

SHEPARD SERVICES

Shepard Custom Order Discount deadline	August 28, 2017	Submit to: lasvegas@shepardes.com
Exhibitor Appointed Contractor form (EAC)	August 30, 2017	
1 st day for Advance Warehouse deliveries	August 30, 2017	Freight arriving before this date will be surcharged
Shepard Standard Order Discount deadline	Sept. 6, 2017	Submit to: lasvegas@shepardes.com
Last day for Advance Warehouse deliveries	Sept. 19, 2017	Freight arriving after this date will be surcharged
1 st day for Show Site deliveries	Sept. 26, 2017	Freight arriving before this date will be refused

SHOW MANAGEMENT SERVICES

Hanging Sign Approval	Sept. 6, 2017	Submit to: tsullivan@ehpub.com (508) 663-1500 x299
Booth Design Submission	Sept. 6, 2017	
Insurance Certificate Submission	Sept. 6, 2017	
Vehicle Approval	Sept. 6, 2017	
Early Move In Request	Sept. 6, 2017	

SANTA CLARA CONVENTION CENTER SERVICES

Electrical Order Form	Sept. 6, 2017	Order online at www.edlen.com (Event #097007SF)
Audio Visual Order Form		Coming soon!
Internet Services Order Form		Coming Soon!
Water/Compressed Air Order Form	Sept. 6, 2017	FAX: (408) 277-3535 OR sanfrancisco@edlen.com
Booth Catering Order Form		Coming soon!
Temp Staff Forms		Coming soon!

ADDITIONAL VENDOR SERVICES

Hotel Cutoff Date – Hyatt Regency Santa Clara	Sept. 4, 2017	(408) 510-6410
Lead Retrieval Order Form	August 3, 2017	Submit to: xpressleadpro@cdsreg.com Code: robo0917