

# SHOW INFORMATION

## International Converting Exhibition and Conference

F126741021

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

## Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

## Show Colors

Show Drape Color(s): Blue

Aisle Carpet Color: Eclipse

## Exhibit Show Schedule

### TARGETED EXHIBITOR MOVE-IN

Saturday, October 16, 2021 • 1:00PM to 5:00PM

Sunday, October 17, 2021 • 8:00AM to 1:00PM

*Targeted Exhibitors (exhibit booths 400 sq.ft. or larger) will be contacted for their move in times*

### GENERAL EXHIBITOR MOVE-IN

Sunday, October 17, 2021 • 1:00PM to 5:00PM

Monday, October 18, 2021 • 8:00AM to 5:00PM

### EXHIBIT HOURS

Tuesday, October 19, 2021 • 9:00AM to 5:00PM

Wednesday, October 20, 2021 • 9:00AM to 5:00PM

Thursday, October 21, 2021 • 9:00AM to 3:00PM

### EXHIBITOR MOVE OUT

Thursday, October 21, 2021 • 3:00PM to 10:00PM

Friday, October 22, 2021 • 8:00AM to 3:00PM

### FREIGHT REROUTE BEGINS\*

\*All outbound carriers must be checked in by this time

Friday, October 22, 2021 | 2:00PM

## IMPORTANT DEADLINES

### Discount Price Deadline for Custom Shepard Rentals

Monday, September 20, 2021

### Exhibitor Appointed Contractor Notification Deadline

Monday, September 20, 2021

### First Day for Warehouse Deliveries Without a Surcharge

Monday, September 20, 2021

### Discount Price Deadline for Standard Shepard Orders

Tuesday, September 28, 2021

### Last Day for Warehouse Deliveries Without a Surcharge

Monday, October 11, 2021

### Last Day for Warehouse Deliveries\*

Friday, October 15, 2021

\* 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 Site

Sunday, October 17, 2021 | 8:00AM

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number  
International Converting Exhibition and Conference  
c/o Shepard Exposition Services  
1701 Boice Pond Rd STE 101  
Orlando, FL 32837

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services  
Exhibiting Co. Name & Booth Number  
International Converting Exhibition and Conference  
Orange County Convention Center (West Building)  
9800 International Drive  
Orlando, FL 32819

### ADVANCE DEADLINE DATE (STANDARD ORDERS): TUESDAY, SEPTEMBER 28, 2021

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

### Shepard Mailing Address

1531 Carroll Drive, NW  
Atlanta, GA 30318  
Phone: 404-720-8600  
Email: [orders@shepardes.com](mailto:orders@shepardes.com)

### Service Desk Hours *(subject to change)*

Sunday, October 17, 2021 · 1:00PM to 5:00PM  
Monday, October 18, 2021 · 8:00AM to 5:00PM  
Tuesday, October 19, 2021 · 9:00AM to 5:00PM  
Wednesday, October 20, 2021 · 9:00AM to 5:00PM  
Thursday, October 21, 2021 · 9:00AM to 10:00PM  
Friday, October 22, 2021 · 8:00AM to 3:00PM

### Exhibitor Move Out

Thursday, October 21, 2021 · 3:00PM to 10:00PM  
Friday, October 22, 2021 · 8:00AM to 3:00PM

### Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Friday, October 22, 2021 | 2:00PM**.

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, October 22, 2021 | 2:00PM**.

### 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 on-site. 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

Orange County Convention Center (West Building)  
9800 International Drive  
Orlando, FL 32819