



SHOW INFORMATION

Fastener Fair

Huntington Convention Center of Cleveland | Cleveland, OH
November 9 - 10, 2021

I178561121

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- 6' x 30" Skirted Table
- 2 Side Chairs
- 1 Wastebasket

Show Colors

Show Drape Color(s): Blue
Aisle Carpet Color: Eclipse

Exhibit Show Schedule

Please contact targets@shepardes.com to request Target / Heavy Machinery Move-In

GENERAL EXHIBITOR MOVE-IN

Monday, November 8, 2021 • 8:00AM to 5:00PM

EXHIBIT HOURS

Tuesday, November 9, 2021 • 10:00AM to 5:00PM
Wednesday, November 10, 2021 • 10:00AM to 3:00PM

EXHIBITOR MOVE OUT

Wednesday, November 10, 2021 • 3:00PM to 10:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Wednesday, November 10, 2021 | 9:00PM

IMPORTANT DEADLINES

**Discount Price Deadline
for Custom Shepard Rentals**
Monday, October 11, 2021

**Exhibitor Appointed Contractor
Notification Deadline**
Monday, October 11, 2021

**First Day for Warehouse Deliveries
Without a Surcharge**
Monday, October 11, 2021

**Discount Price Deadline for Standard
Shepard Orders**
Tuesday, October 19, 2021

**Last Day for Warehouse Deliveries
Without a Surcharge**
Monday, November 1, 2021

Last Day for Warehouse Deliveries*
Friday, November 5, 2021

* Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First Day Freight Can Arrive at Show Site
Monday, November 08, 2021 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number
Fastener Fair
c/o Shepard Exposition Services
15775 Industrial Parkway
Cleveland, OH 44135

DIRECT TO SHOW SITE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number
Fastener Fair
Huntington Convention Center of Cleveland
1139 W. 3rd St
Cleveland, OH 44113



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ADVANCE DEADLINE DATE (STANDARD ORDERS): TUESDAY, OCTOBER 19, 2021

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, 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, November 8, 2021 · 8:00AM to 5:00PM
Tuesday, November 9, 2021 · 10:00AM to 5:00PM
Wednesday, November 10, 2021 · 10:00AM to 10:00PM

Exhibitor Move Out

Wednesday, November 10, 2021 · 3:00PM to 10:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Wednesday, November 10, 2021 | 9:00PM.**

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 **Wednesday, November 10, 2021 | 9:00PM.**

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

Huntington Convention Center of Cleveland
1139 W. 3rd St
Cleveland, OH 44113