

LVCC HAND CARRY POLICY



As a customer of the Las Vegas Convention Center, (LVCC), we want to make you aware of our Hand Carry Policy. For those of you who drive to the event and wish to unload your product/materials and bring them to your booth, please be aware of the following procedures.

Exhibitors may hand carry their own materials into the exhibit space, provided they do not use material-handling equipment to assist them. Any labor used to hand carry must be performed by full-time company employees, and they must be prepared to show proof of employment.

Parking for loading/unloading must be performed from parking lots only. Curbside loading/unloading is prohibited. Parking on LVCC roadways is prohibited, and any unattended vehicles will be towed at the owner's expense. Only pickups or passenger vans will be allowed to park in LVCC parking lots for hand carry purposes. Any vehicles parked in the lots for hand carry are required to be personally owned vehicles; rentals are not allowed in the lots. Vehicles larger than pickups, vans or vehicles with trailers, must use the show's contractor for freight unloading. See the following examples of vehicles allowed/not allowed.



Escalators will no longer be allowed to move hand-carry materials, and all boxes and suitcases will need to use the available elevators without the use of freight-moving equipment.

APPROVED FOR HAND CARRY USE:

- Lightweight luggage carts
- Hanging garment racks for moving hanging garments ONLY
- Pop-up displays in rolling cases



NOT ALLOWED FOR HAND CARRY USE:

- Hand carts, hand trucks, pallet jacks, or any four-wheel cart or dolly. Garment racks loaded with boxes are not allowed.
- Access to the loading dock and/or freight doors
- Any freight that cannot be hand carried by one person
- Any freight moved by a moving or freight company, contractor, or any persons other than full-time employees of the exhibiting company



- It is show management's responsibility to ensure that the hand carry policy is enforced. This includes but is not limited to managing oversized vehicles in the parking lots and equipment compliance for hand carry use.