Road
Las Vegas, NV 89118
702-579-1700

[Shipping Labels - Advance Warehouse](#)
[Shipping Labels \(Carpet\) - Advance Warehouse](#)

Direct Shipments

Direct shipments to the LVCC will be received according to the [target freight move-in floorplan](#). All direct shipments must check in at the Freeman Marshalling Yard. The address for the Freeman Marshalling Yard is 6555 W Serene Ave, Las Vegas, NV 89139.

Direct crated shipments to the LVCC will be charged \$48.60 per cwt (\$48.60, 100 lb. minimum). Direct uncrated shipments will be charged \$59.50 per cwt (\$59.50, 100 lb. minimum). Benefits of shipping direct to show site include:

- Material handling rates are lower than shipping in advance to the warehouse.
- Allows more time to prepare your exhibit and/or plan for what you are shipping to the show.

Direct shipping labels are located below. Copy the required number of labels to adequately label your shipment then place a label on each individual box/crate, even if they are going to be shrink-wrapped together.

Direct shipping address:

Exhibitor Name
Booth Number/Meeting Room Name and Number
CES 2019 – LVCC
c/o Freeman
Las Vegas Convention Center

3150 Paradise Road
Las Vegas, NV 89109
702-579-1700

[Shipping Labels - Direct to Show Site](#)

Target Freight Information

CES operates on a targeted freight move-in and move-out system. Exhibitors are assigned a specific date and time for their freight to arrive and to be removed from the exhibit hall. This process allows for a smooth move-in for all exhibitors and ensures the show will be set up in time for show opening.

Target freight move-in/move-out floorplans can be found below. These floorplans detail your specific freight move-in and move-out times. Missing target times during move-in or move-out will delay your set up and may result in additional charges. Read the following information carefully, and if you have any questions, contact [Freeman](#) at 702-579-1705.

[LVCC North Hall Booth #s 3000-9999 Target Freight Move-In Floorplan](#)
[LVCC North Hall Booth #s 3000-9999 Target Freight Move-Out Floorplan](#)
[LVCC North Meeting Rooms N101-N249 Target Freight Move-In Floorplan](#)
[LVCC North Meeting Rooms N101-N249 Target Freight Move-Out Floorplan](#)
[LVCC Central Hall Booth #s 10000-19999 Target Freight Move-In Floorplan](#)
[LVCC Central Hall Booth #s 10000-19999 Target Freight Move-Out Floorplan](#)
[LVCC South Hall 1 Booth #s 20000-22999 Target Freight Move-In Floorplan](#)
[LVCC South Hall 1 Booth #s 20000-22999 Target Freight Move-Out Floorplan](#)
[LVCC South Hall 2 Booth #s 25000-27999 Target Freight Move-In Floorplan](#)
[LVCC South Hall 2 Booth #s 25000-27999 Target Freight Move-Out Floorplan](#)
[LVCC South Hall 3 Booth #s 30000-32999 Target Freight Move-In Floorplan](#)
[LVCC South Hall 3 Booth #s 30000-32999 Target Freight Move-Out Floorplan](#)
[LVCC South Hall 4 Booth #s 35000-37999 Target Freight Move-In Floorplan](#)
[LVCC South Hall 4 Booth #s 35000-37999 Target Freight Move-Out Floorplan](#)
[LVCC Central Plaza Booth #s CP1-CP40 Target Freight Move-In Floorplan](#)
[LVCC Central Plaza Booth #s CP1-CP40 Target Freight Move-Out Floorplan](#)
[LVCC South Plaza Booth #s 60000-65999 Target Freight Move-In Floorplan](#)
[LVCC South Plaza Booth #s 60000-65999 Target Freight Move-Out Floorplan](#)

If you need to change your target time please submit the [Request for Variance to Assigned Target Form](#) to [Freeman](#) by November 30.

Target Freight Move-In Information

- Advance freight will be delivered to your booth by the published target date/time.
- For freight shipped directly to show site, the process of unloading and delivering to your exhibit space may take several hours. We advise you take this into consideration and schedule labor to begin the following morning.
- The Las Vegas Convention Center (LVCC) will be closing early on Monday, December 31. All exhibitors should complete work for the day by 2 PM and exit the premises no later than 3 PM.
- The marshalling yard will promptly close at 10 AM on Monday, December 31. Your carrier must be checked in by 10 AM in order to be unloaded.
- The LVCC will be closed on Tuesday, January 1, in observance of New Year's Day. No exhibitor activity permitted.
- Mobile vehicle(s) are permitted to arrive anytime during exhibitor move-in. Please refer to the [Freeman Vehicle Placement Form](#) in the Exhibitor Manual for additional information.
- Product may arrive on or after your target date, but for security purposes, we recommend it not arrive prior to Sunday, January 6.
- All crates must be empty and labeled for removal by 6 PM on Sunday, January 6.

