

# EARLY MOVE-IN INFORMATION FOR 600 SQFT SPACES AND ABOVE

**IASLC 2024 World Conference on Lung Cancer**

San Diego Convention Center | San Diego, CA

**C115270924**

September 7 - 10, 2024

## Booths 600 sqft and above are eligible for Early Move-In!

Please complete and submit the “Early Move-In Request” form to be considered for Early Move-In.

### What is Early Move-In?

Early Move-In is the process of systematic freight delivery based on booth size.

- A scheduled move-in time means that your freight will begin to be unloaded at some point during your allotted time frame.
- DO NOT schedule installation labor until after your scheduled move-in time.
- The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.
- Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse.

### Early Move-In Windows:

**For 1,200 sqft. Booths and Above- By Appointment Only:**

Thursday, September 5, 2024 · 12:00PM to 8:00PM

**For 600 sqft. Booths and Above- By Appointment Only:**

Friday, September 6, 2024 · 7:00AM to 12:00PM

*Please complete and submit the “Early Move-In Request” form to be considered for Early Move-In.*

### Shipping Labels

Shipping labels are included in this manual, please use them to help expedite handling.

### Certified Weight Tickets

Certified weight tickets are required for all shipments.

### Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before **Tuesday, September 3, 2024** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Tuesday, September 3, 2024** for delivery to your booth prior to or at your assigned target date/time.

### Off-Target Shipments

It is imperative that you adhere to the Early move-in assigned to you as fees may be applicable for any move-in that takes place outside of your given window. See Material Handling Authorization, Material Handling Information, Early Move-In Confirmation, and Material Handling 101 included in this manual.

Shepard crews will make every possible effort to begin unloading carriers during their assigned Early Move In unload time.

# EARLY MOVE-IN REQUEST

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**EARLY MOVE-IN REQUEST DEADLINE: FRIDAY, AUGUST 16, 2024**

## Booths 600 sqft and above are eligible for Early Move-In!

Please complete and submit this form to be considered for Early Move-In. A Shepard representative will be in touch to organize your assigned move-in date/time. No requests are considered "final" unless a Shepard Representative has been in touch.

**ALL requests must be submitted by Friday, August 16th, 2024.**

\* Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

## Early Move-In Windows:

**1,200 sqft. Booths and Above:** Thursday, September 5, 2024 · 12:00PM to 8:00PM

**600 sqft. Booths and Above:** Friday, September 6, 2024 · 7:00AM to 12:00PM

### Step 1. Complete exhibiting company information.

COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

ONSITE CONTACT NAME (if different than contact above): \_\_\_\_\_

ONSITE PHONE NUMBER (if different than contact above): \_\_\_\_\_

CONTACT EMAIL ADDRESS (if different than contact above): \_\_\_\_\_

### Step 2. Provide shipment details.

#### Where are you shipping?

Advanced Warehouse

\*\* Uncrated machinery, crated machinery over 5,000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

What is the weight of your shipment? \_\_\_\_\_

How many pieces are in your shipment? \_\_\_\_\_

Dimensions of largest piece of freight? \_\_\_\_\_

How many truck loads do you have? \_\_\_\_\_

Weight of largest piece of freight? \_\_\_\_\_

Name of Carrier \_\_\_\_\_

Carrier Contact Phone Number \_\_\_\_\_

#### Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?

Yes  No

(if Yes, please place a forklift order with Customer Service)

#### Have you ordered carpet from Shepard?

Yes  No

#### Do you want your carpet installed prior to your target time?

Yes  No

#### Are you hanging a sign in your booth?

Yes  No

(if Yes, please ensure your hanging sign is clearly labeled and rigging has been ordered for your approved early move-in date)



Email completed form to: [targets@shepardes.com](mailto:targets@shepardes.com)

[shepardes.com](http://shepardes.com)