



Print and Post Quick Reference Sheet

Exhibitor Move-In – Paris Las Vegas Hotel & Casino

Sunday, April 16	8:00am	-	5:00pm	General Move-In
Monday, April 17	8:00am	-	11:00am	Show Ready Preparations

Exhibit Hours – Paris Las Vegas Hotel & Casino

Monday, April 17	12:00pm	-	2:30pm
	5:30pm	-	7:30pm
Tuesday, April 18	12:00pm	-	3:00pm

Exhibitor Move-Out – Paris Las Vegas Hotel & Casino

Tuesday, April 18	3:00pm	-	6:00pm	Early Dismantle Prohibited
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Important Deadline Snapshot Some deadlines are not included, please review the Exhibitor Portal for additional deadlines. Your Exhibitor Portal login was sent in a Welcome email from Irene Gruen.

Deadline	Form or Information	Contractor/Vendor
March 17, 2023	Exhibitor Appointed Contractor Notification First Day Items Can Arrive at the Warehouse	Shepard Exposition Services Shepard Exposition Services
Various, See Exhibitor Portal for form links	Emergency Contact Information March 24 Staff Registration: April 3 Hotel Group Rate Deadline: March 31 Lead Retrieval: various	Exhibitor Portal Exhibitor Portal Paris Las Vegas Hotel & Casino Exhibitor Portal
March 27, 2023	Shepard Discount Services (Furniture, Accessories, Booth Cleaning, Installation & Dismantle Labor, Carpeting, Cartload Service)	Shepard Exposition Services
Various	Electrical Service & Labor, Internet & Data Services: March 31 Audio Visual & Computers: March 31 Plants & Floral – April 7	Encore Encore ExpoEase
April 10, 2023	Last Day for Deliveries to Advanced Warehouse w/no surcharge.	Shepard Exposition Services

Shipping Addresses

Advanced Warehouse

Shipments accepted (without a surcharge) on and between
March 17 – April 10, 2023

[Exhibiting Co. Name & Booth Number]
International Car Rental Show
C/O Shepard Exposition Services
5845 Wynn Road, Suites A, B, C, D
Las Vegas, NV 89118

Onsite Shipping

C/O Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]
International Car Rental Show
Paris Las Vegas Hotel & Casino
3655 Las Vegas Blvd South
Las Vegas, Nevada 89109

***Onsite shipping cannot arrive earlier than Sunday, April 16 at 8:00am**