



# MOVE IN – MOVE OUT QUICK REFERENCE SHEET

## SCHEDULE

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Tuesday, March 24	7:30am	-	7:30pm	Registration Open
	8:00am	-	4:00pm	Move-In
	5:30pm	-	7:30pm	Exhibit Hall Open and Opening Network Reception
Wednesday, March 25	7:30am	-	2:30pm	Registration Open
	8:00am	-	9:30am	Exhibit Hall Open/Breakfast
	12:00pm	-	2:00pm	Exhibit Hall Open/Lunch
	*2:00pm	-	7:00pm	Move-Out

***\*Early breakdown prohibited.***

## DEADLINES SNAPSHOT

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January 30	Public Directory Listing On-line Form Due
February 14	Emergency Contact Information On-line Form Due
February 20	Electrical, Internet and Audio Visual Orders, Floral Orders
February 24	Hotel Discount Deadline /PRE-Register Staff/ Lead Retrieval
March 3	First Day Items Can Arrive at the Warehouse (Booth items/banners/signage/conference tote items)
March 13	Discount Deadline Shepard
March 17	Sponsor/Exhibitor pre-registration deadline
March 23	Last day to Ship to Advanced Warehouse (without a surcharge)
	Last day for Warehouse deliveries

## SHIPPING ADDRESSES

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### Advanced Warehouse

Shipments accepted (without a surcharge) between February 24 – March 17, 2020.

[Exhibiting Co. Name & Booth Number]

Conference of Automotive Remarketing

C/O Shepard Exposition Services

5845 Wynn Road, Suites A, B, C, D, Las Vegas, NV 89118

**ALL SHIPPING & HANDLING  
WILL GO THROUGH SHEPARD  
EXPOSITION SERVICES, INC.  
DO NOT SHIP DIRECTLY TO THE  
HOTEL**