

2024 EXHIBITOR SERVICES MANUAL APPENDIX FOR THE PLAZA EXHIBITORS

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Thank You

for your participation in The Plaza at the Kitchen & Bath Industry Show in 2024! The information in the pages below is intended to be additional information beyond the KBIS 2024 Exhibitor Services Manual that is specific to exhibiting in The Plaza.

The Main Menu is designed so clicking on a topic will automatically transport you to that section of the document. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or to another section of the manual.

We encourage you to thoroughly review both the Exhibitor Services Manual and this Plaza Appendix and ask questions for any areas you need further clarification on.

GENERAL INFO

DATES & TIMES

Move-in

Saturday, February 24, 2024	10:00 AM – 5:00 PM
Sunday, February 25, 2024	8:00 AM – 5:00 PM
Monday, February 26, 2024	8:00 AM – 5:00 PM

- The above Move-in hours are posted as standard move-in times.
- All exhibitors are allowed access to The Plaza on a 24-hour basis during exhibitor move-in, show days, and exhibitor move-out without requiring approval.

Show Day

Tuesday, February 27, 2024	9:00 AM – 5:00 PM
Wednesday, February 28, 2024	9:00 AM – 5:00 PM
Thursday, February 29, 2024	9:00 AM – 5:00 PM

Move-out

Thursday, February 29, 2024	5:00 PM – 10:00 PM
Friday, March 1, 2024	8:00 AM – 12:00 PM

THE PLAZA LOCATION

Las Vegas Convention Center
Silver Lot 3
3150 Paradise Road
Las Vegas, NV 89109

FREIGHT & DELIVERIES

Warehouse Address

Exhibiting Company Name

Booth No.

KBIS 2024

c/o Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

Freeman will accept crated, boxed, or skidded materials at their warehouse beginning January 22, 2024 at the above address. Material arriving after February 13, 2024 will be received at the warehouse with an additional after deadline charge.

Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds, or a single piece of freight beyond the dimensions of 108 inches high x 93 inches wide x 92 inches long.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m.

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

Freeman's Advance Warehouse is located at 6555 West Serene Avenue, Las Vegas, NV 89139. Please review the [Advance Warehouse Map and Directions](#).

You can estimate your material handling cost and create and print Advance Warehouse Shipping Labels in Freeman Online's [Material Handling & Labels](#) section. Make sure the labels are for the correct hall your booth is in: North Hall, West Hall, South Hall, or Silver Parking Lot 3. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Freeman material handling fees for advance shipments to the Freeman warehouse include:

- Delivery of items to the booth prior to your scheduled Targeted Freight Move-In Day and Time.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours and Freeman cannot guarantee or specify the arrival time of empty crates.

Direct to Site Address

Exhibiting Company Name

Booth No.

KBIS 2024

Las Vegas Convention Center

c/o Freeman

3150 Paradise Rd.

Las Vegas, NV 89109

Freeman will receive shipments at The Plaza beginning on Saturday, February 24. Shipments arriving prior to this date may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

Delivering carriers must check-in at the Marshalling Yard prior to the delivery. Please review the [Marshaling Yard Map and Directions](#).

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. More information can be found in Freeman Online's [Material Handling & Labels](#) section and you can estimate your material handling cost.

You can estimate your material handling cost and create and print Show Site Shipping Labels in Freeman Online's [Material Handling & Labels](#) section. Make sure the labels are for the correct hall your booth is in: North Hall, West Hall, South Hall, or Silver Parking Lot 3. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Freeman material handling fees for direct shipments to the Las Vegas Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours and Freeman cannot guarantee or specify the arrival time of empty crates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

Marshaling Yard

All delivering carriers must check in at the Freeman Marshaling Yard prior to delivering to the Las Vegas Convention Center. The Freeman Marshaling Yard is located at 6555 West Serene Avenue, Las Vegas, NV 89139. Please review the [Marshaling Yard Map and Directions](#).

If required, provide your carrier with this phone number: (888) 508-5054.

Move-in Procedures



Self-Unloading / Hand Carry Policy

Full-time exhibitor personnel may carry materials in and out of the Las Vegas Convention Center by hand or with the use of an exhibitor-owned, non-motorized two-wheeled hand cart. This does NOT include pallet jacks or motorized equipment of any type. If needed, cart service and/or empty storage and return will be provided by Freeman at the prevailing rates.

Privately Owned Vehicles (POV)

Vehicles that qualify as a POV may utilize the POV Check-In Area at the Las Vegas Convention Center. Freeman workers equipped with flat carts will assist exhibitors with unloading at the posted roundtrip rate. Two people must be with the vehicle – one to accompany the product to the booth and one to remove the vehicle from the area – and the vehicle must be completely unloaded within 30 minutes of arrival at the unloading area. Vehicles that do not qualify for this service or that require mechanical assistance to unload will be directed to the marshaling yard. Please review the information about [POV's, Cart Service, and the Self-Unloading Policy](#) prior to arrival.

