

## Provided Booth Furnishings

Items provided in your booth, per exhibitor:

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

## Event Colors

Aisle Carpet Color: Eclipse

Show Drape Color(s): Black

## Exhibit Schedule

### General Exhibitor Move In

Saturday, March 28, 2026 • 2:00 PM to 5:00 PM

Sunday, March 29, 2026 • 8:00 AM to 5:00 PM

Monday, March 30, 2026 • 7:00 AM to 8:15 AM

### Exhibit Hours

Monday, March 30, 2026 • 8:45 AM to 4:45 PM

Tuesday, March 31, 2026 • 7:00 AM to 4:15 PM

### Exhibitor Move Out

Tuesday, March 31, 2026 • 4:15 PM to 8:00 PM

Wednesday, April 1, 2026 • 8:00 AM to 2:00 PM

### Freight Reroute Begins

All outbound carriers must be checked in by this time

Wednesday, April 1, 2026 | 11:00 AM

## IMPORTANT DEADLINES

### First Day for Warehouse Deliveries Without a Surcharge

Friday, February 27, 2026

### Discount Price Deadline for all Shepard Orders

Friday, March 6, 2026

### Last Day for Warehouse Deliveries Without a Surcharge

Friday, March 20, 2026

### Last Day for Warehouse Deliveries

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

Wednesday, March 25, 2026

### First Day Freight Can Arrive at Event Site

Saturday, March 28, 2026 | 2:00 PM

## Shipping Addresses

### Advance Warehouse Address

*Exhibiting Co. Name & Booth Number*

SHM Converge

c/o Shepard Exposition Services c/o TForce

45 Teledyne Pl

La Vergne, TN 37086

Warehouse hours: 8:00 AM - 3:00 PM

### Direct to Event Site Shipment Address

c/o Shepard Exposition Services

*Exhibiting Co. Name & Booth Number*

SHM Converge

Music City Center

700 Korean Veterans Boulevard

Nashville, TN 37203

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)*

Saturday, March 28, 2026 · 2:00 PM to 5:00 PM  
Sunday, March 29, 2026 · 8:00 AM to 5:00 PM  
Monday, March 30, 2026 · 7:00 AM to 4:45 PM  
Tuesday, March 31, 2026 · 7:00 AM to 8:00 PM

### Exhibitor Move Out

Tuesday, March 31, 2026 · 4:15 PM to 8:00 PM  
Wednesday, April 1, 2026 · 8:00 AM to 2:00 PM

### 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 **Wednesday, April 1, 2026 | 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 **Wednesday, April 1, 2026 | 11:00 AM**.

### Post Show Paperwork & Labels

Our Exhibitor 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 Exhibitor 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