

LAS VEGAS MARKET ANDMORE

Exhibitor Guide: Move-In, Material Handling & Service Rates Buildings A, B & C Exhibitors Winter 2026

Our Logistics goal is to ensure your success! The information provided is designed to be helpful for your planning process. Logistics can be contacted via email at WMCLVSHIPPING@andmore.com or at (702) 599.3332.

DEADLINES

- **Extended Dock Access Begins** (by appointment): Saturday, Dec 27, 2026
- **Freight Delivery Deadline:** Tuesday, Jan 20, 2026
- **Atrium Clear:** Thursday, Jan 22, 2026 — 12:00 PM
- **Hallway Clear:** Friday, Jan 23, 2026 — 12:00 PM
- **Move-out Begins (by appointment):** Friday, Jan 30, 2026
- **Extended Dock Access Ends:** Friday, February 6, 2026

DOCK HOURS

Between Markets	Monday – Friday 8:00 a.m. – 4:30 p.m. (by appointment)
Show Move-In (30 days prior to Market)	Hours extended, as needed, by appointment

SCHEDULING & COORDINATION

Appointments for Market open 90 days in advance. Appointments are required and must be confirmed 24 hours in advance.

Logistics encourage exhibitors to use the dock scheduling application. C3 Solutions provides real-time access and details about your appointments. Here are some benefits you can look forward to.

- **Real-time access to loading dock appointments with the ability to schedule electronically**
- This solution will help all loading docks operate with consistency and provide best-in-class service to you, our customers

If you have not received a user log in or for application assistance, please email C3help@andmore.com. For further details on our new system, check out our [customer user guide](#).

Access C3 directly at
C3Reservations/ANDMORE
or scan the QR code
provided



INCOMING SHIPMENTS

To expedite delivery to your showroom, use the following checklist:

- Consignee must be listed as your company name with showroom number
- Shipments must be clearly labeled. Improperly addressed freight may cause a delivery delay or be returned to shipper if the consignee information is incomplete. The Exhibitor/consignee is responsible for any additional fees caused by delays.
- Ship prepaid, as it is our policy not to accept collect shipments

Each building at the WMCLV campus has an individual destination address. Please be sure to label your shipments with the appropriate address as shown below. Errors in shipment address may cause delays or refusals of shipments.

Errors in shipment Consignee and address may cause delays or refusals of shipments.

BUILDING A	BUILDING B	BUILDING C
Exhibiting Name	Exhibiting Name	Exhibiting Name
495 S Grand Central Pkwy	475 S Grand Central Pkwy	455 S Grand Central Pkwy
Showroom Number	Showroom Number	Showroom Number
Las Vegas NV 89106	Las Vegas NV 89106	Las Vegas NV 89106

Freight Specifications and Weight Limits

- Pallets should be no more than 6'L x 4'W x 8'H and weigh no more than 1500 pounds
- Extended: Pallets will need to have 4-way access for movement
- Crates must have wheels that don't scuff and are sized correctly and in good condition. A crate without wheels must have openings at the base for forklift and pallet jack use. The crate dimensions and weight limits: 6'L x 4'W x 8'H and 1500 pounds max.

Dock Freight Movement

- All freight movements, inbound/outbound handled by WMCLV Logistics, Exhibitor or third party for exhibitor, require a dock appointment at all buildings. Appointments for Market open 90 days in advance.
Appointments are required and must be confirmed 24 hours in advance.
- The dock area is for the active loading or unloading of merchandise. There is no parking availability in the dock areas. All vehicles left unattended on the dock may be towed at the owner's expense. **NO PARKING IS ALLOWED IN ANY RED CURB OR YELLOW STRIPED AREA**
- The WMCLV campus requires all freight movements be conducted through the docks to ensure safety and to maintain the aesthetic integrity of our campus

Logistics Handling Rates

Published rates below are based on a 53-foot floor loaded trailer. The rates include truck (un)load, freight movement to/from showroom, placing items in nearby hallways and/or freight lobbies and packing debris removal. **Placing items inside the showroom is not included.** Surcharges may be applied to overweight, oversized, stacked, late arrivals and/or unscheduled shipments. See below for a full description of the TRUCK TERMS DEFINED.