- All cartons, fiber cases and packing materials must be empty and labeled for removal by 1 PM on Monday, January 7.
- All accessible storage items must have a work order submitted to Freeman and be labeled for pickup by 1 PM on Monday, January 7.
- Please review our [Clean Floor Policy](#) for a full list of set-up dates and times that must be met.

Target Freight Move-Out Information

The freight move-out process is a targeted system which provides you with a clear explanation of when your booth needs to be dismantled, packed, and ready for removal and shipping. In order for this to be a success for all exhibitors, it is critical that you adhere to your established move-out time.

As with the freight move-in, consult your target move-out floorplan. You will also find the following information on the floorplans:

- Empty return will begin at 5 PM on Friday, January 11. All cardboard and fiber cases will be returned by 11 PM. All crates will be returned by 8 AM on Saturday, January 12. Large island booths may coordinate with Freeman to hold back some empties until the second day of move-out. Email CESfreight@freeman.com or speak to a Freeman representative on-site.
- Please find your target freight move-out date and time on this page. This is the deadline for removing your freight from the exhibit floor. You may move-out your freight anytime between show break and your assigned target move-out date/time, but everything must be removed by this deadline.
- Complete the following prior to your target freight move-out date and time:
 - Booth packed
 - Shipment labeled
 - Outbound Material Handling Agreement (MHA) submitted to the Freeman Service Center
 - Carrier checked in at the marshalling yard
- Missing your move-out target may incur additional charges. To avoid additional charges, please note the following:
 - All truss must be at working height 6' or below by 2 PM on Monday, January 14. Please place your order accordingly.
 - All freight must be off the floor and all halls cleared by 5 PM on Monday, January 14. Any exhibits not packed by this time will be either discarded or dismantled and packed by Freeman at the exhibitor's expense.
- Any exhibitors whose carrier has not checked in 2 PM on Monday, January 14 will either be shipped by the official carrier or held at the Freeman warehouse awaiting further instructions from you at your expense.

Held Freight/Non-Payment

Exhibitors are not permitted to begin set-up on the show floor unless their exhibit space is paid in full. CES Operations will direct Freeman and other contractors not to deliver freight to your booth or provide other show services if your exhibit space is not paid in full.

Display Product Delivery Dates

Display product may arrive any time after your official target move-in date. For security purposes we strongly recommend following these steps to avoid the risk of theft or damage:

1. Avoid delivering your valuable product until Sunday, January 6
2. Have it delivered to a secured storage area until Sunday, January 6
3. Order booth guards to protect your product
4. Use discreet packaging (plain, unmarked cases, cartons, etc.)

Move-In Information

Please review the following important information about move-in.

Marshalling Yard

The Freeman Marshalling Yard, located at 6555 W Serene Ave., Las Vegas, NV 89139, will be open from 6 AM-6 PM daily during move-in and move-out. Your carrier may check in as early as 6 AM and no later than 3 PM on your target date to guarantee same day service. Questions? Contact [Freeman](#) at 702-579-1700.

Holiday Closures: December 24, December 25, January 1

The marshalling yard will promptly close at 10 AM on Monday, December 31. Your carrier must be checked in by 10 AM in order to be unloaded.

For more information please refer to the [Marshalling Yard Directions & Map](#).

Hand-Carry Policy

You may hand-carry your own materials in the exhibit hall provided you do not use material handling equipment to assist you. Two-wheel luggage carts are acceptable; hand-carts and any four-wheel cart or dolly is prohibited. Hand-carry materials may only be brought in through the front doors of the exhibit halls, and you will not be permitted access to the loading dock and/or freight door areas. Note, you may not leave your car unattended at any time at the curb, and escalators are not operational during move-in hours.

POV/Cartload Service

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Workers equipped with a flat cart will assist exhibitors with unloading their POV (Privately Owned Vehicle). Each cart will handle a load approximately 3' wide x 4' long x 3' high. For safety reasons, it will be the judgment of the Freight Supervisor if the load can go higher than 3 feet. POV Service includes storage of cardboard/product boxes at no additional charge. Empty stickers will be provided for this service. The cost for this service is \$56.25 per trip with a maximum of two (2) trips.

