



May 20 – 23, 2018
 Venetian & Palazzo Resort Hotel Casinos
 Las Vegas

PRINT AND POST QUICK REFERENCE SHEET

Exhibit Hall Schedule

Sunday, May 20 5:00pm - 6:30pm Welcome Reception: Badge Pick up and Happy Hour

Exhibitor Move-In

Monday, May 21 8:00am - 4:00pm Exhibitor Move-In Hall C *(Show ready by 4pm)*
 8:00am - 6:30pm Registration Open

Exhibit Hall Hours

Monday, May 21 4:30pm - 6:30pm Opening Reception in Exhibit Hall C

Tuesday, May 22 8:00am - 9:00am Exhibit Hall Open and Breakfast
 12:15pm - 1:30pm Exhibit Hall Open and Lunch
 4:30pm - 6:30pm Exhibit Hall Open and Evening Reception

Exhibitor Move Out

Tuesday, May 22 7:30pm - 10:30pm Exhibitor Move-Out *(Early dismantle prohibited)*

Note: All exhibits must be fully removed from the exhibit hall by 10:30pm on Tuesday night. You will not be permitted in the exhibit hall on Wednesday to claim your belongings. Any items left after 10:30pm on Tuesday will be removed by our general contractor at the expense of the exhibitor.

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

Deadline	Form or Information	Contractor/Vendor
April 20, 2018	Shepard Discount Services (Booth Rentals, Rental Accessories, Specialty Flooring, Non Hanging Signs/Graphics)	Shepard Exposition Services
April 27, 2018	Mandatory Show Management Forms (Emergency Contact Information, and Booth Display Information)	Show Management
	Certificate of Insurance - Mandatory	Rainprotection Insurance
April 29, 2018	Hotel Room Discount Deadline	Palazzo Resort Hotel Casino
April 30, 2018	SES Discount Services (Electrical Service & Labor, Internet Services/Telecommunications, Audio Visual & Computers, and Booth Cleaning)	SES – Specialized Event Services
April 23, 2018	Exhibitor Appointed Contractor Notification First Day Items Can Arrive at the Advance Warehouse	Shepard Exposition Services
April 30, 2018	Shepard Discount Services (Carpet, Furniture, Installation & Dismantle Labor)	Shepard Exposition Services
May 3, 2018	Plants & Floral	Convention Plant Creations
May 11, 2018	Badge Scanners/ Lead Retrieval	Custom Registration
May 14, 2018	Last Day for Shipments to Arrive at Advance Warehouse	Shepard Exposition Services
May 18, 2018	Last Day to Pre-Register Staff	Custom Registration
May 21, 2018	First Day Freight Can Arrive Onsite	Shepard Exposition Services