

Important Information for Exhibitors Displaying Machinery at:



September 14-16, 2010 – Las Vegas Convention Center

The majority of the following information is included in various areas of the online Exhibitor Services. However, Show Management has created this concise reference for companies exhibiting machinery, to help you prepare for your participation. If you need clarification on any items, or have questions, please contact Susan Jacob at 703/442-4890, ext. 174 or at sjacob@glass.org.

The Exhibitor Service Kit is currently available online at www.GlassBuildAmerica.com Exhibitors Only/Services. You may request a CD-Rom version of the Exhibitor Service Kit by emailing Suzanne Beavins at sbeavins@glass.org.

GlassBuild America Show Management and our Vendor Partners are dedicated to ensuring you have a successful event. Please do not hesitate to contact us if you have any questions!

Shipping

International Shipments

GlassBuild America Show Management has designated Kuehne & Nagel as the official freight forwarder. All companies shipping freight internationally to Las Vegas are encouraged to receive a rate quote from this company, as they will have a contact on-site to facilitate the logistics involved in getting your freight through US Customs and to the Las Vegas Convention Center on-time. As the official freight forwarder, Kuehne & Nagel will have a service desk on-site and will work closely with Freeman Decorating Co. and Show Management.

If you select a different freight forwarder, please make sure to contact Freeman Decorating with the name of the company, the anticipated arrival, and the weight of your freight.

Domestic shipments

Freeman Transportation and their designated carriers are recommended, as they work in conjunction with Freeman Decorating to coordinate move-in. If possible, please send freight in advance to the Freeman warehouse to insure prompt delivery to show site.

NOTE: Only skidded and/or crated machines under 5,000 lbs. will be accepted at the warehouse.

Freeman Warehouse Deliveries Accepted

August 16 – September 1

Note: Shipments received after Sept. 1 will incur additional charges

On-Site Deliveries Accepted

September 9-13 (as scheduled)

Shipping addresses and labels for the warehouse and the convention center are located under the “Shipping & Storage” portion of Freeman’s web site via online services.

Material Handling

Freeman Decorating will be calling machinery exhibitors for target information on deliveries and set-up times. If you have not heard from Freeman by the time you need to give delivery instructions to your carrier, please contact Mack Mitchell in Freeman’s Atlanta office at 404/253-6490. If your machinery requires "Special Handling", it is imperative that you notify Freeman of your specifications as soon as possible. This will allow them to have the equipment necessary to handle your machinery on site. It is also IMPERATIVE that all paperwork, including the

Machinery and Mobile Spotting Order Form be completed for Freeman regarding shipments, equipment placement, etc.!

Move-In Days & Hours:	Thursday, Sept. 9	8am-5pm (machinery priority)
	Friday, Sept. 10	8am-5pm
	Saturday, Sept. 11	8am-5pm
	Sunday, Sept. 12	8am-5pm
	Monday, Sept. 13	8am-5pm

NOTE: All exhibit booth installations must be completed by 5pm on Monday, Sept. 13.

GlassBuild America has negotiated “Machinery Rates” for material handling. These rates apply, **provided your shipment meets the criteria outlined by Freeman Decorating**. Specifically, shipments of machinery **WITH** proper lifting bars, points, hooks or skids which may be moved on or off of a loading dock, vehicle, or show floor by a forklift with **NO** other special handling required. Each shipment is considered separately and no cumulative weights will be allowed on minimums. Forklift lifting points **MUST** be clearly marked.

For the arrival of machinery on the designated exhibitor move-in dates, the exhibitor must have a representative at the show who shall:

- Mark the floor to show exact location of each machine before it arrives.
- Be present during the period of machine spotting.
- Advise rigging crew on use of exhibitor’s pre-rigging methods & accessories.

Overtime charges will be in effect if your freight is moved:

- Before 8:00am or after 4:30pm Monday-Friday
- Anytime on Saturday, Sunday or Holidays

In addition, GlassBuild Show Management has negotiated a 200 lb. minimum for non-machinery shipments and machinery shipments under 5000 lbs (see Material Handling Order Forms under “Shipping & Storage”).

Anchoring / Spotting Equipment

The Las Vegas Convention Center **DOES NOT ALLOW** arbitrary drilling into the concrete floor due to concerns of conduits, wires, drains and the future integrity of the floor. Exhibitors will need to work with Freeman to devise another anchoring system, such as steel plates or wooden boards.

