



# MOVE-IN/MOVE OUT QUICK REFERENCE SHEET

## EXHIBITOR MOVE IN – SANDS EXPO – HALL A – LEVEL 2

Sunday, February 16	10:00am - 7:00pm	Vehicle Move-in, Targeted Assignments*
	12:00pm - 7:00pm	All Exhibitor Move-in
Monday, February 17	8:00am - 11:30am	Show Ready Preparations

## EXHIBIT HOURS – SANDS EXPO – HALL A – LEVEL 2

Monday, February 17	5:15pm - 7:30pm	Opening Reception
Tuesday, February 18	12:30pm - 5:00pm	
Wednesday, February 19	11:00am - 2:00pm	

## EXHIBITOR MOVE-OUT – SANDS EXPO – HALL A – LEVEL 2

Wednesday, February 19	2:00pm - 7:00pm	Early Dismantle Prohibited
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*\*Move -in and booth preparation times are subject to change.*

## IMPORTANT DEADLINE SNAPSHOT

Some deadlines are not included, please review the kit for additional deadlines.

Deadline	Form or Information	Contractor/Vendor	
January 15 <sup>th</sup>	Hotel Group Rate Deadline	The Venetian Resort	
January 20 <sup>th</sup>	Shepard Discount Custom Rentals	Shepard Exposition Services	
	Exhibitor Appointed Contractor Notification First Day Items Can Arrive at the Advance Warehouse		
	Badge Scanners/ Lead Retrieval	Custom Registration	
January 24 <sup>th</sup>	Last Day to Pre-Register Staff	Custom Registration	
January 27 <sup>th</sup>	SES Discount Services (Electrical Service & Labor- mandatory for all vehicles, Booth Cleaning, Internet & Data Services, Audio Visual & Computers, Booth Catering, Hanging Signs, and/or Electrical Labor)	Sands Expo	
January 28 <sup>th</sup>	Shepard Discount Standard Rentals & Services (Furniture, Installation & Dismantle Labor, Carpeting, Non-Hanging Signs, Vehicle Spotting, Cartload Service)	Shepard Exposition Services	
	Show Management Forms (Public Directory, Emergency Contact Information, Vehicle Specifications & Booth Layout, Exhibit Display Rules Agreement)		LCT Show Management
	Vehicle Detailing Form		Nationwide Detailers
	Plants & Floral		Turn Key Events
February 10 <sup>th</sup>	Last Day for Shipments to Arrive at Advance Warehouse without a surcharge	Shepard Exposition Services	
February 14 <sup>th</sup>	Last Day for Shipments to Arrive at Advance Warehouse	Shepard Exposition Services	
February 16 <sup>th</sup>	First Day Freight Can Arrive Onsite	Shepard Exposition Services	