

# Move-In / Move-Out Information

We look forward to making set-up at this show as quick and convenient as possible for our exhibitors. Please review the information in this packet and provide a copy to your delivery and/or set-up staff to facilitate a smooth set-up and delivery of your exhibit material.

We have also enclosed a map of the surrounding freeway system and have routed the most convenient exits to take for set-up. During move-in, our registration desk will be located inside the event hall between the two loading docks. If you have further questions about anything in this packet, please contact Linda Orr, On The Edge Promotions, Inc. (702) 656 - 2337 for assistance.

## ONE DAY MOVE IN

- Thursday, November 16<sup>th</sup> 10am - 9pm

## SHOW HOURS:

- Friday, November 17<sup>th</sup> 10am - 5pm
- Saturday, November 18<sup>th</sup> 10am - 5pm
- Sunday, November 19<sup>th</sup> 10am - 4pm

During show hours, exhibitors working the booth can pick-up their show badges at the check in desk.

## MOVE-OUT HOURS:

- Sunday, November 19<sup>th</sup> 4pm - 10pm

Exhibitors who do not have their displays removed will be subject to a \$100 fee. Please allow plenty of time in order to have your display entirely removed from the hall on time.

## Load-In

Loading docks are strictly for loading and unloading only. **No parking permitted.** Exhibitors may use the loading docks to move in their booth displays during the stated hours. A temporary loading pass will be given to allow for unloading. Vehicles which have not been removed after the allotted time will be ticketed **AND** subject to towing.

## Parking

All-day vehicle parking is free for this event. Overnight RV parking is available at the Oasis RV Resort located at 2711 W. Windmill Lane. For more information call (702) 260-2020. Mention you are an exhibitor at the South Point Casino & Hotel.

### Re-Stocking Booths

Our staff will open the hall at 8:00 AM so that you may re-stock your booth prior to show hours. Please note, **vehicles will NOT be permitted on the loading dock after 9:00 AM.** Restocking is between 8:00 AM and 9:00 AM ONLY. Vehicles which have not been removed by 9:00 AM will be ticketed AND subject to towing. Loading docks are strictly for loading and unloading only. **NO PARKING PERMITTED.**

### Move-In Requirement

All exhibitors must have their contracts paid in full and all paperwork signed before being permitted to move-in and set-up. **NO PERSONAL/COMPANY CHECKS WILL BE ACCEPTED ON SHOW SITE.** Booths not **completely** paid for by 6:00 PM on Friday, November 17<sup>th</sup>, may be resold. Any booth not set-up by 10:00 PM on Friday, November 17<sup>th</sup>, may be resold.

### Electrical and Plumbing

If you will need electrical, please call directly to Edlen at (702) 308-3962. This also includes additional water and gas.

### Telephone Service

Lines are installed by the South Point Casino & Hotel. For information, call South Point Casino & Hotel at (702) 797-8066.

### Food and Beverage

No food or beverage may be given away at your booth without adhering to the rules set forth by the Center. As a courtesy, concessions will allow exhibitors to bring in food/coolers through the loading docks ONLY, PRIOR to 9:30 AM daily. **NO FOOD/COOLERS MAY BE BROUGHT THROUGH THE MAIN ENTRANCES AT ANY TIME.** The concessionaires have control over all food in the facility.

### Balloons

**No handing out of balloons.** Helium balloons must be filled outside the building and anchored to the booth. NO HELIUM TANKS will be permitted in the exhibit hall. Exhibitors will be charged if balloons are released and get caught in the air ducts.

### Tape

Only clear tape may be used on the floor; no tape that leaves a residue on the floor may be used. We suggest 3M clear tape.

## Decorative

Keystone Event Services is the official show decorator. Included with your space rental is a blue divider on each side of your booth. Furniture, carpeting, signage, etc. may be ordered directly from Keystone Event Services using the included ordering form. Keystone Event Services' service desk will be located near the loading dock and will be manned commencing Friday, November 17<sup>th</sup>. If you need to contact Keystone Event Services for any reason, please feel free to call them at (702) 326-9252, or see the enclosed ordering information.

## Security

**The exhibitor shall assume all responsibility for his own display.** On The Edge Promotions, Inc., will not assume responsibility for any loss due to fire, theft, damage, etc. We will have 24 hour security, however, and if you feel you need additional theft insurance, please contact your own insurance company regarding a rider for the show. Any exhibitor interested in personal security for their booth may contact Rand Peck at (702) 797-8005.

## Fire Marshal

The Fire Marshal will be in attendance at the show. Please read the Special Bulletin regarding Fire Department Regulations. Please refer to the fire permit rules & regulations and if a permit is needed, use the enclosed application.

## Hotel Accommodations

The official event hotel is the South Point Casino & Hotel.

- Weekdays \$ 59.00
- Friday and Saturday \$ 99.00
- Sunday \$ 59.00

The reservation phone number for the South Point is (702) 796-7111. They do accept AAA discount. The Emerald Suites at 9145 South Las Vegas Blvd. is the next closest hotel. Their phone number is (866) 847-2002, and their website is [www.emeraldsuites.com](http://www.emeraldsuites.com)

## Video Production

On The Edge Promotions, Inc. now has its own professional video production department for those exhibitors interested in having a professional video produced of their company, product, or

service. We can produce a video for you that is creative, effective, and affordable. Your personalized video can be used in your show booth to better market your product or service and help increase sales. If you are interested in ordering a video for your company, or if you have any questions, please call Paul Smith at (714) 931-3600.

**For any additional questions, please call your sales representative at On The Edge Promotions, Inc. at (702) 656-2337.**