



TARGET DATE INFORMATION

Shepard Exposition Services

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

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

Digital Signage Expo (DSE)

March 16 - 17, 2016

Las Vegas Convention Center - Las Vegas, Nevada

Event Code: L173490316

SHIPPING LABELS

Shipping labels are included in this manual, please use them to help expedite handling. You may photocopy these labels as needed.

DIRECT SHIPMENTS TO SHOW SITE

Targeted move-in dates/times have been assigned to all exhibitors. Please refer to the target move-in floorplan included in this manual for your assigned targeted move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to your assigned target date/time. The schedule is for the move-in of your exhibit only; your presence is not required for unloading. You are encouraged to, but not required to, start setting your display on the target date.

OFF-TARGET SHIPMENTS

It is imperative that you adhere to the Target move-in schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard two hours prior to assigned target date/time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

CRATED SHIPMENTS TO THE ADVANCE WAREHOUSE

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before March 4, 2016 will be delivered to your booth prior to or during your assigned target date/time. Shepard can not guarantee delivery of late warehouse freight received after March 4, 2016 for delivery to your booth prior to, or at your assigned target date/time.

UNLOADING

Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard two hours prior to their target date/time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the non-targeted shipment may be considered off-target.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.

Find Your Target Date!! Review the target move-in floor plan for your designated date and time.



SHIPPING QUESTIONNAIRE/TARGET CONFIRMATION

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

Customer Service Phone: (702) 507-5278

Customer Service Fax: (404) 720-8757

Customer Service Email: lasvegas@shepardes.com

Event Code: L173490316

Discount Deadline: February 12, 2016

IMPORTANT INFORMATION

Targeted move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. **Please complete and submit this form via fax to (404) 720-8757 or via email to pcataldo@shepardes.com no later than February 12, 2016 to confirm your targeted move-in date/time.** Exhibitor shipments arriving at show site that have not completed this form, will be unloaded AFTER those who have confirmed their targeted date/time on a first-come, first-serve basis.

MARSHALING YARD CHECK-IN REQUIRED

All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check-in at the marshaling yard two hours prior to your assigned target date/time.

SHIPPING INFORMATION

If shipping to **Advance Warehouse**, how many pieces? Approximate weight?

If shipping Direct to Show Site, please complete the following information:

Name of Carrier (or Co. vehicle) Plan to schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.
Carrier contact phone number:

How many truck loads? How many pieces?
Approximate weight? How heavy is the largest piece?

If special equipment is required to unload, what type ? Yes No _____
(such as crane, extended forklift blades, rollers, dunnage, slings, etc.)

If shipping machinery, what is the total weight of machinery? What is the total weight of display materials?

Will you require a forklift in your booth to unskid, assemble, or spot machinery and/or display? Yes No

If ordering carpet from Shepard, what size and color:
If ordering carpet from Shepard, please complete the Carpet Order Form included in Expo Furnishings Section.
Do you want your carpet installed prior to target*?
*Only applies to carpeted ordered from Shepard, or if Shepard is installing exhibitor-owned carpet.

ASSIGNED TARGET DATE/TIME CONFIRMATION

Assigned Target Date/Time: _____ (please check Target Floor Plan for assignment)
(If you need to request a new assigned target date/time, please complete the Freight Target Change Request form by February 12, 2016.)

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____ Fax #: _____
Authorized Signature: _____ Email Address: _____

Signature indicates that I acknowledge the assigned target date/time as shown on the Target Floor Plan, and will schedule my shipment to arrive at the marshaling yard two (2) hours prior to that assigned date/time.



TARGET CHANGE REQUEST

Digital Signage Expo (DSE)

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Customer Service Phone: (702) 507-5278

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IMPORTANT INFORMATION

If you would like to request a change in your assigned target date/time, please complete and return this form by February 12, 2016. All requests will be reviewed and responded to by February 19, 2016.

Completion of this form does not automatically guarantee approval of request. While we attempt to honor all requests, we cannot grant all requests due to logistical considerations, booth location, dock availability, labor demands, etc.

REQUEST INFORMATION

Currently assigned date/time: _____

Change requested date/time: _____

Reason for change: _____

Upon completion, please submit this form via fax to 404-720-8757 or via email to pcataldo@shepardes.com

Company Name: _____

Booth Number: _____

Contact: _____

Email: _____

Contact Phone #: _____



2016 Digital Signage Expo

March 16-17, 2016

Las Vegas Convention Center_North Halls, 2, 3, 4

Las Vegas, NV

- Sunday 3/13 7am
- Sunday 3/13 11am
- Monday 3/14 7am
- Monday 3/14 11am
- Tuesday 3/15 7am
- Show Management

Show Information	
Show Name	2016 Digital Signage Expo
Show Dates	03/16/2016 - 03/17/2016
Move-In	03/13/2016
Job #	L173490316
AE	Kimberly Vess

