



INTERNATIONAL EXHIBITOR RESOURCES

We welcome our international exhibitors from around the world to CONEXPO-CON/AGG and IFPE 2023.

AVERAGE MARCH WEATHER CONDITIONS IN LAS VEGAS

TEMPERATURES

Avg Low

Avg High

PRECIPITATION

Inches

cm

Humidity%

49°F / 9°C

71°F / 22°C

0.42

1.10

22

IMPORTANT VISA INFORMATION FOR TRAVELING TO THE USA

If you do require a visa, please make your visa appointment as soon as possible as the U.S. Department of State is experiencing delays in scheduling these appointments in several countries.

Check your country's visa appointment wait time [here](#).

To receive your Letter of Invitation, you must first **register** and pay the registration fee.

Letters of Invitation will be emailed free of charge after your registration is paid. However, if you require a mailed copy, there will be a USD \$50 non-refundable administrative fee per registrant.

Visa letters of invitation can ONLY be requested through registration.

Payment method: Credit Card (VISA, MasterCard, or American Express).

Travel Requirements for Non-U.S. Citizens, Non-U.S. Immigrants

You must be fully vaccinated with the primary series of an accepted COVID-19 vaccine to travel to the United States by plane. Only limited exceptions apply. For more information, see [Requirement for Proof of COVID-19 Vaccination for Air Passengers](#).



ARRIVING IN LAS VEGAS

HARRY REID INTERNATIONAL AIRPORT

Harry Reid International Airport is conveniently located just 2 miles from Las Vegas Boulevard and 3.5 miles from the Las Vegas Convention Center, with most hotels located within a 15-minute drive from the airport.

Mask Recommendation

As a result of a court order, effective immediately and as of April 18, 2022, CDC's January 29, 2021 Order requiring masks on public transportation conveyances and at transportation hubs is no longer in effect. Therefore, CDC will not enforce the Order. CDC continues to recommend that people wear masks in indoor public transportation settings at this time.

COVID-19 Testing Locations

If you are in need of COVID-19 testing for your departure or while in Las Vegas you can [click HERE](#) for all locations where you can get a COVID test.

Travel Tips

Wait times at the airport for ground transportation may be longer than you've previously experienced:

- A nationwide bus driver shortage may result in longer-than-usual waits for shuttle buses.
Know your options.
- Across the nation rental cars are in high demand and supply is low. Make reservations in advance and expect to wait in line.

HOW TO TRAVEL AROUND VEGAS

Click [HERE](#) for information on how to travel around Las Vegas, including to and from the convention center.

INTERNATIONAL TRADE CENTER (ITC)

The International Trade Center is located at the Las Vegas Convention Center in room N250 and it offers our attendees and exhibitors the opportunity to meet and network with industry peers from around the world.

Business Services Offered:

- High-speed internet
- Computers & Printers
- Private meeting rooms
- Lounge area
- Interpretation Services
- International Market Sessions



SHIPPING AND MATERIAL HANDLING

Shipping is the transportation of your items from your location to the convention center.

You are responsible for hiring a transportation company to ship your materials.

Material Handling is the action of receiving your shipment at the convention center and bringing it to your booth space. Freeman is the official contractor of CONEXPO-CON/AGG and IFPE 2023, so they will facilitate your material handling for FREE as part of your Material Handling Package.

Advanced warehouse delivery is a popular option: Your items are shipped up to 60 days in advance and stored in Freeman's warehouse until Installation Day. This eliminates the risk of items not arriving on time and avoids the marshalling yard.

Target Date: The specified date and/or time to move a shipment into and/or out of an exhibit hall/show site. Find your target move in date in the **Exhibitor Service Manual**, under Target Dates, then select your location.

Advance shipments will be accepted at Freeman's warehouse starting on January 9, 2023 and the last day advance shipments will be accepted is February 28, 2023.

Advance warehouse address:

6675 West Sunset Road
Las Vegas, NV 89118

Hours of Operation:

Warehouse hours are Monday through Friday from 7:00AM to 2:30PM

If you don't have enough time for advanced warehouse delivery, you can opt for "on-site" delivery, where your items are delivered directly to your booth or display on the target move-in day.

Or, if you have small or delicate items, you may be able to have the items shipped to your hotel, where you can pick them up yourself and bring them with you into the show.

Airways Freight Corporation is the official international forwarder for CONEXPO-CON/AGG and IFPE 2023. They will be coordinating the freight forwarding, customs clearance, delivery, and outbound re-exportation of international shipments.

I have specific questions on customs issues. Who can I talk to?

You can contact Airways Freight at **1-800-228-4220** or visit **www.airwaysfreight.com** for questions regarding your shipment.



AT THE SHOW: MOVE-IN

- Check in at the exhibitor registration desk to get your badges.
- As soon as you get to your booth during exhibitor move-in, check your space to ensure your shipment and orders are correct.
- If you hired labor for your event, including tear-down, check in at the Freeman service desk to make sure all labor is scheduled or completed.
- Check your equipment, internet service, electricity, and any additional items required to run your booth.
- Make sure you've removed everything you need for your exhibit from your empty shipping containers before they're taken to the warehouse in time for the Clean Floor Policy.

