



### Western Roofing Expo

Paris Hotel Las Vegas | Las Vegas, NV  
September 28-29, 2026

## EVENT INFORMATION

L170280926

### 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: N/A

Show Drape Color(s): Blue, White

### Exhibit Schedule

#### General Exhibitor Move In

Sunday, September 27, 2026 • 8:00 AM to 5:00 PM

Monday, September 28, 2026 • 8:00 AM to 11:00 AM

#### Exhibit Hours

Monday, September 28, 2026 • 1:00 PM to 6:00 PM

Tuesday, September 29, 2026 • 1:30 PM to 5:00 PM

#### Exhibitor Move Out

Tuesday, September 29, 2026 • 5:00 PM to 10:00 PM

Wednesday, September 30, 2026 • 8:00 AM to 12:00 PM

#### Freight Reroute Begins

All outbound carriers must be checked in by this time

Wednesday, September 30, 2026 | 11:00 AM

### IMPORTANT DEADLINES

Please note! Shepard will be closed on September 7th in observance of the Holiday. No shipments will be accepted. Please notify your carrier.

#### First Day for Warehouse Deliveries

**Without a Surcharge**

Friday, August 28, 2026

#### Discount Price Deadline for all Shepard Orders

Thursday, September 3, 2026

#### Last Day for Warehouse Deliveries

**Without a Surcharge**

Friday, September 18, 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.

Thursday, September 24, 2026

#### First Day Freight Can Arrive at Event Site

Sunday, September 27, 2026 | 8:00 AM

### Shipping Addresses

#### Advance Warehouse Address

*Exhibiting Co. Name & Booth Number*

Western Roofing Expo

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, NV 89118

Warehouse hours: Monday - Friday, 9:00 AM - 3:00 PM

#### Direct to Event Site Shipment Address

c/o Shepard Exposition Services

*Exhibiting Co. Name & Booth Number*

Western Roofing Expo

Paris Hotel Las Vegas

3655 Las Vegas Blvd. S

Las Vegas, NV 89109



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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](mailto:orders@shepardes.com)

### Service Desk Hours *(subject to change)*

Sunday, September 27, 2026 · 8:00 AM to 5:00 PM  
Monday, September 28, 2026 · 8:00 AM to 6:00 PM  
Tuesday, September 29, 2026 · 1:30 PM to 10:00 PM

### Exhibitor Move Out

Tuesday, September 29, 2026 · 5:00 PM to 10:00 PM  
Wednesday, September 30, 2026 · 8:00 AM to 12:00 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, September 30, 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, September 30, 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

Paris Hotel Las Vegas  
3655 Las Vegas Blvd. S  
Las Vegas, NV 89109