

Dear Exhibitor ,

Please take a moment to review the following information. In this week's newsletter, we would like to provide you with some helpful tips that will assist you in planning for move-in at PACK EXPO Las Vegas 2009.

Move-In Dates and Times

Exhibitor Move-In dates and times are as follows:

CENTRAL AND LOWER SOUTH HALLS ONLY

Tuesday, September 29, 2009 8:00am - 4:30pm PDT

ALL HALLS

Wednesday, September 30, 2009 8:00am - 4:30pm PDT

Thursday, October 1, 2009 8:00am - 4:30pm PDT

Friday, October 2, 2009 8:00am - 4:30pm PDT

Saturday, October 3, 2009 8:00am - 4:30pm PDT

Sunday, October 4, 2009 8:00am - 4:30pm PDT

In order to accommodate the number of exhibitors, targeted move-in times have been established for all halls.

Click the links below to find your targeted move-in time.

[Central Hall Inbound Target Plan](#)

[Lower South Hall \(S1\) Inbound Target Plan](#)

[Lower South Hall \(S2\) Inbound Target Plan](#)

[Upper South Hall Inbound Target Plan](#)

If your company cannot adhere to the scheduled inbound dates as assigned, please send an e-mail request for a date change to PACK EXPO Services by September 18, 2009:

jroche@packexposervices.com

PACK EXPO Services

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Newsletter Schedule

Monday, June 8th

Password

Online Ordering

Instructions

Tuesday, June 9th

Stimulus

Program

Information

Tuesday, June 16th

Exhibiting Packages

Modular Booth

Rentals

Custom Exhibits

Tuesday, June 23rd

Definition of

Targets and

Move In/Out

Schedules

Official Carrier

Listing

2720 River Road, Suite 152

Des Plaines, IL 60018

Please contact your Customer Account Manager if you have questions.

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed; however, they will try to accommodate your needs. PACK EXPO Services will notify the exhibitor in writing if their target date change has been approved.

The Basic Move-In Procedure

1. PACK EXPO Services will make every effort to have utilities and carpet laid down if ordered with a to-scale floor plan by your target move-in time. However, due to logistical reasons, this may not be possible.
2. Shipper checks in at the Marshalling Yard. Once there is an open dock space, the shipper's truck is sent from the Marshalling Yard to the open dock.
3. **OR**, the exhibitor's freight is brought to the Las Vegas Convention Center from the Advanced Warehouse on their targeted move-in date and time.
4. The truck is unloaded and freight is delivered to the booth.
5. If the exhibitor is present when freight is unloaded, their one-time free spot may be used.
6. The exhibitor sets up their booth. If the exhibitor ordered labor to assist, the exhibitor must check-out the labor from the Labor Desk. When the exhibitor no longer needs labor, they must check their labor back in at the Labor Desk.
7. The exhibitor labels their empty cartons. (Empty stickers are available at the Service Center.)
8. Empty cartons are removed for storage on trailers. (Trailers are filled as the cartons are brought back and have no organization. If an exhibitor needs to find one of these, it will require labor to be ordered and will take TIME.)

Labor Tips

- Exhibitors must check-in at the Labor Desk to pick up laborers. Upon completion of work, Exhibitor must return to the Labor Desk to release laborers. Failure to check-in with the Labor Desk will result in a one hour per man "NO SHOW" charge.
- Rigging crews and millwrights ordered in advance for installation and dismantling of heavy machinery should be *reconfirmed* upon arrival to the exhibit hall at the Exhibitor Service Desk.
- Crews should not be requested for installation until your heavy equipment has been unloaded. For example: If your equipment is scheduled to be unloaded between 8:00am and 12:00noon on your assigned target date, you should not approximate your need for a rigging crew prior to 12:30pm on that day.
- Plan the layout of your machinery before you come to the show.
- Riggers and millwrights carry only a twelve-inch crescent wrench, a knife and a ruler. Exhibitor must provide any special

Tuesday, July 7th

Labor Ordering
and Procedures

Island and
Peninsula Drape
Ordering

Tuesday, July 14th

Stimulus

Deadline
Reminder

Carpet
Standard and
Custom
Furniture
Cleaning

Tuesday, August 4th

CAM Intro and
Contacts

Tuesday, August 11th

Discount
Deadline
Reminder

Smart City
Lead Retrieval
Aramark
EACA
Utility Plans

Tuesday, September 1st

Warehouse
Information
Marshalling Yard-
Maps and Info

equipment needed to pick, uncrate, or assemble machinery.

- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth (*minimum* of 2-4 hours).

Please feel free to contact us if you have any questions regarding PACK EXPO Las Vegas 2009, simply contact our Customer Account Management team for assistance at 972-751-9400 or via email at the addresses below. We look forward to working with you.

Sincerely,

Your PACK EXPO Services Team

Central Hall (Booths 100-4899)

Pes.packcentral@packexposervices.com

South Hall - PACK EXPO (Booths 4900-6099)

Pes.packsouth@packexposervices.com

South Hall - PROCESS EXPO (Booths 6300-7499)

Pes.process@packexposervices.com

South Hall - CPP EXPO (Booths 5549-6099)

Pes.cpp@packexposervices.com

Tuesday, September 8th

Move In Tips and
Facts

Tuesday, September 15th

MHA Procedures
Empties
One Time Spot
Warehouse
Closing Date

Tuesday, September 22nd

Service Center
Locations
Business Center
Locations
Virtual Service
Center
FSR Info
Labor Procedures
Material Handling
Procedures

Quick Links

[PACK EXPO Services
Online Service Center
\(Click to order online or
for e-forms.\)](#)

[PACK EXPO Home](#)

[PROCESS EXPO Home](#)

[CPP EXPO Home](#)

[Housing](#)

[Smart City -
Telecom/Internet](#)

[Experient - Lead
Retrieval](#)

[Aramark - Catering](#)

[EAC Registration](#)

