

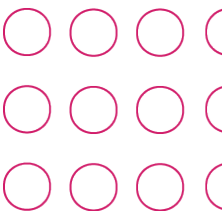


# ASD MARKETWEEK

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

March 2025 Show



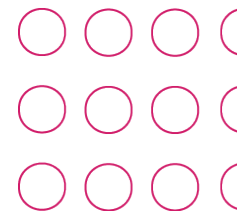


# MATERIAL HANDLING 101

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





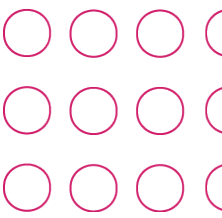


# MATERIAL HANDLING OVERVIEW

- 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.





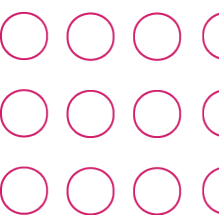
# WHAT IS MATERIAL HANDLING?

- **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

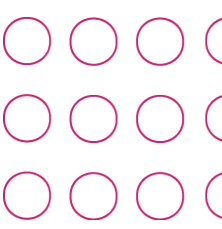
## Hand Carry

- **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 lightweight 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.





# 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*

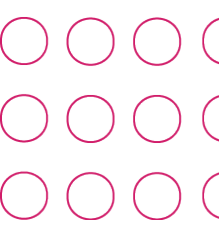


*Use of garment racks that have  
garments hanging only*



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





# DOLLIES & CARTS NOT PERMITTED

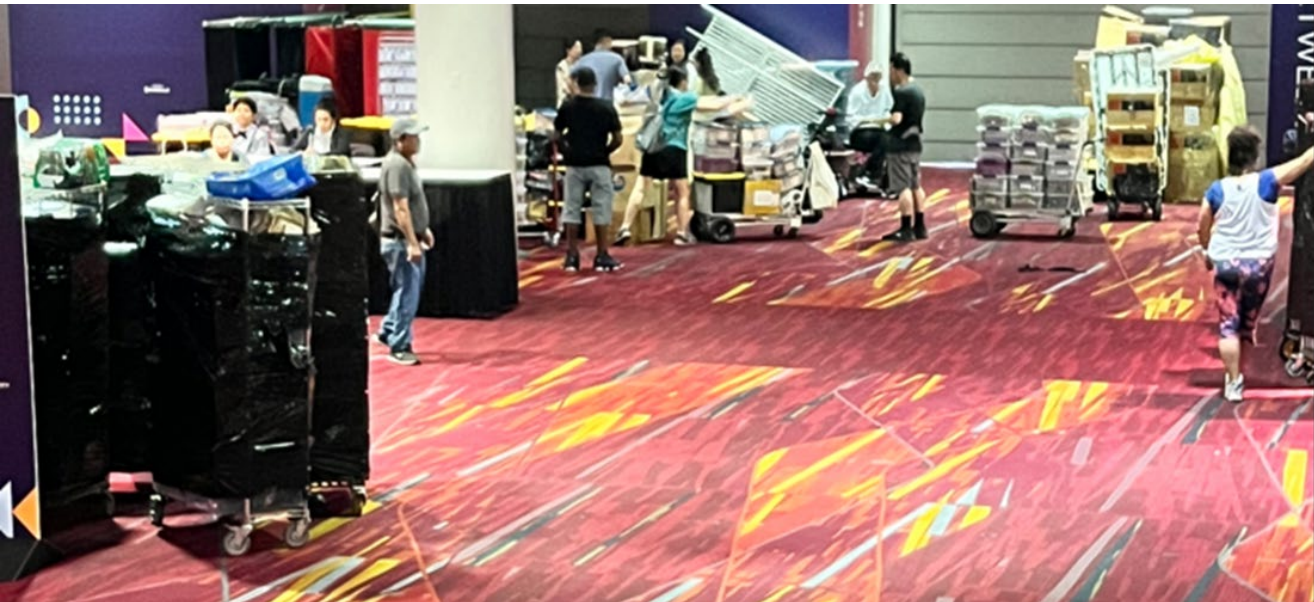
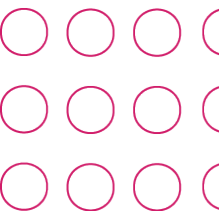
These are *examples* of what is NOT ALLOWED:







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







# COMPLIMENTARY MATERIAL HANDLING PER 10X10 BOOTH

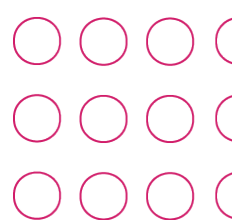


Did you know with every 10x10 booth, you receive 300 lbs. of complimentary material handling?

