



November 4-6, 2019

New Orleans Marriott | New Orleans, LA

www.IndustrySummit.com

PRINT & POST QUICK REFERENCE SHEET

EXHIBITOR MOVE-IN

Monday, November 4, 2019 10:00AM - 5:00pm Exhibitor Move-In (All exhibits must be show ready by 5:00pm)

EXHIBIT HALL HOURS

Monday, November 4, 2019 6:00pm - 7:30pm Opening Reception and Networking with Exhibitors

Tuesday, November 5, 2019 8:00am - 10:00am Breakfast and Networking with Exhibitors

11:30am - 12:30pm Networking with Exhibitors

1:45pm - 2:00pm Break & Networking with Exhibitors

3:50pm - 4:20pm Break & Networking with Exhibitors

6:00pm -- 7:30pm Reception and Networking with Exhibitors

Wednesday, November 6 8:00am - 9:00am Breakfast and Networking with Exhibitors

10:20am - 10:50am Break & Networking with Exhibitors

12:30pm - 2:00pm Lunch and Networking with Exhibitors

4:15pm - 4:45pm Break & Networking with Exhibitors

6:00pm - 7:30pm Reception and Networking with Exhibitors

EXHIBITOR MOVE-OUT

Wednesday, November 6 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.



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IMPORTANT DEADLINES SNAPSHOT:

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

SHIPPING ADDRESSES:

[Exhibiting Company Name & Booth #]
Industry Summit
C/O Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126

October 4, 2019

- PSAV Overhead Rigging (Island booths only)
- Proof of Insurance **(MANDATORY)**
- Group Rate Hotel Reservations
- Discount Deadline for Shepard Rentals
- 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
 - Exhibitor Appointed Contractor Form
 - Booth Display Diagram **(MANDATORY)**

Monday, October 28, 2019

- Deadline for Advance Warehouse Shipments without a Surcharge

November 3, 2019

- Lead Retrieval/Badge Scanners
- Exhibit Staff Pre-Registration

Advanced Warehouse

Shipments accepted on and between
October 4, 2019 – Monday, October 28, 2019

**Materials delivered October 29-November 1 should go to the advanced warehouse but may incur a surcharge charge.*

[Exhibiting Company Name & Booth #]

Industry Summit

C/O Shepard Exposition Services

3761 Louisa Street

New Orleans, LA 70126

SHOW CODE: T168841119

Shipments accepted starting Monday, November 4, 2019 at 8:00am. * Shipments received at the New Orleans Marriott prior to 8:00am on November 4, 2019 will be refused and sent back to sender.