



Consumer
Technology
Association®

F R E E M A N

Move-Out Notice – Las Vegas Convention Center

1. **Show Break:** CES 2023 will close on Sunday, Jan. 8 at 4 PM. No dismantling of exhibits may take place prior to show close. Exhibitor-appointed contractors (EACs) will be allowed on the floor beginning at 5 PM. 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:**

Saturday, Jan. 7	8 AM-6 PM
Sunday, Jan. 8	8 AM-8 PM
Monday, Jan. 9	8 AM-6 PM
Tuesday, Jan. 10	8 AM-6 PM
Wednesday, Jan. 11	8 AM-5 PM

Exhibitor Service Center Locations:

LVCC, Back of West Hall 1
LVCC< Front of North Hall 4
LVCC, Central Hall Tunnel below Central Hall 3 Concourse
(A permanent COX Business desk is also located in Central Concourse)

4. **Labor Orders:** Place your Freeman labor orders by 10 AM on Saturday, Jan. 7 at the Freeman Service Desk. As soon as the exhibit floor is clear of attendees:
 - Freeman will begin to roll up the aisle carpet at 4:30 PM
 - Exhibitor-appointed contractors (EACs) will be allowed on the floor starting at 5 PM

5. **Container/Crate Return:** Once the aisle carpet has been removed, Freeman will begin to return empty containers. All cardboard and fiber cases will be returned by 11:59 PM on Sunday, Jan. 8. All wooden crates will be returned by 8 AM on Monday, Jan. 9. While some exhibitors may receive their crates immediately, others may not receive theirs for quite some time. We recommend you secure all small items and valuables. You may either wait for your crates or return to your booth at a later time. Sign up for text notifications of your empty return by calling the Freeman Service Desk at 855-591-7957.
6. **Freight:** CES operates on a targeted freight move-out system. Please refer to the target freight plans in the [LVCC exhibitor manual](#) at [CES.tech/manuals](#) for your move-out date and time, ask your CES Floor Manager or Freeman Concierge. At your target move-out time:
 - Your booth must be packed and properly labeled
 - Your 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 target time

All freight must be completely off the floor by 5 PM on Wednesday, Jan. 11 with carriers checked in by 12 noon. Any exhibits not packed by this time will be dismantled and packed by Freeman at the exhibitor's expense. Any freight left on the show floor after 12 noon on Wednesday, Jan. 11 will be shipped by an official show carrier at the exhibitor's expense.

7. **Outbound Freight:** All outbound freight must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to carry. All pieces must also be labeled with the company name, booth number and destination. We encourage you to submit your agreement using the Move-Out button in the Freeman Concierge Elite app. MHAs and shipping labels may also be obtained from a Freeman Service Desk. Once you have your exhibit completely dismantled, packed and labeled, 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 12 noon on your target date. If you are not sure how to do so, please contact your Freeman concierge or 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 6 AM-3 PM daily. Your carrier must check in prior to 12 noon in order to ensure your freight is picked up that day.
9. **Hanging Signs:** All Truss must be at working height (6' or below) by 12 PM on Wednesday, Jan. 11. Please place your orders accordingly.
10. **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 or contact your Freeman Concierge.

11. **Booth Donation Program:**

Freeman is once again partnering with Opportunity Village and Goodwill Industries to turn exhibitor materials into much-needed donations that support these valuable charities. If you anticipate having materials such as electronics, furniture or booth materials in good condition, please fill out this [form](#). More information on how to reduce your footprint can be found in the [exhibitor manual](#).

12. **Small Vehicles (POVs):** Cartload service for small vehicles and POVs will be available Sunday, Jan. 8 from 7-10 PM at Door 14 (North Hall), Door 6 (Central Hall) or Paradise Road Gate (West Hall). Instructions and guidelines for cartload service are available at the Freeman Service Desk or you may ask your Freeman concierge.

13. **Lead Retrieval:** Please be sure to return your lead retrieval devices to Maritz in the Exhibitor Service Centers at the close of the show.

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 contact your CES floor manager, Freeman concierge or visit the Freeman Service Desk.