



**nationwide
marketing
group**

TIPS AND TRICKS FOR PRIMETIME

IMPORTANT INFORMATION FOR PRIMETIME

Important Shepard Exposition Services Deadlines	
Monday, July 17	Discount Price Deadline for Custom Shepard Rentals
	Exhibitor Appointed Contractor Notification Deadline
	First Day for Warehouse Deliveries Without a Surcharge
Tuesday, July 25	Discount Price Deadline for Standard Shepard Rentals <ul style="list-style-type: none">Furnishings, labor, material handling, carpet, cleaning, etc.
Tuesday, August 1	Complimentary Booth Furniture Package Deadline <ul style="list-style-type: none">1 table, 2 chairs and 1 wastebasket per 100 sq. ft. of booth space, 8' high backwall drape with 3' high sidewall drape, 7" x 44" cardstock identification signComp booths are <u>not</u> provided automatically, you <u>must</u> complete the comp booth form. Late submissions will not be accepted.
Monday, August 7	Last Day for Warehouse Deliveries Without a Surcharge
Friday, August 11	Last Day for Warehouse Deliveries

EXPO SCHEDULE

Sunday, August 13

8:00PM - 5:00PM | Exhibitor Move-in

Monday, August 14

8:00AM - 5:00PM | Exhibitor Move-in

***Tuesday, August 15**

9:00AM - 6:00PM | Show Open

***Wednesday, August 16**

8:00AM - 12:00PM | Show Open

12:00PM - 8:00PM | Exhibitor Move-out

Thursday, August 17

8:00AM - 2:00PM | Exhibitor Move-out

SHIPPING TIPS

- Shepard will accept crated, boxed or skidded materials at their warehouse from **Monday, July 17 until Monday, August 7**. Shipments received after Monday, August 7 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

TForce Freight - Shepard Exposition Services

45 Teledyne Pl

La Vergne, TN 37086

Warehouse hours: Monday - Friday 8:00AM - 4:00PM

- 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 **Sunday, August 13**. 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

Music City Center

700 Korean Veterans Boulevard

Nashville, TN 37203

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](#).
- All vendors will need a badge for exhibit hall admittance. Badge and hotel registration will be available by the end of June.
- 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 Nashville!