PRINT & POST QUICK REFERENCE SHEET

EXHIBITOR MOVE-IN

Tuesday, October 9	8:00am	-	4:00pm	Exhibitor Move-In (All exhibits must be show ready by 4:00pm)

EXHIBIT HALL HOURS

Tuesday, October 9	4:30pm	-	6:30pm	Opening Reception and Networking with Exhibitors
Wednesday, October 10	8:00am	-	9:00am	Breakfast and Networking with Exhibitors
	12:30pm	-	2:00pm	Lunch and Networking with Exhibitors
	6:00pm	-	7:30pm	Reception and Networking with Exhibitors

EXHIBITOR MOVE-OUT

Wednesday, October 10	7:30pm	-	11:00pm	Exhibitor Move-Out; Early Dismantle Prohibited; Overtime Rates Apply

* Exhibitors may hold meetings with customers at their booth during non-exhibit hall hours. All customers must have a badge and be escorted by the exhibitor to the booth.

IMPORTANT DEADLINES SNAPSHOT:

Not all deadlines are included below;
please review the service kit for additional deadlines.

September 11, 2018
- Exhibitor Appointed Contractor Form
- 1st Day Shipments Accepted at the Warehouse
- Booth Display Diagram **(MANDATORY)**

September 12, 2018
- Group Rate Hotel Reservations
- PSAV Overhead Rigging (Island booths only)

September 21, 2018
- Proof of Insurance **(MANDATORY)**
- Emergency Contact Form **(MANDATORY)**
- Shepard Booth Cleaning
- Shepard Carpet Rental **(MANDATORY)**
- Shepard Furniture Rental
- Shepard Sign Order
- Shepard Labor (Installation & Dismantle)
- Shepard Ground Rigging/Forklift Rental
- Shepard Mobile (Vehicle) Spotting
- Plants and Floral
- Audio Visual and Computers
- Electrical Service
- Internet Services/Telecommunications

October 2, 2018
- Deadline for Advance Warehouse Shipments without a Surcharge

September 21, 2018
- Lead Retrieval/Badge Scanners
- Exhibit Staff Pre-Registration

SHIPPING ADDRESSES:

[Exhibiting Company Name & Booth #]
Industry Summit
C/O Shepard Exposition Services
1791 Boice Pond Road, Suite 101
Orlando, FL 32837

Advanced Warehouse
Shipments accepted on and between
September 11, 2018-October 2, 2018
**Materials delivered September 6-8, 2018 should go to the advanced warehouse but may incur a surcharge charge.*
[Exhibiting Company Name & Booth #]
Industry Summit
C/O Shepard Exposition Services
1791 Boice Pond Road, Suite 101
Orlando, FL 32837
SHOW CODE: F168841018

Direct to Show Site
Shipments accepted starting Monday, October 8, 2018 at 8:00am. * *Shipments received at the Caribe Royale prior to 8:00am on October 8, 2018 will be refused and sent back to sender.*