

Move-In Rules and Guidelines

Winter Las Vegas Market: Jan 29 – Feb 2, 2023

Showroom C1565



PO Box 432, Friant, CA 93626 • 559-868-4187

tambra@sleepinformation.org

www.sleepinformation.org

SHIPPING: Samples should arrive **NO LATER** than Tuesday, January 24th

After this date there will be a surcharge from the World Market Center (an added \$300 charge).

The WMC wants the hallways cleared by Friday night – you must have your pallets cleared by then. Contact Tambra for more info.

SHIPPING LABELS – ON EACH Carton / Crate / Envelope

This is also the “consignee” info
for international shipping

Specialty Sleep Assoc. / your company name
455 South Grand Central Parkway
Las Vegas, NV 89106
Showroom C1565

FREIGHT DELIVERY

1. You must have your credit card on file with the WMC freight staff so that your freight will be delivered to the showroom.
2. **You must make a dock appointment** for your truck/shipper. (See **Market Logistics** below)
For more info email: WMCLVshipping@imcenters.com. See **Freight Specifics** below for more info regarding freight procedure. Contact the World Market Center dock manager directly - **phone: (702) 599-3332**
 - a. A credit card authorization form must be submitted prior to scheduling dock appointments.
 - b. A W-9 must also accompany the credit authorization form. This will allow IMC to create an independent customer number for billing purposes.
3. Your products will be delivered to the hallway outside the SSA showroom and you will be responsible for bringing them inside to your space. You have access to our two wheeled dollies to accomplish this, or you can hire outside staff to dismantle your pallet/crate and bring your merchandise into the showroom. We have worked with Heather Stamer: 702.743.0381 or Market Logistics: 702.599.3332 **Products should be inside the showroom by Friday afternoon, July 22nd.**
4. Pallets can NOT be brought into the room at any time (door is low).
5. UPS or FedEx or DHL will deliver the packages outside the SSA showroom if you specify “**NO SIGNATURE REQUIRED**”. If you would rather require a signature, Market Logistics offers secure package receiving to accept, sign for and deliver your FedEx, UPS and DHL small packages to the showroom. To take advantage of this service, please contact them for instructions Market Logistics: 702.599.3332
6. **DO NOT SHIP** Packages via US Post Office. They will be delivered to the WMC general delivery area and are difficult to track
7. **IF YOU ARE SHIPPING FROM OUTSIDE THE USA** – you must make arrangements with a **Customs Broker** to have your shipment arrive at the Market. See **Overseas Shipments** below.
8. You may deliver your own samples to the showroom without using the dock. There is a POV (privately owned vehicle) area near the dock where you can unload your vehicle and bring your items up the freight elevator yourselves. You are allowed to borrow dollies at the dock for this. Please arrive **NO LATER THAN Saturday MORNING, January 28th.**

Arriving on Saturday poses several problems – please contact Tambra for more information.

SET UP: January 26 – 28: 9am – 6pm (unless otherwise arranged)

SHOWROOM GUIDELINES

Sight-Line Optimization is the goal – submit your plan for approval

LEAVE YOUR SPACE AS YOU FOUND IT – NO TAPE may be used on walls, partitions or floors.

1. The showroom room has **polished concrete floors throughout**, so your space will NOT have carpet, track lighting is provided above your space, and you will have access to electrical. Bring an extension cord AND a power strip... in case you are sharing with your neighbor. **NO TAPE** – the polish won’t release the tape and a sticky residue is left.
2. Your space will be marked for location – and partitions are provided as outlined below. Send in a proposed space plan to Tambra to make sure you are creating the optimum site lines for yourself and your neighbors.
3. If you want to use your furniture to mark the edge of your space, the backs of the furniture facing into your neighbor’s space must be **clean and finished, and follow the height requirements below.**

Floor layout approval - send to: ssadirector2013@gmail.com

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SET UP:

January 26 – 28: 9am – 6pm (unless otherwise arranged)

- Signs may be hung from ceiling at a fee of approx. \$100 per sign. Signs should be on **foam core** with grommets in the corners (nothing flimsy). Typically signs are about 2' tall and 4'-6' wide. Contact Tambra for more info.
Empty Carton/Crate Storage: Must be palletized or banded. Pallets must be shrink-wrapped and labeled with provided Empty Storage" labels. *(There are no storage areas within the showroom.)*
Collection of your empty storage items is not an automatic process.
Tenants MUST email WMCLVshipping@imcenters.com to arrange for pickup of your empty storage pallets. Labels are available from your showroom or Floor Manager.
NO Loose items or product samples will be accepted.
 - Empty Storage Rates: \$60.00 per standard pallet
 - Oversized pallets, crates: \$120.00 ea. minimum
- YOU WILL BE RESPONSIBLE FOR TAKING YOUR OWN TRASH OUTSIDE THE SHOWROOM TO HALLWAY BINS. **Bring a trashcan.**
- Brooms and a vacuum are available in the showroom – and you may use it when you are finished setting up, as well as when the show is over. We also have a ladder you may use to adjust the overhead lights above your space.