POV, or Privately Owned Vehicles, are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not for cargo or freight.

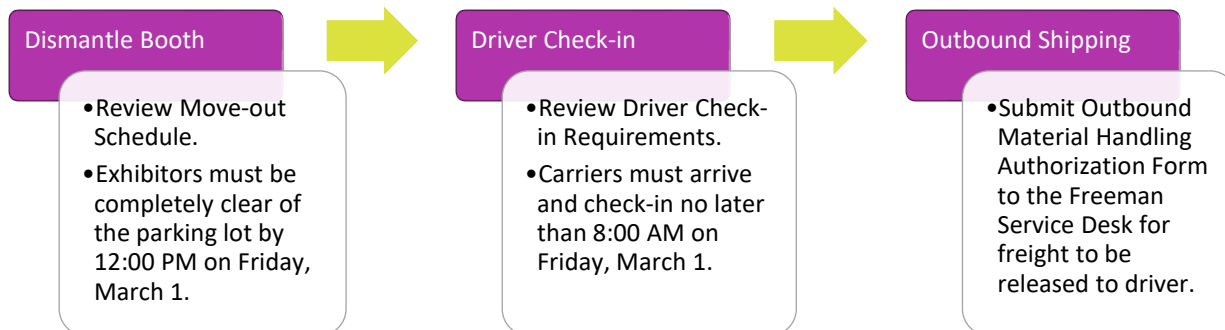
Shipping vs. Material Handling

It is important to understand the difference between shipping and material handling. For detailed information, please review Freeman's [Shipping & Material Handling Information](#) page.

Move-out Procedures

Outbound Shipping

Freeman Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Paperwork in Freeman Online's [Material Handling & Labels](#) section and the paperwork will be printed and available on show site at the Freeman Exhibitor Service Center. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.



Move-Out Bulletin

Please review the [Show Move-Out Information](#) for specific details regarding exhibitor move-out.

CONSTRUCTION/DESIGN

Booth Plans

A booth plan must be submitted for every outdoor exhibit to the Las Vegas Convention Center Fire Prevention department by e-mail to Boothplans@lvcva.com.

Staking

Staking into the parking lot is not permitted.

INSTALL/DISMANTLE & LABOR REGULATIONS

24-Hour Access

Exhibitors are allowed 24-hour access to the exhibit hall during move-in days, show days, and move-out days. Please note that the exhibitor service desk will only be in operation from 8:00am-5:00pm on exhibitor move-in, show, and exhibitor move-out days, February 24 - March 1.

Building Rules/Guidelines

It is strongly recommended that all exhibitors review the [Las Vegas Convention Center Building User's Manual](#).

Safety

Fire Marshal Requirements & Permitting

For information on the Clark County Fire Marshal Regulations, please review following documents and websites:

[Las Vegas Fire Regulations](#)

[Clark County Building and Fire Prevention Department Website](#)

[Las Vegas Convention Center Building User's Manual](#)

[Clark County Building and Fire Prevention Permits Website](#)

UTILITIES

ELECTRICAL, PLUMBING, GAS & CABLE

Freeman is the exclusive provider of electrical, plumbing, gas, and cable services to KBIS exhibitors at the Las Vegas Convention Center. Services can be ordered through [Freeman Online](#).

INTERNET SERVICES

Cox Business is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors at the Las Vegas Convention Center. Services can be [ordered online](#) or [download the order form](#).

ONSITE BOOTH GUIDELINES

VEHICLES ON DISPLAY

Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Department of Building & Fire Prevention. For more information on vehicle displays, requirements, and to submit for a permit, please review following documents and websites:

[Las Vegas Fire Regulations](#)

[Clark County Building and Fire Prevention Department Website](#)

[Las Vegas Convention Center Building User's Manual](#)

[Clark County Building and Fire Prevention Permits Website](#)

In addition, exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles. For more information and to order spotting, please review Freeman's [Mobile Unit & Vehicle Spotting](#) information.

GRILLING & COOKING

Grilling is permitted outdoors provided the below guidelines are followed:

- Grilling and cooking are not permitted inside a tent or any type of structure; it must be done in an open area.
- Propane must be ordered from Freeman and tanks need to be safely stored in a cage every night.
- Nothing combustible may be within 3' of where grilling/cooking is being conducted.
- A fire extinguisher is required in each grilling/cooking area.
- All food and beverage sampling must have written approval from Sodexo Live prior to the event. For more information, [email Sodexo](#) or call 702-943-6779. Food & Beverage Sampling