There are minute fluctuations in the show floor, as in most other exhibit facilities. For specific information concerning the floor within your booth area, please contact Susan Jacob at 703/442-4890, ext. 174 or sjacob@glass.org. Freeman and/or the facility will attempt to survey your booth space so the information can be provided.

I&D Labor

All exhibiting companies at GlassBuild America are subject to the Union Regulations in the City of Las Vegas and state of Nevada. Labor guidelines and jurisdictions are outlined under the “Contractor Services” in Freeman’s information online. Also included in this section are general safety guidelines and a form to be submitted if you intend to hire an EAC, in lieu of Freeman Decorating (notification must be received along with the EAC’s General Liability Insurance Certificate not less than 30 days prior to the first day of move-in).

Cleaning / Glass Removal

Freeman Decorating holds an exclusive cleaning contract for this show and cannot permit other service contractors (including EAC’s) to provide these services. Booth vacuuming rates are based on the booth’s square footage of carpet, regardless of the actual area to be cleaned.

Machinery companies requiring Glass Removal before, during, or after the show, must submit the “Glass Removal Order Form” to Freeman Decorating. Please read the form CAREFULLY. The safety of our attendees and exhibitors is a very high priority! As an exhibitor, you are responsible for ensuring that all cut glass is properly contained and disposed of.

Plumbing / Drainage

The Las Vegas Convention Center drainage system can handle limited amounts of approved liquid waste. Therefore, exhibitors needing disposal of any type of waste from their machines (glass grinds, coolant, etc.) **MUST** use a synthetic, biodegradable coolant, rather than a petroleum based coolant.

Any suspended silica solids (sand) in the water will need to be pumped through a Primary Sedimentation Reservoir **FIRST**. Then the water can be pumped into the floor drains. If this method is not used, waste will need to be pumped into a steel container and the exhibitor will have to make arrangements for its disposal.

Questions regarding this equipment or method should be directed to Colleen Hardy at Freeman Electrical Services, 702/579-1634.

Utilities

Freeman Electrical is contracted to handle all of the utility orders for GlassBuild America including, electricity, water, and compressed air. They will work closely with Freeman Decorating and Show Management to ensure that all of our exhibitors receive a high rate of service.

Service Orders are required by August 20th, to receive advance rates. Please provide your BEST estimate of your needs to avoid late/on-site, additional charges. Be sure to read ALL of the terms and conditions regarding labor rates, island booths, distribution within your booth space, etc.

Because Freeman Electrical requires a drawing – GlassBuild Show Management will provide each machinery exhibitor with a schematic of their booth upon request (Contact Susan Jacob at 703/442-4890, ext. 174). The diagram will show dimensions which may affect your layout including utility access locations and column dimensions. **If you have questions or concerns regarding your utility requirements, please contact Sam Hornbeck at 702/579-1875.**

Machinery Display Guidelines

For the safety of our show attendees, Machinery Exhibitors are required to place their working machinery and equipment no closer than one (1) foot to any aisle. **Any machinery that projects materials must have a two (2) foot clearance from all aisles. This safety regulation will be strictly enforced.** The Service Contractor has been directed not to place machinery and equipment closer than one (1) foot to any aisle.

Exhibitors operating machinery are requested to be aware of machinery noise levels and debris produced by operating machinery. Please be considerate of your non-machinery neighbors. Should your exhibit require glass removal, please order services from Freeman.

Security / Exhibitor Badges

GlassBuild America Show Management will provide basic, perimeter security in the exhibit hall from move-in through the end of move-out. Exhibitors will be able to work on their displays during the official move-in hours. If you need additional time, please contact Show Management for approval – understanding that exhibitor services will not be available to you at this time.

All Exhibitors **MUST** present company identification to security when entering the exhibit hall. Exhibitors who have pre-registered (if not international) will receive a mailed badge and will be required to pick up a badge holder on-site. Exhibitor on-site registration will open on Sunday, Oct. 5 – until then, personnel and I&D companies can obtain a “Wrist Band” from the security guard.

If you need to make arrangements for additional security for your equipment, please contact Susan Jacob at 703/442-4890, ext. or sjacob@glass.org.