

CABDA West 2025

Exhibitor Load-In / Load-Out Procedures



Location: The Expo at World Market Place, Las Vegas, NV

Load-In Date: Tuesday, March 25th, 2025

Load-In Time: 8:00 AM - 5:00 PM (Hall access until 7:00 PM)

Loading Dock: South Loading Docks

Load-In Procedures

- Exhibitor Load-in begins at 8:00 AM. All unloading must be completed by 5:00 PM. The exhibit hall will remain open to exhibitors for booth setup until 7:00 PM, but the loading dock enforces strict cut-off times, and you will be charged mini-bar prices for overtime. So get your stuff unloaded before 5PM!
- If you are running late, please contact us so we can do our best to accommodate you before the dock closes.
- Booths with pipe and drape will be pre-set, and island booths will be marked. If something isn't right, please let a CABDA Staff Member know and we'll fix it.
- Badge Printing is scheduled to be operational at 9:00 AM (Fingers crossed!). Badge Printing is located at the Registration Counter in the front of the hall near the lobby. If there are any issues or delays with the with badge printers upon your arrival, please proceed with your setup, and we will resolve it.
- If you ordered a badge scanner, check with our ATS representative at the registration counter. Limited extras may be available.

Loading Dock & Hall Access

- We will be using the South Loading Docks (See Picture). There are 8 Loading Slips (#8-16).
 - **Docks 8-11:** Commercial Semi Trucks, Assisted Unloading, Drayage, & Common Carrier Direct Deliveries Only (Fees Apply). **Do not park here or use these spaces.**
 - **Docks 12-16:** Self-unloading. Vehicles may pull up and park for unloading but must be moved immediately after. Items can be left in the staging area while relocating vehicles. Please, do not leave your vehicle here. Angry mobs will form!
- Unless you have been cleared by Luxx Expositions, **DO NOT BACK A TRUCK UP TO THE LOADING DOCK.** You may park in the spaces and unload via the loading ramp, but regulations restrict who can drive and unload trailers at the loading docks and levelers. This is a losing battle.
- Please be mindful of fire lanes. A parking ticket can really ruin your day.
- Please be civil with each other! I know it's stressful. There will always be more people than there are parking spaces. It will be ok.
- If you require special accommodations (forklift, drayage, etc.), contact Luxx Expositions in advance so they can make preparations.
- Parking is available in the garage directly above the building. The height limit is 7 feet. Oversize parking is available in the staging lot across the street (Symphony Park Ave). Please note that overnight parking is unsecured. We recommend parking at your hotel instead.

- Exhibitors can hand-carry small items through the main entrance doors as well. However, there isn't a great place to park near the front doors, so the ones in the back are much better. Dollies and carts cannot be used on carpeted areas. Handcarts and furniture dollies labeled "CABDA" will be available if you did not bring your own. Quantities are limited...Please share.
- Personal pallet jacks are NOT allowed due to past incidents causing facility damage. True story...and I'll name and shame you if it happens again.

Freight, Power, and Equipment

- If you shipped materials to the advance warehouse, they should be at your booth or in the process of being delivered. Sometimes labels fall off. So if something is missing, check with Exhibitor Services Counter (Located in rear of hall) and they will track it down!
- Furniture, power, and carpet orders should be pre-arranged. Missing items? Visit the Exhibitor Services Counter in the back of the hall.
- **Do NOT attempt to connect your own power to the junction boxes!**
Industrial-grade power connections require certified electricians. Tampering with the floor power boxes is dangerous and strictly prohibited. You will not only likely die, but it will hurt the whole time!
- **Luxx Exhibition Service Counter** is located in the rear of the hall to assist with tracking lost items, last-minute orders, extra table/chairs, and general troubleshooting.

General Guidelines

- Keep aisles, exit doors, and loading areas clear during move-in.
- Dispose of packing materials properly in designated trash cans and dumpsters.
- If you need storage for empty freight boxes, coordinate with the Expo Staff in advance. Space is limited. Expo Staff is available to assist with logistics and last minute orders (tables, chairs, booth adjustments). Contact Cara at Luxx Expositions (**Cara@LuxxExpo.com**)
- For booths featuring vehicle displays, clean all dirt/debris before entering the building. Notify Expo Staff before staging a vehicle.
- First aid kits will be available at registration for minor injuries.
- **Security Notice:** Large items (bicycles, wheels, trailers, etc.) cannot leave the floor during show hours without a removal tag. Tags will be available upon request.
- Convention center doors will be locked and secured after hours. Do not leave personal belongings (Phones, purses, wallets, jackets) in your booth...They will have to stay there overnight.

Exhibitor Events

- **Exhibitor Reception:** 5:00 PM on Tuesday in the Exhibit Hall. Enjoy appetizers and drinks with your fellow exhibitors.

- **CABDA Networking Breakfast:** 9:00 AM on show days. Open to exhibitors. Please don't hoard the bagels (You know who you are! And so do I!)
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Show Hours

Wednesday, March 26th

- Exhibitor access: 8:00 AM
- Expo open to attendees: 10:00 AM - 5:00 PM

Thursday, March 27th

- Exhibitor access: 8:00 AM
 - Expo open to attendees: 10:00 AM - 3:00 PM
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Load-Out Procedures (Thursday, March 27th)

- **Load-out begins at 3:00 PM and must be completed by 10:00 PM.**
- **Loading dock doors will not open until 3:00 PM.**
- If you shipped materials, your empty crates will be returned starting at 3:00 PM.
- Do **not** begin dismantling booths until attendees have exited the show floor for safety and security reasons.
- If you are shipping anything from the venue, please visit the Exhibitor Services Counter. Without the right paperwork, we will not know who is picking your stuff up!
- If you need to arrange for outgoing freight. Please contact **cara@luxxexpo.com**
- Pack your booth materials before moving vehicles to the loading area otherwise angry mobs will gather yet again.
- Dispose of trash and abandoned materials in designated dumpsters.
- Be patient and courteous—everyone wants to pack up and leave efficiently!
- Remember to breathe...Everything will be fine!

Thank you for exhibiting at CABDA West 2025! Safe travels!

LUXX Exposition Services
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