

# 2011 CES Exhibitor Manual

International CES® January 6-9 Las Vegas, Nevada

## **Target Move-Out Information: LVCC and Hilton Exhibitors**

The 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-In/Move-Out floorplan to determine your designated day to schedule outbound shipping for your freight. You will also find the following information on the floorplans:

- Time frame for empty returns – we strongly recommend that you schedule your dismantling labor with these return times in mind
- Completion time that your booth must be packed and ready to go
- Time frame for your Outbound Material Handling Form (OMHF) to be turned in to the GES Servicenter
- Time frame for your carrier to check-in

## **Move-Out Information: Hilton Suites, Renaissance Suite and Meeting Room Exhibitors**

Please consult the addendum you signed when purchasing your suite and/or meeting space for detailed information.

## **Off-Target Freight**

If you do not meet your specified move-in or move-out target date, an additional charge of \$10.62 per hundred-weight (cwt) will be applied (\$31.86, 300 lb. minimum). Off-target charges will also apply if your truck checks in at the freight receiving area after 2 p.m. on your target move-in date or after your designated time on your target move-out date. Off-target charges only apply to display freight, not display product arriving at show site. Product may arrive on or after your assigned target date and must be marked appropriately to avoid off-target surcharges.

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### Las Vegas Convention Center & Las Vegas Hilton

The first thing you want to do is consult your color-coded target move-in floorplan 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 Floorplan. 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 AM 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 AM 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 AM 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 \$ 10.62 per cwt will be applied if your truck checks in at the freight receiving area after 2:00 PM 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 . 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 Global Experience Specialists, the official material handling contractor. Additional charges may apply, but GES will make an effort to accommodate your request. Contact GES at 800.475.2098, by e-mail at [CESfreight@ges.com](mailto:CESfreight@ges.com) or visit us at [www.ges.com/chat](http://www.ges.com/chat).

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The move-out target schedule allows exhibitors to schedule their move-out transportation on a designated day. This schedule provides exhibitors with a clear explanation of when their booths need to be dismantled, packed and when their freight needs to be off the floor.

### The following information can be located on the Target Move-Out Floorplans:

- **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 Outbound Material Handling Form (OMHF) 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 your color-coded Target Move-Out Floorplan 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 \$ 10.62 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 800.475.2098 You may contact us at [www.ges.com/chat](http://www.ges.com/chat).

**PLEASE USE YOUR TARGET MOVE-OUT FLOORPLAN AS A REFERENCE GUIDE AND A USEFUL PLANNING TOOL.**



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## Material Handling Information and Charges

Material handling is charged in 100 lb. increments, referred to as hundred-weight or cwt. 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 hundred-wt. or cwt. Rates are round-trip based on the inbound weight. There is a 300 lb. minimum charge.

Material handling charges include:

- Receiving and unloading your freight at the docks
- Delivery to your booth
- Storage and return of empties at the close of the show
- Removal of your freight from your booth, and
- Reloading onto your outbound carrier

Please refer to pages 8.11-8.15 for more details on Advance, Direct and Uncrated material handling rates. You can place your material handling order by filling out the GES Material Handling Order Form on page 8.9.

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## **Advance/Warehouse Shipments**

**LVCC and Hilton Exhibitors:** Global Experience Specialists (GES) will receive crated shipments in advance at their warehouse starting November 29 through December 17, 2010. Shipments arriving at the GES warehouse after December 17, 2010 will incur an additional charge of \$15.00 per hundred-weight (\$45.00, 300 lb. minimum). The GES warehouse will be closed on December 24-25, 2010 in observance of Christmas and on January 1, 2011 in observation of New Year's Day.

Freight sent in advance to the GES warehouse must be crated and may not include any product. Uncrated and product shipments must be sent direct to show site. Product may arrive on or after your assigned target date and must be marked appropriately to avoid off-target surcharges.

Advance freight will be charged \$49.99 per hundred-weight (\$149.97, 300 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 can contact GES to confirm that your shipment has arrived.
- Your shipment will be delivered to your booth by 8 a.m. on your target date.

## **Advance Shipping Address: LVCC and Hilton Exhibitors**

Advance shipping labels are located in this section. 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.

Address for ADVANCE shipments:

**"Name of Exhibiting Company"**

**2010 International CES**

**Booth # \_\_\_\_\_, Show Location**

**c/o Global Experience Specialists**

**7000 Lindell Road**

**Las Vegas, NV 89118**

**RUSH: MUST ARRIVE ON OR BEFORE DECEMBER 17, 2010**

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## Direct Shipments

**LVCC and Hilton Exhibitors:** Direct shipments to the LVCC and Las Vegas Hilton will be received according to the Target Move-In floorplan. All direct shipments must check in at the GES Marshaling Yard. The address for the GES Marshaling Yard is 2982 W. Post Road, Las Vegas, NV 89119.

Direct crated shipments to the LVCC and Hilton will be charged \$35.40 per hundred-weight (\$106.20, 300 lb. minimum). Direct uncrated shipments will be charged \$44.35 per hundred-weight (\$133.05, 300 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 Address: LVCC and Hilton Exhibitors

Direct shipping labels are located in this section. 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.

Address for **DIRECT** shipments:

LVCC Exhibitors:	Hilton Exhibitors:
2011 International CES c/o Global Experience Specialist Exhibitor Name: _____ Booth #: _____ Las Vegas Convention Center 3150 Paradise Road Las Vegas, NV 89109	2011 International CES c/o Global Experience Specialist Exhibitor Name: _____ Booth #: _____ Las Vegas Hilton 3000 Paradise Road Las Vegas, NV 89109

## Hospitality Suite Exhibitors

Freight is not allowed for hospitality suites at the Las Vegas Hilton, Renaissance Hotel or Venetian. These suites are limited to hospitality or meeting purposes only; no freight or exhibitory is allowed in these rooms. Refer to the Addendum and Suite Policies you signed earlier this year for further details

## Off-Target Direct Shipments

Direct shipments must arrive on your specific target date and your carrier must check-in at the Marshaling Yard by 2 p.m., or you will incur an off-target surcharge of \$10.62 per hundred-weight (\$31.86, 300 lb. minimum) off-target charge.



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## Uncrated Materials

Uncrated materials may only be sent direct to show site and will be charged \$44.35 per hundred-weight (\$133.05, 300 lb. minimum) for LVCC exhibitors. Uncrated materials include the following:

- Loose, uncrated or pad-wrapped freight.
- Loads of 30 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 (crated material and special handling items on one truck), please keep special handling items separate, preferably at the tail of the truck. You will only be charged the special handling rate for those items. A separate weight ticket is required for that portion of the shipment.
- Unique unloading or loading requirements regardless of the kind of carrier or vehicle used.