



## PMSA Annual Conference

Grand Hyatt San Antonio - San Antonio, Texas

April 30 - May 2, 2018

Discount Deadline **Monday, April 09, 2018**

Event Code: T159280518

<b>Connect With Us!</b>	email	<a href="mailto:houston@shepardes.com">houston@shepardes.com</a>
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Quick Facts

## Ancillary Vendor Information

<b>Utilities</b>	PSAV	PSAV_SATGH@PSAV.com	(210) 451-6185
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## Exhibitor Move Out

Wednesday, May 02, 2018 10:00 AM - 12:00 PM

## Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by Wednesday, May 02, 2018 12:00 PM. Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Wednesday, May 02, 2018 12:00 PM

## Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

## Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.