How Labels Should Be Addressed if Sending UPS, FedEx & AMAZON

Window of Delivery to Advance Warehouse

From: Friday, January 2, 2026 – Wednesday, January 14, 2026

Warehouse Receiving Hours: 8:00 a.m. – 4:00 p.m.

If shipping via UPS to advance warehouse, label as follows on available lines:

(Where asks for NAME put)	**AMI SHOW MANAGEMENT**
(Where asks for CONTACT NAME)	SHEPARD Exposition Services
(Where asks for ADDRESS)	1701 Boice Pond Rd, Ste 101 Orlando, FL 32837 ATTN: Kayce Florio – Show Office
(Where asks for EMAIL put)	jgodwin@shepardes.com
(Where asks for PHONE put)	678.462.8275

If shipping via FedEx to advance warehouse, label as follows:

	AMI SHOW MANAGEMENT SHEPARD Exposition Services 1701 Boice Pond Rd, Ste 101 Orlando, FL 32837 ATTN: Kayce Florio – Show Office
(Where asks for PHONE put)	678.462.8275

If shipping via AMAZON <u>to advance warehouse</u>, label as follows:

AMI SHOW MANAGEMENT
SHEPARD Exposition Services
1701 Boice Pond Rd, Orlando, FL 32837
ATTN: Kayce Florio – Show Office

IMPORTANT NOTES:
Please follow these labeling rules above to the letter.

It is IMPERATIVE to <u>NEVER</u> put an exhibiting company name and/or booth number on any of these labels.

Labels for your EXHIBITOR BOOTH MATERIALS/CRATES/BOXES are included in the exhibitor services manual.