

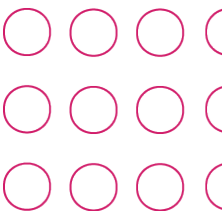


# ASD MARKETWEEK

Save Money, Save Time, Save Your Back: Efficient Material Handling 101

Cash & Carry Exhibitors

March 2025 Show

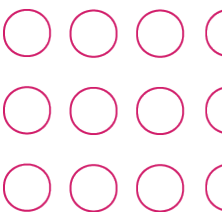


# MATERIAL HANDLING 101

- Overview & Changes
- What is Material Handling?
- Hand Carry vs. Freight
- Save money using ASD complimentary material handling
- Freight & Delivery options
- FAQs & Guidelines





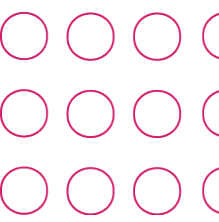


# MATERIAL HANDLING OVERVIEW

- Most venues and trade shows have rules regarding the handling of freight and materials. It is important to be familiar with the Las Vegas Convention Center (LVCC) and ASD guidelines for a safe, smooth and successful show.
- At LVCC (and similar convention centers), safety is a priority. Freight is not allowed through non-freight doors, including front doors. Using carts, dollies, or other equipment through these doors is a potential safety hazard to individuals, and causes excessive wear and damage to building doors, glass, frames, thresholds, and lobbies.

**IMPORTANT:** While in the past the building has been lenient with some of the rules regarding freight in and out of the building, going forward this will no longer be the case. Please plan accordingly.





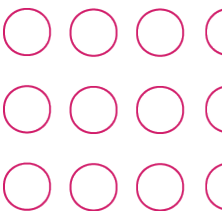
# WHAT IS MATERIAL HANDLING?

- **Material handling** is the movement of items from freight doors and docks, to your booth, and back to freight doors and docks.
- At ASD, Freeman (utilizing union labor) is the exclusive provider of material handling services, which include:
  - Storing your freight up to 30 days in advance at the warehouse
  - Delivering freight to your booth
  - Handling of empty containers to and from storage
  - Removing of material from the booth for reloading onto outbound carriers



**Material Handling is THE way you bring your merchandise & product for your booth into the Building**





# HAND CARRY VS. FREIGHT

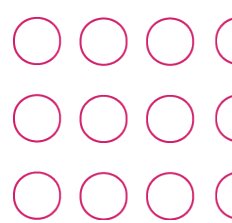
## Hand Carry

- **Hand Carry** is defined as:
  - Anything that can be hand carried by one person in one trip without the use of carts, dollies, and other material handling equipment.
  - Hand Carry exceptions can include:
    - Use of a small, lightweight luggage cart
    - Use of garment racks that have garments hanging from the rack (**NO** boxes or containers loaded on the base)
- Hand carry is allowed through non-freight doors.

## Freight

- **Freight** is defined as:
  - Anything that requires the use of carts, dollies, and other material handling equipment
  - Anything that takes more than one person one trip to hand carry **without** the use of carts, dollies and other material handling equipment
  - Anything more than approximately 300 lbs.
- Freight must be brought in through freight doors utilizing union-managed material handling services.





# FREIGHT AND DELIVERY OPTIONS

## #1: Ship Your Freight:

**Ship to the Advance Warehouse by February 27<sup>th</sup>** . This convenient option ensures your freight is waiting for you at your booth upon arrival. It's the best choice!

**Ship to Show Site.** Your carrier checks in at the off-site marshalling yard before being dispatched to the convention center for unloading and delivery to your booth.

*Your complimentary material handling allotment applies to Advance Warehouse and Show Site shipments!*

## #2: Drive Your Own Freight:

**Drive to the onsite marshalling yard in the Bronze Parking Lot at Las Vegas Convention Center**, located next to South Hall and the Renaissance Hotel. Your vehicle will be weighed then dispatched to a freight door for unloading and delivery to your booth.

*You can apply your complimentary material handling allotment here!*

## #3: Hand Carry Small Items:

When hand carrying from your personal vehicle, proceed to the closest parking lot and hand carry your item in.

Due to construction, parking will be extremely limited and is not guaranteed

**Curbside parking and unloading is not allowed.**

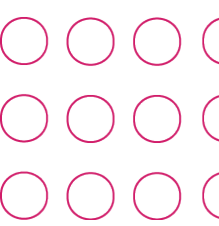


# EXCLUSIVE CASH & CARRY MATERIAL HANDLING SUBSIDY PROGRAM

Did you know that ASD offers 2 discounts for material handling specifically for the Cash and Carry community?



