



# Shipping Information

June 5-7, 2017 • Las Vegas Convention Center North Hall 2 • Las Vegas, Nevada

## FREIGHT SHIPPING ADDRESSES

Shipping labels are available within the Shepard order forms.

### **Advance Warehouse – between May 8 and May 29**

Exhibiting Company Name/Booth #  
ACRE  
C/O Shepard Exposition Services  
5845 Wynn Road, Suites A, B, C, D  
Las Vegas, NV 89118

### **Direct to Show Site – begins June 3 at 8am**

Exhibiting Company Name/Booth #  
ACRE  
C/O Shepard Expositions Services  
Las Vegas Convention Center  
3150 Paradise Rd.  
Las Vegas, NV 89109

## SALE OF BOOTHS (close of event)

Guidelines if you plan to sell your booth at show close:

- Product may not be released from the show floor prior to 4:00pm on Wednesday, June 7.
- Exhibitors must complete the Outbound Material Handling Order Form and return it to the Shepard Service Desk. This must be done before ANYONE, including a third party purchasing agent, can remove your booth. Shepard cannot legally release your booth without this form completed.
- You are financial responsible for any charges incurred in removing the product from the show floor.
- If you utilized Material Handling unloading on the inbound, the company picking up on the outbound will be able to utilized Material Handling as this is a round trip charge.

## Shipping Your Ground Supported Banner

Ship all ground supported banners in containers to Shepard Exposition Services using the special banner labels included in the Signage section of the manual. Please take all necessary steps to identify your Banner. Refer to the Ground Supported Banner Order Form in this section of the manual. Mark bill of lading "HANGING BANNER".

## Shipping Your Hanging Sign

Ship all hanging signs in containers to Shepard Exposition Services using the special sign labels provided by Show Management once your hanging sign has been approved. Please take all necessary steps to identify your Hanging Signs. Refer to the Hanging Sign Order Form which will be provided upon approval. Mark bill of lading "HANGING SIGN". Note: All hanging signs must be approved in advance by Show Management.