This service will be available during move-in on Sunday, January 6 and Monday, January 7 from 8 AM-5 PM. This service will be available for move-out on Friday, January 11 from 5 PM-9 PM.

To receive this service, proceed directly to the POV Staging Area and check in at the designated area. There will be signage posted to direct you. You can also use the [POV Lot Map and Directions](#). Two people must be with the vehicle - one to accompany the products to the booth and one to remove the vehicle from the area. The determination of the POV Service versus Material Handling will be made at the discretion of the Freeman Freight Manager. Any disputes will be handled at the time of unloading.

Overnight/Express and/or Small Package Deliveries

Overnight deliveries sent through Freeman, Federal Express, UPS, U.S. Mail and other like carriers will first be delivered directly to the freight entrance. Freeman must then sort and log these items for delivery to your booth. This process can take several hours, so allow for sorting time when estimating your need for the package. Small package service for shipments under 50 lbs. will be provided by Freeman at no charge to exhibitors.

During show hours, packages will not be delivered to your booth space. You will need to make arrangements with Freeman to pick up your packages. Please go to the nearest Freeman Service Center for help with this service.

Crate Removal & Storage

Exhibitors will not be permitted to store crates, boxes or cartons in their booth or meeting room during the show period. This is a fire and safety regulation that will be strictly enforced.

"Empty" labels will be distributed at the Freeman Service Center and at the freight docks. Crates, cartons and boxes that are properly labeled will be removed, stored and returned at no additional charge to the exhibitor. **Crates and cartons that are not properly marked may be destroyed.**

Accessible Storage

Access storage is available for materials that you may need during the show but do not have the room within your booth to store. If you need access storage, please go to the Freeman Service Center or contact the Concierge in your area to make the arrangements. Freeman will give you access storage labels to place upon your materials and will pick up the materials to store them in an accessible manner.

You can either prearrange deliveries during the show or you can leave your access storage on a "will call" basis to be delivered as needed. There is a one-time charge for access storage in addition to a labor charge (per 1/2 hour with a 1/2 hour minimum) each time you access your storage, including the initial delivery and the return at the close of the show.

For more information please refer to the [Accessible Storage Order Form](#).

Move-Out Information

Please review the following important information about move-out.

Crate Return

For LVCC exhibitors, empty return will begin at 5 PM on Friday, January 11. All cardboard and fiber cases will be returned by 11 PM on Friday, January 11. All crates will be returned by 8 AM on Saturday, January 12.

Outbound Shipments

Fill out an [Outbound Shipping Form](#) for each shipment showing correct destination and if you would like any labels. Return the form to the Freeman Service Center so shipping labels and a Material Handling Agreement can be printed. Once your materials are dismantled, packed, and labeled you must return the completed Material Handling Agreement to the Freeman Service Center. It must be turned in no later than your [targeted freight move out date and time](#). A sample, as well as blank forms, will be provided at this location. You may also submit your outbound paperwork using the [Freeman Online mobile app](#). Using the 'move-out' button, you can edit and submit your outbound paperwork.

Freeman will ship your freight by the best way possible. If you wish to ship by a specific carrier, you must name that carrier on the Material Handling Agreement and contact them to arrange pickup. Alert your carrier to check-in at the [marshalling yard](#). If your carrier does not pick up your freight on schedule, Freeman will handle your freight as designated on the Material Handling Agreement.

Do not leave outbound material handling forms with your materials in your booth. Please bring the forms to the [Freeman Service Center](#). If the form is left with your freight it may be lost or misplaced which would result in your shipment being sent back to the Freeman warehouse to await exhibitor's shipping instructions. Additional storage fees will apply.

Please advise your carrier to check-in at the Freeman Marshalling Yard first by 3 PM. Carriers that go to the LVCC first will be redirected to the marshalling yard.

For more information please refer to the [Outbound Shipping Form](#).

To submit your Material Handling Agreement online, [click here](#).

POV/Cartload Service

Privately Owned Vehicle (POV) services will be available Friday, January 11 from 5 PM - 9 PM. There will be signage posted to direct you. You can also use the [POV Lot Map and Directions](#). All POVs must check-in at the Freeman Service Center once packed up and ready to load out. Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Re-routed Freight

Freeman shall have the authority to change the exhibitor's designated carrier to Freeman Exhibit Transportation if authorized to do so, or take materials back to the Freeman warehouse to await exhibitor's shipping instructions if any of the following occur:

- Exhibitor's outbound shipment does not have an exhibitor-designated carrier, which happens when an exhibitor chooses not to designate a carrier on the [Outbound Shipping Form](#) or an exhibitor fails to submit that order form to the Freeman Service Center.
- The exhibitor's chosen and specified carrier fails to get the shipment. This happens when the exhibitor-designated carrier fails to show up, may elect to not wait for the shipment, may refuse the shipment, etc.

