

Move-Out Notice Venetian Exhibit Suites

- Show Break:** CES 2023 will close on Sunday, Jan. 8 at 4 PM. Exhibitor appointed contractors (EACs) will be allowed in the suites beginning at 6 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 suite
 - Boxes or shipping containers visible in the suite

Please ensure everyone associated with your suite, including sales representatives, understand this policy.
- Security:** Please take every possible precaution to guard your merchandise and property from theft. Suites are most vulnerable at the closing hour through the entire move-out period. Do not leave your suite unattended until all property has been secured. Do not leave items unlabeled in your suite at any time after the show closes. Unlabeled items are at risk of theft or may be presumed abandoned and mistaken for trash.
- Service Center Hours:** The Exhibitor Service Center will be open as follows:

Thursday, Jan. 5	7:30 AM-6 PM
Friday, Jan. 6	7:30 AM-6 PM
Saturday, Jan. 7	7:30 AM-6 PM
Sunday, Jan. 8	7:30 AM-10 PM
Monday, Jan. 9	8 AM-5 PM
- Labor Orders:** Please place your Freeman labor orders by 2 PM, Saturday, Jan. 7 at the Freeman Service Desk in Suite 29-205. Exhibitor appointed contractors (EACs) are allowed on the suite floors beginning Sunday, Jan. 8 at 6 PM.
- Container/Crate Return:** Freeman will begin to return empty containers between 5:30 PM and 12 Midnight. Empty containers will be returned to Floors 34 and 35 first as access to these floors ends at 10 PM. While some exhibitors may receive their crates immediately, others may not receive theirs for quite some time.
- Suite Check-Out Deadline:** All suite exhibitors must check-out of their assigned suite and have all cartons and fiber cases packed and labeled for removal no later than 5 PM on Monday, Jan. 9. Any exhibits not packed by this time will be dismantled, packed and shipped by Freeman at the exhibitor's expense.
- 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 suite number as well as destination. MHAs may be obtained at any time at the Freeman Service Desk located in Suite 29-205. Once your exhibit is completely dismantled, packed and labeled, return your completed outbound MHA to the Freeman Service Desk in Suite 29-205. Please do not leave the MHA in your suite.

Please do not leave the outbound material handling agreement in your suite. If you prefer a particular carrier, you must specify them on your MHA and contact that carrier to schedule pickup on Friday, Jan. 13 from 7 AM to 2:30 PM at the Freeman Warehouse. If you are not sure how to do so, visit the Freeman Service Desk in Suite 29-205 where you may complete a MHA and obtain shipping labels.

8. **Bulk Trash/Discarded Booths and Donation Services:** Exhibitors are responsible for ensuring all items, including bulk trash if generated, are cleared from the suite. This means all items exhibitors ship in must also be shipped out. Any wooden crates, exhibit materials, large containers, bulk trash, etc. are the responsibility of the exhibitor to include in their return shipment. Freeman Exhibit Transportation will ship exhibit materials left in suites after 5 PM on Monday, Jan. 9 at the exhibitor's expense.
9. **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](#).
10. **Carrier Pickup:** Commercial freight carriers will **not** be permitted to pick up shipments directly at show site. Shipments for designated carriers will be returned to the Freeman warehouse and available for carrier pickup on Friday, Jan. 13 from 7 AM to 2:30 PM. Please advise your carriers accordingly.
11. **Small Vehicles (POVs):** POVs wishing to pick up their freight at show site may do so by making an appointment with Shannon Allen. Please contact Shannon on her cell at 702-817-6730. Due to limited dock space POVs will be loaded on Sunday, Jan. 8 **BY APPOINTMENT TIME ONLY.**

Thank you for exhibiting at CES 2023. We value your participation and strive to make your move-out experience seamless. If we can further assist, please contact your CES floor manager or visit the Freeman Service Desk.