



Consumer  
Technology  
Association®

F R E E M A N

### Move-Out Notice ARIA

- 1. Show Break:** C Space 2023 will close on Saturday, Jan. 7 at 5 PM. Exhibitor appointed contractors (EACs) will be allowed on the floor beginning at 5:30 PM. No dismantling of exhibits may take place prior to show close. Examples of prohibited activity include:
  - Dismantling or packing of display, product or samples
  - Contractor labor in the booth
  - Leaving the booth unmanned
  - Boxes or shipping containers visible in the booth

Please ensure that everyone associated with your booth, including sales representatives, understand this policy.
- 2. Security:** Please take every possible precaution to guard your merchandise and property from theft. Booths are most vulnerable at the closing hour through the entire move-out period. Do not leave your booth unattended until everything has been properly secured. Do not leave items unlabeled in your booth at any time after the show closes. They are at risk of theft and may be presumed abandoned and mistaken for trash.
- 3. Exhibitor Service Center Hours:** The Exhibitor Service Center, located in Mariposa Ballroom will be open Saturday, Jan. 7 from 9 AM-12 Midnight.
- 4. Labor Orders:** As soon as the exhibit floor is clear of attendees:
  - Freeman will begin to break down at 5 PM
  - Exhibitor appointed contractors (EACs) will be allowed on the floor starting at 5:30 PM
- 5. Container/Crate Return:** Once the show closes, Freeman will begin to return empty containers. All cardboard and fiber cases and crates will be returned by 8 PM on Saturday, Jan. 7.
- 6. Freight:** At show break when move out begins please ensure that:
  - Your booth must be packed and properly labeled
  - Your Outbound Material Handling Agreement (MHA) must be turned into the Freeman Service Desk
  - Your carrier must be checked in at the marshalling yard prior to your move out time.
- 7. Outbound Freight:** All outbound freight must be accompanied by an Outbound Material Handling Agreement (MHA) unless you have small pieces which you intend to carry. All pieces must also be labeled with the company name and booth number as well as destination. We encourage you to submit your agreement using the Move-out icon from your mobile device via Freeman Online Mobile. Visit [www.freeman.com](http://www.freeman.com) on your smart phone device and follow the express move-out

process once the show has closed. MHAs and shipping labels may also be obtained from a Freeman Service Desk. Once your exhibit is completely dismantled, packed and labeled, please return your completed agreement to the Freeman Service Center. Please do not leave the MHA in your booth.

If you prefer a particular carrier, you must specify them on your MHA and contact that carrier to schedule pickup prior to midnight on Saturday, Jan. 7. If you are not sure how to do so, please visit the Freeman Service Desk.

8. **Marshalling Yard:** The Freeman Marshalling Yard is located at, 6555 W Serene Ave, Las Vegas, NV 89139 and is open 3 PM-12 Midnight on Saturday, Jan. 7. Your carrier must check in prior to 8 PM in order to ensure your freight is picked up that day.
9. **Bulk Trash/Discarded Booths:** Any wooden crates, exhibit structure and/or large containers left on the show floor at show close are the responsibility of the exhibitor. If you intend to discard your booth at show site rather than making outbound shipping arrangements, you will be charged a disposal fee as well as labor fees to dismantle and remove it.

To arrange for these services, please visit the Freeman Service Desk.

10. **Booth Donation Program:** Freeman encourages all exhibitors to abide by a Pack-In/Pack-Out Policy and to leave your exhibit space as you found it when you arrived. However, if you have materials that you are planning to discard and would instead like to donate after the show, Freeman and CES have established a donation program with local charities.
  - All donations must be in like-new condition and pre-approved by Donation Program representative.
  - Any donations not properly packed, dismantled, pre-approved for donation, or abandoned will result in an additional charge to the exhibitor.
  - To begin the approval process, please submit a [donation form](#)

Thank you for exhibiting at CES 2023. We value your participation and strive to make your move-out experience smooth and seamless. If there is anything we can do to further assist you, please visit the Freeman Service Desk.