



PRINT AND POST QUICK REFERENCE SHEET

Exhibit Hall Schedule

Sunday, May 3 5:00pm - 6:30pm Welcome Reception: Badge Pick up and Happy Hour

Exhibitor Move-In

Monday, May 4 8:00am - 4:00pm Exhibitor Move-In Hall C (*Show ready by 4pm*)
 8:00am - 6:30pm Registration Open

Exhibit Hall Hours

Monday, May 4 4:30pm - 6:30pm Opening Reception in Exhibit Hall C

Tuesday, May 5 8:00am - 9:00am Exhibit Hall Open and Breakfast
 12:15pm - 1:30pm Exhibit Hall Open and Lunch
 4:30pm - 6:30pm Exhibit Hall Open and Evening Reception

Exhibitor Move Out

Tuesday, May 5 7:30pm - 10:30pm Exhibitor Move-Out (*Early dismantle prohibited*)

Important Deadlines Snapshot: All deadlines are not included below; review the kit for additional deadlines.

Deadline	Form or Information	Contractor/Vendor
April 13, 2020	Shepard Discount Services (Booth Rentals, Rental Accessories, Specialty Flooring, Non Hanging Signs/Graphics)	Shepard Exposition Services
April 13, 2020	Mandatory Show Management Forms (Emergency Contact Information, and Booth Display Information)	Show Management
	Certificate of Insurance - Mandatory	Rainprotection Insurance
April 11, 2020	Hotel Room Discount Deadline	The Cosmopolitan
April 13, 2020	PSAV (Electrical Service & Labor, Internet Services/Telecommunications, Audio Visual & Computers, and Booth Cleaning)	PSAV
April 3, 2020	Exhibitor Appointed Contractor Notification First Day Items Can Arrive at the Advance Warehouse	Shepard Exposition Services
April 13, 2020	Shepard Discount Services Deadline (Carpet, Furniture, Installation & Dismantle Labor)	Shepard Exposition Services
May 1, 2020	Last Day for Shipments to Arrive at Advance Warehouse	Shepard Exposition Services

Shipping Address:

Advance Warehouse

[Exhibiting Company Name & Booth #]

Agent Summit

C/O Shepard Exposition Services

5845 Wynn Road, Suites A, B, C, D

Las Vegas, NV 89118