

# CAESARS FORUM GENERAL SHIPPING INFORMATION

## EARLY SHIPMENTS

**Caesars Forum will NOT accept delivery of exhibit material prior to the specified move-in dates.**

Please plan your shipments to coincide with the established schedule.

All shipments must be pre-paid and made on a straight Bill of Lading with a copy mailed to:

Exhibiting Company Name/Booth Number  
AAPEX 2024-Caesars Forum  
C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89118

**Advance shipments must arrive between September 24, 2024 and October 17, 2024.**

Shipments received at the warehouse will be unloaded and stored for up to thirty (30) days. The shipment will then be moved to Caesars Forum and delivered to your booth. After unpacking has been completed, the empty crates and/or cartons will be stored and then returned at the end of the Event for repacking. The packed crates will be moved to the loading area and reloaded for outbound shipment. Refer to the Freeman Services Guide for rates.

## DIRECT SHIPMENTS

Exhibitors who wish to ship their exhibit materials directly to Caesars Forum may do so via their own vehicle, vanline or common carrier, but must note that direct to dock shipments can be received beginning November 1, 2024.

All vehicles must check into the Freeman Marshalling Yard located at the following address:

Freeman  
6555 West Serene Avenue  
Las Vegas, NV 89139

Mark and consign all DIRECT shipments to:

Exhibiting Company Name/Booth Number  
AAPEX 2024-Caesars Forum  
Caesars Forum  
c/o Freeman  
3911 Koval Ln  
Las Vegas, NV 89109

**Direct to Dock shipments from November 1 – November 4, 2024 ONLY.**

Direct shipments will be unloaded at Caesars Forum and delivered to your booth. After unpacking has been completed, the empty crates and/or cartons will be stored and then returned at the end of the Event for repacking. The packed crates will be moved to the loading area and reloaded for outbound shipment.

**NOTICE:** The responsibility for in and out traffic scheduling has been assigned to Freeman, and they have complete jurisdiction over all loading areas. To ensure order and expeditious handling of exhibit material before and after the Event, exhibitors are asked to clear all freight movements through Freeman and to cooperate in the following established rules and observing the schedule.

## DAMAGE TO EXHIBITS

While being loaded, unloaded or moved to the various booths or common carriers by Freeman, they will be responsible as outlined in our Limits and Liabilities Statement. Freeman will NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitor's material after they have been delivered to the booth, or before materials have been picked up for loading out of the booth. It is suggested, however, that shipments be fully insured by the exhibitor. This may generally be accomplished by "riders" to existing policies – often at no extra cost!

## EMPTY CRATE RETURN

After the close of the Event at 5:00 pm on Thursday, November 7, the empties will be returned to the booths beginning at 6:00 pm. **PLEASE ALLOW 10 TO 12 HOURS FOR THE RETURN OF EMPTIES.**