

LAS VEGAS MARKET

ANDMORE™

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

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.

Dock areas are designated for active loading and unloading only. Unattended vehicles may be towed at the owner's expense. Parking in red curb or yellow-striped areas is prohibited. All freight movement must occur through designated dock areas to maintain campus safety and presentation standards.

DEADLINES

- **Extended Dock Access Begins** (by appointment): Saturday, June 27, 2026
- **Outbound Freight Deadline:** Friday, July 17, 2026
- **Inbound Freight Deadline:** Tuesday, July 21, 2026
- **Atrium Clear:** Thursday, July 23, 2026 — 12:00 PM
- **Hallway Clear:** Friday, July 24, 2026 — 12:00 PM
- **Move-out Begins (by appointment):** Friday, July 31, 2026
- **Extended Dock Access Ends:** Friday, August 7, 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

FREIGHT SCHEDULING & COORDINATION

Dock Appointment Requirements

- **All freight movement requires a dock appointment.**
- The tenant is responsible for securing a **confirmed appointment prior to arrival.**
- Market appointments open **90 days in advance.**
- If a carrier or third party schedules on the tenant's behalf, the tenant remains responsible for **verifying the appointment is confirmed in C3 prior to delivery.**
- A **confirmed appointment (with reservation number)** must be secured at least **24 business hours prior to arrival** (excluding weekends and holidays).

Important:

Freight arriving without a confirmed appointment may be subject to **unscheduled or after-deadline fees**, in accordance with **Section 4.4 – Logistics Rates.**

- All dock appointments must be scheduled through the **C3 Reservations platform**, which provides real-time availability and electronic confirmation

Access the Scheduling Platform

Click [C3Reservations/ANDMORE](#) to submit and manage your appointments.

Need Help?

- Review the [customer user guide](#) for step-by-step instructions
- Login assistance: C3Help@andmore.com
- Scheduling questions: WMCLVShipping@andmore.com

INCOMING SHIPMENTS

To ensure timely delivery to your showroom, shipments must meet the following requirements:

- Be consigned to the exhibiting company name, showroom number and clearly labeled with complete and accurate information
- Be shipped prepaid (collect shipments will not be accepted)

Errors in consignee information or building address may result in delivery delays or refusal of shipment

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.

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

LOGISTICS HANDLING RATES

Rates are based on a 53-foot, floor-loaded trailer and apply to standard freight conditions only. Fees include truck loading/unloading, transport to or from the showroom, placement in adjacent hallways or lobbies, and disposal of standard packaging. Placement inside the showroom is not included.

Shipments that are overweight, oversized, stacked, improperly loaded, arriving after published deadlines, or arriving without a confirmed dock appointment will be processed accordingly and assessed applicable surcharges in accordance with this section.

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

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.

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.

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.

SMALL PACKAGE SERVICES

USPS Mailroom Delivery

USPS packages are processed through **Mailroom in Building A**. Delivery timing may vary based on volume and Market activity

Amazon Prime shipments delivered via USPS are not delivered directly to showrooms. Exhibitors should monitor carrier tracking for confirmation.

Carrier Direct-to-Door Deliveries

Small packages shipped via FedEx, UPS, DHL, Amazon, or similar couriers are delivered directly to the showroom as addressed and are not received by WMCLV personnel.

WMCLV assumes no responsibility for mislabeled, misdirected, or undelivered packages.

Carrier Contacts:

UPS (800) 742-5877 | FedEx (800) 463-3339 | DHL (800) 225-5345 | Amazon (888) 280-4331

SECURE PACKAGE RECEIVING

Secure Package Receiving allows our Logistics team to **accept small packages in advance** and provide **secure delivery directly to your showroom.**

Before Shipping:

Tenants must **notify Logistics in advance** of incoming packages. Send notification to wmclvshipping@andmore.com

Shipping Instructions:

Ship packages to:

ANDMORE Logistics

495 South Grand Central Parkway

A Dock – Logistics Office

Las Vegas, NV 89106

- **Use the provided Secure Package label (preferred)**
- If a label is not used, packages must clearly include:
 - **Company Name**
 - **Showroom Number**

Important:

Packages exceeding **100 lbs.** will be received as dock freight, and **standard freight handling rates will apply.**

SECURE PACKAGE DROP-OFF - OUTBOUND (PRE-MARKET SERVICE ONLY)

Service Details

Small package drop-off services are available **only during the posted service dates and hours listed below.**

Packages left unattended or dropped outside of these times will **not be accepted and will be returned to the exhibitor's showroom.**

- Service is available for **outbound, fully pre-labeled UPS or FedEx packages only**
- **Maximum weight:** 100 lbs. per package
- Packages must be **sealed and labeled prior to drop-off**
- WMCLV Logistics will **intake and securely transport packages to the appropriate carrier location on the next business day**
- Packages **exceeding 100 lbs.** must be processed through the freight docks and **freight handling rates will apply**

Dates of Service & Hours

- **July 23, 24, and 25**
- **1:00 p.m. – 4:00 p.m.**

Location: Building C – Receiving Office #01830 located in the lower dock area just past the TRM office.

SMALL PACKAGE RATES

UPS Mailroom Handling

Period	Weight	Rate
Year-Round (Between Markets)	Up to 5 lbs.	\$10.00 each
	6 lbs. and over	\$27.00 each
Market Move-In (2 Weeks Prior)	-----	No Charge
During Market	All Packages	\$27.00 each

Secure Package Receiving Rates

Weight	Rate
Up to 50 lbs.	\$30.00 per package
51–100 lbs.	\$40.00 per package

Over 100 lbs.

Freight handling rates apply

Secure Package Drop-Off Rates (Pre-Show Service only)

Service	Rate
Drop-Off Handling (Pre-Labeled Package)	\$30.00 each
Optional Showroom Pickup	\$27.00 per cartload

SHOWROOM SETUP

GENERAL LABOR SERVICES

Scheduling

Requests must be submitted by **1:00 PM (preceding business day)** and a minimum of **24 business hours in advance** to **WMCLVShipping@andmore.com**. Requests received after business hours or on weekends will be processed the next business day. Include date/time, hours requested, number of staff, onsite contact, and scope of work.

Scope

General labor is limited to unboxing, lifting/moving, placement as directed, unpacking, light bulb/can installation (*two-person minimum*), and basic light assembly. Exhibitor supervision is required during all work.

Cancellations / No-Show

Requests canceled within 48 hours or not utilized will be billed a **four (4)-hour minimum per individual** at the scheduled rate.

General Labor Rates

Service Period	Rate
Monday–Friday, 8:00 a.m. – 4:30 p.m.	\$27.00 per hour
Weekend / Early A.M. / Late P.M. (Move-In Only)	\$40.00 per hour
Supervisor	\$40.00 per hour
Supervisor – Weekend (Move-In Only)	\$60.00 per hour
Minimum Billing	Four (4) hours minimum per individual may apply

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.

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.

EMPTY STORAGE

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, July 30, 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 PACKAGES

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.

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.