

****Outbound Freight Instructions****

The information below contains **IMPORTANT** instructions regarding **Move-Out at SupplySide West 2018**. Even if you are planning to Hand Carry or use Cartload Service, read this document. ALL scheduled time & date move-in/out information can be found by [CLICKING HERE](#).

Pack freight once the show closes, BUT NOT BEFORE THE OFFICIAL END TIME allowing for return of packing materials. Schedule STAFF DEPARTURE TIMES accordingly:

- After the show closes on the last day of the event, dismantling and packing booth properties can begin. Early move out is not permitted, as it is disrupting for neighboring booths who are trying to do business. It is also a breach of the show contract which may result in loss of privileges for future shows or a penalty fee.
- **Schedule staff departure times to allow enough time to pack the booth.** The return of packing materials may take over 6 hours once the show floor is cleared of attendees and aisle carpet is removed.
- Make sure to keep all items within the booth space and out of the aisle so that carpet can be rolled up. Security will be ensuring all attendees are off the show floor for safety reasons. Please keep exhibitor badges on.
- **All freight must be off the trade show floor by Saturday, November 10th at 12:00pm. All Carriers must check into the Marshaling Yard by 8:00am if they did not pick up Friday evening after the event closed.**

Prepare freight for outbound shipment from trade show:

- Once the booth properties have been packed, make sure they are labeled for shipping, including the full address of where the shipment is going. It is also recommended to **include a cell phone # and contact name** on the label as well. This can be helpful in the event of a shipping issue.
- **Contact carrier** to verify pickup address and scheduled time. Shipping is not an automatic process. If using a carrier other than Freeman Exhibit Transportation, ensure arrangements have been made with the carrier. **If picking up freight on Saturday, November 10th, ALL Carriers must check into the Marshaling Yard by 8:00am.**

Turn in filled out OMHF/BOL to the Freeman Service Desk (regardless of carrier) - Please Do Not Leave Bill of Lading (BOL) in the booth:

- Once packed and freight is labeled, leave the freight in the booth space, and take the **Outbound Material Handling form (OMHF / BOL)**, provided by Freeman, to the Freeman Service Desk. This is a five-page carbon copy form that will serve as the release to give the freight to the selected carrier, whether this is Freeman Exhibit Transportation or an outside contracted carrier.
- Please make sure the information placed on the **OMHF/BOL** matches the carrier name and shipping destination used when the driver checks in with Freeman at the Marshaling Yard. If the information doesn't match, there may be a delay in outbound shipment being processed. **PLEASE NOTE: Freeman will not accept the OMHF/BOL until after the show closes.**
- The **OMHF/BOL** is a multi-page document. Make sure contact name and cell phone number are legible on every page in case any issues arise during shipping.
- **PLEASE NOTE:** Should a small package carrier, i.e. UPS, FedEx, DHL, be selected, please note that they may not pick up within the facility per move out regulations (they do not pick up on Sunday). It is highly recommended that you NOT leave the shipment in the booth. It is suggested that they be transported to a direct drop off/pickup location, such as the business center or a hotel.

It is recommended that freight not be left unattended.

- However, should freight be left unattended, make sure to verify the pickup address and scheduled time with the carrier, as this may NOT be the address to where freight was originally shipped. All freight must be picked up at the exhibit location to avoid additional fees. Make sure the carrier knows the carrier check in time for the Marshaling Yard. Anything that does not have a carrier checked in for the freight will be shipped via Freeman Exhibit Transportation or returned to the warehouse, depending on the selection on the **OMHF/BOL**.

Privately-Owned Vehicles:

ONLY Privately-Owned Vehicles are allowed to order cartload service or use hand carry to unload their vehicles.

- A POV, or privately-owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Please note that these vehicles cannot have any branding and/or company logos on them to be considered a POV.
- **Examples of POVs:** Passenger vehicles under 1 ton: Small pickup trucks, passenger vans, taxis, limos, Uber, Lyft, Cars, etc.