SIZE & SHIPMENT DESCRIPTION	LOOSE RATE	PALLETIZED RATE
Full Truckload	\$750.00	\$675.00 (13+)
Half Truckload	\$420.00	\$375.00 (7-12)
Quarter Truckload	\$220.00	\$195.00 (5-6)
Minimum Truckload	\$105.00	\$ 95.00 (3-4)
Under Minimum	\$ 45.00	\$ 38.00 (1-2)

Freight Surcharges

- \$300.00 Cancellations under 48 hrs., No-shows, late arrivals (15+ min)
- \$300.00 Unscheduled freight services
- \$300.00 After deadline Fees
- \$300.00 Special handling (oversized, overweight, or breakdown required)

Other Surcharges


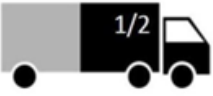



- \$100.00/day (\$500 min): Unauthorized storage in common areas
- \$500.00 Noncompliance (debris handling or of clean floor)
- Shipments dropped (by any carrier) at the WMCLV campus and left in the incorrect location will be assessed delivery fees

USPS Mailroom Package Delivery (each delivery occurrence)

Year Round (between Market)	Up to 5 pounds	\$10.00 ea.	6 pounds +	\$27.00 ea.
Market Move-In (2 weeks prior)	Up to 5 pounds	No Charge	6 pounds +	\$27.00 ea.
During Market Delivery	All packages	\$27.00 ea.		

TRUCK TERMS DEFINED

The terms for loose shipments are based on a 53-foot floor loaded trailer, while the pallets are defined by the count of standard pallets.

Description Name/Image	Loose	Palletized
Full Truckload 	Full 53'+ of floor loaded loose product	13 + pallets
Half Truckload 	Up to ½ of floor loaded loose product	7-12 pallet
Quarter Truckload 	Up to ¼ of floor loaded loose product	5-6 pallets
Minimum Truckload 	The equivalent of 4 standard pallets (floor space) of loose product	3-4 pallets
Under Minimum Truckload 	The equivalent of 2 standard pallets (floor space) of loose product	1-2 pallets

Limitation of Liability & Responsibility for Material Handling Services

Exhibitor agrees that the acceptance by ANDMORE, its contractors, agents, affiliates, or employees ("ANDMORE"), of custody or control of any merchandise or other property shall not constitute a bailment. Exhibitor agrees that merchandise or other property handling or storage by ANDMORE is at exhibitor's sole risk and hereby waives, releases, discharges, and covenants not to sue ANDMORE from any and all actions, claims, costs, liability, or damages of any kind or nature arising out of or relating to any loss of or damages to any such merchandise or other property. Exhibitor shall defend and indemnify ANDMORE against all liability, losses, claims, and demands on account of damages to property. ANDMORE shall not be liable for lost profits or other consequential or incidental damages.

TENANT/EXHIBITOR SELF UNLOAD

Tenants are not required to use Logistics services to load or unload and may use any carrier or crew of choice. ANDMORE requires a self-unload fee of \$199.00 per truck.

Tenants or third parties must bring their own equipment for loading and unloading, as WMCLV does not provide equipment to loan or rent.

Below are the debris disposal/removal rates for self-assisted dock use on inbound items:

Exhibitor unload debris disposal/removal	\$ 219.00 Per truck
Small package debris disposal/removal	\$ 219.00

Invoicing is automated based on scheduled appointments, and Exhibitors are responsible for canceling or rescheduling appointments if necessary.

FEDERAL EXPRESS, UPS, COURIER DELIVERIES

ANDMORE/WMCLV are not responsible for packages that do not have the proper labeling and are not set using the Secure Package Receiving Service. Shipments dropped by any carrier at WMCLV and left in the incorrect location will be assessed a delivery fee.

Small packages from carriers such as FedEx, UPS, DHL, and Amazon are delivered by the carrier directly to the showroom as listed on the label, and not by WMCLV personnel.

Users of Amazon Prime may find items have been delivered via US Postal Service (USPS). USPS does not deliver directly to showrooms. These packages will be delivered to the mailroom in Building A. Please check your tracking for verification.

UPS (800) 742-5877 FEDEX (800) 463-3339 DHL (800) 225-5345 AMAZON (888) 280-4331

SECURE PACKAGE RECEIVING

*When using the Secure Package Service packages are received and secured within the exhibitor's space. **Secure Packages may be shipped to the NEW address below :***

DELIVER TO:
LOGISTICS - DOCK OFFICE
c/o SHOWROOM NAME & SPACE NUMBER
495 South Grand Central Parkway
A DOCK - LOGISTICS OFFICE
Las Vegas NV 89016

Use the label provided to also ensure the carrier delivers as needed.

