

IBS LV SHOW SCHEDULE

Exhibitor Move-In:

Pavilions & Multi Booths (800sq ft or larger) By Confirmed Appointment ONLY

Wednesday June 19, 2024 Email Sadie Sauter, ssauter@questex.com

All Other Exhibitors

Thursday June 20, 2024 8:00 AM - 5:00 PM

Friday June 21, 2024 8:00 AM - 5:00 PM

Hand Carry Move-In:

Thursday June 20, 2024 8:00 AM - 4:00 PM **ONLY**

Friday June 21, 2024 8:00 AM - 4:00 PM **ONLY**

All exhibits must be fully installed by June 21 at 5:00 PM

For concerns or questions regarding the move in schedule please email them to:

ssauter@questex.com

Professional Show Days:

Saturday June 22, 2024 11:00 AM – 4:30 PM

Sunday June 23, 2024 11:00 AM - 4:30 PM

Monday June 24, 2024 11:00 AM - 3:30 PM

Exhibitor Move-Out:

Monday June 24, 2024 4:00 PM – 9:00 PM

Tuesday June 25, 2024 8:00 AM – 12:00 PM

All carriers must be checked in no later than 8 PM Monday, June 24 and 10 AM on Tuesday, June 25.

All freight must be removed from the floor no later than 12PM Tuesday, June 25

Hand Carry Move-Out:

Monday, June 24, 2024 4:00 PM - 8:00 PM **ONLY**

Registration:

Friday June 21, 2024 10:00 AM - 5:00 PM

Saturday June 22, 2024 8:00 AM - 4:30 PM

Sunday June 23, 2024 8:00 AM – 4:30 PM

Monday June 24, 2024 8:00 AM – 3:00 PM

Exhibitor Registration will be in W101-109 of the West Hall, Las Vegas Convention Center.

For safety concerns, children under the age of 15 are not permitted on the show floor at any time!

MOVE-IN / MOVE-OUT INFORMATION

Move-In

- **Freight Handling & Unloading Information**

IBS Las Vegas Show Management will pay for the first 300lbs. per exhibiting company, brought into the exhibit hall by the Official show Decorator. *Exhibitors will not receive the first 300lbs complimentary when using cartload service.*

A. CONTRACT CARRIERS, CARS OR TRUCKS WITH TRAILERS, BOBTAILS AND SEMIS

All contract carriers, cars or trucks with trailers, bobtails and semis, **MUST** go through the Loading Dock to receive freight handling instructions. Show Management will pay for the first 300 lbs.

B. PASSENGER VEHICLES (POVs)

This loading dock is for passenger cars, pickup trucks, SUVs, mini-vans and station wagons. NO bobtails, NO trailers, NO semis, NO outside carriers. The Decorator will deliver them to your booth and charge you for per trip; cartload service does not receive the 300lbs per exhibiting company. See Cartload Service for pricing under the Material Handling section of the GES kit.

- **Hand Carry - No Material Handling Service Provided**

If you choose to carry your own materials into your booth you are forfeiting the material handling service provided by Show Management. Hand carry can **ONLY** come through Convention Center Lobby. Exhibitors may hand carry their merchandise from a privately-owned vehicle. All vehicles must be parked in a parking lot; no curbside parking allowed. **No wheeled carts of any kind are allowed on the carpet.**

For the complete list of Hand Carry Guidelines: Please check the Material Handling & Shipping Information section of the GES kit.

<u>Hand Carry Move-In:</u>			
Thursday	June 20, 2024	8:00 AM - 4:00 PM	<u>ONLY</u>
Friday	June 21, 2024	8:00 AM - 4:00 PM	<u>ONLY</u>
<u>Hand Carry Move Out</u>			
Monday	June 24, 2024	4:00 PM - 8:00 PM	<u>ONLY</u>

- **Warehouse freight is moved in first.** Freight sent directly to the Show will be received on a first come, first served basis.
- **All exhibitors and exhibitor-appointed contractor personnel must be badged. We must receive your insurance certificate and all outstanding balances paid before any badges will be distributed.** Badges are not transferable.
- Exhibitors arriving after the posted set up times **WILL NOT** be allowed into the hall and must return the next morning. Those in the hall at the end of official posted time may remain to finish work in progress, but for security reasons, once you leave the hall, you cannot return.
- **All exhibits must be fully installed during the published Move in times ONLY.** Those exhibitors who have not arrived or made set up plans by this time will either have their booths erected by show management at prevailing rates, or the exhibit will be removed from the floor.
- All crates and boxes must be labeled empty and ready for removal by the published time on the Show Schedule.
- **Bring copies of your orders** (labor, electrical, carpeting furniture, etc.) with you to the show to avoid discrepancies. Bring any billing issues to the attention of the vendor and Show Management immediately.
- **Tables and chairs must not be removed from booths in which the decorator has placed them.** In the event that you ordered furniture, and none was delivered, notify the desk personnel at the Exhibitor Service Desk at once. Do not move the furniture from a neighboring booth into yours. If furniture was delivered to your booth but none was ordered, please notify the desk personnel at the Service Desk at once. Do not remove the furniture yourself. If you didn't place a furniture order and "borrow" furniture from a neighboring booth, you will be charged for the furniture once it is in your booth.

