



# Clean Floor Policy

Dear Exhibitor,

In an effort to ensure a successful show opening for all exhibitors at the 2024 SHOT Show, we are implementing the Clean Floor Policy again this year. If you are working with an exhibit house, please discuss with them in advance as this may affect their work schedule and we want to avoid any unanticipated issues onsite.

Due to the size of the show and limited dock space at Caesars Forum, it is necessary to coordinate the removal of empty crates in accordance with the target time schedule in order to allow sufficient time for:

1. Each exhibitor the time to set-up their booths.
2. Transporting of empty crates to a remote site.
3. Freeman to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall.

**All crates are to be tagged and ready for removal from the exhibit floor no later than the below dates and times. All crates not marked empty and made available for removal by the indicated dates and times will be subject to removal or movement by the Official Service Contractor at exhibitor's expense.**

<u>Target Date</u>	<u>Crates must be tagged by:</u>
Friday, January 19.....	Monday, January 22, 3:00 p.m.
Saturday, January 20 .....	Monday, January 22, 3:00 p.m.
Sunday, January 21 .....	Monday, January 22, 3:00 p.m.
Monday, January 22.....	Monday, January 22, 10:00 p.m.

The above times only refer to empty **crates**. All **cardboard, fiber cases and access storage** must be tagged with empty labels and ready for removal no later than **Monday, January 22nd by 3:00 p.m.**

\* Exhibitors with a target date Monday, January 22nd must have all **crates, cardboard, fiber cases and access storage** tagged with empty labels and ready for removal no later than **Monday, January 22nd by 10:00 p.m.**

Any crates, cardboard, fiber cases or access storage not labeled in accordance with this policy may be moved by the Official Service Contractor in order to accommodate the continued fluid move-in of the show. Any necessary movement of these items in order for the exhibitor to finish set-up of the booth will be at the expense of the exhibitor.

Thank you for your cooperation. We look forward to working with you to ensure a successful 2024 SHOT Show.