The rates to receive individual packages from 11lb to 100lbs

Up to 50 lb	\$27.00
51 -100 lb	\$40.00

PRIVATELY OWNED VEHICLE (POV)









The Campus POV service is intended for private/passenger vehicles and is used for transporting event-related materials like pantry/bar goods, décor items, or local marketplace purchases. We offer a complimentary POV service with logistics assistance.

Leaving vehicles unattended is not allowed. Two individuals are required to stay with the vehicle - one to accompany the items to space and another to relocate the vehicle from the area.

Showroom products (company branded items for the intention of order writing) are not permitted in the complimentary POV lane and are subject to Logistics handling fees and after deadline fees as they apply. Vehicles that do not qualify for this service, or that have products that requires mechanical assistance to unload, will be redirected to the dock Manager and may be subject to marshalling or an extended wait time.

The determination of POV services versus freight unloading will be made at the discretion of Logistics Management. Any disputes will be handled at the time of unloading.

Tippling of labor is prohibited and will result in the immediate termination of the employee accepting a tip.

Qualifying Vehicles	Vehicles That Do Not Qualify
 Sedan  SUV  Pickup  Van	 Trailer  RV  Boxcar  Stakebed
POV Dates (Logistics assisted)	Hours
Friday, January 23, 2026	8:00 a.m. – 4:00 p.m.
Saturday, January 24, 2026	8:00 a.m. – 4:00 p.m.

OVERSEAS SHIPMENTS

To expedite overseas shipments, please include the following information:

Overseas and US contact person	Exhibiting Co. & Showroom Number
Origin of shipment	Kind of shipment – air or ocean
Email address for response from WMCLV	

All shipments of imported merchandise require ultimate consignee identification numbers to be cleared by U.S. Customs and Border Protection. ANDMORE/WMCLV is not the ultimate consignee, and we will not provide tax identification numbers for the purpose of receiving imported samples. The tenant/exhibitor, as the ultimate consignee, must provide their own identification number. Please contact Customs and Border Protection for a CBP issued ultimate consignee identification if you do have a U.S. Tax ID number at (202) 354-1000. The web address is www.cbp.gov.

SHOWROOM SETUP

Access and egress routes shall be maintained so that any individual(s) can move without undue hindrance, on personal initiative and at any time, from an occupied position to exits.

During Market set up, incoming freight may be staged in the hallways. Please note that WMCLV is not responsible for any items staged in the hallways. Tenants staging items in the hallways do so at their own risk. Items that are not trash **MUST** be clearly marked

- Unpacking and assembly must be completed inside leased space, not in the hallways or corridors
- **NO** freight will be placed in the Atrium areas
- All **EXIT** components, corridors, stairways, doors, etc., require a width maintained at a 4-foot minimum
- A 3-foot radius must be maintained around Fire Control Panels at all times
- **NO** storage or obstruction permitted in front of exit doors at any time
- **NO** contractor activity, saw cutting, painting, etc., permitted in common areas at any time
- Spray painting is prohibited in all areas of the campus, including but not limited to showrooms, skybridges, freight lobbies, and hallways.
- Crash doorways must be kept clear of obstructions at all times
- Corridors leading to EXIT stair wells must remain clear of obstructions at all times
- Corridors leading to ATRIUMS must remain clear of obstructions at all times
- Leaving deliveries in hallways or storing merchandise in front of doorways – even for a few short hours – could be life-threatening if a fire breaks out and you need to evacuate. All emergency exit doors, hallways, pathways, and stairways must be kept clear.
- Freight packing debris needs to be broken down, bagged and/or boxed before placing in the common hallway for disposal pickup. Additional fees apply for noncompliance.

DEBRIS REMOVAL/DISPOSAL

Beginning, Monday, January 7, 2026, a debris team will be continuously removing packing material debris from the common areas and hallways.

For disposal of large items such as displays, large shelving units, temporary walls, contact Logistics at 702-599-3332. Additional fees may apply.

GENERAL LABOR SERVICES

General Labor is available and limited to activities such as unboxing freight, lifting/moving heavy items, placing items as directed, unpacking, installing light cans/bulbs (two-people required), and performing light assembly with basic directions. All general showroom labor requests may be subject to a 4-hour minimum per individual. A general labor request must be submitted 24-hours in advance.

To request general labor, please submit your request no later than 1:00 pm the day prior or at least 24 hours' notice. Email WMCLVShipping@andmore.com or call (702) 599.3332 to submit your request.

