

SHOW INFORMATION

SASE National Conference and Career Fair

G196691022

Georgia World Congress Center | Atlanta, GA

October 6 - 8, 2022

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- 6' x 30" Skirted Table - Black
- 2 Side Chairs
- 1 Wastebasket

Show Colors

Show Drape Color(s): Black

Career Fair Schedule (Hall A-1)

GENERAL EXHIBITOR MOVE-IN

Thursday, October 6, 2022 · 4:00PM to 8:00PM

Friday, October 7, 2022 · 8:00AM to 6:00PM

EXHIBIT HOURS

Saturday, October 8, 2022 · 9:00AM to 10:00AM *Volunteers Only*

Saturday, October 8, 2022 · 10:00AM to 4:00PM *Open to All*

EXHIBITOR MOVE OUT

Saturday, October 8, 2022 · 4:00PM to 9:00PM

Sunday, October 9, 2022 · 8:00AM to 12:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Sunday, October 9, 2022 | 12:00PM

Interview Booth Schedule (Hall A2)

GENERAL EXHIBITOR MOVE-IN

Thursday, October 6, 2022 · 4:00PM to 8:00PM

Friday, October 7, 2022 · 8:00AM to 11:00AM

EXHIBIT HOURS

Friday, October 7, 2022 · 12:00PM to 4:00PM

Saturday, October 8, 2022 · 10:00AM to 4:00PM

**OAC 9AM start on Saturday*

EXHIBITOR MOVE OUT

Saturday, October 8, 2022 · 4:00PM to 9:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Saturday, October 8, 2022 | 8:30PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Thursday, September 8, 2022

Exhibitor Appointed Contractor Notification Deadline

Thursday, September 8, 2022

First Day for Warehouse Deliveries Without a Surcharge

Thursday, September 8, 2022

Discount Price Deadline for Standard Shepard Orders

Friday, September 16, 2022

Last Day for Warehouse Deliveries Without a Surcharge

Thursday, September 29, 2022

Last Day for Warehouse Deliveries*

Tuesday, October 4, 2022

* 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

Thursday, October 6, 2022 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

SASE National Conference and Career Fair

c/o Shepard Exposition Services

1790 Marietta Blvd

Atlanta, GA 30318

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

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

SASE National Conference and Career Fair

Georgia World Congress Center

285 Andrew Young International Blvd. Nw

Atlanta, GA 30313

ONLINE & DISCOUNT DEADLINE:* FRIDAY, SEPTEMBER 16, 2022

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)*

Thursday, October 6, 2022 · 8:00AM to 8:00PM
Friday, October 7, 2022 · 8:00AM to 6:00PM
Saturday, October 8, 2022 · 9:00AM to 9:00PM
Sunday, October 9, 2022 · 8:00AM to 12:00PM

Exhibitor Move Out

Saturday, October 8, 2022 · 4:00PM to 9:00PM
Sunday, October 9, 2022 · 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 **Sunday, October 9, 2022 | 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 **Sunday, October 9, 2022 | 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

Georgia World Congress Center
285 Andrew Young International Blvd. Nw
Atlanta, GA 30313