



IMPORTANT INFO

Read the Shepard Exhibitor Kit to save time, money and hassle!

SAVE MONEY BY ORDERING IN ADVANCE:

SHEPARD EXPOSITION SERVICES

- **Friday, July 15, 2022** Custom Shepard Rentals
- **Friday, July 15, 2022** Exhibitor Appointed Contractor notification deadline
- **Monday, July 25, 2022** Complimentary Booth Package
(1 table, 2 chairs and 1 wastebasket per 100 sq. ft. of booth space)
Late submissions will not be accepted.
- **Monday, July 25, 2022** Standard Shepard Orders (furnishings, labor, material handling, carpet, cleaning, etc...)

SHIPPING TIPS

- Shepard will accept crated, boxed or skidded materials at their warehouse from **Friday, July 15, 2022 until Monday, August 5, 2022**. Shipments received after Monday, August 5, 2022 will incur additional charges.
- Keep copies of your shipment details for tracking purposes: inventory of items shipped, freight numbers, bills of lading, tracking numbers.

Advance Warehouse Shipping Address:

Exhibiting Co. Name / Booth Number
Nationwide PrimeTime Fall Show
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837

- When making your outbound shipping plans, you should also arrange for the return shipping of your materials.
- Shrink wrapping or banding materials to pallets will reduce material handling charges. Loose items are charged at a higher material handling rate.
- Remove old shipping labels from your packaging.
- Ship your freight and products via common carrier or van line. Use two-day air freight if you are on a tight schedule.

- Ensure someone from your company will be onsite to oversee the return shipment of your exhibit and products.
- Place a rider on your insurance policy effective when your exhibit/products leave your possession until they return. Your company is responsible for your exhibit/products.
- If shipping directly to Show Site, it cannot be delivered prior to Saturday, August 13, 2022. Shipments attempted prior to this date will be turned away by the facility.

Direct Shipment Address:
c/o Shepard Exposition Services
Exhibiting Co. Name / Booth Number
Nationwide PrimeTime Fall Show
Gaylord Palms Resort & Convention Center
3208 Gaylord Way
Kissimmee, FL 34746

GENERAL TIPS:

- When ordering décor and furniture, keep the total square footage of your booth in mind and allow for space to meet with others and do business.
- Before leaving for PrimeTime, confirm that your advance orders have been received by all contractors. Bring copies of order forms with you to the show.
- Include payment information when ordering to qualify for advance rates.
- Bring a company credit card to pay any balances due onsite.
- Consider renting a standard or custom display from Shepard Exposition Services – this can save you time, money and the stress involved in designing, building, shipping, dismantling and storing your booth.
- Read the Show Rules & Regulations.
- Security will be on duty at all times... only individuals with proper credentials will be allowed into the exhibit hall during set-up and tear down.
- Put together a trade show survival kit to include in your freight or checked luggage:
 - Small tool kit
 - Staples, scissors, tape, string
 - Pens and markers for labels
 - First-aid kit
 - Return shipping labels

Questions? Contact Us at exhibitors@nationwidegroup.org or contact Shepard Customer service at orders@shepardes.com.

See you in Orlando!