

Important Information for Exhibitors Displaying Machinery/Equipment



Most of the following information is included on GlassBuildAmerica.com, [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, or have questions, please email exhibitorservices@GlassBuildAmerica.com or contact the appropriate vendor referenced.

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

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 ensure prompt delivery to show site.

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

NO EXCEPTIONS!

Freeman Warehouse Deliveries Accepted August 13-30 (Mon-Fri, 8:00am-3:30pm)

Note: Shipments received after August 30 may incur additional charges

On-Site Deliveries Accepted Beginning Thursday, September 6 (**Halls N1 & N2 Only, Targeted Machinery**)

International Shipments

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 them, 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. [Kuehne & Nagel Information and Forms](#)

Note: 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.

Shipping addresses and labels for the warehouse and the convention center are located under the "Shipping & Material Handling" portion of [Freeman Online](#).

Material Handling

Freeman Decorating will contact machinery exhibitors in June 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 or mack.mitchell@freemanco.com.** If your machine requires "Special Handling", you need to notify Freeman of your specifications as soon as possible. This will allow them to have the necessary equipment available to handle your machinery on site. It is also IMPERATIVE that all paperwork, including the **Machinery Handling**, and **Mobile Spotting** order forms be completed for Freeman regarding machinery/equipment shipments, placement, etc.!

GlassBuild America has negotiated "Machinery Rates" for material handling. These rates apply, **provided your shipment meets the criteria outlined by Freeman Decorating.** Specifically, machinery shipments **WITH**; proper lifting bars, points, hooks, or skids which may be moved on or off of a loading dock, vehicle, or show the 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

Move-In Days & Hours:	Thursday, Sept. 6	8:00am – 5:00pm (Halls N1 & N2 Only, Targeted Machinery)
	Friday, Sept. 7	8:00am – 5:00pm (Targeted Freight, Machinery & Mobile Units Only)
	Saturday, Sept. 8	8:00am – 5:00pm
	Sunday, Sept. 9	8:00am – 5:00pm
	Monday, Sept. 10	8:00am – 5:00pm
	Tuesday, Sept. 11	8:00am – 5:00pm

NOTE: All exhibit booth installations must be completed by 5:00pm on Tuesday, September 11.

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 may be minute fluctuations in the show floor, as in most other exhibit facilities. For specific information concerning the floor within your booth area, please send your request via email to exhibitservices@GlassBuildAmerica.com. Freeman and/or the facility will attempt to survey your booth space so the information can be provided.

Machinery Display Guidelines

Display Walls: See island definitions (pg. 5 of Exhibit Display Guidelines) concerning site lines for display walls longer than 40 ft. To review full information related to displays such as hard wall, height restrictions, etc., please refer to [Exhibit Display Guidelines](#) and [Show Rules & Regulations](#).

Safety: For the safety of our show attendees, Machinery Exhibitors are required to place their working machines 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.** Freeman has been directed not to place machinery and equipment closer than one (1) foot to any aisle. Should your exhibit require glass removal, please order services from Freeman.

Noise Levels: 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.

I&D Labor Guidelines

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 Exhibitor and Official Services Contractor Information available via [Freeman Online](#). Also included in this section are general safety guidelines and Las Vegas Fire Regulations.

EAC/Vendor Photo Identification

If you hire an Exhibitor Appointed Contractor (EAC), in lieu of Freeman Decorating, please complete the [EAC Notification Form](#). **(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).**

Please inform your contractors, suppliers and vendors that they **MUST secure WIS Credentials** to work at the Las Vegas Convention Center. This program is MANDATORY and maintains an online database of all registered contractors and

workers. Please tell them to visit www.esca.org/wis.php to download a PDF overview of the WIS Badge System, to view video demonstrations or to register their company's administrator(s).

They can go to www.workerbadge.com to start the process and secure their credentials.

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 order the service from Freeman. Please read the information 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 disposing 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 marked, steel container and the exhibitor will have to make arrangements for its disposal.**

Questions regarding this equipment or method should be directed to Freeman Customer Service via email, FreemanLasVegasES@freeman.com, or call 1-702-579-1700

Utilities

Freeman Electrical is contracted to handle all 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 exhibitors receive a high rate of service.

Service Orders are required by August 17, to receive advance rates. Please provide your BEST estimate of your needs to avoid late/on-site, additional charges. Be sure to read ALL 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](#)). The diagram will show dimensions which may affect your layout including utility access locations and columns.

If you have questions or concerns regarding your utility requirements, please contact Freeman Electrical Services via email to FreemanLasVegasES@freeman.com, 1-702-579-1700.

Security / Exhibitor Badges

All Exhibitors MUST present company identification to security when entering the exhibit hall during move-in. Exhibitor on-site registration/badge pick up will open on Monday, September 10th – until then, personnel and I&D companies must sign in and obtain a "Wrist Band" from a security guard at designated move-in entrances.

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. If you need to make arrangements for additional security for your equipment/booth, please email your request to exhibitservices@GlassBuildAmerica.com.