

# Move-In / Move-Out Information

We look forward to making set-up at this show as quick and convenient as possible for our exhibitors. Please review the information in this packet and provide a copy to your delivery and/or set-up staff to facilitate a smooth set-up and delivery of your exhibit material.

We have also enclosed a map of the surrounding freeway system and have routed the most convenient exits to take for set-up. During move-in, our registration desk will be located inside the event hall between the two loading docks. If you have further questions about anything in this packet, please contact the On The Edge Promotions, Inc. office at (702) 656 – 2337 for assistance.

## ONE DAY MOVE IN

- Thursday, March 23<sup>rd</sup>                      11am – 8pm

### IMPORTANT NOTES:

- All exhibitors must check-in at the loading docks before setting up.
- There will be **NO** exhibitor move in on Friday. All exhibitors arriving for set-up **on Friday, March 24<sup>th</sup>** will be subject to a **\$100.00 late set-up fee** if their booth has not already been resold.
- Exhibitors with patio room trailers, car displays, etc. should call **Linda Orr at (702) 656-2337** upon receiving this kit to make arrangements for early set-up.
- Due to safety concerns, children under 18 years of age are **NOT permitted** inside the facility during move-in or move-out times.
- **The facility is carpeted in Halls B. There is NO DRIVING into the halls. All product must be brought in by carts.**

## SHOW HOURS:

- Friday, March 24<sup>th</sup>                      10 am – 5pm
- Saturday, March 25<sup>th</sup>                      10am – 5pm
- Sunday, March 26<sup>th</sup>                      10am – 4pm

During show hours, exhibitors working the booth can pick-up their show badges at Will-Call.

## MOVE-OUT HOURS:

- Sunday, March 26<sup>th</sup>                      4pm – 8pm
- Monday, March 27<sup>th</sup>                      7am – Noon

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Exhibitors who do not have their displays removed by 11:00am Monday March 27<sup>th</sup>, will be subject to a \$100 fee. Exhibits must be completely out of the exhibition center by **11:00am**. Please allow plenty of time in order to have your display entirely removed from the hall on time.

### Additional Time

Those exhibitors who require additional time to move-in or move-out must call the Show Coordinator at (702) 656-2337 upon receiving this kit to make arrangements to do so. **Exhibitors who do not have their displays removed by 11:00am Monday, March 27<sup>th</sup>, will be subject to a \$100.00 fee.**

**Exhibits must be completely out of the exhibition center by 11:00am, due to another show moving in.**

Please allow plenty of time in order to have your display entirely removed from the hall and/or tent on time. The facility considers any displays/products left in the hall to be waste and has the right to throw such items away at the exhibitor's expense. Exhibitor move-out will be permitted for four (4) hours after closing on Sunday, March 26<sup>th</sup>. A move-out form will be distributed to each exhibitor at the show and this form must be given to the Security Guard at the exit door you are adjacent to upon leaving with your product and/or miscellaneous items from your booth. Additional forms may be obtained in the Show Office as you will require a form for each time you exit the building. If your move-out cannot be accomplished in four (4) hours, the move-out hours for Monday apply.

### Exhibitor Badges / Will Call

During show hours, the Show Registration Booths will be located in the lobby hall entrance and the rear of the hall at the parking structure entrance. Exhibitor badges are only for personnel actively involved in sales or in manning your booth. A maximum of four (4) Exhibitor Badges are provided to each exhibitor.

### Load-In

Loading docks are strictly for loading and unloading only. **No parking permitted.** Exhibitors may use the loading docks to move in their booth displays during the stated hours. A temporary loading pass will be given to allow for unloading. Vehicles which have not been removed after the allotted time will be ticketed **AND** subject to towing.

### Parking

All-day vehicle parking is free for this event. Overnight RV parking is available at the Oasis RV Resort located at 2711 W. Windmill Lane. For more information call (702) 260-2020. Mention you are an exhibitor at the South Point Casino & Hotel.