Inventory as of 12/04/2015		
Dimension	Qty	SqFt
10'x10'	89	17,800
10'x20'	300	12,000
20'x20'	400	16,000
20'x40'	800	32,000
20'x60'	1,200	12,000
30'x30'	900	1,050
30'x35'	1,050	1,050
30'x50'	1,500	3,000
40'x40'	1,600	6,400
40'x50'	2,000	4,000
40'x60'	2,400	2,400
5'x8'	40	1,360
5'x10'	34	1,360
5'x12'	1	3,000
Totals:	223	82,870

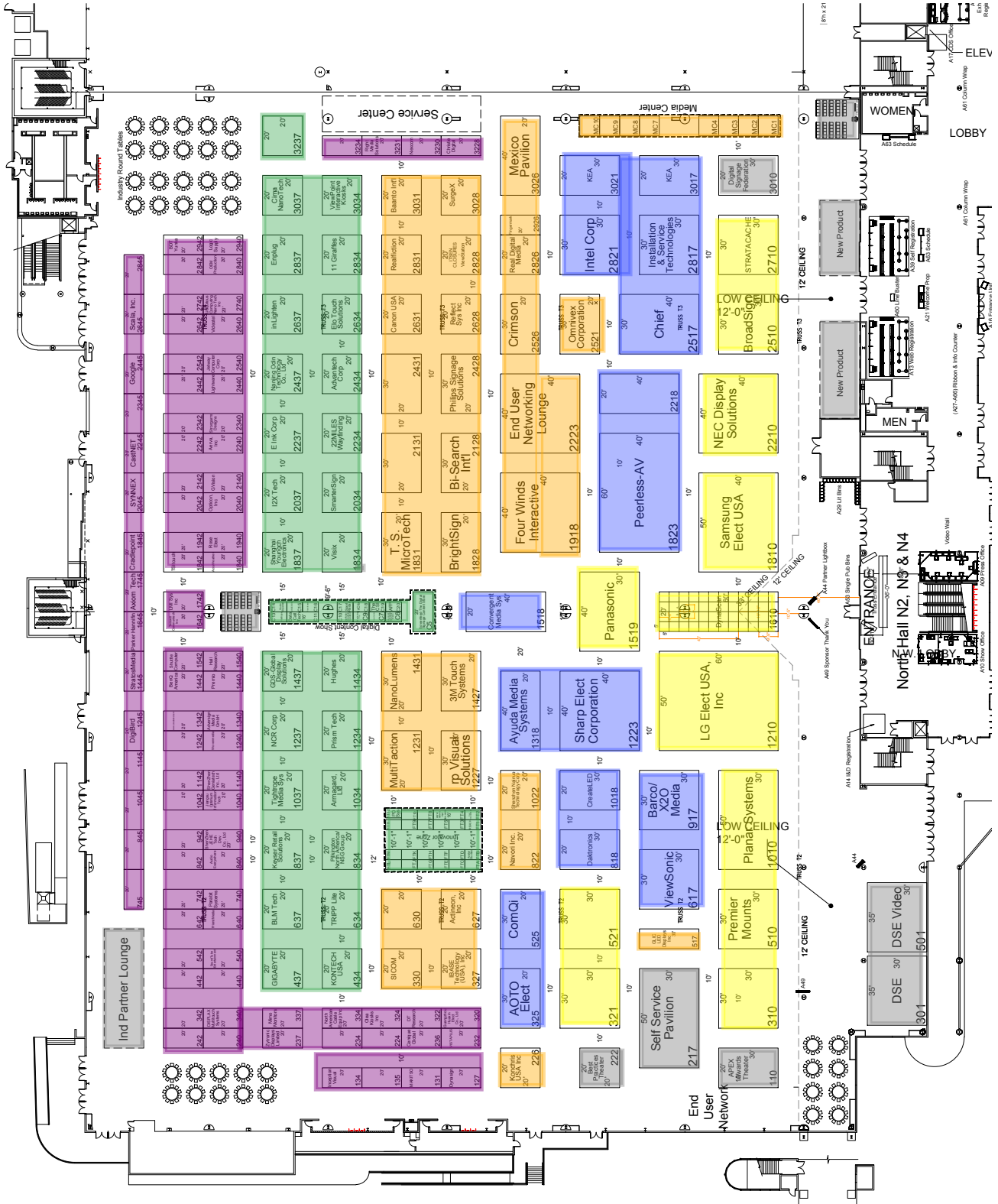
Floor Plan Legend	
Icon	?
?	?
?	?
?	?
?	?
?	?

Venue Info	
Building Name	Name
Hall	Hall
Floor	Floor
Address	Street City, St, Zip

Drawing Information	
File Path	J:\SES Programs\01_SES SHOW FLOORPLAN\2016\2016_venue1.dwg
File Name	03_Digital Signage Expo_L173490316.dwg
Drawn By	Michael Ascolese
Last Saved	12/10/2015 10:42 AM
Saved By	Mascolese
Tab	Floorplan
Paper Size	ANSI A (11.00" x 8.50" INCHES)
Scale	? = 1'-0"

603 West Landstreet Road
Orlando, FL
(o) 407-992-6808
(f) 407-888-2301

12/10/2015 10:43 AM MICHAEL.ASCOLESE



ELEV
LOBBY
WOMEN
MEN
ENTRANCE
North Hall N2, N3 & N4
A17 Ceiling
A18 Ceiling
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