

Dear Exhibitor,

Please note that our offices will be closed Monday, September 7, 2009 for the Labor Day holiday. Our offices will reopen Tuesday, September 8, 2009 at the regular time.

Advanced Warehouse

PACK EXPO Services will accept crated, boxed or skidded materials beginning Tuesday, September 1, 2009 at the advanced warehouse address below.

PACK EXPO Las Vegas 2009

Exhibiting Company Name

Booth # _____

c/o YRC

USF Reddaway

4650 E Cheyenne Avenue

Las Vegas, NV 89115

To avoid additional charges, materials must arrive at the warehouse by Thursday, September 24, 2009. The warehouse will receive shipments Monday through Friday during the hours of 8:00am to 3:00pm.

For labels that can be used to send materials to the advanced warehouse, click [here](#).

Please be advised of the following guidelines for warehouse shipments and make sure the person responsible for your shipping arrangements has this information.

1. Warehouse Dock Door size: 9' wide x 10' high
2. Dimensions of freight should not exceed 8'-4" wide x 8'-5" high
3. Heaviest piece should not exceed 5,000 lbs.
4. Only crated, boxed or skidded shipments will be accepted at the warehouse. **NO loose or uncrated shipments or bulk carpet shipments.**
5. All carpet must be skidded and separated by booth.

Any shipments that are unable to meet these guidelines will need to ship direct to show site.

NOTE: Cranes cannot be used at the warehouse. If you need special equipment to unload your materials at the Warehouse, please contact PACK EXPO Services at 972-751-9400.

IMPORTANT: All warehouse shipments will be charged a special assessment of \$11.00 per CWT with a \$100.00 minimum. See [Material](#).

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Newsletter Schedule

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For additional information regarding Advanced Warehouse shipping, click [here](#).

Click this link for a [map to the Advanced Warehouse](#).

Shipping Hanging Signs

Remember that to qualify for the discounted pre-show rate, all orders and hanging signs must be approved by show management and the hanging sign received at the advanced warehouse prior to September 24, 2009.

Review the [Hanging Sign Forms and details](#) here.

[PACK EXPO/CPP EXPO Rules and Regulations](#)

[PROCESS EXPO Rules and Regulations](#)

To ensure that your sign is added to the pre-show installation schedule, hanging signs must be separated and clearly labeled as a hanging sign.

Click this link for [Hanging Sign Shipment Labels](#).

Marshalling Yard

All vehicles, including privately owned vehicles (POVs), with materials for delivery must check in at the Marshalling Yard located at the corner of Harmon and Koval.

[Marshalling Yard Map and Directions](#)

The Las Vegas Convention Center Marshalling Yard hours:

- **Move-in: 5:00am to 3:00pm**
- **Move-out: 4:00am to 3:00pm**

The driver of the vehicle will present his bill of lading or delivery receipt noting piece count, exact item(s) description and weight of material to be unloaded. Separate weight for Display Material and Machinery Equipment is required.

Tuesday, July 7th

Labor Ordering
and Procedures
Island and
Peninsula Drape
Ordering

Tuesday, July 14th

Stimulus
Deadline
Reminder
Carpet
Standard and
Custom
Furniture
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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

An unloading document will be issued at the Marshalling Yard trailer by PACK EXPO Services personnel. The receiving report will be:

- Based on the information on bill of lading or delivery receipt.
- Date and time stamped.

If the driver does not have a document with sufficient information describing the shipment(s), they will be delayed until we attain the proper information.

After the drivers are given a Receiving Report, a numbered card will be given to them for placement in the window of their vehicle. The numbered card identifies the building and area in which they will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicle's windshield at all times.

Once unloaded and shipping documents have been signed, they may leave or return to the marshalling area.

YOUR TARGETED MOVE-IN/MOVE-OUT TIME REFLECTS THE TIME YOUR VEHICLE IS TO CHECK-IN AT THE MARSHALLING YARD ONLY!

Actual unloading can take many hours. PACK EXPO Services is not liable for wait time charges for carriers.

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
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Warehouse
Closing Date

Tuesday, September 22nd

Service Center
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Business Center
Locations
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Material Handling
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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](#)

