



Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

Event Code: M152570311

SHOW INFORMATION

**National Facilities Management and
Technology Conference
March 15-17, 2011
Baltimore Convention Center
Baltimore, Maryland**

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 color(s): Black, White & Red
Aisle carpet color: Red, Tuxedo, Blue & Teal

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Sunday, March 13, 2011	8:00 AM - 4:30 PM
	Monday, March 14, 2011	8:00 AM - 4:30 PM
	Tuesday, March 15, 2011	8:00 AM - 10:00 AM
Exhibit Hours:	Tuesday, March 15, 2011	12:00 PM - 4:00 PM
	Wednesday, March 16, 2011	11:00 AM - 3:00 PM
	Thursday, March 17, 2011	11:00 AM - 2:00 PM
Exhibitor Move-out:	Thursday, March 17, 2011	2:00 PM - 10:00 PM
	Friday, March 18, 2011	8:00 AM - 12:00 PM
Freight Re-route Time:	Friday, March 18, 2011	9:00 AM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Monday, February 14, 2011
Discount price deadline for all Shepard orders:	Tuesday, February 22, 2011
First day for warehouse deliveries without a surcharge:	Monday, February 14, 2011
Last day for warehouse deliveries without a surcharge:	Monday, March 7, 2011
First day freight can arrive at show facility:	Sunday, March 13, 2011 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

National Facilities Management and Technology
Conference

c/o Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]
National Facilities Management and Technology
Conference

Baltimore Convention Center

1 West Pratt St

Baltimore, MD 21201

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.