
ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 25, 2023

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

Shepard Mailing Address

1531 Carroll Drive, NW
Atlanta, GA 30318
Phone: 404-720-8600
Email: orders@shepardes.com

Service Desk Hours *(subject to change)*

Monday, February 13, 2023 · 8:00AM to 6:00PM
Tuesday, February 14, 2023 · 8:00AM to 5:00PM
Wednesday, February 15, 2023 · 7:00AM to 5:00PM
Thursday, February 16, 2023 · 9:00AM to 6:00PM
Friday, February 17, 2023 · 9:00AM to 10:00PM
Saturday, February 18, 2023 · 8:00AM to 12:00PM

Exhibitor Move Out

Friday, February 17, 2023 · 2:00PM to 10:00PM
Saturday, February 18, 2023 · 8:00AM to 12:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Saturday, February 18, 2023 | 12:00PM.**

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 **Saturday, February 18, 2023 | 12:00PM.**

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 on-site. 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 our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event. 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

Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109

**DO NOT GO DIRECTLY TO THE CONVENTION CENTER
TO LOAD/UNLOAD YOUR FREIGHT**

All trucks/vehicles MUST check in at the Marshaling Yard for Move-in and Move-Out. No Exceptions.

Important Information:

- All trucks/vehicles (including POVs) MUST check in at the marshaling yard. You will not be allowed to access the convention center docks without a pass from the marshaling yard.
- At the Marshaling Yard, drivers will be assigned a check-in number, convention center dock pass and will be dispatched to the GCCC freight docks as space is available.
- Remember to advise your carrier of the Marshaling Yard information and requirements to better facilitate your direct shipment to show site

Marshaling Yard Address:

9420 Redwood
Las Vegas, NV 89139

Marshaling Yard Hours:

<u>Move In</u>	<u>Yard Open</u>	<u>Yard Close</u>
Monday, February 13	6:00am	4:00pm
Tuesday, February 14	6:00am	3:30pm
<u>Move Out</u>	<u>Yard Open</u>	<u>Yard Close</u>
Friday, February 17	12:00pm	9:00pm
Saturday, February 18	6:00am	12:00pm

Please view the marshaling yard forms and POV forms for more information about loading and unloading.



I-15 N The entrance is off Redwood Street. 36°00'59.0"N 115°14'17.7"W

- Head north on I-15 N
- Take exit 30 for Cactus Ave
- Keep left to continue toward W Cactus Ave
- Use any lane to turn left onto W Cactus Ave
- Turn right onto S Rainbow Blvd
- Turn right onto W Gary Ave
- Turn left onto Redwood St. enter through gate *Destination will be on the right*

9420 Redwood
Las Vegas, NV 89139

I-15 S

- Follow I-15 S to Blue Diamond Rd in Enterprise.
- Take exit 33 from I-15 S toward Blue Diamond Rd.
- Keep right and merge onto Blue Diamond
- Turn Left on Torrey Pines Dr.
- Turn Right onto W Serene Ave.
- Turn Left onto Redwood St. go past Richmar Ave. enter through gate *Destination is on your left- Enter off Redwood St. Follow Signs*

Please note: All delivering Carriers must check in at the Shepard Marshaling Yard prior to delivering to the facility. Please note: A certified weight ticket is required documented measurement used for shipping Exhibit properties. If your driver has a valid Certified Weight ticket, Shepard will accept these tickets.

All Carriers will be assigned an unloading number according to driver check-in time.