NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

BOOTH PACKAGE
Items provided in your booth, per exhibitor:
- 8' High backwall drape, 3' High sidewall drape
- Show drape colors: Lime Green, Black
- 7” x 44” Cardstock Identification Sign
- Aisle carpet colors:
  - NFMT - Tuxedo
  - Building Services - Red/Black blend
  - Openings Pavilion - Eclipse (blue/black blend)
  - Smart & Healthy Buildings - Eclipse (blue/black blend)

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in: Sunday, March 24, 2019
  - 10:00 AM to 5:00 PM
  - Monday, March 25, 2019
    - 8:00 AM to 6:30 PM

Exhibit Hours:
  - Tuesday, March 26, 2019
    - 12:00 PM to 4:00 PM
  - Wednesday, March 27, 2019
    - 11:30 AM to 3:30 PM
  - Thursday, March 28, 2019
    - 11:30 AM to 2:30 PM

Exhibitor Move-out:
  - Thursday, March 28, 2019
    - 2:30 PM to 9:00 PM
  - Friday, March 29, 2019
    - 8:00 AM to 10:00 AM

Freight Reroute Begins* Friday, March 29, 2019
  - 10:00 AM

All outbound carriers must be checked in by this time

SHIPPING ADDRESSES

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

Direct Shipments Address
[Exhibiting Co. Name & Booth Number]
NFMT
Baltimore Convention Center
1 West Pratt Street
Baltimore, MD 21201

IMPORTANT DEADLINES
Discount price deadline for custom Shepard rentals: Friday, February 22, 2019
First day for warehouse deliveries without a surcharge: Tuesday, February 26, 2019
Discount price deadline for standard Shepard orders: Tuesday, March 5, 2019
Last day for warehouse deliveries without a surcharge: Friday, March 15, 2019
Last day for warehouse deliveries*: Friday, March 22, 2019

*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 24, 2019 at 8:00 AM
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019
Discount Deadline Tuesday, March 05, 2019

Event Code: M103040319
Connect With Us!
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd, Columbia, MD 21046

Ancillary Vendor Information
Electrical & Plumbing Edlen www.Edlen.com (410) 649-7321
Internet M.C. Dean http://bcc.mcdean.com (410) 649-7097
Audio Visual Audio Visual One ecross@audiovisualone.com (407) 666-5382
Lead Retrieval CompuLEAD https://compusystems.com/order (866) 600-5323
Floral National Plant Floral exhibitorservice@nationalplantfloral.com (702) 956-8011
Catering Centerplate angela.kelly@centerplate.com (410) 649-7072
Booth Cleaning All Convention Cleaners accinc@bellsouth.net (770) 949-3441
Booth Security CES Securities eventcoordinator@cessecurity.com (443) 471-7000

Exhibitor Move Out
Thursday, March 28, 2019 2:30 PM to 9:00 PM
Friday, March 29, 2019 8:00 AM to 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 29, 2019 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 29, 2019 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.
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