CENTER BOOTH GUIDELINES NO 8' high booth displays in this section of the room – the back is made of 6' high partitions.

The backs of these spaces are shared with your neighbor behind you – bear this in mind in your space planning...

- All dividers/partitions/back used along the back of the spaces are 6' high. Backdrops should not be higher than 6'.
- Side dividers are 4' high and will extend 12' from the back partition. The remaining 4' is open on the side.
Please do not plan on putting tall displays at the aisle edge of your space – that blocks your neighbor's site line.
- Send your space plan outline to Tambra for approval before you finalize your plan.
- The partitions are made of 1" angle-iron surrounding wood. You can use a series of MAGNETS to attach banners, large "s" hooks, or the removable non-stick tape that does not harm paint. One option: have signs printed on "PSV" removable material – you can position it wherever you want and it leaves no marks on the wall or partition.
- NO TAPE** is allowed because the paint comes off when the tape is removed...

PERIMETER / SIDE BOOTH GUIDELINES In this section of the room – the back is the showroom wall (sheetrock).

- There will be 4' high partitions on the side extending 6' from the back. The remaining 6' to the aisle is open.
- Signs may be hung on the showroom wall using *push pins or small nails* that don't leave large holes in the wall. **NO TAPE!**
- The showroom will be staffed beginning Thursday morning, January 26. The show begins Sunday July 24th at 8am.
Show hours are 8am – 6pm, except on Thursday the show ends at 4pm.

SHOW HOURS

Sunday, Jan 29 – Feb 1	9am – 6pm.
Thursday, Feb 2	9am – 4pm

ADDITIONAL MARKET EVENT SERVICES AND INFO

Business Center • Building C	11th Floor (C1142)
First Aid Station • Building C	1st floor, west end of building (C1870)
Las Vegas Market Shuttles	

WMCLV's complimentary shuttle service is available between World Market Center and select host hotels. There are also airport shuttles available. Shuttles: visit <http://www.lasvegasmarket.com/shuttleservices/>.

WMC TENANT RELATIONS MANAGER – Building C

Devon Villante	Email: DVillante@imcenters.com
Office: 702-599-3352	Cell: 702-908-9347

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WMC FREIGHT SPECIFICS: Samples should arrive NO LATER than Tuesday, Jan 24th

OVERVIEW DEADLINES

- The deadline for all **outbound shipments** is Friday, January 20, 2023
- The deadline for all **inbound shipments** is Tuesday, January 24, 2023
- **Early Receiving Discount apply from Dec 1 – 30, 2022.** For more information, please contact Market Logistics at 702-599-3332 or at WMCLVshipping@imcenters.com
- An **“after deadline” fee** of \$300 per shipment will apply to all outbound shipments after Friday, Jan 20, 2022 and to all inbound shipments after Tuesday, January 24, 2023.
- Inbound privately owned vehicle (**POV**) service is Friday, January 27 and Saturday, January 28, 2023.
- No product may be staged in the hallways after Friday, July 27, 2023 at noon. This includes any late in or out bound shipments • After Market dock appointments for outbound shipments begin Monday, February 6, 2023

DOCK HOURS

Normal hours of operation for the docks are Monday through Friday 8:00 a.m. to 4:00 p.m. by appointment only. Beginning Monday, January 3, 2023, the docks will be open on the weekends. Hours of operation are based on scheduled appointments. All shipments inbound or outbound must have a dock appointment.

Dock appointments may be scheduled by emailing WMCLVshipping@imcenters.com or calling **702-599-3332**. Incoming shipments receive priority over pre-Market outbound shipments.

Outbound pre-Market dock appointments are set for 6:00 p.m. or later each day, to allow incoming freight to arrive and be unloaded during the day.

MARKET LOGISTICS RATE SCHEDULE (please call for 2023 rates)

FREIGHT

Given prices are for scheduled floor loaded shipments. A surcharge will be applied to stacked and/or unscheduled shipments. **Shipments must be inside the showroom by January 28, 2023.**

Discounted Flat Rates: Inbound freight discounts apply for full and half shipments only, and are for shipments received

Below are 2020 rates – call for updated rates.

