



Show Information

International LCT Show

Sands Expo & Convention Center - Las Vegas, NV
February 17 - 19, 2020

Event Code: L117950220
email: lasvegas@shepardes.com
phone: (702) 507-5278
fax: (702) 948-0341
mail: 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

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
Wall- to- Wall Carpet: Tuxedo

Exhibit Show Schedule

Targeted Move-in:	Sunday, February 16, 2020	10:00 AM	to	7:00 PM	<i>Vehicle Move-In Begins at 10 am</i>
General Exhibitor Move-in:	Sunday, February 16, 2020	12:00 PM	to	7:00 PM	
	Monday, February 17, 2020	8:00 AM	to	11:30 AM	
Exhibit Hours:	Monday, February 17, 2020	5:15 PM	to	7:30 PM	
	Tuesday, February 18, 2020	11:00 AM	to	12:30 PM	<i>By appointment only</i>
		12:30 PM	to	5:00 PM	
	Wednesday, February 19, 2020	10:00 AM	to	11:00 AM	<i>By appointment only</i>
		11:00 AM	to	2:00 PM	
Exhibitor Move-out:	Wednesday, February 19, 2020	2:00 PM	to	7:00 PM	
Freight Reroute Begins*	Wednesday, February 19, 2020	6:00 PM			<i>*All outbound carriers must be checked in by this time</i>

Shipping Addresses

See Material Handling Rate Form for all related fees.

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
International LCT Show
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, Nevada 89118

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
International LCT Show
Sands Expo & Convention Center
201 Sands Avenue
Las Vegas, NV 89169

Important Deadlines

Discount price deadline for custom Shepard rentals: Monday, January 20, 2020
Exhibitor appointed contractor notification deadline: Monday, January 20, 2020
First day for warehouse deliveries without a surcharge: Monday, January 20, 2020
Discount price deadline for standard Shepard orders: Tuesday, January 28, 2020
Last day for warehouse deliveries without a surcharge: Monday, February 10, 2020
Last day for warehouse deliveries*: Friday, February 14, 2020

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Sunday, February 16, 2020 at 8:00 AM



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Discount Deadline Tuesday, January 28, 2020

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

Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Service Desk Hours (subject to change)

Sunday, February 16, 2020	10:00 AM	to	7:00 PM
Monday, February 17, 2020	8:00 AM	to	7:30 PM
Tuesday, February 18, 2020	11:00 AM	to	5:00 PM
Wednesday, February 19, 2020	11:00 AM	to	4:00 PM

Exhibitor Move Out

Wednesday, February 19, 2020 2:00 PM to 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, February 19, 2020 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, February 19, 2020 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 as well as provide carrier specific shipping labels.

Pick Up Address

Sands Expo & Convention Center
201 Sands Avenue
Las Vegas, NV 89169

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.