



Exhibit Dates: April 1- April 2, 2020 • Las Vegas Convention Center • Las Vegas, NV

SHIPPING & MATERIAL HANDLING MONEY SAVING TIPS

One area that causes the most concern to tradeshow exhibitors are Shipping and Material Handling (also called “Drayage”) costs. Shipping is the cost to send your materials to the show site and away from the show site after the event. Material Handling is the service that moves your booth shipment from the loading dock to your booth space when it arrives, the storage of your packing materials for the duration of the show, and moving your booth shipment back to the loading dock after the event. Following is advice exhibitors can follow to help prevent headaches and extra costs associated with these services:

- Always double check that your booth materials are properly addressed and labeled
- Refer to the exhibitor manual and make sure you take advantage of any discount deadline dates
- When shipping materials directly to the show site communicate with your carrier to make sure they are aware of the times when they need to arrive so they aren’t turned away
- Send all booth materials on the same shipment, if possible. Each separate shipment will generate a separate material handling fee.
- Make all outbound shipping arrangements ahead of time, before the end of the show.
- Communicate with your outgoing shipping carrier so they are aware of the deadline times to return at the end of the show to pick up your materials. Otherwise, exhibitor may have to pay for forced shipping.
- Always check in with the general contractor's service desk before you leave to make sure all your paperwork (Bill of Lading) is in order.
- Stay with your outgoing shipping materials until your carrier arrives to prevent having to pay forced shipping fees.
- Always confirm with your outgoing shipping carrier on the morning of move-out that they have scheduled your delivery pickup and are aware of all necessary instructions.
- Check with the General Contractor service desk if you have any questions.