# Print and Post Quick Reference Sheet

**Exhibit Hall Schedule**

Sunday, May 15          5:00pm   -   6:30pm               Welcome Reception: Badge Pick up and Happy Hour

**Exhibitor Move-In**

Sunday, May 15            12:00pm   -   6:00pm             Exhibitor Move-In  
Monday, August 30         8:00am   -   11:00am             Exhibitor Move-In         

**Exhibit Hall Hours**  
Monday, May 16   8:00am   -   9:00am                Exhibit Hall Open and Breakfast  
 11:50am -  1:00pm                 Exhibit Hall Open and Lunch  
               4:30pm   -   6:30pm                Opening Reception in the Exhibit Hall

Tuesday, May 17         8:00am   -   9:00am                Exhibit Hall Open and Breakfast  
                                            12:00pm -   1:20pm             Exhibit Hall Open and Lunch  
                                            4:15pm   -   6:15pm             Exhibit Hall Open and Evening Reception

**Exhibitor Move Out**   
Tuesday, May 17          6:15pm   -   10:00pm            Exhibitor Move-Out *(Early dismantle prohibited)*

N***ote: All exhibits must be fully removed from the exhibit hall by 10:00pm on Tuesday night.***

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| Important Deadlines Snapshot: All deadlines are not included below; review the kit for additional deadlines. |

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| **Deadline** | **Form or Information** | **Contractor/Vendor** |
| April 15, 2022 | First Day for Shipments to Arrive at Advance Warehouse | Shepard Exposition Services |
| April 25, 2022 | Shepard Discount Services (Booth Rentals, Rental Accessories, Specialty Flooring, Non Hanging Signs/Graphics) | Shepard Exposition Services |
| April 25, 2022 | Shepard Discount Services (Carpet, Furniture, Installation & Dismantle Labor) | Shepard Exposition Services |
| April 29, 2022 | Hotel Room Discount Deadline | Caesars Palace |
| May 13, 2022 | Last Day for Shipments to Arrive at Advance Warehouse | Shepard Exposition Services |