

MOVE-OUT:

Note: There are Freight Target Floorplans located in the Exhibitor Manual and on-site at the Service Centers that illustrate the scheduled move-out of JCK (empty crate return times, booth pack deadlines & truck check-in times).

DATE	AGTA	<ul style="list-style-type: none"> • JCK Level 1 - Casanova, Marco Polo, Galileo • JCK Level 2 -Veronese, Titian & Bellini • JCK Level 3 – San Polo, Lido* & Murano 	JCK Halls ABCDG
Monday, June 2	<i>6pm-7pm No Labor, out by midnight</i>	Show Day	Show Day
Tuesday, June 3		<i>4-6pm No Labor, (4-5pm in ETS) Move-out until 9pm</i>	<i>4-6pm No Labor, Move-out until 9pm</i>
Wednesday, June 4		<i>Move-out 8am-5pm*</i>	<i>Move-out 8am-5pm</i>
Thursday, June 5			Move-out 8am-3pm

- **The front 6 rooms of Lido need to be vacated by Noon, Wed., June 4.**

Please Note **NO LABOR** is allowed in the exhibit halls or ballrooms on Tuesday, June 3th between 4:00pm - 6:00pm (5pm in the Casanova, Marco Polo and Galileo Ballrooms and Level 3). On Monday, June 2, no labor in AGTA from 6-7:00pm. This will allow us to secure all of the product.

No one 14 years of age or under, including infants will be admitted at any time during dismantling. ***There are no exceptions to this rule!***

Move-out Procedures:

JCK Las Vegas officially closes at 4:00pm on Tuesday, June 3th. Attendees will be admitted into the Show until that time. For liability reasons and the general professional appearance of exhibits, exhibitors will not be allowed to tear down booths until 4:00pm. Security will not permit materials to be removed from the hall prior to this time. Tearing down your booth or packing up your line early is a serious Show violation. It will result in a fine and the possible loss of booth space.

At the close of the Show, Freeman's general labor and all independent contractor labor will **not** be allowed on the Show floor until two hours after closing (except Level 3 Ballrooms & ETS Pavilion rooms on Level 1, one hour). This is to allow all exhibitors ample time to deliver merchandise to the Armored Cars. At 6:00pm, Freeman will roll up the aisle carpet and/or cover the aisles with plastic for the return of the empty crates and cartons. Please assist in this process by keeping all materials out of the aisle. All cardboard cartons and fiber cases will be returned first followed by large crates. **All empty crates will be returned by Noon Wednesday, June 4 in accordance with the Freight Target Move-out Floorplans.** To prevent the possibility of accident or injury, please do not enter the crate storage areas or stand by the overhead freight doors.

IMPORTANT NOTE – All exhibitors should compress their booth space as much as possible at show close. It is imperative that you create space within your booth to place empty containers.

To ship your non-product Show materials you must first obtain a Material Handling Agreement (Bill of Lading) from the JCK Exhibitor Service Center. The JCK Exhibitor Service Center is located in Room 401-402, Level 1 of the Sands and the front of Hall BC. Complete the Material Handling Agreement (Bill of Lading) and return it to the JCK Exhibitor Service Center once you have packed up completely. Have your carrier check in at the Marshaling Yard. Once the carrier has checked in and you have returned your completed bill of lading, your carrier will be directed to the appropriate loading area.

The exhibit hall must be cleared of all product lines on Tuesday, June 3rd by midnight. All Show Management personnel, exhibitors and booth equipment must be out of the Exhibit Halls by Thursday, June 5th at 3:00pm with the exception of the Ballrooms as outlined above. Please arrange for all outbound transport by these times. For your convenience, Freeman Transportation will have a desk in the Exhibitor Service Center.

IMPORTANT: If you prefer a specific carrier, it is your responsibility to contact that carrier and ensure that

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they meet the deadline. If they are not checked in by the appropriate time, your freight will be re-routed by a Freeman Transportation carrier at prevailing rates. **Trucks must be checked in at the Marshalling Yard by the times indicated on the Freight Target Move-out Plans or they will be considered absent and your freight re-routed.**

Temporary Move-Out Badges:

To enter the hall during move-out, each member of your booth staff must wear his or her exhibitor badge, which will be distributed in Exhibitor Registration until 2pm Tuesday, June 3rd, Bassano Room 2708, Level 2 of the Venetian. Exhibitor Designated Contractors (EDC's) can pick up their wristbands in the Security Office, Room 403 at 5:00 pm on Tuesday the 3rd; however they cannot have access to the show floor until 6:00 pm (5pm in the Casanova, Marco Polo and Galileo Ballrooms and Level 3); 7:00pm on AGTA Monday).

JCK New Product Showcase:

Exhibitors who participated in the JCK New Product Showcase may pick up their merchandise directly from the JCK New Product Showcase areas. All merchandise must be picked-up on Tuesday, June 3rd between 4:00pm – 8:00pm. **Merchandise must be picked-up by 8:00 pm.** After 8:00 pm we will not assume liability for storage or return of unclaimed merchandise. Unclaimed merchandise will not be the responsibility of Reed Exhibitions or JCK. Please remember to bring your receipt so that we may return your merchandise to you.

JCK Events Press & Speakers Office:

If you had dropped off materials in the Press & Speakers Office for distribution to editors and wish to claim any leftovers at the close of the Show, please be sure to stop by the Press & Speakers Office, Bassano Room 2601, Level 2 of the Venetian prior to 2:00pm on Tuesday, June 3rd. After 2:00pm all unclaimed materials will be discarded and the Press & Speakers Office will be closed.

Photography Services:

A Photographer will not be available on the last day of the Show - Tuesday, June 3rd.

Airport Vault Service:

If you are not leaving Las Vegas immediately and you would like to pick up your line at the airport, please make arrangements with SOA in Vault O, Room 301. Any further questions can be directed to the Security Office, located in Room 403.

Small Package Shipping:

Do not ship your line via UPS, DHL or regular Fed Ex.

We recommend Brink's, Dunbar, FWCD, Malca-Amit, G4S or FedEx DVX for the shipping of your product line. G4S will be located in the Exhibitor Service Center Room 401, The Armored Car Services will be located in their designated locations – this information was provided during move-in, and FedEx DVX will be located in Room 404 (for **product only** – no other packages). They will be more than happy to assist you.

No packages will be accepted before 4:00pm. Shipping services will be open from 4:00pm - 9:00pm. Remember that all boxes will go out the morning of June 4th. Nothing will be picked up on June 3rd.

Freeman Exhibit Transportation will also be available for ground and air shipments for your display. Freeman representatives are available at the JCK Exhibitor Service Centers for any special routing requests.

The Sands will also ship packages (Fed Ex and UPS) from their service desk in the Level 1 Lobby. The Sands or Venetian Business Centers will **not** accept your **product** line for shipping.

No shipments will be accepted until 4:01 pm in any of these areas on Wednesday.

It has been our pleasure serving you during JCK Las Vegas 2008 and we hope that you had a successful Show.

Note the new day pattern for next year's Show when we open on Saturday, May 30 and close on Wednesday, June 3, 2009 in observance of the Shavuot Holiday.

HAVE A SAFE TRIP HOME!