

SHOW DATES & TIMES – CAESARS FORUM

EXHIBITOR MOVE-IN:

Friday	November 1, 2024	1:00 PM – 5:00 PM	All Halls
Saturday	November 2, 2024	8:00 AM – 5:00 PM	All Halls
Sunday	November 3, 2024	8:00 AM – 5:00 PM	All Halls
Monday	November 4, 2024	8:00 AM – 5:00 PM	All Halls

All crates must be tagged for removal by Monday, November 4, 2024 at 2:30 pm. All booths must be set and in place by 5:00 pm on Monday, November 4, 2024.

EXHIBIT HOURS:

Tuesday	November 5, 2024	9:00 AM – 5:00 PM
Wednesday	November 6, 2024	9:00 AM – 5:00 PM.
Thursday	November 7, 2024	9:00 AM – 5:00 PM

Exhibitors are allowed to enter the exhibit hall as early as 7:00 am each show day. Official AAPEX exhibitor badges must be worn in plain sight.

EXHIBITOR MOVE-OUT:

Thursday	November 7, 2024	5:00 PM – 10:00 PM
Friday	November 8, 2024	8:00 AM – 5:00 PM
Saturday	November 9, 2024	8:00 AM – 12:00 PM

Exhibitors may NOT tear down their booth prior to 5:00 pm on Thursday, November 7, 2024. Any company found to be tearing down their booth prior to this date and time will be prohibited from exhibiting at AAPEX 2025.

- All exhibitor materials must be removed from the exhibit facility by November 09, 2024 - 12:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by November 09, 2024 - 10:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.
- Note that 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 during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.

Please refer to the Dismantling Notice for more detailed information regarding the move-out period.

EXHIBITOR REGISTRATION HOURS:

Sunday, November 3, 2024	8:00 AM – 5:00 PM
Monday, November 4, 2024	7:30 AM – 5:00 PM
Tuesday, November 5, 2024	7:00 AM – 5:00 PM
Wednesday, November 6, 2024	7:30 AM – 5:00 PM
Thursday, November 7, 2024	7:30 AM – 4:00 PM

- Exhibitor registration will be located in Room 301 of the Venetian Expo and the Lobby outside of the Forum Ballroom at Caesars Forum.
- All exhibitors must have an official AAPEX Exhibitor badge and badge holder to gain access to the exhibit hall during set-up, show days and move-out.
- Any and all new registrations and/or changes should be handled in Room 301 of the Venetian Expo and the Lobby outside of the Forum Ballroom at Caesars Forum.
- Any badges not received prior to the show should be picked up in Room 301 of the Venetian Expo and the Lobby outside of the Forum Ballroom at Caesars Forum.

EXHIBITOR APPOINTED CONTRACTORS (EAC):

- All EAC's must submit the Exhibitor Appointed Contractor Application for each exhibiting company they are servicing for the show, as well as an ORIGINAL insurance certificate prior to the show or their personnel will not be allowed in the exhibit hall.
- All EAC personnel must have an official AAPEX daily pass in order to gain access to the exhibit hall. A daily pass must be picked up each move-in day you are working. Daily passes can be obtained at the Security Desk located on Level 1 near the Hall G entrance of the Venetian Expo and near registration (lobby outside of the Forum Ballroom) at Caesars Forum. Photo identification will be required.
- EAC's may not request an exhibitor badge or a badge with an exhibiting company's name on it. Any EAC who requires an exhibitor badge must have a representative from the exhibiting company request an exhibitor badge.
- EAC's may not solicit exhibitors or attendees at any time during move-in, event days or move-out days. If found doing so anywhere on the premises, they will be escorted off property.