



SHIPPING GUIDELINES

Detailed information is included in the Shepard Service Kit including shipping labels, material handling authorization and storage forms.

Shepard Advance Warehouse

First Day for warehouse deliveries (without surcharge): **Tuesday, September 11, 2018**

Last Day for warehouse deliveries (without surcharge): **Tuesday, October 2, 2018**

** Freight delivered October 3-7, 2018 should go to the advance warehouse, but will incur a surcharge for late delivery.*

SHIP TO:

[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 will be received onsite **starting Monday, October 8, 2018 at 8:00am**. Shipments that arrive at the Caribe Royale prior to 8:00am on October 8th will be refused and sent back to sender at the expense of the exhibitor.

SHIP TO:

Caribe Royale
C/O Shepard Exposition Services
[Exhibiting Company Name & Booth #]
Industry Summit
8101 World Center Drive
Orlando, FL 32821

SHIPPING CHECKLIST

Be sure to complete the following forms in the Shepard Service Kit.

- Credit Card Authorization Form
- Material Handling Authorization Form
- Fill out the shipping labels and adhere to each package