



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

SHIPPING GUIDELINES

Detailed information is included in the Shepard Service Kit including shipping labels, material handling authorization and storage forms.

Shepard Advance Warehouse

First Day for warehouse deliveries (without surcharge): **Monday, April 23, 2018**

Last Day for warehouse deliveries (without surcharge): **Monday, May 14, 2018**

** Freight delivered May 15-18 should go to the advance warehouse, but will incur a surcharge for late delivery.*

SHIP TO:

[Exhibiting Company Name & Booth #]
Agent Summit
C/O Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Phone: 702-507-5278

Fax: 702-948-0341

Email: lasvegas@shepardes.com

Event Code: L144560518

Direct to Show Site

Shipments will be received onsite **starting Monday, May 21, 2018 at 8:00am**. Shipments that arrive at the Sands Expo Center prior to 8:00am on May 21st will be refused and sent back to sender at the expense of the exhibitor.

SHIP TO:

C/O Shepard Exposition Services
[Exhibiting Company Name & Booth #]
Agent Summit
Sands Expo & Convention Center
201 Sands Ave.
Las Vegas, NV 89169

SHIPPING CHECKLIST

Be sure to complete the following forms in the Shepard Service Kit.

- Credit Card Authorization Form
- Material Handling Authorization Form
- Fill out the shipping labels and adhere to each package