## Re-Stocking Booths

Our staff will open the hall at 8:00 AM so that you may re-stock your booth prior to show hours. Please note, **vehicles will NOT be permitted on the loading dock after 9:00 AM**. Restocking is between 8:00 AM and 9:00 AM ONLY. Vehicles which have not been removed by 9:00 AM will be ticketed AND subject to towing. Loading docks are strictly for loading and unloading only. **NO PARKING PERMITTED.**

## Move-In Requirement

All exhibitors must have their contracts paid in full and all paperwork signed before being permitted to move-in and set-up. **NO PERSONAL/COMPANY CHECKS WILL BE ACCEPTED ON SHOW SITE.** Booths not **completely** paid for by 6:00 PM on Thursday, March 23<sup>rd</sup>, may be resold. Any booth not set-up by 10:00 PM on Thursday, March 23<sup>rd</sup>, may be resold.

## Electrical and Plumbing

If you will need electrical, please use the order form or call directly to Edlen at (702) 322-5707 and speak with Paula. This also includes additional water and gas.

## Forklift Usage

As a courtesy to our exhibitors, On The Edge Promotions, Inc. provides free forklift services. This service is available on a first come – first serve basis (the sign-up sheet will be located at check-in. Please note: On The Edge Promotions, Inc. will not be responsible for, nor guarantee the exhibitor, the safety of an exhibit material carried by the forklift/cart. Also as a courtesy, four-wheel carts will be available for use. Exhibitors must leave their drivers license with the cart attendant. The license will be returned when the cart is returned.

## Telephone Service

Lines are installed by the South Point Casino & Hotel. For information, call South Point Casino & Hotel at (702) 797-8066.

## Satellite Equipment

It is suggested that you make an appointment with the event coordinator, Rand Peck, at (702) 797-8066 to determine where the best reception is available.

## Food and Beverage

No food or beverage may be given away at your booth without adhering to the rules set forth by the Center. As a courtesy, concessions will allow exhibitors to bring in food/coolers through the loading docks ONLY, PRIOR to 9:30 AM daily. **NO FOOD/COOLERS MAY BE BROUGHT**

**THROUGH THE MAIN ENTRANCES AT ANY TIME.** The concessionaires have control over all food in the facility.

## Balloons

**No handing out of balloons.** Helium balloons must be filled outside the building and anchored to the booth. NO HELIUM TANKS will be permitted in the exhibit hall. Exhibitors will be charged if balloons are released and get caught in the air ducts.

## Tape

Only clear tape may be used on the floor; no tape that leaves a residue on the floor may be used. We suggest 3M clear tape.

## Decorative

Keystone Event Services is the official show decorator. Included with your space rental is a black divider on each side of your booth. Furniture, carpeting, signage, etc. may be ordered directly from Keystone Event Services using the included ordering form. Keystone Event Services' service desk will be located near the loading dock and will be manned commencing Thursday, March 23<sup>rd</sup>. If you need to contact Keystone Event Services for any reason, please feel free to call them at (702) 326-9252, or see the enclosed ordering information.

## Security

**The exhibitor shall assume all responsibility for his own display.** On The Edge Promotions, Inc., will not assume responsibility for any loss due to fire, theft, damage, etc. We will have 24 hour security, however, and if you feel you need additional theft insurance, please contact your own insurance company regarding a rider for the show. Any exhibitor interested in personal security for their booth may contact Rand Peck at (702) 797-8005.

## Fire Marshal

The Fire Marshal will be in attendance at the show. Please read the Special Bulletin regarding Fire Department Regulations. Please refer to the fire permit rules & regulations and if a permit is needed, use the enclosed application.

## Hotel Accommodations

The official event hotel is the South Point Casino & Hotel. Special room rates are as follows:

- Weekdays                      \$ 79.00
- Friday and Saturday        \$149.00
- Sunday                            \$69.00

The reservation phone number for the South Point is (866) 791-7626. They do accept AAA discount. The Emerald Suites at 9145 South Las Vegas Blvd. is the next closet hotel. Their phone number is 866-847-2002, and their website is [www.emeraldsuites.com](http://www.emeraldsuites.com)

## Video Production

On The Edge Promotions, Inc. now has its own professional video production department for those exhibitors interested in having a professional video produced of their company, product, or service. We can produce a video for you that is creative, effective, and affordable. Your personalized video can be used in your show booth to better market your product or service and help increase sales. If you are interested in ordering a video for your company, or if you have any questions, please call Paul Smith at (714) 931-3600.

**For any additional questions, please call your sales representative at On The Edge Promotions, Inc. at (702) 656-2337.**