



## NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Event Code: M103040318

Connect With Us! email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
 phone (410) 737-9270  
 fax (410) 737-9274  
 mail 7079 Oakland Mills Rd,  
 Columbia, MD 21046

Show Information

### BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

Show drape colors: **SBI** - Blue, White

**NFMT** - Black, White

**Aisle carpet colors:** **NFMT** - Tuxedo  
**GreenTech** - Peacock  
**Internet of Things** - Eclipse  
**SBI** - Eclipse  
**Building Services** - Red/Black Blend  
**Openings** - Eclipse  
**Fire Protection/Detection** - Red/Black Blend

### EXHIBIT SHOW SCHEDULE

POV Move-in:	Sunday, March 18, 2018	10:00 AM - 4:00 PM
	Monday, March 19, 2018	8:00 AM - 5:30 PM
General Exhibitor Move-in:	Sunday, March 18, 2018	10:00 AM - 5:00 PM
	Monday, March 19, 2018	8:00 AM - 6:30 PM
	Tuesday, March 20, 2018	8:00 AM - 10:00 AM
Exhibit Hours:	Tuesday, March 20, 2018	12:00 PM - 4:00 PM
	Wednesday, March 21, 2018	11:00 AM - 3:00 PM
	Thursday, March 22, 2018	11:00 AM - 2:00 PM
Exhibitor Move-out:	Thursday, March 22, 2018	2:00 PM - 9:00 PM
	Friday, March 23, 2018	8:00 AM - 10:00 AM
Driver check In Time:	Friday, March 23, 2018	10:00 AM



### SHIPPING ADDRESSES

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]  
 NFMT & Smart Building Innovations  
 c/o Shepard Exposition Services  
 7079 Oakland Mills Rd  
 Columbia, MD 21046

#### Direct Shipments Address

c/o Shepard Exposition Services  
 [Exhibiting Co. Name & Booth Number]  
 NFMT & Smart Building Innovations  
 Baltimore Convention Center  
 1 West Pratt Street  
 Baltimore, MD 21201

### IMPORTANT DEADLINES

Discount price deadline for standard Shepard orders: Tuesday, February 27, 2018

Discount price deadline for custom Shepard rentals: Friday, February 16, 2018

First day for warehouse deliveries without a surcharge: Tuesday, February 20, 2018

Last day for warehouse deliveries without a surcharge: Friday, March 9, 2018

Last day for warehouse deliveries\*: Friday, March 16, 2018

*Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.*

First day freight can arrive at show facility: Sunday, March 18, 2018 at 8:00 AM



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Discount Deadline **Tuesday, February 27, 2018**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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Quick Facts

## Ancillary Vendor Information

**Electrical & Plumbing**

Edlen

[baltimore@edlen.com](mailto:baltimore@edlen.com)

410-649-7321

**Internet & Telephone**

M.C. Dean

[www.bccenter.org/downloads/files/MCDeanTerms.pdf](http://www.bccenter.org/downloads/files/MCDeanTerms.pdf)

703-802-6231

**Audio Visual**

Audio Visual One

[ecross@audiovisualone.com](mailto:ecross@audiovisualone.com)

407-666-5382

**Lead Retrieval**

CTE

[www.cteusa.com/LG/NFMTB2](http://www.cteusa.com/LG/NFMTB2)

847-957-4500

**Floral**

National Plant Floral

[exhibitorservice@nationalplantfloral.com](mailto:exhibitorservice@nationalplantfloral.com)

702-956-8011

**Catering**

Centerplate

[angela.kelly@centerplate.com](mailto:angela.kelly@centerplate.com)

410-649-7072

## Exhibitor Move Out

Thursday, March 22, 2018 2:00 PM - 9:00 PM  
Friday, March 23, 2018 8:00 AM - 10:00 AM

## 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 Friday, March 23, 2018 10:00 AM. 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 Friday, March 23, 2018 10:00 AM

## 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.