
ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 17, 2024

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)*

Sunday, February 4, 2024 • 1:00PM to 6:00PM
Monday, February 5, 2024 • 8:00AM to 8:00PM
Tuesday, February 6, 2024 • 9:00AM to 5:00PM
Wednesday, February 7, 2024 • 9:00AM to 5:00PM
Thursday, February 8, 2024 • 9:00AM to 10:00PM
Friday, February 9, 2024 • 8:00AM to 3:00PM

Exhibitor Move Out

Thursday, February 8, 2024 • 1:00PM to 10:00PM
Friday, February 9, 2024 • 8:00AM to 3:00PM

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 **Friday, February 9, 2024 | 2:00PM.**

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 **Friday, February 9, 2024 | 2:00PM.**

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

American International Motorcycle Expo Move Out Notice

The American International Motorcycle Expo will end at 1:00PM, on Thursday, February 8, 2024. Please don't pack up your booth before Thursday, February 8, 2024 for everyone's safety. Below are some general processes. Specific instructions will be emailed to you before move out begins.

Returning Empty Containers: Once the aisle carpet is removed and/or plastic protection is installed on top of the floor, Shepard will start returning empty containers and skids. Depending on the size of the event, this could take several hours. Please keep the aisles free of crates, boxes, and furnishings to speed up the process. For safety reasons, please don't go to the dock area or storage area to find your crates.

Exhibitor Move Out Schedule:

Thursday, February 8, 2024 · 1:00PM to 10:00PM

Friday, February 9, 2024 · 8:00AM to 3:00PM

Outbound Paperwork Requirements: To ship out or load out any materials from the building, you must have a Shepard Outbound Material Handling Authorization form. Make sure to pay your balances in full with Shepard Exposition Services to receive the form. Once you're packed and ready to leave, fill out the form and return it to the Shepard Service Desk. Label your boxes and leave your shipments in your booth space.

Show Carrier: Shepard Logistics can take care of all your shipping needs. Go to the Shepard Service Center to make your shipping arrangements.

Outside Carriers: To make sure everything is removed from the venue during the exhibitor move out, all carriers must check in with Shepard no later than Time on Day, Full Date. If you're shipping via UPS or FEDEX, bring your own labels as Shepard can't provide them for you. Contact UPS or FEDEX to schedule your pickup. Any materials left in the hall and not claimed by your designated carrier by Friday, February 9, 2024 | 2:00PM, will be rerouted via the show carrier or returned to Shepard's warehouse to await disposition at your expense.

Reroute Schedule: If you're still in the venue after Friday, February 9, 2024 | 2:00PM, you may be charged labor wait fees if your booth move out process delays Shepard Operations. There's also a disposal fee for all bulk items (non-sweep-able) left on the show floor.

Abandoned Items: Any items or equipment left in booths without shipping labels after Friday, February 9, 2024 | 2:00PM may be thrown away. Shepard Exposition Services won't be responsible for any unattended items left on the show floor. If you don't have a complete Outbound Material Handling Authorization, your shipment will be returned to the warehouse or shipped to you via alternate carriers at your expense.

Pick Up Location:Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109