

Shipping Addresses

Shipping labels provided in the Shepard Service Kit.

Advance Warehouse

Shipments accepted April 23 – May 14, 2018

[Exhibiting Company Name & Booth #]

Agent Summit

C/O Shepard Exposition Services

5845 Wynn Road, Suites A, B, C, D

Las Vegas, NV 89118

Onsite Shipping - Starting May, 21, 2018 at 8:00am

**Shipments arriving direct to show site before this time will be turned away at the expense of the exhibitor.*

c/o Shepard Exposition Services

[Exhibiting Company Name & Booth #]

Agent Summit

Sands Expo & Convention Center

201 Sands Avenue

Las Vegas, NV 89169

MANDATORY FORMS CHECKLIST

Here is a list of the mandatory forms, orders and information that EVERY exhibitor must return.

Additional forms may be required depending on the configuration of your exhibit. Please review the complete Exhibitor Service Kit to determine which forms are necessary for you.

Proof of Insurance

Due April 27, 2018

Return to Rainprotection Insurance.

See page 18 or [click here to submit online.](#)

Booth Giveaway and Activation Information

Due April 27, 2018

Return to Show Management

See page 19 or [click here to submit online.](#)

Booth Display Information

Due April 27, 2018

Return to Show Management by email.

See page 20-21.

Emergency Contact Information

Due April 27, 2018

Return to Show Management

See page 22 or [click here to submit online.](#)

Highly Recommended!

Booth Staff Pre-Registration

Due May 18, 2018

Return to Custom Registration

See page 23 or [click here to register online.](#)

Registrations can be handled onsite, but we highly recommend adding this to your mandatory to-do list and checking it off before leaving for the conference!