

## Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

## Show Colors

Show Drape Color(s): Blue

Aisle Carpet Color: Eclipse

Conference will be held in Hall A

## Exhibit Show Schedule

### GENERAL EXHIBITOR MOVE-IN

Sunday, May 14, 2023 · 1:00PM to 5:00PM

Monday, May 15, 2023 · 8:00AM to 5:00PM

Tuesday, May 16, 2023 · 8:00AM to 10:00AM

### EXHIBIT HOURS

Tuesday, May 16, 2023 · 10:00AM to 5:00PM

Wednesday, May 17, 2023 · 10:00AM to 3:00PM

### EXHIBITOR MOVE OUT

Wednesday, May 17, 2023 · 3:00PM to 10:00PM

### FREIGHT REROUTE BEGINS\*

\*All outbound carriers must be checked in by this time

Wednesday, May 17, 2022 | 5:30PM

## IMPORTANT DEADLINES

### Discount Price Deadline for Custom Shepard Rentals

Monday, April 17, 2023

### Exhibitor Appointed Contractor Notification Deadline

Monday, April 17, 2023

### First Day for Warehouse Deliveries Without a Surcharge

Monday, April 17, 2023

### Discount Price Deadline for Standard Shepard Orders

Tuesday, April 25, 2023

### Last Day for Warehouse Deliveries Without a Surcharge

Monday, May 8, 2023

### Last Day for Warehouse Deliveries\*

Friday, May 12, 2023

\* 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

Sunday, May 14, 2023 | 8:00AM

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

*Exhibiting Co. Name & Booth Number*

Fastener Fair

TForce Freight - Shepard Exposition Services

45 Teledyne Pl

La Vergne, TN 37086

Warehouse hours: Monday - Friday 8:00AM - 4:00PM

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

*Exhibiting Co. Name & Booth Number*

Fastener Fair

Music City Center

700 Korean Veterans Boulevard

Nashville, TN 37203

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**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, APRIL 25, 2023**

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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](mailto:orders@shepardes.com)

### Service Desk Hours *(subject to change)*

Sunday, May 14, 2023 · 1:00PM to 5:00PM  
Monday, May 15, 2023 · 8:00AM to 5:00PM  
Tuesday, May 16, 2023 · 8:00AM to 5:00PM  
Wednesday, May 17, 2023 · 10:00AM to 10:00PM

### Exhibitor Move Out

Wednesday, May 17, 2023 · 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/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Wednesday, May 17, 2022 | 5:30PM**.

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, May 17, 2022 | 5:30PM**.

### 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

Music City Center  
700 Korean Veterans Boulevard  
Nashville, TN 37203