Size of Shipment	<u>Loose Rate</u>	<u>Discount</u>	<u>Palletize Rate</u>	<u>Discount</u>
Full Truckload	\$750.00	\$675.00	\$675.00	\$608.00
Half Truckload	\$420.00	\$375.00	\$375.00	\$ 340.00
Quarter Truckload	\$ 220.00		\$ 195.00	
Minimum Truckload	\$ 105.00		\$ 95.00	
Under Minimum Truckload	\$ 45.00		\$ 38.00	

- All dock usage requires a dock appointment. Please schedule dock appointments at least 24 hours in advance
- WMCLV rates include receiving services of unloading, delivery to (near) showroom and debris removal
- In the event that a dock appointment is missed, late by 30 minutes, or not cancelled 48 hours prior to the appointment, there is a 50% charge based on the truck unloading fee
- Tenants are not required to use WMCLV services to load or unload and may use any carrier or crew of their choice. For tenant or third-party loading and unloading, the tenant or third-party must provide all necessary equipment, as IMC does not loan or rent equipment. There is a \$219 per truck, pre-paid debris fee that is invoiced at the time of appointment confirmation. Large volumes of small packages delivered directly to the showroom by carriers such as UPS, FedEx and DHL are subject to the Debris Removal Fee
- All dock usage, including shipments loaded or unloaded by a tenant or a third-party, will also be charged the After Deadline Fee of \$300 if the shipment is loaded out (outbound shipment) after Friday, January 20, 2023 or arrives (inbound shipment) after Tuesday, January 24, 2023

**Rates subject to change*

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LABOR

Showroom labor must be scheduled a minimum of 24 hours in advance of the requested start time.

General Labor (2020 rates – call for updates)

We have worked with:

Heather Stamer: 702.743.0381 or **Market Logistics:** 702.599.3332

Monday thru Friday, 8:00 a.m. to 5:00 p.m.

\$24 per person per hour

\$ 27.00 per hour per person

After 5:00 p.m. and weekends

\$ 40.00 per hour per person

- A 4-hour minimum may apply. Call for clarification.
- Same day labor requests are subject to an additional hour at the applicable labor rate

POV Unloading Service

WMCLV will provide service for privately owned vehicles (POVs) that meet the requirements below:

- POVs are defined as cars, pickup trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service must make a dock appointment
- Two people must be with the vehicle; one to accompany the product to the space, and one to remove the vehicle from the area
- Hours of POV unloading service are Friday, January 27, 2023 from 8:00 a.m. to 4:00 p.m. and Saturday, January 28, 2023 from 8:00 a.m. to 4:00 p.m.
- Driving directions may be obtained by calling 702-599-9639

PRODUCT IN HALLWAYS

- During Market set up, fixtures and product may be staged in the hallways.
- Please note that WMCLV is not responsible for any product that is staged in the hallways and tenants staging product in the hallways do so at their own risk. To minimize staged product being mistakenly picked up by the debris crews, please clearly mark your product with your showroom name and number and indicate that such product is to be saved and is NOT debris or trash.
- Items that are to be discarded should be clearly labeled as “debris” or “trash”.
- All items remaining in the hallways after Friday, January 27, 2023 at noon will be considered debris/trash and will be disposed of at the owner’s expense.
- During Market, WMCLV cannot permit merchandise or product of any kind to be displayed in the hallways per the City of Las Vegas fire code regulations.

OVERSEAS SHIPMENTS

To expedite shipments, please include the following information:

- Overseas and US contact person
- Company Name and Specialty Sleep Assoc – C1565
- Origin of shipment
- Kind of shipment - air or ocean
- Email address for response from WMCLV

International Shipments to WMCLV Showroom Some international shipments may require tax identification numbers.

Neither International Market Centers nor World Market Center is the ultimate consignee; however, we can assist. Please contact Michelle Echevarria at (702) 599-3367 or MLEchevarria@imcenters.com to receive this number.

OUTBOUND SHIPMENTS

Outbound shipments post-Market begin the Monday following the close of Market. Dock appointments for outbound shipments are required. Product and boxes must be stored inside each tenant’s showroom until the scheduled truck arrives at the dock. If a warehouse or shipping company is picking up product inside a showroom, tenants must notify the Tenant Relations Manager for the building in order to grant access to the showroom. Market Logistics can provide labor for outbound shipments. Please see the available outbound labor hours and rates above.

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