

# 2007 International CES

## Hilton Target Floor Plans Move-In / Move-Out

- GES Welcome Letter
- Move-In Target Freight Floor Plan Information
- Clean Floor Policy
- Move-In & Move-Out Marshaling Yard and Direct Deliveries Information
- Las Vegas Hilton Marshaling Yard Map
- Las Vegas Hilton Target Move-In Map
- Target Move-Out Information
- Las Vegas Hilton Target Move-Out Map

### ***NEW THIS YEAR!***

Move-Out target maps are included so you can better coordinate your move-out transportation arrangements.



**2007 International CES**  
January 8-11, 2007



GES Exposition Services  
7000 E. Lindell Rd. Las Vegas, NV 89118 702.515.5500 [www.ges.com](http://www.ges.com)

## **Welcome to the 2007 International CES!**

**This target booklet should be used when planning for your move-in and move-out shipping arrangements for CES.**

**As you can see, move-in information and accompanying target maps for each hall have been included for your reference. New this year, we have developed a targeted move-out system which will provide you with a clear explanation of when your booth needs to be dismantled, packed and freight removed from the show floor. It is critical that everyone adheres to the time frames designated on the target move-out maps in order to have a smooth move-out for all Exhibitors.**

**Should you have any questions regarding the targeted move-in / move-out procedures, do not hesitate to contact us at [cesfreight@ges.com](mailto:cesfreight@ges.com) or call 702-515-5719.**

**Thank you,**

**GES Exposition Services**

# 2007 International CES

## MOVE-IN TARGET FREIGHT FLOOR PLAN

The first thing you want to do is consult your color-coded Target Freight Floor Plan to determine your designated day for arrival of your freight. Strict adherence to this schedule will expedite the installation of your exhibit and will ultimately save you time, money and added stress.

**Below are tips for using your Target Move-In Freight Floor Plan. Please refer to the Shipping/Material Handling section of your Exhibitor Manual for further information and details:**

### Find Your Target Date

- Each booth is assigned a specific target date for the delivery of its freight. To determine your assigned target date, find your booth and match its color to the color-key.
- It is your responsibility to notify both your display house and carrier of your target date.

### Advance Warehouse Shipments

- If you ship your freight in advance to the GES warehouse, your freight will be in your booth at 8:00 a.m. on your target date or the earliest opportunity. This is one of the benefits of shipping in advance. You'll pay a slightly higher rate, but you know your freight will be there when you arrive and you can schedule labor to work the full day.

### Direct to Show Site Shipments

- If you ship your freight direct to show site, your freight will be delivered to your booth on your target day. Your carrier may check-in starting at 6:00 a.m. at the designated Marshaling Yard.
- Please keep in mind that freight receiving is an all-day process and it may take several hours for your truck to move through the marshaling line, and then for your freight to be unloaded and delivered to your booth. We strongly encourage you to schedule labor for 8:00 a.m. on the morning **following** your target date.
- If you do not meet your specified target date, additional charges will apply. This policy will be strictly enforced if your direct shipment arrives on a day before or after your specified target date.
- An off-target surcharge of \$10.91 per cwt will be applied if your truck checks in at the freight receiving area after 2:00 p.m. on your target date. Off-target charges only apply to display freight.

### Product Shipments

- Target dates are for **display freight only**, not for product. Product may arrive on or after your target date, but for security purposes, we recommend it not arrive prior to January 4, 2007. Bills of lading from your carrier must clearly state whether the shipment is display or product to avoid off-target charges on product. Additional charges will apply for any product shipment that is not clearly marked as such.

### Changes to Your Target Date

- If you wish to change your assigned target date, you must submit your request in writing to GES Exposition Services, the official material handling contractor. Additional charges may apply, but GES will make an effort to accommodate your request. Contact GES Freight Operations Center via fax to 702-515-5728 or by email at [cesfreight@ges.com](mailto:cesfreight@ges.com).

# **2007 International CES**

## **CLEAN FLOOR POLICY**

Due to the volume of display crates and the limited aisle space available during show setup, a **CLEAN FLOOR POLICY** will be enforced for the 2007 International CES.

Please adhere to the following regulations:

### **Saturday, January 6, 2007**

- ASAP** Crates should be unpacked and labeled "empty" for removal from the floor as soon as possible.
- 6:00 p.m.** All crates must be empty and labeled for removal.
- 10:00 p.m.** All crates will be removed from the building regardless of status.
- 10:00 p.m.** Visqueen must be removed, rolled and placed in the aisle for removal.