Move-Out

No exhibitor is permitted to dismantle a display before the close of the last show day. Dismantling of an exhibit prior to the close of the show will result in compromising the exhibitor's position in any future Questex Events.

All exhibitors are responsible to complete a bill of lading and return it to the Decorator Service desk. The returning of crates and packing materials precede the loading of outbound freight. All freight must be removed from the exhibit hall by published move out times on the Show Schedule. Freight arrangements must be made to comply with this deadline. Show Management will make shipping arrangements for any remaining freight, to be returned to the best available address on the official show carrier at prevailing rates.

GENERAL INFORMATION

(alphabetical by subject)

ATTENDANCE:

Attendance at IBS Las Vegas is open to the *Professional Salon Industry Only*. Attendees are required to provide proof of affiliation within the beauty industry. Registrations for attendees may be purchased in advance [here](#).

BADGES:

Temporary work passes will be available to "helpers" for scheduled move-in and move-out times only. Temporary work passes may be obtained from Show Management or at the registration area. Refer to the "REGISTRATION INFORMATION" section of this manual for additional information.

Please note: Badges and Work Passes are nontransferable.

EXHIBITOR SERVICES AREA:

An Exhibitor's Service Desk will be located downstairs on the show floor. This area will have service representatives for labor, furniture, freight, electrical, phones etc. After you have checked in at the Exhibitor Registration Desk, check your booth and if anything is missing, please visit the service desks and confirm your pre-ordered services and equipment. The service desks will be open during move in, the show and move out.

The person in charge of your exhibit should carefully inspect and personally sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. *Do not put it off!* Once the Show has ended, it becomes very difficult to resolve differences.

HOUSING & TRAVEL

Connection Housing is the official travel agent for IBS LV. Connection Housing has made special arrangements for housing with a number of hotel facilities. For your convenience, they have been selected on the basis of competitive pricing, reputation, and proximity to the event site.

Please refer to the Housing Form located in the Travel section of the manual for more information.

SECURITY:

Show Management will provide a 24-hour guard service from the move-in of freight until the removal of all crates and materials on the last move out day. Although we do our best to deter theft, Show Management is not responsible for lost or stolen items. **Security for individual booths and their contents is the responsibility of each Exhibitor.** Exhibitors in need of individual booth security should contact DTA Security Services directly at 702-650-2298 to make arrangements.

All Exhibitors and booth personnel must have Exhibitor Badges in order to have access to the Exhibit Hall. Badges are not transferable. Exhibitors will have access to the exhibit hall one hour prior to the opening of the show and ½ hour after the show closes each show day. **DO NOT SCHEDULE APPOINTMENTS WITH ATTENDEES ON THE SHOW FLOOR PRIOR TO THE SHOW OPENING OR AFTER SHOW CLOSING AS ATTENDEE BADGES WILL NOT BE ALLOWED ACCESS OUTSIDE OF SHOW HOURS.**

Security Tips:

- If you have a product which you allow people to try out, be sure that each potential customer is supervised. To avoid theft, consider asking for a credit card or license as a form of deposit from people who you allow to demo your product. NOTE that 2021 protocols require either touchless sharing, or highly sanitized procedures before an attendee can touch or use a device which has been used or touched by others.
- Remove small items on a nightly basis.
- Hire a private duty security guard or rent a security cage.
- Have replacements available either on-site, at a local distributor or on stand-by at your office for overnight shipment.
- Do not list contents on outside of boxes (e.g.: *Box 1 - Personal Computer*)

- Carry a detailed list of what you ship, in which box it was packed and repack in the same manner. Keep a copy in your office and check your shipment when it returns.

STANDARD BOOTH EQUIPMENT: *(In-Line of Linear Booths)*

The following standard booth equipment is provided to one or more standard 10x10 booth in a straight line at no additional cost:

Booth Equipment

8' high draped back wall
 3' high draped side rail
 One 8' draped table per 10'x10'
 One wastebasket
 One 500-watt outlet
 First night cleaning
 Two side chairs
 44" x 7" one line booth identification sign
 300 lbs. of Show Site Material Handling per exhibitor
 * For Straight Time Check-in Only.

Show Colors

white drape
 white drape
 white drape

STANDARD BOOTH EQUIPMENT: *(Island / Pavilion Booths)*

The following standard booth equipment is provided to four or more booths surrounded by aisles on all four sides booth at no additional cost:

Booth Equipment

One wastebasket
 First night cleaning
 300 lbs. of Show Site Material Handling per exhibitor
 * For Straight Time Check-in Only.

Important Notice:

Standard booth equipment cannot be exchanged for other decorating equipment. The service contractor will pick up unwanted or unused booth equipment. Other exhibitors cannot use this equipment.