- **Discount #1:** Each 10' x 10' booth (100 nsf) received 300 lbs of complimentary material handling
- **Discount #2:** Exhibitors that contract for the Cash & Carry section of ASD receive **SIGNIFICANT DISCOUNTS** on material handling, up to 60% off, in **ADDITION** to your booth package free weight material handling allotment!
- These savings apply to all material handling services including:
  - Advance warehouse shipments (deadline is February 27)
  - Direct to show site shipments
  - Exhibitors driving in their own materials/freight



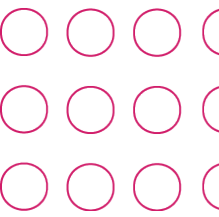
# DETAILS ON MATERIAL HANDLING DISCOUNTS

- Let's look at the breakdown of how these two discount programs can save you time, money and your back 😊
- EXCLUSIVE CASH & CARRY ONLY:** Discount will be automatically applied to your material handling invoice as follows:
  - More than 500 lbs and up to 1,500 lbs of billable freight = 40% discount
  - More than 1,500 lbs of billable freight = 60% discount

Cost Savings with Exclusive Cash & Carry Material Handling Program

Sample	Booth Size	Total Freight Weight Shipped In	Material Handling Cost (Before complimentary allotment at \$1.33/lb.)	Complimentary Weight with Booth Package (# of booths x 300 lbs)	Total Billable Weight	Material Handling Cost (After complimentary allotment at \$1.33/lb.)	Additional Exclusive Cash & Carry Discount	Your Cost	Savings to You
Exhibitor 1	200 NSF (10 x 20)	1,230 lbs	\$1,635.90	600 lbs	630 lbs	\$837.90	(40% off)	\$502.74	<b>\$1,133.16</b>
Exhibitor 2	300 NSF (10 x 30)	3,675 lbs	\$4,887.75	900 lbs	2,775 lbs	\$3,690.75	(60% off)	\$1,476.30	<b>\$3,411.45</b>

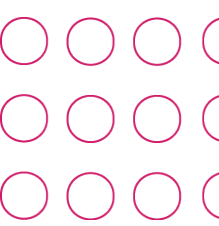




## CASH & CARRY ACCOMMODATION ONLY

Fine Jewelry exhibitors that use the Secure Lock Up / Vault throughout the show will be allowed to ship in or hand carry small carts (reference slide 11 for approved carts) and use them to personally transport merchandise **within** the show floor between their booth and Secure Lock Up, **but not in and out of the building** per the Hand Carry and Freight guidelines.





# FAQ'S



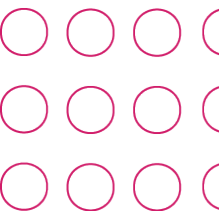
## 1. Why can't I bring in my own cart or dolly through non-freight doors and front doors?

- At LVCC and most similar convention centers, freight is not allowed in through non-freight doors including the front doors. Bringing in freight on carts, dollies and other material handling equipment through non-freight doors is potentially unsafe and results in excessive wear-and-tear and damage on doors, glass, frames, thresholds, lobby areas.
- Bringing in heavy loads on escalators and non-freight elevators results in escalators and elevators breaking down and becoming unsafe to use and/or operate.
- Please reference slides 12-14 on examples of what is permitted and not permitted.

## 2. What are my options if I can't use my own cart or dolly and I have too much freight to hand carry?

- There are multiple convenient options to handle your freight (reference slide 6) :
  - **If you are using shipping services:** Ship to the Freeman Advance Warehouse by February 27<sup>th</sup> . (best option) or ship directly to show site where your carrier will check in at the offsite marshalling yard.
  - **If you are driving your own freight:** Drive to the onsite marshalling yard in the Bronze lot.
- **Remember with every 10x10 booth you have complimentary access to 300lbs of material handling services provided by Freeman. Take advantage of these savings!**





# FAQ'S



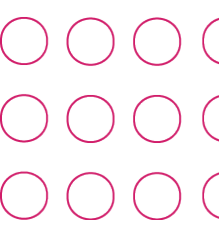
## 3. Why can't I drive my vehicle directly to a freight door and unload myself?

- Safety is always a priority.
- Staging at a top tier internationally-recognized convention center such as the LVCC, in order to maintain best safety practices, the union has jurisdiction of the freight doors, and anything coming in or out of the freight doors must be managed by them.
- Union-managed freight operations (i.e. management, labor, safety, forklift traffic, carrier traffic/access, furnishings deliveries, etc.) are essential to a safe and efficient trade show execution.

## 4. I have large wheeled cases that include my merchandise and display. Can I bring these in through the front doors?

- Hand Carry and Freight guidelines apply to jewelry display cases. If the cases meet Hand Carry guidelines, you may bring them in through the front doors. If not, then you can use material handling services.





# TYPES OF ITEMS **PERMITTED** THRU NON-FREIGHT DOORS (HAND CARRY)

These are examples of what is **ALLOWED**:



*i.e. Lightweight PERSONAL  
luggage cart holds 75 lbs max*



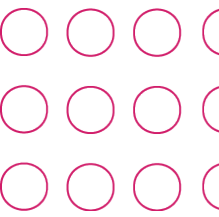
*Use of garment racks that have  
garments hanging only*



**\*\*Please note that hand carry should not be any load more than 300 lbs.**







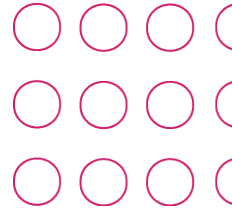
# TYPES OF DOLLIES / CARTS NOT PERMITTED

These are examples of what is NOT ALLOWED:





**EXAMPLES OF FREIGHT  
NOT ALLOWED  
THRU NON-FREIGHT  
DOORS**



# Thank you

We look forward to a safe and successful show! If you have any questions, please reach out to your customer success manager:



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