



Aluminum USA
Music City Center | Nashville, TN
October 25 - 26, 2023

SHOW INFORMATION

G160211023

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): Grey
Aisle Carpet Color: Eclipse

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN

Monday, October 23, 2023 · 12:00PM to 5:00PM
Tuesday, October 24, 2023 · 8:00AM to 5:00PM

EXHIBIT HOURS

Wednesday, October 25, 2023 · 10:00AM to 5:00PM
Thursday, October 26, 2023 · 10:00AM to 3:00PM

EXHIBITOR MOVE OUT

Thursday, October 26, 2023 · 3:00PM to 8:00PM
Friday, October 27, 2023 · 8:00AM to 12:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Friday, October 27, 2023 | 12:00PM

IMPORTANT DEADLINES

**Discount Price Deadline
for Custom Shepard Rentals**
Monday, September 25, 2023

**Exhibitor Appointed Contractor
Notification Deadline**
Monday, September 25, 2023

**First Day for Warehouse Deliveries
Without a Surcharge**
Monday, September 25, 2023

**Discount Price Deadline for Standard
Shepard Orders**
Wednesday, October 4, 2023

**Last Day for Warehouse Deliveries
Without a Surcharge**
Monday, October 16, 2023

Last Day for Warehouse Deliveries*
Friday, October 20, 2023

* 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
Monday, October 23, 2023 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number
Aluminum USA
TForce Freight - Shepard Exposition Services
45 Teledyne Pl
La Vergne, TN 37086

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

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
Aluminum USA
Music City Center
700 Korean Veterans Boulevard
Nashville, TN 37203



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ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, OCTOBER 4, 2023

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)*

Monday, October 23, 2023 · 12:00PM to 5:00PM
Tuesday, October 24, 2023 · 8:00AM to 5:00PM
Wednesday, October 25, 2023 · 10:00AM to 5:00PM
Thursday, October 26, 2023 · 10:00AM to 8:00PM
Friday, October 27, 2023 · 8:00AM to 12:00PM

Exhibitor Move Out

Thursday, October 26, 2023 · 3:00PM to 8:00PM
Friday, October 27, 2023 · 8:00AM to 12:00PM

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 **Friday, October 27, 2023 12:00PM.**

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 27, 2023 12:00PM.**

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

Music City Center
700 Korean Veterans Boulevard
Nashville, TN 37203