

Move Out & Dismantle Reminders

MOVE OUT: NFMTVegas will begin move out at 2:00pm Wednesday, November 7, 2018.

RETURN OF EMPTIES: Shepard personnel will return all empty containers, boxes, wooden crates, pallets, etc. at the close of the event. We anticipate it will take an additional 1-2 hours to return all empty containers to exhibitors. The best way to keep this process moving quickly is to keep aisles as clear as possible so crews can return the empty containers without unnecessary delays or accidents.

SHIPPING: All exhibitors must fill out a bill of lading if shipping materials, via a carrier, out of the convention center. A Shepard Customer Service Representative will pass out a bill of lading before the close of the event. (Any open balances with Shepard must be paid in full to receive this form). Once the bill of lading is filled out and all exhibit space materials are packed up, please return the bill of lading to the Shepard Customer Service desk.

DO NOT LEAVE BILL OF LADING IN EXHIBIT SPACE!

SHOW CARRIER: Shepard is the official show carrier. You may choose to use an alternate carrier however you are responsible for making the arrangements for pickup. Carriers must check in/sign in at the Shepard marshaling yard no later than 8:00pm Wednesday, November 7th.* At that time, Shepard will make final arrangements for re-routing exhibitor materials remaining on the expo floor.

***PLEASE NOTE:** Carriers must check in at the marshaling yard before proceeding to the convention center docks. The marshaling yard is located at the:

Shepard Exposition Services
5845 Wynn Road Suites A,B,C,D
Las Vegas, NV 89118

POV:

Loading by Hand:

If you unloaded your own vehicle and hand carried your materials to your exhibit space, a material handling agreement is NOT required.

Loading with Assistance:

If Shepard personnel unloaded your personal vehicle with the assistance of a **forklift** during move in, a **material handling agreement is required**. Once all of your exhibit space materials are packed and ready to be loaded, please proceed to the Shepard service desk to turn in the BOL. After the paperwork is received you may retrieve your vehicle and proceed to the loading dock where instructions on parking will be given to you by the security personnel working the POV move out. Check with Shepard for an estimate on any associated fees.

Freight Pick Up Information

(Exhibiting Co. Name & Exhibit Space Number)
Rio All Suite Hotel & Casino
3700 W. Flamingo Road
Las Vegas, NV 89103