

AAPEX 2024 DISMANTLING NOTICE

Dismantling will begin at 5:00 pm on Thursday, November 7, 2024. **ALL EXHIBITS MUST REMAIN INTACT, INCLUDING PRODUCT & DISPLAY, UNTIL THAT TIME. EXHIBITORS FOUND TO BE DISMANTLING THEIR BOOTH PRIOR TO 5:00 PM ON THURSDAY, NOVEMBER 7, 2024, WILL BE PROHIBITED FROM EXHIBITING AT AAPEX 2025.**

It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All products that can easily be picked up must be securely packed **BEFORE YOU LEAVE YOUR BOOTH AFTER THE EVENT CLOSES AT 5:00 pm**. Neither Event Management, Event Security, the Venetian Expo, Venetian Hotel nor the drayage contractor can assume responsibility for this material. Venetian Expo Concession stands will be open until 6:00 pm on Thursday, November 7, 2024.

MOVE OUT TIME FOR HALLS A, B, C & G:

All exhibits must be packed, labeled and made ready for shipment by 12:00 noon on Saturday, November 9, 2024. All carriers for Halls A, B, C & G must check-in to the Freeman Marshaling Yard no later than 10:00 am on Saturday, November 9, 2024. If your outside carriers do not check-in prior to 10:00 am on Saturday, November 9, 2024, Freeman will reroute the shipment via the most convenient manner available.

Booths that are located along the wall in Halls A, B, C & D by the freight doors must be packed, labeled and made ready for shipment by 5:30 pm on Thursday, November 7, 2024. Freeman Company will return empty crates and cartons for these booths immediately at the close of the show at 5:00 pm.

MOVE OUT TIME FOR HALLS D & D+/VENETIAN BALLROOM:

All exhibits in **Halls D & D+/Venetian Ballroom (booths #A5200-A6500 & A30000-#A42000)** must be packed, labeled and made ready for shipment by 10:00 am on Friday, November 8, 2024. All carriers for these areas must check-in to the Freeman Marshaling Yard no later than 10:00 am on Friday, November 8, 2024, or Freeman will reroute the shipment via the most convenient manner available.

MOVE OUT TIME FOR CAESARS FORUM:

All exhibits in **Caesars Forum (booths #C50000- C90000)** must be packed, labeled and made ready for shipment by 10:00 am on Saturday, November 9, 2024. All carriers for these areas must check-in to the Freeman Marshaling Yard no later than 8:00 am on Saturday, November 9, 2024, or Freeman will reroute the shipment via the most convenient manner available.

The location of the Freeman Marshaling Yard is: 6555 West Serene Avenue
Las Vegas, NV 89139

Any exhibit not packed or left on the exhibit floor will be packed by Freeman and re-routed on a carrier of Freeman's choice and removed at the exhibitor's expense.

Please help AAPEX expedite move-out by recycling your metal parts. Trash stickers can be obtained from the Floor Manager's help desk. Identify any products which can be recycled, disposed or trashed. ***The Venetian Expo recycles all trash removed from this facility.***

The Venetian Expo will ship your products out of the facility via UPS or FedEx. You may bring your items to the Venetian Expo Exhibit & Business Service Center located on Level 1 any time prior to 7:00 p.m. on Thursday, November 7, 2024, or anytime between the hours of 8:00 am- 5:00 pm on Friday, November 8, 2024, for shipment.

NO HAND TRUCKS, CARTS OR DOLLIES MAY BE USED:

Exhibitors will not be allowed to exit through any freight doors or be allowed access to crate storage areas. Security guards are instructed not to allow exhibitors in the crate storage areas. Your cooperation in this matter will expedite an orderly return of your cartons, fiber cases, and crates. Delivery of empty cartons and fiber cases to your booth will begin at 6:00 pm Thursday, November 7, 2024. **Due to aisle carpet and car removal, this should take approximately 1 ½ hours. Empty crate return will start at 6:30 pm and take up to 10 hours to complete.**

ALL PRIVATE VEHICLES TO BE LOADED:

Any exhibitor who has merchandise to be loaded in a private vehicle will be given a Material Handling Agreement (MHA) at the Freeman Service Center located in **Venetian Expo Exhibit & Service Center, Level 1 Lobby, adjacent to Room 201**. When packed and ready to load, please proceed to the **STAGING AREA, located in Hall G**.

The Freeman Service Center, located in the Venetian Expo Exhibit & Service Center, Level 1 Lobby, adjacent to Room 201, will remain open throughout the course of the Event between the hours of 8:00 am and 5:00 pm each day. The Service Center will supply labels, Material Handling Agreements (MHA's), accept labor orders for dismantling, and assist you in scheduling your removal. Phone: 702-691-8999.

Fire regulations require that booth power be disconnected by 6:00 pm, Thursday, November 7, 2024. Any exhibitor requiring service after 6:00 pm on Thursday, November 7, 2024, must make special arrangements at the Venetian Expo Exhibit & Business Service Center, located on Level 1, no later than 10:00 am on Thursday, November 7, 2024.

All outbound shipments must have a Material Handling Agreement (MHA) showing correct count of pieces, weight, destination and billing. A sample Material Handling Agreement (MHA) will be displayed at the Freeman Service Center, **Venetian Expo Exhibit & Service Center, Level 1 Lobby, adjacent to Room 201**. Freeman Exhibit Transportation will be on site to ship your freight. If, however, you wish to ship via a specific carrier, you must contact that carrier and list that carrier on the Material Handling Agreement (MHA).

FREEMAN MARSHALLING YARD LOCATION: 6555 W. SERENE AVE., LAS VEGAS, NV 89139:

The closest main intersection is Blue Diamond & Torrey Pines Avenue. All trucks must report to the Marshalling Area located at the above address. All carriers must check in prior to 8:00 a.m. on Saturday, November 9, 2024 (except for booths located in Halls D & D+/Venetian Ballroom, which need to check in by 10:00 am on Friday, November 8, 2024).

If you have any questions concerning shipping or dismantling, **please resolve them at the Freeman Service Center during the Event to avoid problems later.**

AAPEX 2024 Event Management requests your cooperation in these areas:

1. The drayage contractor has been instructed by Event Management to keep all exhibit materials clear of the 'NO FREIGHT AISLES'.
2. Please do not give the labor crew gratuities in an attempt to return your empties first. All empties will be returned in an orderly fashion as soon as possible.
3. To enter the hall after 5:00 pm on Thursday, November 7, 2024, and during the remainder of the move-out, all exhibitors or manufacturer reps will be required to wear their badges at all times. Any personnel who do not have one of these badges must obtain a move-out label from the Security Desk located on Level 1 near the front entrance.

Exhibitors are reminded that plants and flowers are retail items and the property of the florist. Please move them to the side to avoid damage. Your help in securing them from theft will be appreciated.

We sincerely appreciate your cooperation and would like to take this opportunity to thank you for your continuous support of AAPEX and hope to see you again next year.

EXHIBITORS ARE NOT ALLOWED ON THE RAMP AREA OR DOCK DOORS.