



THIS IS YOUR SHOT
JANUARY 23-26 | 2024 | LAS VEGAS



AN EVENT OF
NSSF
The Firearm Industry
Trade Association

KEY INFORMATION FOR ALL EACs AT CAESARS FORUM

Clean Floor Policy Enforcement

Key Locations and Restricted Areas

Equipment Drop-Off & Removal

Firearms – Show Floor & Shipping Protocols

EAC Applications & Proof of Insurance

Badges & Wristbands

Venetian Policy re Carpet on Carpet

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Clean Floor Policy Enforcement

All crates not marked empty and made available for removal by 3pm on Monday will be subject to removal or movement by the Official Service Contractor at exhibitor's expense. The only exception is for those booths with Monday morning target times.

Crate Removal Process:

- 1. All crates not marked empty by 3pm on Monday will be removed and staged outside the booth's respective freight door.**
- 2. If you still need access to those crates, proceed to Freeman Service Center and place labor/forklift work ticket to have crates returned.**
- 3. Forklift will stay under the item/on the clock until exhibitor/EAC is finished and empty is tagged.**

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.

Clean Floor will also apply to equipment required by exhibitors/EACs to build booths (e.g., job boxes and ladders). Please keep them in booths and out of the aisles to avoid potential removal from show floor.

IMPORTANT REMINDERS THAT ASSIST WITH A CLEAN FLOOR

- ❖ Non-ADA devices are not permitted on show floor (i.e., hoverboards, bicycles, skateboards, scooters, lifts etc.)
- ❖ Individual company work desk locations must be within booths and not in aisles
- ❖ "No-freight aisles" will be cleared and any freight in the aisles will be moved into the booth space
- ❖ Clear communication with Freeman freight supervisors is key!!



Equipment Drop-Off & Removal

Space is extremely limited, and combined with the truck congestion in the area, it is of the utmost importance that there is strict adhering to equipment drop-off policies. **It is vital that we have everyone's cooperation on following these rules:**

- Equipment cannot be dropped off until the day of the booth's target time during move-in, and nothing before 5pm on Friday evening for move-out. If you cannot store all the equipment brought to Caesars in the booths available, per the target time schedule, do not bring all equipment at one time.
- All equipment must be promptly moved from the drop-off areas and taken to the appropriate booths, or it will be removed by Freeman and charges will be billed to the EAC for labor and storage.



Firearms – Show Floor & Shipping Protocols

Crates containing firearms shipped to Freeman warehouse or to Show site need to have an Advanced Security or Direct Security Label. These items will be separated from the rest of the shipment or be taken directly to Secured Storage.

DO NOT SHIP FIREARMS WITH THE REST OF THE FREIGHT AND/OR LEAVE POTENTIALLY UNATTENDED ON THE SHOW FLOOR! THAT IS THE #1 CAUSE FOR LOST OR STOLEN FIREARMS AT THE SHOW! MOST ISSUES OCCUR DURING MOVE-IN AND MOVE-OUT BECAUSE OF FIREARMS NOT SENT TO SECURED STORAGE BY EXHIBITORS.

All firearms must be secured at night by either hiring overnight security, cabled to the booth or taken to one of the Secured Storage areas

Storage of empty firearm crates during the Show must have special labels in order to expedite return of the crates at the close of the show. DO NOT use standard storage labels.



