

### MOVE-IN

Set-up days are Sunday, November 3 from 3:00pm to 6:00pm, and Monday, November 4 from 8:00am to 6:30pm. There are **three** options for delivery of materials to your booth at the AFM venue hotel:

#### 1. **ADVANCE SHIPMENT**

LVE is AFM's Official Freight Forwarder and AFM Exhibitors must use LVE to move freight into the AFM venue

Ship in advance to: **LVE – IT Vegas (Event: AFM 2024)**  
6225 Annie Oakley Dr.  
Las Vegas, NV 89120

See below for Advanced Freight Forwarding and Shipping instructions.

This option is appropriate for any deliveries of significant volume or weight or that require unloading assistance and equipment at the Palms loading dock. It also is necessary for any materials that will arrive and require storage prior to delivery to the Palms on November 2-3, 2024.

#### 2. **COURIER DELIVERIES TO HOTEL –**

Attention: Business Center at Palms Casino Resort

Courier Deliveries to Hotel – Attention: Business Center

Business Center handling fees - charged per package and based on weight - are as follows:

- \$15 for packages 1-15 pounds
- \$22 for packages 16-30 pounds
- \$30 for packages 31-40 pounds
- \$37 for packages 41-50 pounds
- \$44 for packages 51-75 pounds
- \$54 for packages 76-99 pounds
- Packages of 100 pounds or more are charged at a rate of .75 cents per pound.
- Freight pallets are charged at a rate of .75 per pound, with a minimum fee of \$250 per pallet.

See below for further information about the Business Center and its services.

**Neither the AFM nor the Hotel are responsible for materials shipped directly to the Hotel.**

#### 3. **SELF-LOAD-IN - HOTEL**

Exhibitors may load in materials and equipment to their offices under certain specific conditions. The options include lightweight and manageable materials that may be brought through the hotel's front door and directly to the exhibitor's office. These materials must be hand-carried or fit onto the hotel's Bell Captain's carts.

Exhibitors that can move materials and equipment to their offices by hand-carrying or by dolly/cart may park in the Palms East Garage, to unload. However, long-term parking is in the West parking lot. Handcarts supplied by

the exhibitor may be used if wheels are covered with gaffers' tape to prevent damage to hotel flooring. No other transport equipment is available.

Exhibitors (or their vendors) may also schedule a specific time to bring materials and equipment through the Palms Employee Entrance. This entrance may allow larger deliveries but will not accommodate forklifts or other heavy duty transportation equipment, which is limited to use at the main loading dock and via LVE-IT.

See below for further details on self-load-ins.

## ADVANCE FREIGHT FORWARDING AND SHIPPING

LVE is AFM's Official Freight Forwarder and AFM Exhibitors must use LVE to move freight into the AFM venue. No large crates, equipment, or hand carts or other delivery equipment are allowed to be brought through the front door of the AFM venue hotel. Only items that can be hand carried or fit on the hotel carts may be self-loaded into the hotel (see below for details).

Materials shipped in advance must be delivered to LVE's staging facility in Las Vegas. All materials received at the facility by **Monday, October 28**, will be delivered to your AFM office or booth. Materials received after October 28, will be delivered as soon as possible, however, no commitment will be made concerning the delivery date and time.

Exhibitors may consign shipments to any shipper or forwarding agent, but all such shipments must be delivered directly to LVE's facility in advance of the Market no later than Monday, October 28.

LVE delivers material to AFM offices, stores empty containers at their warehouse and returns containers on Saturday, November 9 after 6:00pm to your AFM office. Published Rate for drayage (in US dollars) is a round-trip rate. The Published Rate below includes roundtrip transportation from the LVE facility, delivery, handling, load-in to hotel, storing of empties and loading back out to the LVE facility.

PUBLISHED RATE: \$249 per CWT (per 100lbs)

Exhibitors or their shippers should contact LVE in advance to notify them of deliveries to their receiving warehouse. LVE also provides freight forwarding services and may arrange to have materials shipped to or from their warehouse. For more details contact:

**LVE-IT Vegas (EVENT: AFM 2024)**

6225 Annie Oakley Dr.

Las Vegas, NV 89120

EVENT: AFM 2024

Email: [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com)

Phone: 702.248.6200 ask for Exhibitor Services

**NOTE:** All advanced freight must be sent to our official AFM freight forwarder during the following dates:

Tuesday, October 1 – Monday October 28.

Materials received after that date will be delivered as soon as possible. However, no commitment will be made concerning date and time.

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## NEW THIS YEAR: HOTEL LOAD IN – OPTIONS

Exhibitors must schedule a time in advance to deliver large items that will not be self-loaded by hand carry or fit on hotel cart. To reserve a delivery appointment, contact the AFM Production Office (AFMProduction@ifta-online.org) beginning Monday, September 23 but no later than Wednesday, October 23 to schedule delivery and removal times.

### VIA THE PALMS CASINO RESORT

**NEW THIS YEAR:** Three Ways to Self-Load-In Items into the Palms Casino Resort:

4321 West Flamingo Road  
Las Vegas, NV 89103

1. **Hotel Front Entrance:** Exhibitors and their representatives that intend to self-load-in items through the hotel front entrance must ensure that the items can be hand-carried into the hotel or must fit on a hotel bell cart. Bellmen are available for load-in assistance 24/7 with the following conditions:
  - All items delivered through the front of the hotel that require the assistance of a Bellman must fit on the Bellman's cart.
  - Bellmen will not lift or carry any item that is breakable.
  - Exhibitors using the Bellman and cart will be charged a \$20 fee.
  - No personal carts or delivery equipment are allowed.
  - Tipping will be left to the discretion of the Exhibitor.
2. **Palms East Garage:** Open 24/7 and has a maximum clearance of 7'6". A scheduled delivery time is NOT required, although space is very limited. AFM suggests that Exhibitors use the East Garage for unloading and loading only and for Check-in at Green St. Exhibitors should use the West Garage for extended parking after unloading. Parking is free in all garages.

