



Las Vegas Convention Center ● Las Vegas, Nevada  
Exhibit Days: October 31 – November 3, 2023  
Education Days: October 30 – November 3, 2023

## MOVE-OUT INSTRUCTIONS

Move-out will begin at 4:00pm, Friday, November 3<sup>rd</sup>. Early teardown, prior to 4:00pm is absolutely prohibited. Exhibitors who tear down early may be penalized by loss of seniority or future eligibility.

**Freeman** will begin returning empty containers as soon as the aisle carpet is removed from the exhibit floor, and all vehicles participating in the SEMA Cruise are out of the building. Exhibitors may choose not to participate in the Cruise and leave the vehicle in the booth until the aisle carpet is removed and empty freight is returned. This process can take up to 6-8+ hours so plan your travel accordingly.

All exhibitor freight/materials must be removed from the LVCC facility by **Sunday, November 5<sup>th</sup> by 12:00pm**. Any materials remaining in the facility after that time will be re-routed via Freeman's choice or returned to the Freeman warehouse to await disposition at exhibitor's expense.

To ensure all exhibitor materials are removed from the LVCC facility by the move-out deadline, please have all carrier's check-in by **Sunday, November 5<sup>th</sup> by 9:00am**.

### Excessive Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee.

## GENERAL PROCEDURES

### BOOTH VEHICLES (INSIDE HALLS):

**PLEASE NOTE! NO VEHICLES MAY BE STARTED PRIOR TO 4:30PM ON FRIDAY, NOVEMBER 3<sup>rd</sup>. ALL FREIGHT DOORS WILL REMAIN CLOSED UNTIL 4:30PM AT WHICH TIME VEHICLES WILL BE ALLOWED TO EXIT THE HALLS IN AN ORDERLY MANNER TO JOIN SEMA CRUISE.**

- Starting at 4:30pm, Booth Vehicles may be driven to the nearest freight door and will be directed by SEMA personnel / Floor Manager to the SEMA Cruise route. Vehicles not removed at this time, can exit the hall after carpet has been removed. If you have a pusher (non-operational), you may bring your trailer to the nearest freight door AFTER 8:00pm.

**NEW PRODUCTS** All items entered in the New Product Showcase may be picked up from **3:00pm - 8:00pm** on Friday, November 3<sup>rd</sup>.

- UPS** will offer Return to Office service to all New/Featured Products displayed (no freight). They will be located in the immediate area of the NP Showcase.
- Save time and energy** – UPS will offer great rates for this exhibitor service.

**PRIVATELY OWNED VEHICLE** (POV) freight assistance program will start at approximately 7:00pm, Friday in each hall.

**EMPTY CRATE AND CARTON RETURN** will start approximately at 7:00pm, Friday for West, North, Central, and South Halls. This process can take up to 6-8+ hours so please plan your travel accordingly.

**TRUSS RIGS** must be down, packed, and ready to load by 10:00am on Sunday, Nov. 5<sup>th</sup>.

**PLEASE BE AWARE!**  
**GUARD AGAINST THEFT! AT ALL TIMES, BUT ESPECIALLY AT MOVE-OUT,**  
**DO NOT LEAVE VALUABLES UNATTENDED IN THE BOOTH!**