

# Non-Alcohol & POS Shipping Information

Access LIVE | April 2-5, 2023 | Gaylord Palms

## NON-Alcohol & POS Shipping Information

- The below provides an overview of the shipping instructions for all non-alcohol items to Access LIVE.
- Please refer to the Alcohol Product Handling Guidelines if you are looking for instructions on how to ship Alcohol.
- All non-alcohol items must be sent through SHEPARD and NOT through a Florida Wholesaler.
- Please use the appropriate Material Handling Shipping Labels when sending both advance and on-site freight.

### Advance material shipping instructions for deliveries March 1 – 27, 2023

Any advance freight that is received after March 27, 2023 will be considered LATE ADVANCE DELIVERY and additional Shepard fees will apply.

Use the Shepard Advance Warehouse shipping labels and/ or the address below for materials to be received by Shepard before the March 27, advance freight cut-off date. Shepard will accept crated, boxed or skidded materials beginning March 1, 2023 at the Orlando warehouse address below.

**The Shepard Advance Warehouse receiving hours are 8:00 am - 4:00 pm EST, Monday - Friday.**

Be CERTAIN to advise your trucking company of freight receipt times. Please note that freight received in the Shepard Advance Warehouse March 28 - 30, 2023 will be subject to a late advance delivery fee.

Warehouse freight will be delivered to Gaylord Palms Resort in Orlando prior to exhibitor and suite holder set-up.

**DO NOT SHIP ALCOHOL TO SHEPARD**



## Warehouse shipping address:

Be CERTAIN to include on each box, crate or skid the Exhibiting Company Name/Booth # or HQ Suite or Main Street Suite Information/Location.

### Shepard Exposition Services

attn: WSWA Access LIVE!

1701 Boise Pond Rd., Suite 101

Orlando, FL 32837

Exhibiting Company Name

## Shipping instructions

## For deliveries after March 27, 2023

Use the Show Site shipping labels and/or the address below for materials to be delivered directly to show-site and for all materials to be received by Shepard after the March 27, advance freight cut-off date. Shipments sent directly to the facility may incur additional charges. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

# DO NOT SHIP ALCOHOL TO SHEPARD

Be CERTAIN to include on each box, crate or skid the Exhibiting Company Name/Booth # or HQ Suite or Main Street Suite Information/Location.

### Access LIVE

c/o Shepard

Gaylord Palms Resort

6000 W Osceola PKWY

Kissimmee, FL 34746

Exhibiting Company name

Booth# or Suite Location/Type

### SHOW SITE

#### PLEASE NOTE:

Overtime labor rates will apply on all inbound/outbound shipments received after 5:00 pm Monday - Friday and ALL DAY on Saturdays, Sundays and Holidays.

Participants may hand-carry small packages of non-alcohol beverage items or materials into the show. Union regulations define small packages as those that can be physically carried by the exhibitor or those that can be accommodated on a 2-wheeled dolly or hand truck. If the items or materials cannot be moved as described above they must be shipped to and delivered by SHEPARD.

For detailed information on shipping and handling procedures, go to the: [SHEPARD Exhibitor Service Manual](#).

