



Las Vegas Antique Jewelry & Watch Show

Las Vegas Convention Center - Las Vegas, Nevada

June 1 - 5, 2020

Event Code: L121080620
email lasvegas@shepardes.com
phone (702) 507-5278
fax (702) 948-0341
mail 5845 Wynn Road, Suites A,B,C,D,
Las Vegas, NV 89118

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' H Backwall, 3' Side Rail - Taught White Fabric

7" x 44" Cardstock Identification Sign

(1) 6' x 30" Skirted Table - White

(2) Side Chairs

(1) Wastebasket

(1) 500 Watt Electric Drop *

(1) Crossbar at front of booth for lighting *

** Electrical services and equipment are provided by Edlen Electric.
To order lighting services for the provided crossbar, please see the
Light Track Order form.*

*** Please note that any changes to the booth requested after the booth has been initially set will result in a labor charge.**

Exhibit Show Schedule

General Exhibitor Move-in:	Sunday, May 31, 2020	9:00 AM	to	7:00 PM
	Monday, June 1, 2020	8:00 AM	to	10:00 AM
Exhibit Hours:	Monday, June 1, 2020	10:00 AM	to	6:00 PM
	Tuesday, June 2, 2020	10:00 AM	to	6:00 PM
	Wednesday, June 3, 2020	10:00 AM	to	6:00 PM
	Thursday, June 4, 2020	10:00 AM	to	6:00 PM
	Friday, June 5, 2020	10:00 AM	to	4:00 PM
Exhibitor Move-out:	Friday, June 5, 2020	4:00 PM	to	10:00 PM
Freight Reroute Begins*	Friday, June 5, 2020	10:00 PM		*All outbound carriers must be checked in by this time

Shipping Addresses

See Material Handling Rate Form for all related fees.

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Las Vegas Antique Jewelry & Watch Show
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, Nevada 89118

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Las Vegas Antique Jewelry & Watch Show
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109

Important Deadlines

Discount price deadline for custom Shepard rentals: Friday, May 1, 2020
Exhibitor appointed contractor notification deadline: Friday, May 1, 2020
First day for warehouse deliveries without a surcharge: Friday, May 1, 2020
Discount price deadline for standard Shepard orders: Monday, May 11, 2020
Last day for warehouse deliveries without a surcharge: Friday, May 22, 2020
Last day for warehouse deliveries*: Friday, May 29, 2020

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, May 31, 2020 at 8:00 AM



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Discount Deadline Monday, May 11, 2020

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

Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Service Desk Hours (subject to change)

Sunday, May 31, 2020	9:00 AM	to	7:00 PM
Monday, June 1, 2020	8:00 AM	to	10:00 AM
Monday, June 1, 2020	10:00 AM	to	6:00 PM
Tuesday, June 2, 2020	10:00 AM	to	6:00 PM
Wednesday, June 3, 2020	10:00 AM	to	6:00 PM
Thursday, June 4, 2020	10:00 AM	to	6:00 PM
Friday, June 5, 2020	10:00 AM	to	4:00 PM
Friday, June 5, 2020	4:00 PM	to	10:00 PM

Exhibitor Move Out

Friday, June 5, 2020	4:00 PM	to	10:00 PM
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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, June 5, 2020 10:00 PM. 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, June 5, 2020 10:00 PM.

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 as well as provide carrier specific shipping labels.

Pick Up Address

Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109