



Show Information

BusCon

Indiana Convention Center - Indianapolis, Indiana
October 2 - 3, 2018

Event Code: I110891018

Connect With Us! email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

BOOTH PACKAGE

Items provided in your booth, per exhibitor:
8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Show drape color(s): Black, Blue, White
Aisle carpet color: Eclipse

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, October 1, 2018	8:00 AM - 5:00 PM
	<i>* Please note that vehicle line-up starts at 6:00 AM on Monday, October 1, 2018</i>	
	Tuesday, October 2, 2018	8:00 AM - 10:00 AM
Exhibit Hours:	Tuesday, October 2, 2018	12:00 PM - 5:00 PM
	Wednesday, October 3, 2018	11:00 AM - 2:00 PM
Exhibitor Move-out:	Wednesday, October 3, 2018	2:00 PM - 7:00 PM
Freight Reroute Begins*	Wednesday, October 3, 2018	6:00 PM

All outbound carriers must be checked in by this time



SHIPPING ADDRESSES

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
BusCon
c/o Shepard Exposition Services
6101 West 80th Street
Indianapolis, IN 46278

Direct Shipments Address
c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
BusCon
Indiana Convention Center
100 S Capitol Ave
Indianapolis, IN 46225

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals:	Friday, August 31, 2018	
Exhibitor appointed contractor notification deadline:	Tuesday, September 4, 2018	
First day for warehouse deliveries without a surcharge:	Tuesday, September 4, 2018	
Discount price deadline for standard Shepard orders:	Tuesday, September 11, 2018	
Last day for warehouse deliveries without a surcharge:	Monday, September 24, 2018	
Last day for warehouse deliveries*:	Friday, September 28, 2018	
<i>Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.</i>		
First day freight can arrive at show facility:	Monday, October 1, 2018	at 8:00 AM



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Discount Deadline **Tuesday, September 11, 2018**

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Quick Facts

Exhibitor Move Out

Wednesday, October 03, 2018 2:00 PM - 7:00 PM

Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.

All exhibitor materials must be removed from the facility by Wednesday, October 03, 2018 6:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Wednesday, October 03, 2018 6:00 PM

Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through the official carrier.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.



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Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON BusCon

LOG IN from the Show Information page by clicking  at the top right corner of the page.

ENTER your email address and password then click 

NEW users: User name = Your Email Address (provided by Event Management)
Password = BUS18

Prior users: User name = Your Email Address
Password = Your pre-existing password

Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.

Once logged in, please confirm your profile information. If you need to update, please contact us at customerservice@shepardes.com

To order, utilize the grey category dropdown menus above the Welcome message.


After making your selections, click the  button on the bottom right of the page.

To view your order click the  Shopping Cart Icon at the top right of the page.

Confirm your order, click  and complete the payment process.

* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

If you need assistance during your shopping experience, contact us using our  feature on the right side of the screen. Representatives are available Monday through Friday 8am - 5pm est.

Need Tips and Tricks for exhibiting? Click the directed to our Exhibitor Academy!



icon on your show page to be

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

(317) 677-1235

Indianapolis@shepardes.com