Shipments that are returned to the Freeman warehouse will be charged \$16.75 per 100 lbs. (1,000 lb. minimum) for transportation as well as \$6.75 per 100 lbs. (1,000 lb. minimum) for handling into the warehouse. Monthly storage charges will begin to incur two weeks after notification. Please refer to the [Storage Agreement](#) for short term and long term storage rates.

Discarded Booths

Exhibitors who generate additional bulk trash are required to order cleaning service for their booth to remove it during move out. Please review the [cleaning order form](#). Any wooden crates, exhibit structure and/or large containers left on the show floor at show close are the responsibility of the exhibitor. If you intend to discard your booth at show site rather than making outbound shipping arrangements, you will be charged a dumpster fee as well as labor fees to dismantle and remove it.

To arrange for these services, please go to the Freeman Service Desk or contact [Exhibitor Services](#) in advance at 702-579-1700.

Participate in the exhibit donation program by providing materials that are eligible for donation to [local charities](#), such as pens, bags and notepads. Donate or recycle building materials used to create the exhibit booth and signage by completing the [donation form](#) and return it to your Freeman Concierge or the Freeman Service Center in your area.

Storing Freight within Las Vegas

Freeman offers the option to store your items in Las Vegas after the show until you need them again. Please refer to the [Freeman Storage Agreement](#) for details and rate information.

Claims for Loss

Any damage or loss must be reported to Freeman by the exhibitor before exhibitor move-out ends in order to receive verification for your insurance broker. It is strongly recommended that exhibitors insure their exhibit and product by taking out a rider policy to cover from the time all materials leave exhibitor's possession until the time such materials return from the show. For more information, please refer to the [Insurance Information section](#). In order to file damage and loss reports on-site, please visit the Freeman Service Center.

Freeman will not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. See the [Payment and Labor Terms & Conditions](#) for additional information.

Domestic Shipping Services

As the official service contractor, Freeman partners with you and with decision makers at show site - making it easier for you to transport your exhibit to any location. Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On-site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

Freeman Exhibit Transportation offers an all-inclusive shipping and material handling package. Transporting your exhibit materials has never been simpler or more affordable than when you take advantage of Transportation Complete. For more information about Transportation Complete please [click here](#) or contact [Freeman Exhibit Transportation](#) at 800-995-3579.

International Freight Forwarder

Agility Fairs & Events Logistics LLC is the official international freight forwarder and licensed customs broker for CES. Agility Fairs & Events has local specialists around the world to assist international exhibitors with their shipments, and will have staff available on-site before, during and after CES to help exhibitors with their import and export needs.

Using the services of non-official freight forwarders or customs brokers is permitted. However, there are special service advantages and overall cost savings by using Agility Fairs & Events, the Official forwarder:

- Preparing the correct documents can avoid problems and delays in clearing U.S. Customs. Agility Fairs & Events ensures that all documents are completed correctly and filed on time.
- Consolidating shipments reduces costs, saves time and minimizes shipment handling. Agility Fairs & Events provides air and sea freight consolidations direct to Las Vegas.
- Shipments to exhibitions are much more likely to be selected for a security examination. Agility Fairs & Events works with exhibitors to establish a shipping schedule to minimize potential security delays, and quickly coordinate any required exams.
- Non-official forwarders often have to pay duties and taxes for some general temporary imports, even if they are re-exported after the show. Agility Fairs & Events exclusively holds the Trade Fair Bond on behalf of CES. This bond exempts exhibitors from paying duties and taxes on all temporary imports.
- The Trade Fair Bond excludes temporary imports from FCC/FDA requirements, which are necessary for general temporary imports filed by non-official forwarders for electronics and other items. Under the Trade Fair Bond, exhibitors are not required to complete FDA/FCC forms or provide supplemental info for temporary imports which are fully re-exported at the end of CES.
- It is very difficult to obtain information after hours or on weekends from non-official forwarders if there is a shipping problem or delay. Agility Fairs & Events dedicates multiple staff to handling and monitoring CES imports around the clock, and providing timely updates to exhibitors.

For more information about Agility Fairs & Events, please view the [Agility Brochure](#) or contact [Margaret Churchill](#) at 714-617-6675.