



VEGAS SHOOT 2025

MARCH 5 - 9, 2025

HORSESHOE LV - GRAND BALLROOM & EVENT CENTER

COMPANY NAME	BOOTH #
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MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

MATERIAL HANDLING

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
ADVANCE WAREHOUSE	\$ 128.00 Per 100 lbs	\$ 166.40 Per 100 lbs	\$ 172.80 Per 100 lbs	\$ 224.64 Per 100 lbs
Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.				
200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
SHOW-SITE	\$ 128.00 Per 100 lbs	\$ 166.40 Per 100 lbs	\$ 172.80 Per 100 lbs	\$ 224.64 Per 100 lbs
Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.				

**Material Handling rates are round trip rates
there will be no additional handling fees at show.**

PER SHIPMENT RECEIVED	WAREHOUSE	WAREHOUSE	SHOW SITE	SHOW SITE
	FIRST PACKAGE	ADDITIONAL PACKAGE	FIRST PACKAGE	ADDITIONAL PACKAGE
SMALL PACKAGE	\$ 78.00	\$ 58.00	\$ 90.00	\$ 73.00
30% Late fee if received after deadline date Maximum weight per shipment is 25lbs.				
Items received without documentation will be delivered without guarantee of piece count or condition.				

WEIGHT PER SHIPMENT	RECEIVING LOCATION		RATE	ESTIMATED TOTAL
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

All material handling rates include delivery to booth	All shipping charges must be prepaid
Materials must arrive during published dates to avoid additional charges	No collect shipments. "COD"
Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge	
SPECIAL HANDLING	
UPS, FedEx, USPS, loose, uncrated exhibit material, van line	Materials with no inbound documents
Material with no certified weights	Materials with no pick points received
OVERTIME (OT)	

OVERTIME FEES ARE INCLUDED IN THE ABOVE PUBLISHED RATES

Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.
Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$128.00 per 100 lbs = minimum charge of \$256.00
Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.
Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$128.00 = \$512.00

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, February 3, 2025 - Monday, February 17, 2025

TO:

EXHIBITOR NAME

C/O: LVE-IT Vegas

**6225 Annie Oakley Drive
Las Vegas, NV 89120**

EVENT: VEGAS SHOOT 2025

NO. _____ OF _____ PIECES

BOOTH #:



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, February 3, 2025 - Monday, February 17, 2025

TO:

EXHIBITOR NAME

C/O: LVE-IT Vegas

**6225 Annie Oakley Drive
Las Vegas, NV 89120**

EVENT: VEGAS SHOOT 2025

NO. _____ OF _____ PIECES

BOOTH #:



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED
Tuesday, March 4, 2025 : 9:00 AM - 8:00 PM
Wednesday, March 5, 2025 : 7:00 AM - 9:00 AM

TO: _____
EXHIBITOR NAME

C/O: LVE
Horseshoe Las Vegas
Grand Ballroom & Event Center
3645 S. Las Vegas Blvd.
Las Vegas, NV 89109

EVENT: _____
VEGAS SHOOT 2025

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED
Tuesday, March 4, 2025 : 9:00 AM - 8:00 PM
Wednesday, March 5, 2025 : 7:00 AM - 9:00 AM

TO: _____
EXHIBITOR NAME

C/O: LVE
Horseshoe Las Vegas
Grand Ballroom & Event Center
3645 S. Las Vegas Blvd.
Las Vegas, NV 89109

EVENT: _____
VEGAS SHOOT 2025

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____



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OUTBOUND SHIPPING INFORMATION

This form does not replace the Outbound Material Handling Agreement (MHA) that must be completed on site.
 Exhibitors must pickup, complete and return the Outbound MHA to the LVE Exhibitor Service desk onsite.
 Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition.
IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.

**Material Handling rates are round trip rates
 there will be no additional handling fees at show.**

In the event your selected carrier does not show please select one of the following here below.

RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS OR RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE

NOTE: Exhibitor is responsible for contracting any carrier except those recommended in this manual. LVE will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that LVE shall not be responsible for loss, theft or damage to any display installed or dismantled under LVE's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide LVE with complete and accurate written instructions for the packing and/or shipping of said display by LVE supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: _____ PRINT: _____ DATE: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. LVE will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

RETURN FREIGHT & STORAGE

WAREHOUSE	Rates include delivery of shipment at close of show to LVE warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs. or more will be charged the following rates with a 1,000 lb. minimum.		
	OVERTIME fees are based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LVE, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate.		
	DRAYAGE TO WAREHOUSE	\$ 22.00	per 100 lbs.
	WAREHOUSE HANDLING	\$ 9.50	per 100 lbs.
All freight returned to warehouse that is less than 50 lbs. will have a flat rate charge of \$94.50. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.			

STORAGE	MONTHLY STORAGE RATE	\$9.50	per 100 lbs.
	Monthly storage rate is billed quarterly, at \$28.50 per 100 lbs. (1,000 lbs. minimum)		
All freight must be crated, palletized or boxed to be eligible for storage. LVE reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.			
*By signing, I understand and agree that LVE reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.			

SIGN*: _____ PRINT: _____ DATE: _____

ADVANTAGES OF STORING WITH LVE

- Save on expensive shipping charges.
- Storage freight is delivered to the show in advance of direct shipment.
- No Marshalling Yard, Check-in, or waiting
- Warehouse facilities and services are located in Las Vegas, Nashville, & Denver for year round access.
- 30 Days free storage included in LVE advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



March 5 - 9, 2025

AIRWAYS FREIGHT
LAND • AIR • SEA

Official Freight Carrier & Customs Broker
Worldwide Trade Show Transportation

- **Domestic & International**
- **Next or Second-Day Air**
- **Customs Broker on Staff**
- **LTL or Full Truckload**
- **Ocean LCL or Full Container**
- **24/7/365 Customer Service**



Priority freight handling by our partners at:



LVE

For immediate assistance 24/7/365
Call: 800.643.3525
Email: LVExpo@airwaysfreight.com

AIRWAYS FREIGHT
LAND • AIR • SEA

Serving the Trade Show Industry for 35+ years!

SHOW SITE WORK RULES**** ATTENTION ******UNION JURISDICTION**

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).

Local Union jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

FIRE & SAFETY REGULATIONS**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

FREQUENTLY ASKED FREIGHT QUESTIONS**WHEN CAN I SHIP TO THE WAREHOUSE?**

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 7:30 AM - 3:00 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.