



Halloween & Party Expo January 13-15, 2025

The Expo at World Market Center

Move-in

Saturday, January 11, 2025 8:00 AM - 5:00 PM

Sunday, January 12, 2025 8:00 AM - 5:00 PM

Event Dates and Times

Monday, January 13, 2025 9:30 AM - 6:00 PM

Tuesday, January 14, 2025 9:30 AM - 6:00 PM

Wednesday, January 15, 2025 9:30 AM - 3:00 PM

Exhibitor Move-out

Wednesday, January 15, 2025 3:00 PM - 10:00 PM

All exhibitor materials must be removed from the exhibit facility by January 15, 2025 at 10:00 pm.

To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by **January 15, 2025 at 8:00 pm.**

Order outbound Material Handling Agreement(s) (MHAs) and Outbound Shipping Labels at cyberservices.theexpogroup.com

Show Directory

The deadline to be included in the printed and digital Show Directory is **November 15, 2024.** Please update/add your product categories by then to be included in the directory by **November 15.** Please update/add your company description, logo and cover photo for the website. You can do all of this in the Exhibitor Resource Center here: <https://HPE0125.exh.mapyourshow.com>

If you haven't logged in, you will need to do a password reset in which you will receive an email to create your own unique password. Once you have logged in, the landing page will have a section called '**Complete Your Exhibitor Listing**' where you can update each section of your profile page, as well as a checklist, show resources, direct links to ordering forms and registration.

If you have any questions or issues, please email us at halloweenpartyexpo.es@clarionevents.com

Booth Package

Your Booth Comes With:

- 8' High black back drape
 - 3' High black side drape
 - (1) 6' x 2' x 30" black draped table
 - (2) Slimline Chairs
 - (1) Wastebasket
 - Identification signs measuring 7" x 44" will be provided for booths that are 300 sq. ft. or smaller. For larger booths, identification signs will be available upon request.
- The exhibit area is not carpeted. There will be no aisle carpet. Booth flooring is optional.

Shipping

Advanced Warehouse:

Begins receiving shipments December 16th 2024
Last day of receiving without late fees: January 3rd 2025

Exhibiting Company Name / Booth # _____
Halloween & Party Expo 2025
c/o The Expo Group
3455 West Sunset Rd, #L
Las Vegas, NV 89118

Warehouse Hours: Monday-Friday 9:00 am-3:30 pm

- Please note: The advance warehouse will be closed December 24-26, 2024 & January 1, 2025 for the Christmas & New Year holidays.

The Expo Group will receive shipments at the EXHIBIT FACILITY beginning December 16, 2024. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm.

Certified weight tickets must accompany all shipments.

Direct to Show Site:

Exhibiting Company Name / Booth # _____
Halloween & Party Expo 2025
c/o The Expo Group
The Expo @ World Market Center - North Hall
475 South Grand Central Pkwy
Las Vegas, NV 89106

The Expo Group will receive shipments at The Expo at World Market Center beginning January 11,

2025. Shipments arriving before this date may be refused by the facility. Certified weight tickets must accompany all shipments.

Moving In

Freight Moving Exhibitors May Perform (Hand Carry Policy)

As an exhibitor, you may “hand carry” material from your car in the garage inside The Expo. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.

The assistance of any motorized device or pallet jack is not permitted. You can use a wagon cart with four wheels and roughly 2 ft wide by 3-4 ft long, however nothing larger than this will be allowed in the passenger elevators. If it is larger it will need to come through the back docks.

Freight Moving with Assistance (Cartload Service) for POV

A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15’ or longer, U-Haul’s, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. . A one-way “cart load” is defined as the maximum amount of loose or boxed exhibit material equal to or less than 150lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3’wide x 6’long or more.

Freight Moving with Assistance (Material Handling)

Material handling includes unloading your exhibit materials, storing up to 2.5 weeks in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth to reload onto outbound carriers. You have two options for shipping your freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive Material Handling service.

Exhibitor Labor Install and Dismantle

Exhibitors may set up their own floor supported exhibits and merchandise if they are full-time employees of the exhibiting company with proof of credentials, a pay stub or health insurance card. You have the option to use an EAC or The Expo Group for labor services.

Moving Out

Every outbound shipment will require a material handling agreement and shipping labels. Please see cyberservices.theexpogroup.com to fill out your Material Handling Agreement and labels pre-show.

If you are shipping packages with carriers like UPS or FedEx, you will need to take your items to a local business center.

Deadlines

Show Directory Deadline – November 18, 2024

Lead Retrieval Advanced Purchase Discount Deadline December 5th

Electric Orders Advanced Pricing Deadline – December 9, 2024*

Exhibitor Appointed Contractor (EAC) Deadline December 9, 2024

Exhibit Furnishings Advanced Pricing Deadline December 9, 2024*

Internet Orders Advanced Pricing Deadline December 9, 2024*

*You can order on show site but, you will receive a discounted rate ordering by the above advanced pricing deadline date.

Advanced Warehouse Receiving - Begins December 16, 2024

Advanced Warehouse Receiving - Ends January 3, 2025 *Materials received after this date will incur late penalties.

Show-site Freight Receiving Begins January 11, 2025

Please see The Expo Group Exhibitor Manual to order material handling, electric, furniture, etc.