CLEAN FLOOR POLICY

A clean floor policy will be implemented for CONEXPO-CON/AGG and IFPE. All crates must be labeled and ready for pickup by 5:00PM Sunday, March 12, in all halls and lots. Crates not labeled and ready for pickup will be removed regardless of status.

All cardboard, fiber cases and access storage items must be labeled and ready for pickup by 1:00PM Monday, March 13, in all halls and lots. All aisles must be 100% clean of product, ladders, gang boxes and any other items that may impede the final aisle cleanup and installation of aisle carpet by 5:00PM Monday, March 13.

- Label all empty boxes, containers, pallets, crates, or other shipping containers with your company name and booth number to ensure you get it back at the end of the show.
- Confirm your dismantle labor order.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, the empty labels are color-coded, so make sure you get the correct color and be sure your booth number is on each label. This will ensure no crates are lost or separated and will speed up move-out. Don't forget to label your pallets if you need them back for return shipping. If they are not labeled, they will not be returned to your booth.
- At the end of each day, remove or secure any valuables in your booth before leaving the show.
- Stay hydrated and take breaks when you can. A successful show is a marathon, not a race. If you're planning on being on your feet most of the day, consider ordering double padded carpeting. Your feet will thank you.

Why can't I unload my truck/trailer/van by myself?

Union jurisdictions prevail over the operations of all material handling equipment, all unloading and reloading, and handling of empty containers. Freeman has the responsibility to manage all docks, marshalling yards, and the scheduling of all vehicles to ensure a smooth and efficient move-in and move-out. Therefore, Freeman also has the responsibility of receiving and handling all exhibit materials and empty crates.

Can the exhibitor install and dismantle their display?

Yes, full-time company employees ONLY can do this. However, it must require no tools.



PLAN FOR MOVE-OUT

- Be patient. It could take an estimated 6 hours or more for your empty containers to be returned so please plan your departing flights appropriately.
- Complete the Material Handling Agreement(s) (MHA) once your booth and shipments are packed and return it to the Exhibitor Service desk.
Tip: Each outbound shipment destination requires a separate MHA.
- Label every container being shipped and notify your outbound carrier for pickup.
- At the end of each day, remove or secure any valuables in your booth before leaving the show.

TRADE SHOW LINGO

- **Advance Order** — An order for show services sent to the general contractor by the advance order (discount) deadline. Check the Exhibitor Service Manual for the discount deadline dates. Usually less expensive than orders placed on-site.
- **Advance Warehouse/Receiving** — Location set to receive freight before start of show. Freight is stored at this location and then moved to the show in time for your target move-in date.
- **Double Time** — Refers to a pay rate for work performed that is double the normal hourly rate.
- **Exhibitor Service Desk** — A centralized area where representatives of various show services can be contacted or located.
- **Exhibitor Service Manual** — Manual containing general information, labor/service order forms, rules and regulations, as well as other important information pertaining to exhibitor participation.
- **Floor Manager** — Individual representing show management who is responsible for overseeing all or part of the exhibition area. He or she is also available to answer questions related to the show floor, show hours, and show services and acts as the liaison between exhibitors and the general contractor.
- **Freight Desk** — The area where inbound and outbound exhibit materials are handled at a trade show.
- **General Contractor** — The general contractor Freeman is the official contractor designated by show management for CONEXPO-CON/AGG and IFPE 2023 for installation, dismantling, material handling, and decoration services. Edlen is the official provider of electrical and utility services.
- **Installation/Dismantle** — Also referred to as I&D. The set up and tear down of exhibits.
- **Labor** — Refers to contracted workers who perform services for shows.
- **Material Handling** — Unloading your shipment, transporting it to your booth, storing and returning your empty crates and cartons, and reloading your freight or shipment onto your selected carrier at the close of the show. The MHA is your material handling agreement.
- **On-site Order** — Order for services placed by the exhibitor with the general contractor after exhibit set-up begins and is usually more expensive than an advance order.
- **Overtime Labor** — Work performed before 8:00AM and after 4:30PM, Monday through Friday, and all hours on Saturdays, Sundays, and holidays.
- **Pipe and Drape** — Pipe material with fabric draped from it to create side rails and the back wall of an exhibit booth indoors.
- **Privately Owned Vehicle** — Includes a passenger car, van, or small company vehicle, as distinguished from trucks, tractor-trailers, and other over-the-road vehicles. All vehicles, including POVs need to go through the marshalling yard.
- **Show Office** — The show management office at the event.
- **Target Date** — The specified date and/or time to move a shipment into and/or out of an exhibit hall/show site.
- **Union** — An organization of workers formed to protect the interests and rights of its members.
- Labor unions provide venues with a pool of workers who are experts in various areas.