



WWIN & ILOE Studios February 2022

February 14-17, 2022
Caesars Forum - Forum, Summit, Academy

SHOW INFORMATION

We are pleased that LAS VEGAS EXPO has been selected as your Official Service Contractor. Our goal is to make sure your participation is a success.

WWIN BOOTH EQUIPMENT	Each WWIN Standard Booth Package 10' x 10' inline booth will consist of:			
	HALL FLOORING		FACILITY CARPET	
		8' Tall Agam Walls (3 sides)	Four	Side Chairs
	One	Wastebasket	One	Identification Sign
	Combination of four (4) undraped tables or counters (4', 6', 8'), garment racks, or table risers			
	500 pounds Material Handling			
	500 Watts of Electricity			

ILOE BOOTH EQUIPMENT	Each ILOE 10' x 10' inline booth will consist of:			
	HALL FLOORING		FACILITY CARPET	
		8' Tall Matrix Walls (3 sides)	Four	Side Chairs
	One	Table 39" x 24" white	One	Wastebasket
	One	Identification Sign		
	Combination of three (3) 39"x24" Tables, pipe garment racks, single shelves or table risers			
	500 pounds Material Handling			

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Saturday, February 12, 2022	See Target Map		Exhibitor Setup
Sunday, February 13, 2022	See Target Map		Exhibitor Setup
Monday, February 14, 2022	9:00 AM	7:00 PM	Show Hours
Tuesday, February 15, 2022	9:00 AM	6:00 PM	Show Hours
Wednesday, February 16, 2022	8:00 AM	6:00 PM	Show Hours - Early Shopping Hour
Thursday, February 17, 2022	9:00 AM	4:00 PM	Show Hours
Thursday, February 17, 2022	4:00 PM	11:59 PM	Exhibitor Move Out
Friday, February 18, 2022	8:00 AM	12:00 PM	Exhibitor Move Out

ALL FREIGHT CARRIERS MUST CHECK IN WITH LAS VEGAS EXPO BY:	8:00 AM on Friday, February 18, 2022
ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:	12:00 PM on Friday, February 18, 2022

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

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SHOW INFORMATION CONTINUED

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS
MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS

WAREHOUSE SHIPMENTS	WAREHOUSE RECEIVING BEGINS	Wednesday, January 5, 2022	WAREHOUSE RECEIVING HOURS		
	STANDARD RECEIVING RATE DEADLINE	Monday, February 7, 2022	MONDAY - FRIDAY 7:30AM - 3:00PM		
	WAREHOUSE RECEIVING DEADLINE	Friday, February 11, 2022	EXCLUDING HOLIDAYS		
	All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only		
	No COD or collect shipments		Must submit payment authorization form with all orders		
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse		
	DO NOT SHIP DIRECTLY TO THE FACILITY, USE THE SHOW LABELS.				
	WAREHOUSE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	WWIN or ILOE	BOOTH #	
		COMPANY		C/O	LVE-IT Vegas
		ADDRESS	4075 East Post Road, Las Vegas, NV 89120		
<i>If exhibit material is shipped to the facility, the facility will turn it over to LAS VEGAS EXPO for distribution to your booth. This will result in material handling and late charges from LAS VEGAS EXPO in addition to facility charges.</i>					

Overtime will be charged on all warehouse shipments, anything handled after 4:30pm and weekends.

SHOWSITE SHIPMENTS	SHOWSITE RECEIVING				
	DAY/DATE	START TIME	END TIME		
	Saturday, February 12, 2022	SEE TARGET MAP	SEE TARGET MAP		
	Sunday, February 13, 2022	SEE TARGET MAP	SEE TARGET MAP		
	Do not consign shipments to the receiving facility.		All shipments must be consigned c/o Las Vegas Expo		
	Material shipped direct to the facility will be turned over to LVE and incur additional charges.				
	Do not ship your materials to arrive prior to the dates above.				
	SHOW SITE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	WWIN or ILOE	BOOTH #	
		COMPANY		C/O	Las Vegas Expo
		ADDRESS	Caesars Forum - Fourm, Summit, Academy 3911 Koval Lane, Las Vegas, NV 89109		

The Payment Authorization Form must be completed and submitted to LAS VEGAS EXPO prior to shipping.

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$150.00 plus applicable fees.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.



WELCOME LETTER

Dear Exhibitor,

Las Vegas Expo Complete Show Services is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive discounts of up to 30% on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LAS VEGAS EXPO requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LAS VEGAS EXPO.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 702-248-6200 ext 602 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LAS VEGAS EXPO