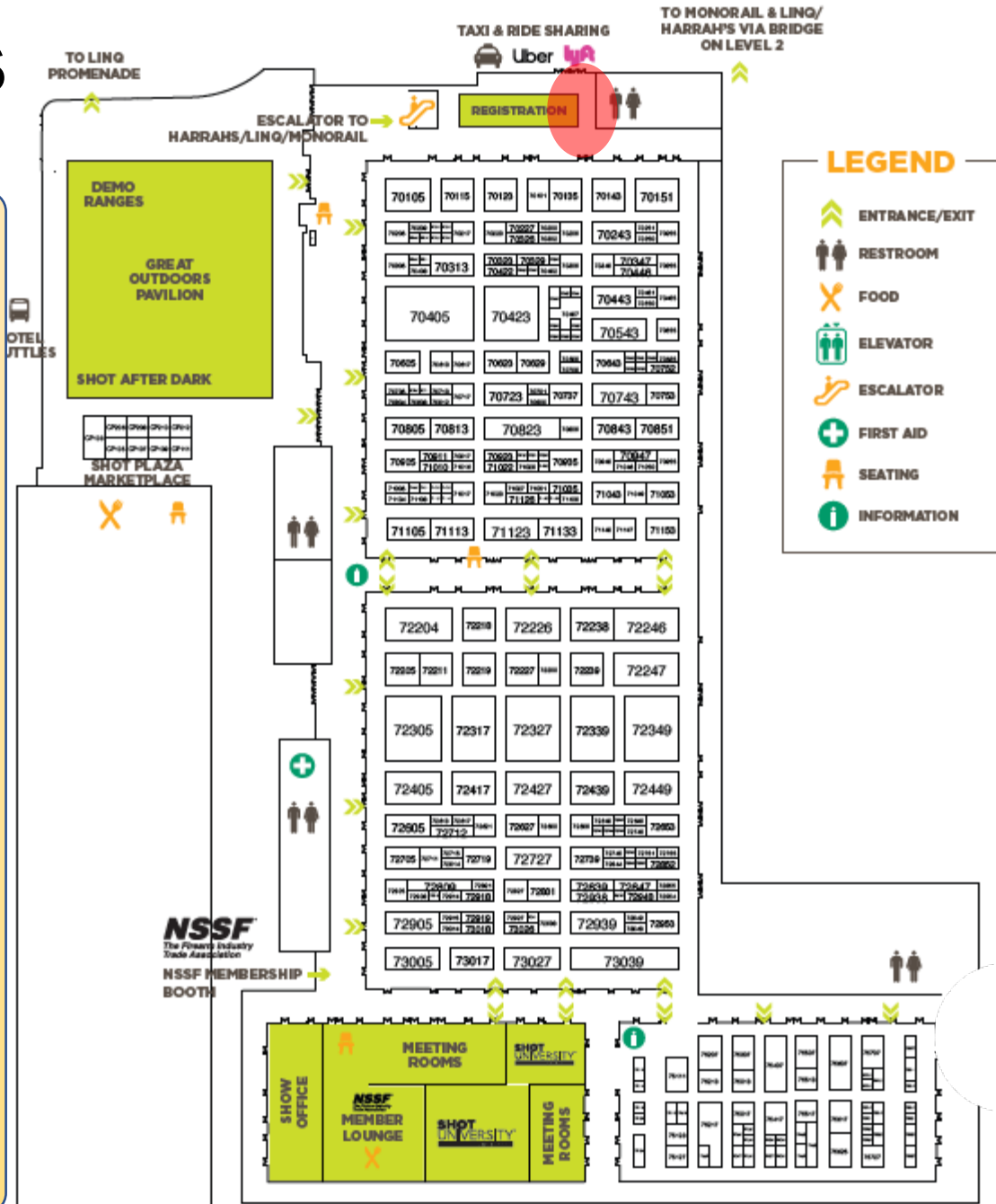
Key Locations

Caesars Forum

EAC Desk in Lobby by front door

Wristbands Issued Daily starting Friday, Jan 19

Winnick will be closed to traffic





EAC Applications & Proof of Insurance

EAC Application

<https://www.shotshowerc.com/erc/forum/eac-cf/eac-application-cf/>

BE SURE TO INCLUDE ALL EXHIBITORS YOU ARE SERVICING

Every EAC is required to have an Application submitted

Every EAC is required to have submitted certificate of liability insurance with additional insureds named

No wristbands will be provided without the above requirements met



Badges & Wristbands

- ❖ Badges to the SHOT Show are intended for exhibitor employees only, not EACs. Intended to ensure proper credentials for everyone in the building but also to avoid confusion for attendees at the show.
- ❖ Wristbands are provided on a daily basis at either EAC Desk. You can pick up the following day's wristband beginning at 2pm.
- ❖ Lead for each EAC is responsible for distributing wristbands to their own labor, outside of the exhibit halls.
 - Do not send labor to EAC desk for wristbands; only leads named on the EAC application can pick-up wristbands.
 - Do not tell labor to get wristbands at the booth they will be working; they won't be able to get into the hall



CONTACTS FOR EAC INFORMATION

Now Through Jan 17:

Kathryn Rae

702-216-5846

EAC@shotshow.org

Beginning Jan 18:

Exhibitor Help Desk

702-691-8555

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