**NOTE:** AFM does not provide dollies or carts. Per hotel rules, Production will check all carts to verify that wheels on dollies and carts are protected with white or black gaffer tape.

#### Directions:

From I-15 North or South, take the Flamingo Road West exit and proceed west on Flamingo Road. Turn left on Hugh Hefner Drive. Continue for one (1) block and turn right on Nevso Road. The entrance to the garage will be on your left.

3. **Palms Employee Entrance:** Located on the backside of the hotel, Exhibitors will be able to unload items starting with the following times (subject to change):
  - Sunday, November 3 from 2:00pm to 6:00pm
  - Monday, November 4 from 8:00am to 6:30pm.

A delivery time must be scheduled through the production office. Please email [AFMProduction@ifta-online.org](mailto:AFMProduction@ifta-online.org)

**NOTE:** AFM does not provide dollies or carts. Per hotel rules, Production will check all carts to verify that wheels on dollies and carts are protected with white or black gaffer tape.

Directions:

From I-15 North or South, take the Flamingo Road West exit and proceed west on Flamingo Road. Turn left on Hugh Hefner Drive. Continue for one (1) block and turn right on Nevso Road. The Palms Team Member Entrance is on the right side.

4. **Nove & View Exhibitors ONLY:** Exhibitors have the option, after checking in, to park their vehicle in the West Garage and load their items up to their space.

If Exhibitors choose to unload at the Palms Employee Entrance, please email [AFMProduction@ifta-online.org](mailto:AFMProduction@ifta-online.org) to schedule a time.

**NOTE:** Nove & View Exhibitors require a badge to access specific elevators to reach these spaces from the Palms Employee Entrance.

There is no space on-site to store empty containers at the venue hotel. They must be stored in your exhibition space or off-site.

## COURIER DELIVERIES

**During Exhibitor Set-Up Days and during the AFM:** Deliveries by outside couriers of small items (envelopes, packages, etc.) must be delivered to the Palms Casino Resort Business Center. Companies with larger shipments that require access to the loading dock or that cannot be self-loaded through the hotel front entrance must use the freight forwarding service to the hotel provided by LVE or email AFM's Production Office to schedule dock time at [afmproduction@ifta-online.org](mailto:afmproduction@ifta-online.org).

The Palms Casino Resort features a full-service business center located on the 2<sup>nd</sup> floor of the Fantasy Tower. Hours of Operation (which are subject to change) are:

Monday – Friday: 10:00am-3:00pm

Saturday & Sunday: Closed

Self-Service Kiosk: 24/7

**NOTE:** If sending items directly to the hotel from November 5 to November 10, see address below. The hotel will NOT accept packages prior to Sunday, November 3. Packages will go directly to the Business Center and will incur charges. AFM suggests Exhibitors send packages to our official freight forwarder, LVE.

Palms Casino Resort – Business Center  
 ATTN: Exhibitor Name and Office/Booth Number  
 4321 Flamingo Road, Las Vegas, NV 89103

## EXHIBITOR SUPPLIERS: DECORATORS, VENDORS, ETC.

Exhibitor Suppliers are companies that design exhibition space, provide custom displays, and rent equipment that is not available through AFM Services. Exhibitors must instruct their Suppliers to register with the AFM by contacting the Exhibitor Services Department. **Suppliers must register with the AFM and produce a Certificate of Insurance at least fifteen (15) days prior to the start of the AFM or they will not be granted access to the AFM.**

Schedule a time to unload with AFM Production at [AFMProduction@ifta-online.org](mailto:AFMProduction@ifta-online.org).

**More information is available in the Exhibitor Supplier Memo.**

## ACCESS TO SHOW FLOOR

**Exhibitor Set-Up Days:** Exhibitors and their representatives do not need badges on set-up days. An Exhibitor representative must be registered and in the Exhibitor's office or booth to accept delivery. AFM and Hotel staff will not unlock office doors.

Set-up days are Sunday, November 3 from 3:00pm to 6:00pm, and Monday, November 4 from 8:00am to 6:30pm.

**During Show / Move-Out:** An AFM Badge is required to access all exhibition space during the AFM and load-out.

## MOVE-OUT

**All exhibition space must be vacated by 5:00pm on Sunday, November 10. Exhibitors must use the freight elevators only to load-out on Sunday, November 10.**

All materials must be packed to vacate an office or booth. Items rented through the AFM remain in your exhibition space.

If materials were shipped through LVE, the empties will be delivered to the exhibitor on Saturday, November 9, after 6:00pm. Materials being picked up by LVE should remain in the office or booth. To arrange pick up, contact LVE at [exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com).

Neither the AFM nor the Hotel are responsible for personal items left in the office, booth, hallways, or other public areas of the hotel.

**Exhibitors with Office only – Required Post-AFM inspection:** You must contact the Hotel Front Desk to schedule a post-AFM inspection prior to check out. Once the inspection is complete, the hotel will take the room keys and the door will be locked. Exhibitors should request an inspection only when they are prepared to vacate their office(s). If an Exhibitor fails to request a post-AFM inspection, one will be conducted by the hotel. Any damage observed or Hotel items missing at that time will be deducted from the Exhibitor's Hotel Security Deposit.