



GENERAL INFORMATION

OLYMPIA WEEKEND 2024

October 11 - 12, 2024

LOCATION

Las Vegas Convention Center
3150 Paradise Rd
South Hall - Halls S1& S3
Las Vegas, NV 89109

EXHIBITOR MOVE-IN

Wednesday, October 9	10:00 a.m. - 5:00 p.m. (Exit show floor by 5:00 p.m.)
Thursday, October 10	8:00 a.m. - 5:00 p.m. (Show ready by 5:00 p.m.)

SHOW HOURS

Friday, October 11	8:00 a.m. - 5:00 p.m. (VIP & Expo Elite Only)
Friday, October 11	9:00 a.m. - 5:00 p.m. (General Public)
Saturday, October 12	8:00 a.m. - 5:00 p.m. (VIP & Expo Elite Only)
Saturday, October 12	10:00 a.m. - 5:00 p.m. (General Public)

EXHIBITOR MOVE-OUT

Saturday, October 12	5:00 p.m. - 10:00 p.m. (All out by 10:00 p.m.)
----------------------	--

Outside carriers must be checked in with the Willwork Dock Supervisor at the Las Vegas Convention Center by Saturday, October 12 at 9:00 p.m. Official re-route time is Saturday, October 12 at 10:00 p.m. Please see the Move-Out Information Sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each 10' x 10' exhibit booth includes the following equipment:

- 8' Back wall drape: Black & Red
- 3' Side rail drape: Black & Red
- (1) 6' L x 30" H table skirted: Black
- (2) Side Chairs
- (1) Wastebasket
- (1) Company ID Sign
- (4) Exhibitor Badges per 10'x10' booth purchased

Please note: The show Floor is not carpeted. Exhibitors are free to bring their own carpet to show site or rent a carpet through Willwork. Please see enclosed carpet order form for details.

GENERAL INFORMATION

ADVANCE SHIPPING

Advance Shipping begins Monday, September 9, 2024, at 9:00 a.m. and ends Friday, October 4, 2024, at 2:00 p.m.
(Receiving Hours: 9:00 a.m. – 2:00 p.m. / M – F)

ADVANCE SHIPPING ADDRESS:

(Your Company Name & Booth Number)
Olympia Weekend 2024
c/o Willwork Global Event Services
7015 Corporate Plaza Drive, Suite 100 / Door 1
Las Vegas, NV 89118

Shipments received at the advance warehouse after the deadline will still be accepted. An off target surcharge of 30% will apply.

Please note that all work performed by Willwork before 8:00 a.m. or after 4:30 p.m. weekdays, as well as all day Saturdays and Sundays, is considered overtime. Please budget accordingly.

You must have a credit card on file with Willwork prior to your shipment arriving at the Willwork Warehouse for delivery to your booth.

DIRECT SHIPPING*

Willwork will be on site to receive direct shipments to the Las Vegas Convention Center on:

Wednesday, October 9	8:00 a.m. – 5:00 p.m. ONLY.
Thursday, October 10	8:00 a.m. – 5:00 p.m. ONLY.

*The Las Vegas Convention Center prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to the Venue and your shipment arrives prior to Wednesday, October 9, 2024 at 8:00 a.m. you may incur a receiving charge by the Venue AND a receiving charge from Willwork.

DIRECT SHIPPING ADDRESS:

(Your Company Name & Booth Number)
Olympia Weekend 2024
c/o Willwork Global Event Services
Las Vegas Convention Center
3150 Paradise Rd / South Hall - Halls S1 & S3
Las Vegas, NV 89109

You must have a credit card on file with Willwork prior to your shipment arriving at the Las Vegas Convention Center for delivery to your booth.

WILLWORK ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than Monday, September 16, 2024.

For more information, please call us at (774) 568-5425, or email us at exhibitorservices@willwork.com.