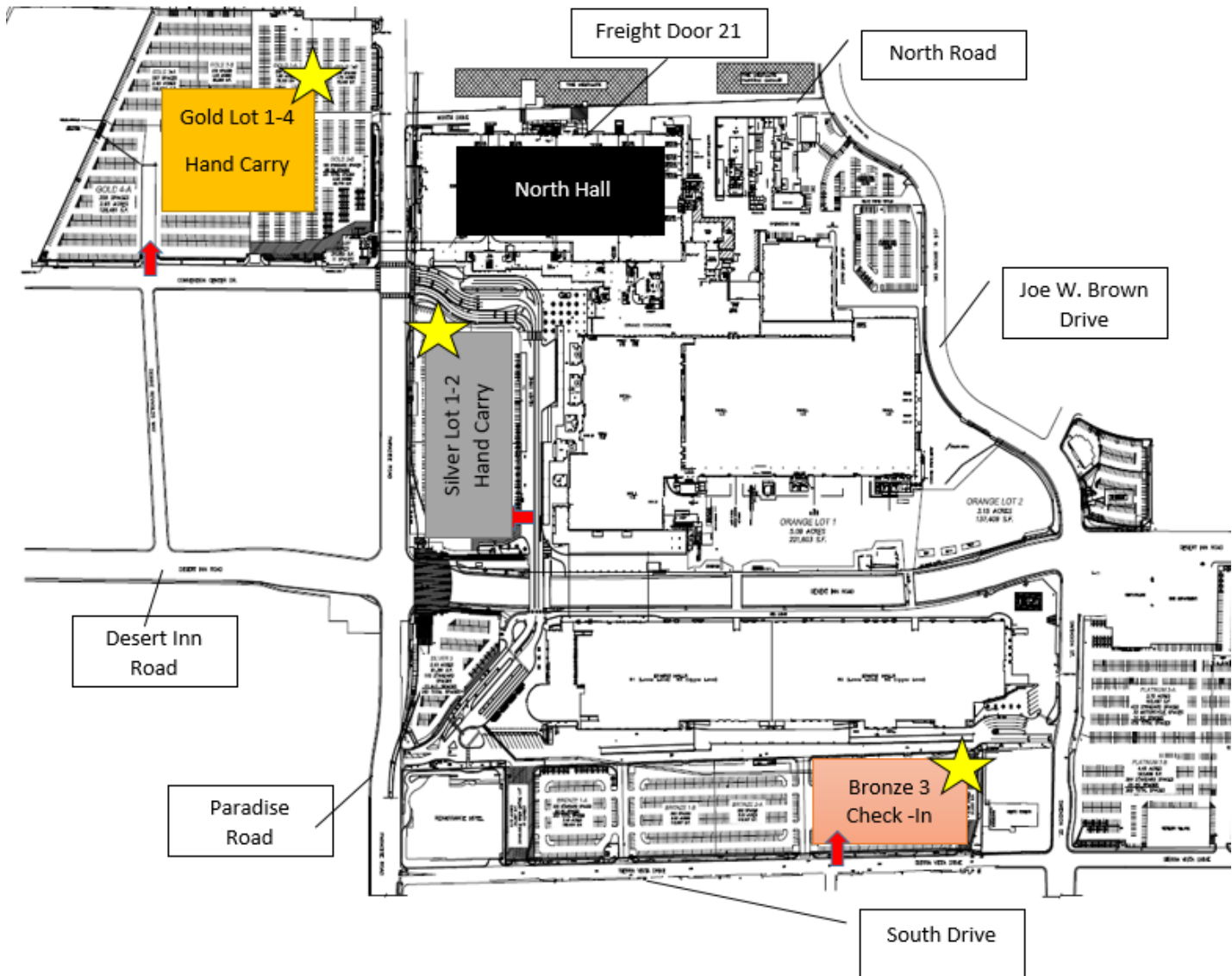
## SHIPPING / FREIGHT OPTIONS

### PRIVATELY-OWNED VEHICLE – POV

A privately-owned vehicle is any small to full-size car, van or SUV and can be unloaded in three ways, or a combination.

1. **Hand Carry** from the Las Vegas Convention Center (LVCC) Silver Parking Lot 1-2 or Gold Lot 1-4. A parking fee of \$10 may apply. Daily parking has in and out privileges and overnight parking is not permitted. Parking on a red curb or in traffic lanes is prohibited. **Hand carts, dollies and other wheeled devices are not permitted.**
2. **Cartload** Service check-in is available at the Bronze 3 Lot located on South Drive. Once checked in with the Shepard Exposition Staff Member, you will receive instructions to access Freight Door 21. Cartload is available for those exhibitors arriving in POVs and have small hand-carried items that need to be delivered to and from the booth/dock location. \*All items must fit on a flatbed cart (approximately 3'x4' in size).
3. **Material Handling** Service is available through Shepard Exposition Services. Cars **MUST** check in at the Bronze 3 Lot located on South Drive before you can be dispatched to Freight Loading Dock 21. Material Handling weight will be collected at check-in.

*Cartload and Material Handling - After completing check-in at Bronze 3, you will receive instructions to connect with the Shepard Traffic Coordinator located at intersection of North Road & Joe W. Brown Drive (POV Signage will be posted at the North Road Entrance). Please review the Shepard Cartload Service and Material Handling order form in this manual for more details. **Unlimited Material Handling is included in your booth space, so there is no charge for this service.***



## SHIPPING / FREIGHT OPTIONS

### TRUCKS & VANS

A box truck (under 24'), commercial van, a vehicle with a trailer or any rental vehicle must check in at the Bronze 3 Lot prior to being unloaded by Shepard at the loading dock.

1. **Material Handling** Service is through Shepard Exposition Services. Vehicles MUST check in at Bronze 3 on South Drive (see map with location on previous page) before you will be dispatched for unloading/loading at Freight Door 21. Material Handling weight will be collected at check-in.

*Material Handling - After completing check-in at Bronze 3, you will receive instructions to connect with the Shepard Traffic Coordinator located at intersection of North Road & Joe W. Brown Drive (Signage will be posted at the North Road Entrance). Please review the Shepard Material Handling form in this manual for more details. **Unlimited Material Handling is included in your booth space, so there is no charge for this service.***



### COMMON CARRIERS

A common carrier truck & trailer (over 24') (i.e. YRC, ABF, Old Dominion, UPS Freight etc.) must check in at the Marshaling Yard (Viking Lot) located at 3850 South Valley View, Las Vegas, NV 89103. The driver will have to provide a Bill of Lading and/or a Weight Certificate of freight.

1. **Material Handling Service** Trucks MUST check in at the Shepard Marshaling Yard (Viking Lot) to be assigned an unloading number according to driver check-in time and dispatched to the LVCC.

#### Directions to Shepard Marshaling Yard – Viking Lot:

From I-15 Northbound or I-15 Southbound  
Exit Flamingo Road- West  
Right on Valley View  
Right on Viking Road  
Marshaling Yard will be on the Left

From US-93 / I-515 Northbound  
Exit Flamingo Road- West  
Right on Valley View  
Right on Viking Road  
Marshaling Yard will be on the Left