### **Sunday, January 7, 2007**

- 1:00 p.m.** Carton, fiber cases and packing material must be empty and labeled.
- 1:00 p.m.** Accessible storage items must have a work order submitted for pick-up and be labeled for removal.
- 3:00 p.m.** All booths must be completely set. (Carpet is not mandatory at the Hilton or The Venetian as this show location already has existing carpet).
- 3:00 p.m.** Booth space not occupied by 3 p.m. will revert to CES.
- 5:00 p.m.** Visqueen should be rolled up and placed in the aisle.
- 7:00 p.m.** All aisles must be 100 percent clear of product or any other items that may impede GES in setting down aisle carpet.

**Sunday, January 7, 2007** is scheduled as a product testing, booth touch-up and rehearsal day. These procedures are intended to facilitate the convenience of arrival and set-up for the exhibitor and to ensure that CES opens on schedule.

We both thank you for your cooperation and wish you a successful show.

CES Operations and GES Exposition Services



# Move-In & Move-Out Marshaling Yard & Direct Deliveries Information

**2007 International CES**

January 8-11, 2007

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## IMPORTANT NOTICE

GES Exposition Services has established a Marshaling Yard to ease congestion in the vicinity of Las Vegas Convention Center, Las Vegas Hilton and Sands Expo and Convention Center/The Venetian and to better utilize the available dock space at these venues.

Maps to the Marshaling Yards are provided on the next pages.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to showsite deliveries.
- All move-in shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a pass number and dispatched to the appropriate dock at Las Vegas Convention Center, Las Vegas Hilton, Sands Expo and Convention Center/The Venetian as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload, the type of loads being unloaded at the convention center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be signed out and obtain the light weight. This determines the total weight of your shipment. Shipments may be billed at the heavy weight if a driver fails to return to the Marshaling Yard after unloading.
- MARSHALING YARD HOURS: 6:00 AM - 6:00 PM during move-in / move-out period. All trucks checking in at the Marshaling Yard prior to 2:00 pm on assigned move-in target dates will be unloaded the same day.

For additional information, please contact GES Freight Operations Center  
at **(702) 515-5719** or email **cesfreight@ges.com**.

Las Vegas Convention Center North/Central Halls and Las Vegas Hilton

The Las Vegas Convention Center North/Central Halls and Las Vegas Hilton will be booths numbered as follows: LVCC North 100-6,999; LVCC Central 7,000-15,999; CES Central Plaza CP1 - CP20 and Las Vegas Hilton 49,000-61,000

Las Vegas Convention  
Center North/Central Halls  
and Las Vegas Hilton

## Freight Marshaling

GES has established the Wet-N-Wild Parking Lot as a truck Marshaling Yard for the 2007 International CES Show (see map). All vehicles must check in with the GES Staff at the Marshaling Yard prior to unloading.

*All trucks checking in at the exhibit site prior to 2:00 PM on published move-in days will be unloaded the same day.*

To avoid unnecessary idle time, please keep this in mind when ordering your installation labor.

