

Move-In & Move-Out Information

Move-In

Wednesday, May 31st from 8 AM – 6 PM

Contact Show Management should you have any special move-in requests.

Storage of Empties

Fire regulations prohibit storing paper cartons or packing materials behind back drapes/hard walls or under draped tables. Freeman will provide "empty crate" stickers to affix to your boxes. Freeman will store and return them to your booth at show closing. Freeman will store empties in a secure storage area. Please be certain to mark your exhibit booth number on each label. Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels. Any excess samples may be stored during the show in "Overnight Storage Areas" designated by Show Management.

Move-Out

Sunday, June 4th from 6 PM – 11 PM

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by Sunday, June 4, 2023 at 11:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, June 4, 2023 at 9:00 p.m. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

Post Show Paperwork and Labels

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Early Move Out Is Prohibited at LVAJ&WS

The Las Vegas Antique Jewelry and Watch Show closes at 6 PM on Sunday, June 4th. Please do not breakdown or dismantle your booth before this time. Please also keep the 6 PM move out time in mind when making your travel accommodations.

Install/Dismantle & Labor Regulations

Labor/Union Laws

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

Task	Exhibitors May	Freeman Responsibilities
Material Handling	<ul style="list-style-type: none"> • As an exhibitor you may “hand carry” material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. • Any mechanical assistance is limited to a small dolly. • The assistance of any motorized device or pallet jack is not permitted. • When exhibitors choose to “hand carry” they may not access designated material handling areas. • Must use specified exhibitor hand carry areas or main entrance of the facility. • In all other circumstances items should be considered material handling. In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose. 	<ul style="list-style-type: none"> • Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor. • Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will ensure a smooth, orderly and efficient move-in and move-out of the tradeshow. • Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas. • Freeman is not responsible for any material it does not handle. • For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman’s website at www.freemanco.com/store.
Booth Cleaning and Porter Service	<ul style="list-style-type: none"> • Clean and wipe down products and display merchandise and other parts of the exhibit. • Exhibitor Appointed Contractors (EAC’s) are not permitted to vacuum or utilize floor cleaning equipment on the show floor. 	<ul style="list-style-type: none"> • All booth vacuuming and porter service.
Booth Installation and Dismantle	<ul style="list-style-type: none"> • As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit. • If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. • You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work. • You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. • All EAC’s must have the appropriate credentials submitted to Show Management and the facility. 	<ul style="list-style-type: none"> • When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency onsite repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible. • To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.