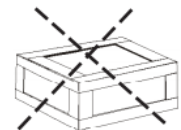
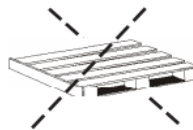
Vehicles That Do Not Qualify as Privately-Owned (POV):

You are not a POV if you are one of the vehicle types listed below and must go directly to the Marshaling Yard before unloading.

- Company Vehicles of any kind, trailers, moving vans, U-Hauls, Cargo Vans, vehicle with a lift gate, materials on skids/pallets, crates, anything requiring freight moving equipment.



NOT ACCEPTABLE



Cartload Service to Move-Out:

To use Cartload Service:

- Must have 2 people.
- Must have “loose” product (not palletized/crated).
- Total weight of items must be **less than 600lbs?** (Cartloads that exceed 600lbs will be charged at standard Material Handling rates.)
- Vehicle must be “acceptable” as shown above.

If ALL items above apply, you may use Cartload Service! If not, proceed to the Marshaling Yard to be unloaded.

- Freeman can help unload a passenger vehicle. Pre-order Cartload Service by [CLICKING HERE](#) and go to Pages 66-67 for the order form.

- Move-in may happen at/or after the **Installation Start Time & Date**.
- All cartload customers may proceed directly to the Mandalay Bay Convention Center and check in at the designated Cart Service location (see map on Page 67).
- Vehicles for Cartload Service will be unloaded first come, first served as dock space is available.
- Freeman will direct the vehicle toward the cartload area for unloading.
- Cars may not be left unattended at any time. There must be two (2) people with the vehicle; one person to go with the product to the booth space and one person to remove the vehicle from the dock.
- Cartload service has a **20-minute** max time to unload. Privately-Owned Vehicles that are left unattended will be towed away at the exhibitor's expense.
- POVs may park at local garages, after unloading at the dock and then return to the MBCC for booth set-up. To find parking visit [Mandalay Bay Resort](#) for parking options.

Hand Carry to Move-Out:

ONLY Privately-Owned Vehicles may use Hand Carry – 100lbs max.

- Move-in may happen at/or after the targeted **Installation Start Time & Date**.
- An exhibitor can **Hand Carry** materials to the booth, limited to a maximum of **100lbs** of freight. Any mechanical assistance is limited to a small dolly. Access to the loading dock or freight areas is **not** permitted.
- Cars may not be left unattended at any time. There must be two (2) people with the vehicle; one person to go with the product to the booth space and one person to remove the vehicle. Items unloaded curb side **cannot** be left unattended. There will be a maximum **15-minutes** to unload in the designated areas and any unattended vehicles will be towed away at the exhibitor's expense.
- Privately-Owned Vehicle must be performed by a full-time employee of the exhibiting company and could be asked by the Union for proof of employment (paystub/benefits documentation).
- The use of hand trucks, pallet jacks, lift gates or any other mechanical equipment is NOT permitted by anyone other than Freeman employees.
- **Designated Hand Carry locations are located outside of Lobby F of the MBCC.** (see map at bottom of page)
- **Show Site Work Rules/Union Jurisdiction Regulations** must be abided by and can be found in the Show Rules & Regulations (pages 15-15).

Please note that the Mandalay Bay Convention Center is a Union Facility and Members of the Carpenters union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. **An exhibitor may ONLY move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.*

Please contact us with additional questions or for clarification:

- **Freeman Service:** Contact Freeman with questions about order forms, to place an order or receive quotes for material handling or shipping. They can be reached at 1-702-579-1700.
- **SupplySide West 2018 - Exhibitor Assistance:** Contact your Client Services Specialist with questions regarding Freight Information, Hand Carry and Cartload processes or any other general questions. To Contact your Client Services Specialist [CLICK HERE](#).

Unloading Zone at the Mandalay Bay Convention Center

