

## 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, Grey

Aisle Carpet Color: Facility is carpeted

## Exhibit Show Schedule

### GENERAL EXHIBITOR MOVE-IN

Sunday, February 26, 2023 · 8:00AM to 2:00PM

### EXHIBIT HOURS

Sunday, February 26, 2023 · 4:00PM to 6:00PM

Monday, February 27, 2023 · 7:00AM to 8:00AM

· 11:45AM to 1:45PM

**\*\*Exhibit Hall will remain open on Monday from 7:00AM to 5:00PM so that you can meet with clients at your leisure\*\***

Tuesday, February 28, 2023 · 7:00AM to 8:00AM

· 11:45AM to 1:45PM

**\*\*Exhibit Hall will remain open on Tuesday from 7:00AM to 1:45PM so that you can meet with clients at your leisure\*\***

### EXHIBITOR MOVE OUT

Tuesday, February 28, 2023 · 1:45PM to 5:00PM

### FREIGHT REROUTE BEGINS\*

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

Tuesday, February 28, 2023 | 4:00PM

## IMPORTANT DEADLINES

### Discount Price Deadline for Custom Shepard Rentals

Friday, January 27, 2023

### Exhibitor Appointed Contractor Notification Deadline

Friday, January 27, 2023

### First Day for Warehouse Deliveries Without a Surcharge

Friday, January 27, 2023

### Discount Price Deadline for Standard Shepard Orders

Monday, February 6, 2023

### Last Day for Warehouse Deliveries Without a Surcharge

Monday, February 20, 2023

### Last Day for Warehouse Deliveries\*

Friday, February 24, 2023

\* Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

*Exhibiting Co. Name & Booth Number*

DRI Conference

c/o Shepard Exposition Services c/o YRC

9018 Tuscany Way

Austin, TX 78754

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

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

Please note! Direct to show site shipping is prohibited for this event. All shipments must be sent to the advance warehouse prior to the event.

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**ONLINE & DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 6, 2023**

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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, manual or electric pallet jacks, overhead lifts, etc.

### Shepard Mailing Address

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

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

Sunday, February 26, 2023 · 8:00AM to 6:00PM  
Monday, February 27, 2023 · 7:00AM to 1:45PM  
Tuesday, February 28, 2023 · 7:00AM to 1:45PM

### Exhibitor Move Out

Tuesday, February 28, 2023 · 1:45PM to 5:00PM

### Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Tuesday, February 28, 2023 | 4:00PM.**

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 **Tuesday, February 28, 2023 | 4:00PM.**

### 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

Austin Marriott Downtown  
304 East Cesar Chavez Street  
Austin, TX 78701