An Exhibitor representative is required to be present during showroom setup or breakdown to provide supervision.

General Labor Rates	
Monday – Friday 8:00 a.m. – 4:30 p.m.	\$27.00 per hour
Weekend, early A.M or late P.M (only available during move-in)	\$40.00 per hour
Supervisor	\$40.00 per hour
Supervisor, weekend (only available during move-in)	\$60.00 per hour
No show / cancellations (under 48 hours)	A minimum of four hours of service per individual is required for the scheduled rate to apply.

Limitation of Liability & Responsibility for Material Handling Services

Exhibitor agrees that the acceptance by ANDMORE, its contractors, agents, affiliates, or employees (“ANDMORE”), of custody or control of any merchandise or other property shall not constitute a bailment. Exhibitor agrees that merchandise or other property handling or storage by ANDMORE is at exhibitor’s sole risk and hereby waives, releases, discharges, and covenants not to sue ANDMORE from any and all actions, claims, costs, liability, or damages of any kind or nature arising out of or relating to any loss of or damages to any such merchandise or other property. Exhibitor shall defend and indemnify ANDMORE against all liability, losses, claims, and demands on account of damages to property. ANDMORE shall not be liable for lost profits or other consequential or incidental damages.

CLEAN FLOOR PROCEDURES

To facilitate final Market preparations in hallways, common areas, and atriums, no product, or debris (packing materials) may be placed outside of your showroom after the “clean floor” cutoff dates listed below. Approved displays and sponsorships may remain in set locations.

Atriums	Thursday January 22 at 12:00 p.m.
Hallways	Friday, January 23 at 12:00 p.m.

Any additional freight received after the deadlines noted above will be delivered to the freight lobby of the corresponding showroom floor. Tenants must break down the shipment in the freight lobby area and move the items directly into the showrooms.

Any items remaining in the atriums, hallways and/or common areas after this deadline will be removed and discarded at the tenant’s expense. Tenants who are found to be noncompliant with the guidelines will be assessed additional fees.

DELIVERIES DURING MARKET HOURS

During Market hours, delivery of freight shipments to showrooms is not permitted. Shipments arriving during Market hours will be placed in the freight lobby on the same floor as the showroom and the tenant will be notified. It is not WMCLV policy to refuse shipments to campus, to make changes, please reach out to your carrier.

STORAGE

WMCLV does not offer onsite storage of products. You may store product offsite with any vendor of choice or you may utilize the services of PGHLV. Cathy Pavao with PGHLV can be reached at 773-270-7016 or via email at Cathy@pghlv.com

No storage is available during Market days or between Markets in any common areas, such as but not limited to freight lobbies, loading docks, atriums and hallways. Tenants who are found to be noncompliant with the guidelines will be assessed additional fees.

Empty Crates/Pallets/Packing supplies

Storage of empty containers, cartons, crates, or fiber cases with packing materials is available. **Loose items, samples/product and fixtures will not be accepted.**

Empty storage labels may be obtained from a Logistics Floor Manager or the Tenant Relations office. Please clearly label each pallet with showroom number, company name and vendor line (if applicable). Please contact Logistics at 702.599.3332 or WMCLVShipping@andmore.com to arrange for pickup of your empty containers. **Tenants DO NOT have access to empty storage during Market.**

The return of the empties will begin at the close of Market, 4:00 p.m., on Thursday, January 29, 2026. The empty return process may take up to two (2) hours.

Empty Storage Fee	\$ 60.00 ea. (standard 48"x 40")
	\$120.00 ea. (oversized pallet or crate)

PRODUCT REMOVAL – POST MARKET

Outbound freight shipments begin the Friday following the close of Market. Dock appointments for outbound shipments are required.

Product and boxes should be stored inside the showroom or in the hallway outside of the showroom until the scheduled truck arrives at the dock.

For any inside freight pickups by a carrier, tenants should (1) notify their Tenant Relations Manager to grant showroom access, (2) provide a completed Merchandise Release Form, and (3) schedule a dock appointment for access to the dock.

OUTGOING UPS, FEDEX & COURIER PACKAGES

Tenants who have preprinted carrier labels must contact UPS and FedEx directly for pickup of packages from the showroom. Tenants must package, seal, and label shipments with the correct name, street address, city, state, and zip code.

PLEASE NOTE: World Market Center Las Vegas does not have a formal pickup location for parcel carriers such as UPS or FEDEX. Pickup requests should be submitted as needed, the location for pickup would be the tenants showroom suite number.