

## MOVE-OUT GUIDE

The NACS Show closes Thursday, October 10 at 1:30pm. We thank you for your support of NACS and the NACS Show and hope to see you next year in Chicago. Show dates for next year's event are October 15-17, 2025. Please note the different day pattern. 2025 show days will be Wednesday-Friday.

### ***PACKING AND/OR DISMANTLING (IN PART OR IN WHOLE) IS STRICTLY PROHIBITED UNTIL THE CLOSE OF EXHIBITS AT 1:30PM***

***PRIORITY POINTS WILL BE DEDUCTED FOR EARLY TEAR DOWN. NO EXCEPTIONS. IF TRAVEL PLANS REQUIRE YOU TO LEAVE EARLY, PLEASE MAKE ALTERNATE ARRANGEMENTS TO HAVE YOUR BOOTH DISMANTLED AFTER SHOW CLOSE AT THE FREEMAN SERVICE DESK.***

#### **MOVE OUT HOURS**

Thursday, October 10	1:30 PM - 11:59 PM
Friday, October 11	8:00 AM - 5:00 PM
Saturday, October 12	8:00 AM - 5:00 PM

All exhibitor materials must be removed from the exhibit facility by Saturday, October 12, 2024 at 5:00pm and all carriers must be checked in by noon on Saturday, October 12. Any materials remaining in the facility after 5:00 PM on Saturday, October 12 will be re-routed via Freeman's carrier of choice, returned to warehouse to await disposition at exhibitor's expense, or disposed of.

#### **RETURN OF EMPTY CRATES**

With nearly 1,300 exhibitors waiting for their crates, it will take many hours for all of them to be returned. Empty crates and cartons will begin to be returned once the aisle carpet has been removed. Due to the volume of empties, the process may take until midnight before all empties are returned. Please plan labor accordingly.

#### **RETURN/OUTBOUND SHIPPING LABELS**

Available at the Freeman Service Desks in both halls. Please be sure all your return freight is labeled properly!

#### **COOL NEW PRODUCTS PREVIEW ROOM – PRODUCT PICK-UP**

Participants in the Cool New Products Preview Room that would like to pick up any product or displays should stop by between 2:00-4:00pm on Thursday, October 10. All remaining products not marked for return shipment or picked up by the exhibitor will be donated to charity if possible, or otherwise discarded. Any remaining machines, equipment, or displays that do not have pre-arranged a pick-up time with NACS will be considered abandoned and thrown away.

## **WORK PASSES**

**Installation & Dismantle Personnel:** If there are employees of your company coming to provide ONLY dismantle assistance, they may obtain a wristband from security at the entrance to each exhibit hall. Exhibitor Appointed Contractors are required to have the approved credentials for access to LVCC. Badges must be visible at all times while on LVCC campus.

## **CHILDREN IN THE EXHIBIT HALL**

No one under the age of 18 will be allowed in the exhibit hall during move-out hours. This includes infants. This is both a show and LVCC policy. Absolutely no exceptions will be made for any reason.

## **DISHWASHING STATIONS**

Please utilize the dishwashing stations provided throughout the exhibit hall to clean dishes and cooking utensils after the show closes. Dishwashing is prohibited in all public restrooms. All washing/cleaning of utensils and materials must be done at designated Dishwashing Stations. Look around for overhead hanging signage labeled "Dishwashing Area & Hot Water Filling Station". There are three stations in Central Hall and two in North Hall. Dishwashing stations will be open on October 10 until 7 pm.

## **LEFTOVER PRODUCTS AND FOOD DONATIONS**

If you wish to donate food or assorted sundries at the end of the show, Three Square ( a local food bank) may accept those donations. They cannot accept alcohol, tobacco, prepared foods or unsealed/open items. Details and labels are located in the Freeman Exhibitor Service Centers. They will also have volunteers coming around – please look for them to assist them with what you may be able to donate.

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## **"NO TAKE" POLICY FOR ALL EVENT WORKERS**

***Note: "Event workers" are defined as, and include but are not necessarily limited to ALL Contract Security, Freeman Workers, Contract Cleaners, I&D Workers and Exhibitor Contractors.***

Many exhibitors offer sample products to attendees and guests. Frequently, the exhibitors offer these products to event workers as well. Event workers are not permitted to ask for free samples. Any event worker who is found to have accepted, or solicited items from NACS clients, exhibitors or guests will be subjected to possible removal from the property and possible dismissal from future work at NACS events at LVCC.

Policies regarding event workers:

- No event worker may remove exhibitor material, exhibitor product, LVCC property or contractor property from LVCC. All persons and packages entering or leaving the convention center are subject to search.
- No event workers may solicit or accept any tip, loan, gift, gratuity or favor from any customers, guests, users, exhibitors, licensees, clients, contractors or suppliers of good and services at LVCC.
- Show Management may eject from LVCC, anyone found in violation of this Code of Conduct, and prohibit that person from working at NACS events in LVCC in the future. Although exhibitors may occasionally offer samples of products, NACS and LVCC expect that you will politely inform the exhibitor that you are not permitted to accept the offer.