

# ENK VEGAS: MOVE-OUT

AUGUST 18, 19, 20 2014 · MANDALAY BAY - LAS VEGAS · MONDAY & TUESDAY 9AM-6PM WEDNESDAY 9AM-5PM

## ID Needed

EVERY truck/van and all messengers must have either a letter or a Bill of Lading from your company stating that they will be making pick-ups for your company. They must also have photo ID for themselves and a valid driver's license. Drivers and messengers **MUST HAVE** your Booth Number or they will not be allowed in the building. This process meets strict safety requirements for public assembly.

## Empty Boxes, Cartons, and Crates

At 5pm on Wednesday, GES will begin to return all boxes/cartons/fiber cases from empty storage. This total process will take a few hours to complete. Exhibitors should wait in their Booth; the boxes will be delivered to the booth. Crowding the loading area will not make the process go any quicker; in fact, it may hinder it.

## Shipping

- All merchandise samples, etc. **must be removed** from the exhibit facility by 5:00pm on Wednesday.
- Carefully pack your exhibit materials and merchandise; be careful not to leave anything behind.
- Exhibitors shipping samples, exhibit materials, etc. from the Facility must prepare the proper documents for the shipment of their merchandise, such as a Bill of Lading. A Bill of Lading tells GES who is sending the shipment, where the shipment is going, the number of pieces, how it is being shipped and who is responsible for the charges. These forms, which will be available from the GES Service Desk, must be submitted to GES when you are finished packing.
- If you wish to mail your packages using a parcel service such as FedEx, UPS, or the U.S. Postal Service, you may bring them to the FedEx center. If shipping using a non-FedEx carrier, please bring your shipping forms to Las Vegas with you. The FedEx center only carries FedEx forms.
- All shipments, whether pre-paid or collect, must indicate the name and address of the company or person responsible for the charges.
- Please be sure that all shipping information and a form of payment are in the hands of all persons who will be breaking down your Booth.
- The GES/ENK Movers are experienced with general freight and are not familiar with delicate merchandise. It is the exhibitor's responsibility to supervise the safe loading of their merchandise.
- Do not leave your boxes/crates, etc. unattended at any time during Move-out. ENK urges Exhibitors not to leave the Facility before their shipment is picked up by your carrier, messenger, trucker, etc. no matter what you are advised by anyone else.

ENK, GES and Mandalay Bay are not responsible for items left unattended.

Many workers are willing to provide answers to questions; however, they may not have the correct information. Therefore, if you need assistance or have a question please ask an ENK staff member.

Thank you and we look forward to seeing you at the next show.