DE-MYSTIFYING MOVE-IN

PLANNING YOUR SCHEDULE:

Move-in schedules are based on the size of your booth. So that all exhibitors can get set up on time, the largest exhibitors are allowed to move in first, followed by mid-sized exhibitors, and then all other exhibitors. Make sure you check your move-in time- otherwise known as a target schedule- so that you schedule yourself too early or too late.

WAYS TO SHIP/DELIVER YOUR PRODUCT:

When shipping/delivering items to a trade show, the best option depends on your needs, budget, and timeline.

At the Las Vegas Convention Center, all deliveries must come through a loading dock. You cannot bring in large items from the front doors or use your own cards or dollies. We have a few different options that you can use for a smooth and safe move in.

If you are shipping your items for the show, you can either ship your freight to Shepard's Advance Warehouse (a designated storage location for trade show materials) or directly to the show site (where the show is taking place). Once your shipment arrives, it will be subject to materials handling/drayage fees. For TPE, Shepard will charge $1.44 per pound for material handling/drayage (moving your freight from the loading dock to their warehouse and/or to your booth).

If you are shipping internationally, please consult with our partner DSV to utilize a shipping service in your area.

There is also the option of delivering your own materials to the Convention Center using our POV (Personally Operated Vehicle/Cartload Service). This costs between $95 and $150 depending on weekend/overtime hours for one laborer, one cart (up to 200 pounds), and one trip. See more details below.

Advance Warehouse:

- Pros:
    - Early access: Your materials arrive at the show site earlier, allowing for more time for setup.
- Cons:
    - Strict deadlines: You need to ship your materials well in advance of the show, with a hard deadline to meet.

Direct-to-Show-Site:

- Pros:
    - More flexibility: You have more time to prepare and can make last-minute changes to your shipment.
- Cons:
    - Potential for delays: All Direct-to-Show-Site deliveries- arriving in anything larger than an SUV- must go through a marshalling yard to check in before heading to the Convention Center. Depending upon traffic, this may take time.
    - Waiting time charges: Carriers may incur waiting time fees while waiting to unload at the show site.

Personally Operated Vehicles (POV)/Cartload Service

- Pros:
    - Because you cannot use your own carts or dollies- or the freight elevators- at the Convention Center, this is the easiest way to get your items from the loading dock area to your booth using Shepard's labor.
- Cons:
    - This is only available to smaller vehicles (nothing larger than an SUV). Trucks, vans, rental trailers, etc. all must go through the marshalling yard as a Direct-to-Show-Site shipment.
    - It's first come, first served, so there may be a wait.

WHAT HAPPENS WHEN YOUR PRODUCT GETS TO THE CONVENTION CENTER?

What is Materials Handling/Drayage?

Shepard's certified laborers manage the loading docks during TPE. This is to ensure everyone's safety and the effective move in/out of the show. So, once your items get to the loading dock, Shepard will then move those items to your booth. This is called Materials Handling/Drayage.

Materials Handling/Drayage is an expense that is unavoidable. This service includes: unloading the trade show freight once it has arrived at the receiving dock, transporting the goods to the trade show booth space, removing empty shipping items (such as crates and pallets) from the trade show booth space, temporarily storing empty shipping items during the show, returning empty shipping items once the show is over, transferring the freight back to the loading dock, and loading the items into your carrier's delivery vehicle.

For TPE, Shepard charges $1.44 per 100 pounds for this service.

Here are some tips and tricks for saving money with shipping/drayage:

- Save money by consolidating services. Use Shepard for shipping and save 10% on material handling/drayage.
- Pack shipments well, so they don't have to be managed in transit. You will be charged if your items need to be repacked or stabilized in any way.
- Crated items (or at least shrink-wrapped palettes) are always cheaper to handle. Loose and uncrated items can be subject to additional fees.
- Don't ship to deliver during overtime or double-time hours. The Advance Warehouse will receive shipments Monday through Friday from 8am to 4pm.
- Advance Warehouse shipments must arrive by the deadline date to avoid surcharges. The shipments can't arrive too early, either. Be sure to check your schedule for this information.
- ALWAYS KEEP YOUR TRACKING INFORMATION HANDY. It is your responsibility to track your shipments.

NOTES ABOUT MOVING OUT

Generally speaking, your items will move out the way they moved in. Materials handling/drayage is round trip. You'll need to make arrangements with your shipping service and let Shepard know how/when your items will be picked up before you depart the show. Be sure to pack and label your shipment well- with a copy of the shipping information/Bill of Lading- attached to your freight.

Move out must happen by a specific time, so check your show schedule for information.

If you used POV/Cartload Service, you could do so again by queueing up after the show ends. There may be a wait for this, for please be prepared. Also, you will be charged for this service each time you use it. The fee covers one trip, one laborer, and one cart. The fee ranges from $99 to $150.