

# TARGET INFORMATION

## IMPORTANT PROCEDURES.

[CLICK HERE  
FOR  
TARGET  
PLAN](#)

### PRINTING United Expo 2025

F187211025

Orange County Convention - North/South Concourse | Orlando, FL

Review the target move in floor plan for your designated date and time. Confirm your Target date and time by submitting the Target Confirmation Form. If you need to request an alternate target date or time, submit the Target Change Request.

### What is Targeting?

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

- A scheduled target 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 target 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 and should be shipped directly to show site.

### 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.](#)

[Machinery weights must be listed separately to qualify for the special machinery handling rates.](#)

### 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 **Monday, October 13, 2025** 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 **Monday, October 13, 2025** for delivery to your booth prior to or at your assigned target date/time.

### Direct Shipments to Show Site

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the Marshalling yard two hours prior to the assigned target date/time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

### Off-Target Shipments

It is imperative that you adhere to the Target move-in schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the Marshalling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the Marshalling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

### Unloading

Priority unloading will be given to carriers who are targeted and checked in at the Marshalling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the non-targeted shipment may be considered off-target.

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



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# INBOUND TARGET CONFIRMATION

**PRINTING United Expo 2025**

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October 22-24, 2025

**TARGET DEADLINE: MONDAY, SEPTEMBER 22, 2025**

## Confirm your target move in date and time in two easy steps, then email in the form!

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the Marshalling yard 2 hours prior to your assigned target date and time.\*

\* 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.

### Step 1. Complete exhibiting company information.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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

#### Assigned Target Date and Time

Schedule your shipment to arrive at the Marshalling yard two (2) hours prior to your assigned target date/time.

#### Need to request a new assigned target date or time?

**Complete the Freight Target Change Request by:**

**Monday, September 22, 2025**

### Step 2. Provide shipment details.

#### Where are you shipping?

☐ Advanced Warehouse\*\* ☐ Direct to Facility/Show Site

\*\* Uncrated machinery, crated machinery over 5000 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 \_\_\_\_\_

#### If Shipping Direct to Facility/Show Site

☐ Flatbed ☐ Close Trailer ☐ Container

#### Is Special Equipment Required to Unload

☐ Crane ☐ Extended Forklift Blades ☐ Rollers ☐ Sling

☐ Other \_\_\_\_\_

#### 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 Exhibitor Service)

#### Have you ordered carpet from Shepard?

☐ Yes ☐ No

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

☐ Yes ☐ No



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

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



# INBOUND TARGET CHANGE REQUEST

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October 22-24, 2025

**TARGET DEADLINE: MONDAY, SEPTEMBER 22, 2025**

If you would like to request a change in your assigned target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

All Target change requests must be received no later than:  
**Monday, September 22, 2025**

**Step 1. Complete company information.**

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

CONTACT EMAIL ADDRESS: \_\_\_\_\_ NUMBER OF TRUCKLOADS: \_\_\_\_\_

**Where are you shipping?**

☐ Advanced Warehouse\*    ☐ Direct to Facility/Show Site

\* Uncrated machinery, crated machinery over 5000 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.

**Step 2. Provide target information.**

CURRENTLY ASSIGNED DATE: \_\_\_\_\_ CURRENTLY ASSIGNED TIME: \_\_\_\_\_

REQUESTED DATE AND TIME: \_\_\_\_\_

REASON FOR CHANGE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

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# TARGET MOVE OUT INFORMATION

**CLICK  
HERE FOR  
TARGET  
PLAN**

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In order to provide you with a better managed, more efficient move out experience, Printing United will utilize an Outbound Targeted Move Out Plan. This plan is in addition to the Inbound Target Plan described in this manual. We ask that you adhere to the Outbound Target Plan and Schedule by planning your dismantling hours and outbound plans accordingly to meet your assigned outbound move out date and time.

### During Move Out Please Make Sure that Both Your








1. MHA is turned into the service desk no later than your assigned move out time.

#### AND

2. Your outbound vehicle or carrier is checked into the Marshalling yard no later than your assigned move out time.

*If either of these two assigned times are not met, then your shipment will be considered “Off-Target” and additional fees may apply.*

### Target Information

	DAY	MHA TURNED IN BY	MARSHALLING YARD DRIVER CHECK IN BY:	ESTIMATED EMPTY CONTAINER RETURN ON THURSDAY, OCTOBER 24, 2025
	Friday, October 24, 2025	6:00PM	6:00PM	5:00PM
	Friday, October 24, 2025	8:00PM	9:00PM	7:00PM
	Saturday, October 25, 2025	11:00AM	12:00PM	11:59PM
	Saturday, October 25, 2025	2:00PM	3:00PM	11:59PM
	Sunday, October 26, 2025	8:00AM	9:00AM	11:59PM
	Sunday, October 26, 2025	11:00AM	12:00PM	11:59PM
	Monday, October 27, 2025	8:00AM	9:00AM	11:59PM

### Off Target Shipments

It is imperative that you adhere to the Target move out schedule shown on the Outbound Target Floor Plan. All trucks picking up shipments at show site must arrive at the Marshalling yard by your assigned check in/target time. Trucks missing their target time will be loaded on a first come, first serve basis after all trucks are loaded during their target time. **A 30% “Off Target” fee** will be assessed to missed target loading.

**ALL trucks arriving at show site must check in at the Marshalling yard for assignment of dock space. See Material Handling Information and Target Confirmation online.**

### Loading

Priority loading will be given to carriers who are targeted and checked in at the Marshalling Yard 2 hours prior to the start of the target time. All others will be loaded after “on-target” carriers are loaded.

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