

**Move-Out Notice  
Venetian Expo**

1. **Show Break:** CES 2023 will close on Sunday, Jan. 8 at 4 PM. Exhibitor appointed contractors (EACs) will be allowed on the floor beginning at 5 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 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 all property has been secured. Do not leave items unlabeled in your booth at any time after the show closes. They are at risk of theft or may be presumed abandoned and mistaken for trash.

3. **Exhibitor Service Center Hours:** The Exhibitor Service Centers located in Hall A near booth #50268, Hall G at booth #62859 and the Level 3 Alcove will be open as follows:

Saturday, Jan. 7	8 AM-5 PM	All locations
Sunday, Jan. 8	8 AM-1 PM	Venetian Meeting Rooms, Level 3 Alcove
	8 AM-5 PM	Venetian Expo locations
Monday, Jan. 9	8 AM-1 PM	Venetian Expo locations

4. **Labor Orders:** Please 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 at show close on Sunday, Jan. 8:

- Freeman will begin to roll up the aisle carpet in the Venetian exhibit hall at 4:30 PM
- Exhibitor appointed contractors (EACs) will be allowed on the floor beginning at 5 PM

5. **Container/Crate Return:** Once the aisle carpet has been removed, Freeman will begin to return empty containers. For Venetian Halls A-D & G exhibitors, all cardboard and fiber cases will be returned by 11 PM on Sunday, Jan. 8 and crates by 8 AM on Monday, Jan. 9. For meeting room exhibitors (Levels 1-4), all cardboard and fiber cases will be returned by 11 PM on Sunday, Jan. 8 and crates by 8 AM on Monday, Jan. 9. While some exhibitors may receive their crates immediately, others may not receive theirs for quite some time. To help ensure empties are returned effectively and accurately, please be sure to use Freeman empty labels that are designated by color for specified booths and are filled out with the booth's company name and booth number.

We recommend that you secure your 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 the back of Hall A at 855-598-9618.

6. **Freight:** CES operates on a targeted freight move-out system. Please refer to the target freight plans in the Venetian Expo Exhibitor Manual at [CES.tech/manual](https://ces.tech/manual) for your move-out date and time or ask your CES floor manager or Freeman concierge. At your target move-out time:
- Your booth must be packed and properly labeled
  - Your Outbound Material Handling Agreement must be turned into the Freeman Service Desk
  - Your carrier must be checked in at the marshalling yard prior to your target move out time

Please note that your target time is the deadline to have your freight cleared, but Freeman will begin moving freight out earlier as it is ready.

Please note the following carrier check-in deadlines:

- Venetian Meeting Rooms on Levels 1-4 – exhibitors must have their carriers checked in no later than 11 AM on Monday, Jan. 9. All exhibitor materials must be cleared by 1 PM.
- Venetian Halls A-D & G – exhibitors must have carriers checked in no later than 11 AM on Tuesday, Jan. 10. All exhibitor materials must be cleared by 1 PM.
  - For Hall G exhibitors noted with an asterisk (\*) on the target move-out plans, all materials must be packed and labeled for 10 PM on Sunday, Jan. 8, all carrier deadline check-in is 8 PM.
- Venetian Ballroom - exhibitors must have carriers checked in no later than 11 AM on Monday, Jan. 9. All exhibitor materials must be cleared by 1 PM.

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 1 PM on Tuesday, Jan. 10 will be discarded by the Venetian Expo facility or rerouted via Freeman Exhibit Transportation at the exhibitor's expense.

If you wish to discard your booth or part of your booth, please see #9 below.

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. If you intend to hand carry your items, you must do so through the front lobby doors of the building. Exhibitors are not permitted on dock area. 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 2 PM on your target date and carrier check-in time. 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 on 6555 West Serene Ave. Las Vegas NV 89139. The Marshalling yard will open daily at 6 AM. For driver check-in times, please follow the deadlines noted in #6 Freight section above.

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, please contact the Exhibitor Services Center at 702-733-5070 to order a dumpster as well as labor to dismantle and remove it.
  
10. **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](#).
  
11. **Small Vehicles (POVs):** Cartload service for small vehicles and POVs will be available during move-out on Sunday, Jan. 8 from 5-9 PM. If you would like to use this service after you have packed and labeled your materials, take your completed MHA paperwork to the check in area, in the back of Hall D by the Freight Door, and check in with a Freeman representative. You will be given a POV door card to reflect your place in line. Once space becomes available, the vehicle will be dispatched to the Hall D POV area where you will be loaded by a Freeman team member.
  
12. **Lead Retrieval:** Please be sure to return your lead retrieval devices to the Maritz Lead Retrieval Counters in the back of Hall A and back of Hall G at the Exhibitor Service Desk 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 seamless. If we can further assist, please contact your CES floor manager or visit the Freeman Service Desk.