



Clean Buildings Expo

Baltimore Convention Center - Baltimore, Maryland

March 26 - 27, 2019

Event Code: M186040319

Connect With Us! email baltimore@shepardes.com
 phone (410) 737-9270
 fax (410) 737-9274
 mail 7079 Oakland Mills Rd,
 Columbia, MD 21046

Show Information

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Show drape colors: Blue, White

Aisle carpet colors: Tuxedo

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Sunday, March 24, 2019	10:00 AM	to	5:00 PM
	Monday, March 25, 2019	8:00 AM	to	6:30 PM
Exhibit Hours:	Tuesday, March 26, 2019	12:00 PM	to	4:00 PM
	Wednesday, March 27, 2019	11:30 AM	to	3:30 PM
Exhibitor Move-out:	Wednesday, March 27, 2019	3:30 PM	to	9:00 PM
	Thursday, March 28, 2019	8:00 AM	to	10:00 AM
Freight Reroute Begins*	Thursday, March 28, 2019	11:00 AM		

All outbound carriers must be checked in by this time

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Clean Buildings Expo
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Clean Buildings Expo
Baltimore Convention Center
1 West Pratt Street
Baltimore, MD 21201

See Material Handling Rate sheet for all MH related fees!

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals: Friday, February 22, 2019
 Exhibitor appointed contractor notification deadline: Tuesday, February 26, 2019
 First day for warehouse deliveries without a surcharge: Tuesday, February 26, 2019
 Discount price deadline for standard Shepard orders: Tuesday, March 5, 2019
 Last day for warehouse deliveries without a surcharge: Friday, March 15, 2019
 Last day for warehouse deliveries*: Friday, March 22, 2019

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, March 24, 2019 at 8:00 AM



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Discount Deadline **Tuesday, March 05, 2019**

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Quick Facts

Exhibitor Move Out

Wednesday, March 27, 2019	3:30 PM	to	9:00 PM
Thursday, March 28, 2019	8:00 AM	to	10:00 AM

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 Thursday, March 28, 2019 11:00 AM. 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 Thursday, March 28, 2019 11:00 AM

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.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.