Sample	Booth Size / NSF	Total Freight Weight Shipped In	Material Handling Cost (before complimentary allotment at \$1.33/lb.)	Complimentary Material Handling with Booth Package (300 lbs per 100 NSF)	Billable Weight	Your Material Handling Cost (after free allotment at \$1.33/lb.)	You Save by Using Program
Exhibitor 1	200 NSF (10 x 20)	600 lbs.	600 lbs. x \$1.33 per pound = \$798.00	300 lbs. x 2 booths = 600 lbs.	0 lbs.	\$0	\$798.00
Exhibitor 2	300 NSF (10 x 30)	1,000 lbs.	1,000 lbs. x \$1.33 per pound = \$1,330.00	300 lbs. x 3 booths = 900 lbs.	100 lbs.	\$133	\$1,197.00
Exhibitor 3	400 NSF (10 x 40)	1,400 lbs.	1,400 lbs. x \$1.33 per pound = \$1,862.00	300 lbs. x 4 booths = 1,200 lbs.	200 lbs.	\$266	\$1,596.00
Exhibitor 4	500 NSF (10 x 50)	1,800 lbs.	1,800 lbs. x \$1.33 per pound = \$2,394.00	300 lbs. x 5 booths = 1,500 lbs.	300 lbs.	\$399	\$1,995.00
Exhibitor 5	600 NSF (10 x 60)	2,400 lbs.	2,400 lbs. x \$1.33 per pound = \$3,192.00	300 lbs. x 6 booths = 1,800 lbs.	0 lbs.	\$0	\$3,192.00

\*Above are examples of real savings





# FREIGHT AND DELIVERY OPTIONS

## #1: Ship Your Freight:

**Ship to the Advance Warehouse by February 27.** 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!*

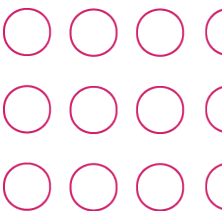
## #3: Hand Carry Small Items:

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.**





# FAQ'S

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

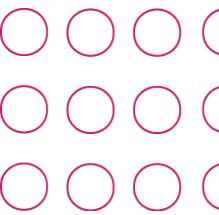
- At LVCC and most similar convention centers, freight is not allowed in through non-freight doors, including the front doors. Bringing in freight on carts, dollies, and other material handling equipment through non-freight doors is potentially unsafe and results in excessive wear-and-tear and damage to doors, glass, frames, thresholds, and lobby areas.
- Bringing in heavy loads on escalators and non-freight elevators can cause them to break down and become unsafe to use and/or operate.
- Please reference slides 7-9 for examples of what is permitted and not permitted.

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

- There are multiple convenient options to handle your freight (reference slide 11) :
  - **If you use 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 300 lbs 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.
- When staging at a top-tier, internationally recognized convention center such as the LVCC, the union has jurisdiction over the freight doors and must manage anything coming in or out of them to maintain best safety practices.
- 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. Do you have examples of what is and is not allowed through the front doors?

- Small cartons and packages that one person can hand carry are allowed. Small lightweight carts (such as a luggage cart or a garment rack for our clothing exhibitors) can be used to assist. See the images in the previous slides for some examples. This is not an all-inclusive list. Reference slides 7-9.



# Thank you

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



**Anne Gvildys**

Sr. Customer Success Manager,  
Exhibitor

323-817-2205

[anne.gvildys@emeraldx.com](mailto:anne.gvildys@emeraldx.com)



**Cathi O'Brien**

Customer Success Manager,  
Exhibitor

914-421-3204

[cathi.obrien@emeraldx.com](mailto:cathi.obrien@emeraldx.com)



**Denise Carroll**

Customer Success Manager,  
Exhibitor

646-668-3766

[denise.carroll@emeraldx.com](mailto:denise.carroll@emeraldx.com)