



**Important Deadline Snapshot** Some deadlines are not included, please review the kit for additional deadlines.

Deadline	Form or Information	Contractor/Vendor
September 27	Official LCT Show App Listing Information Due	LCT/NLA East Management
October 1	Badge Agreement	LCT/NLA East Management
October 5	Exhibitor Appointed Contractor Notification First Day Items Can Arrive at the Warehouse	Shepard Exposition Services
October 11	Display Rules Agreement, Emergency Contact Information, Vehicle Specifications, Proof of Insurance	LCT/NLA East Management
October 11	Furniture, Accessories, Booth Rentals, Installation & Dismantle Labor, Sign Graphics, Vehicle Specifications, Booth Cleaning	Shepard Exposition Services
October 12	Harrah's Resort Atlantic City Hotel Discounted Room Rate Deadline	Harrah's Resort Atlantic City
October 15	Floral and Plant orders due	Convention Plant Creations
October 18	Electrical Service & Labor, Internet & Telecommunication, Sign/Banner Hanging	Encore
October 18	Audio Visual & Computers	Encore
October 25	Last Day to Ship to Advanced Warehouse	Shepard Exposition Services
October 31	Last Day to Receive Show Specials for Additional Badges	Custom Registration
November 2	Last Day to PRE-Register Staff	Custom Registration
November 3	First Day Freight Can Arrive at Harrah's Resort	Shepard Exposition Services
November 4	Badge Scanner	Custom Registration
November 6	Last Day ALL Items Removed from Harrah's Resort	Shepard Exposition Services

**Shipping Addresses**

**Advanced Warehouse**

Shipments accepted on and between October 11, 2018 and October 25, 2018.\*

Exhibiting Company Name & Booth #  
LCT/NLA Show East  
UPS F - Shepard Expo c/o Marano  
9820 Blue Grass Rd.  
Philadelphia, PA 19114

*\*Shipments may arrive between October 25 and November 1, but may incur a surcharge*

**Onsite Shipping\***

Shipments accepted starting November 3, 2018.

ATTN: Shepard Receiving Staff Only  
LCT CONFERENCE  
Waterfront Conference Center Loading Dock  
Harrah's Resort Atlantic City - Denise  
777 Harrah's Blvd.  
Atlantic City, NJ 08401  
Exhibiting Company Name & Booth #  
LCT/NLA Show East

*\*Onsite shipment delivery may be delayed. The Advanced Warehouse is recommended*