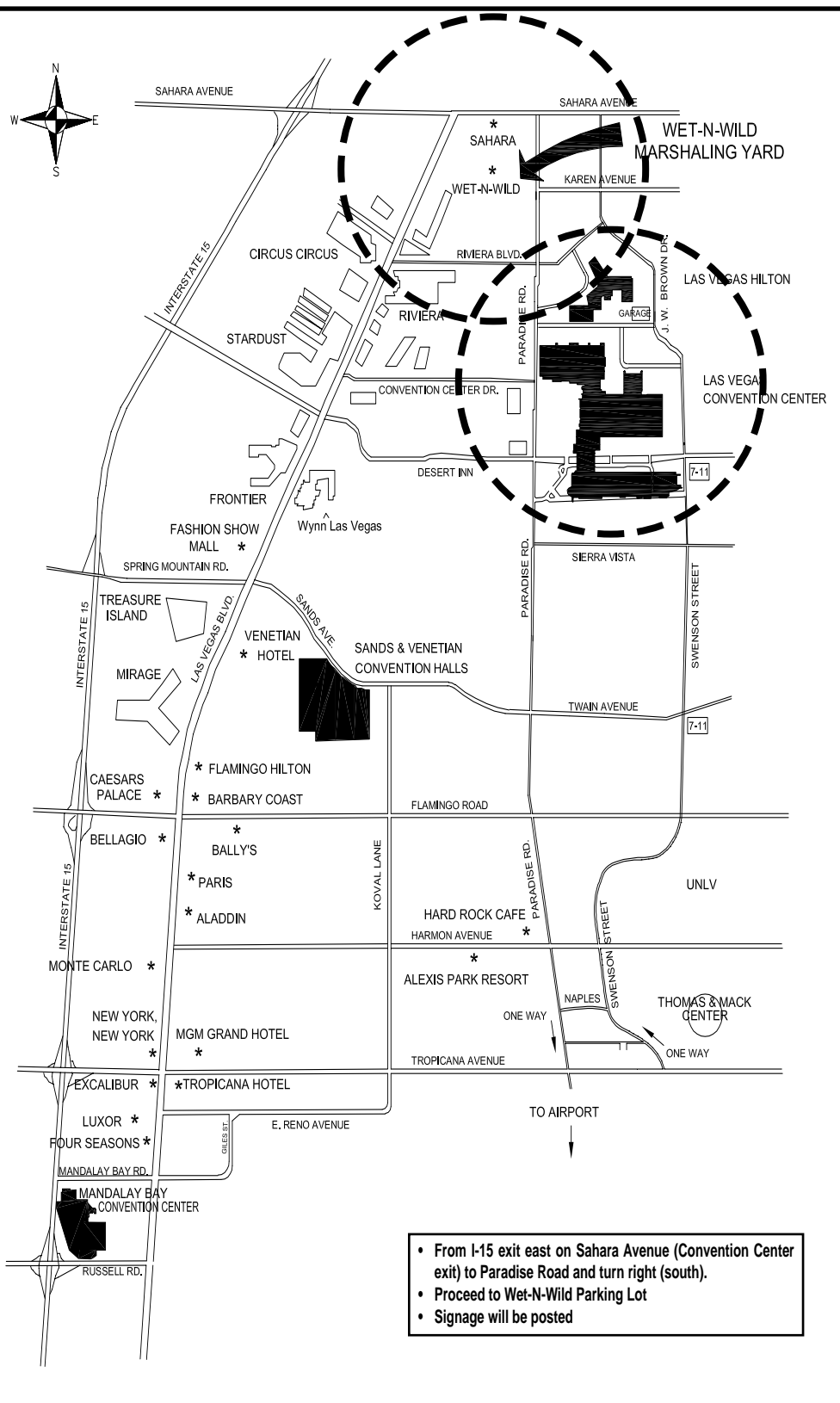
Please call CES Freight Operations Center for more information:

(702) 515-5719

(cesfreight@ges.com)

Thank you!

GES





- | Freight Target Move-In Dates        |
|-------------------------------------|
| Thursday, January 4th 2007 - 8 a.m. |
| Friday, January 5th 2007 - 8 a.m.   |

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# **2007 International CES**

## **TARGET MOVE-OUT INFORMATION**

### **We have restructured the move-out process!**

With the new move-out target schedule, exhibitors can now schedule their move-out transportation on a designated day. Exhibitors now have a clear explanation of when their booths needs to be dismantled, packed and when their freight needs to be off the floor.

**The following information can be located on the move-out targeted floor plans:**

- **Time frame for Empty Returns (We strongly recommend you schedule your dismantling labor with the return times in mind)**
- **Completion time that your booth must be packed**
- **Time frame for your move-out material handling form to be turned in at the GES Servicenter.**
- **Time frame for your carrier to check-in.**

In order for this to be a successful move-out, it is critical that the time frames established for your exhibit space are strictly adhered to.

### **IMPORTANT**

It is imperative that you cross-reference the attached TARGET MOVE-OUT FLOOR PLAN with your exhibit space and the time frames that pertain to your location.

GES reserves the right to provide dismantling labor on any exhibits that have not met the time published for the packing of their exhibit. We will also provide a move-out material handling form if one has not been turned in at the scheduled time. Any carrier failing to pickup at the published time will risk that shipment being re-routed to another carrier. An off-target surcharge of \$10.91 per cwt will be applied to any shipment that a specific carrier fails to pick up on that shipment's scheduled move-out target and/or any booths not dismantled at their published time.

If you should have any questions or require additional information, please call (702) 515-5719. You may also contact us via e-mail at [cesfreight@ges.com](mailto:cesfreight@ges.com)

**PLEASE USE YOUR TARGETED MOVE-OUT FLOOR PLAN AS A REFERENCE GUIDE AND A USEFUL PLANNING TOOL.**



## Freight Target Move-Out Dates

Friday, January 12th 2007 - 1p.m.

- Empty return will begin at 4:30 pm on Thursday, January 11. All cardboard and fiber cases will be returned by 6:00 pm. All crates will be returned by 9:00 pm.
- In order to meet your targeted move-out schedule, your booth must be packed, labeled, your outbound material handling agreement turned into the GES Servicenter®, and your carrier must be checked in by your designated time on your move-out date.
- Missed move-out target schedules will incur off-target charges.

# Las Vegas Hilton Target Move-Out Map

