



Move Out and Dismantle Reminders

MOVE OUT: The NFPA conference will begin move out at 2:30 pm Wednesday, June 13th.

RETURN OF EMPTIES: Freeman personnel will return all empty containers, boxes, wooden crates, pallets, etc. at the close of the show once the aisle carpet is removed (approximately 1 hour). We anticipate it will take an additional 2-3 hours to return all empty containers to exhibitors after the removal of aisle carpet. The best way to keep this process moving quickly is to keep aisles as clear as possible so crews can return the empty containers without unnecessary delays or accidents.

SHIPPING: All exhibitors must fill out a bill of lading if shipping materials, via a carrier, out of the convention center. A Freeman Customer Service Representative will pass out a bill of lading before the close of the show. (Any open balances with Freeman must be paid in full to receive this form). Once the bill of lading is filled out and all exhibit space materials are packed up, please return the bill of lading to the Freeman Customer Service desk.

DO NOT LEAVE BILL OF LADING IN EXHIBIT SPACE!

SHOW CARRIER: Freeman is the official show carrier. You may choose to use an alternate carrier however you are responsible for making the arrangements for pickup. Carriers must check in/sign in at the Freeman marshaling yard no later than 10:00 am, Thursday June 14th. * At that time, Freeman will make final arrangements for re-routing exhibitor materials remaining on the expo floor.

***PLEASE NOTE:** Carriers must check in at the marshaling yard before proceeding to the convention center docks. The marshaling yard is located at the:

**6555 West Serene Avenue
Las Vegas, NV 89139**

POV:

Loading by Hand:

If you unloaded your own vehicle and hand carried your materials to the exhibit space, a material handling agreement is NOT required.

Loading with Assistance:

If Freeman personnel unloaded your personal vehicle with the assistance of a **forklift** during move in, **a material handling agreement is required**. Once all your exhibit space materials are packed and ready to be loaded, please proceed to the Freeman Service Desk to turn in the BOL. After the paperwork is received you may retrieve your vehicle and proceed to the loading dock where instructions on parking will be given to you by the security personnel working the POV move out. Check with Freeman for estimate on any associated fees.

Freight Pick Up Information

(Exhibiting Co. Name & Exhibit Space Number)
NFPA Mandalay Bay Convention Center
3970 Las Vegas Blvd. South
Las Vegas, NV 89119