



Print and Post Quick Reference Sheet

Exhibitor Move-In – Halls I-K

Monday, October 1	8:00am – 5:00pm	Exhibitor & Vehicle Move-in (all vehicles must be moved in)
Tuesday, October 2	8:00am – 11:00am	Show Ready Preparations

Exhibit Hours – Halls I-K

Tuesday, October 2	12:00pm – 5:00pm
Wednesday, October 3	11:00am – 2:00pm

Exhibitor Move-Out – Halls I-K

Wednesday, October 3	2:00pm – 7:00pm	Early Dismantle Prohibited
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Important Deadline Snapshot Some deadlines are not included, please review the kit for additional deadlines.

Deadline	Form or Information	Contractor/Vendor
August 17	Exhibit Display Rules & Regulations Agreement Vehicle Specifications (for vehicle displays only) Emergency Contact Information Proof of Insurance	BusCon Show Management RainProtection Services
September 4	Exhibitor Appointed Contractor Notification Discount Price Deadline for Custom Shepard Rentals	Shepard Exposition Services
September 4	First Day Freight Can Arrive at the Warehouse without Surcharge	Shepard Exposition Services
September 6	Hotel Group Rate Deadline	Visit Indy Housing Bureau
September 11	Shepard Discount Services (Furniture, Accessories, Booth Cleaning, Installation & Dismantle Labor, Cartload, etc)	Shepard Exposition Services
September 17	Audio Visual & Computers ICCLOS Forms Due (Electrical, Banner Hanging, Phone, etc) Booth Food & Beverage Orders Due Internet Plants & Floral	Markey's Indiana Convention Center Centerplate Smart City Convention Plant Creations
September 7	Last Day to PRE-Register Staff	Custom Registration
September 24	Last Day freight can arrive at warehouse without surcharge	Shepard Exposition Services
September 25	Badge Scanners	Custom Registration

Shipping Addresses

Advanced Warehouse

Shipments accepted (without a surcharge) on and between September 4 – September 24, 2018
[Exhibiting Co. Name & Booth Number]
BusCon
c/o UPSF/Shepard Exposition Services
6101 West 80th Street
Indianapolis, IN 46278

Onsite Shipping

Must not be delivered prior to October 1, 2018
c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
BusCon
Indiana Convention Center
100 S. Capitol Ave.
Indianapolis, IN 46225

Mandatory Forms Checklist

Here is a list of the mandatory forms, orders and information that EVERY exhibitor must return.

Additional forms may be required depending on the configuration of your exhibit. Please review the complete Sponsor Service Kit to determine which forms are necessary for you.

Exhibit Display Rules & Regulations

Due August 17, 2018

Return to Show Management. All exhibiting companies must review and agree to the official display rules and regulations for BusCon. Please [click here](#) for an online form.

Vehicle Specifications (For Vehicle Displays Only)

Due August 17, 2018

Return to Show Management
For online submission [click here](#) for an online form.

Proof of Insurance

Due August 17, 2018

Return to RainProtection Services
For requirements [click here](#) to order online.

Emergency Contact Information

Due August 17, 2018

Return to Show Management
For online submission instructions [click here](#) for an online form.

Official Mobile App Listing

Due August 22, 2018

Return to Show Management
For online submission instructions [click here](#) for an online form.

Exhibitor Staff Pre-Registration

Due September 7, 2018

Register online.
For online submission instructions [click here](#) for an online form.

Exhibitors are allotted 2 full show badges per 100sqf no charge, 10 Badges MAX. For badges over the designated allotment, exhibitors may select an additional pass allowing access to seminars, receptions and lunches at a discounted rate of \$120.00 per badge.