



Uniform Retailers Association

Oklahoma City Convention Center | Oklahoma City, OK
October 7-8, 2025

EVENT INFORMATION

T183551025

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'x30" Skirted Table - Black
- 2 Side Chairs
- 1 Wastebasket

Event Colors

Aisle Carpet Color: Eclipse

Show Drape Color(s): Black

Exhibit Schedule

General Exhibitor Move In

Sunday, October 5, 2025 · 8:00AM to 5:00PM

Monday, October 6, 2025 · 8:00AM to 5:00PM

Exhibit Hours

Tuesday, October 7, 2025 · 9:00AM to 6:00PM

Wednesday, October 8, 2025 · 9:00AM to 12:00PM

Exhibitor Move Out

Wednesday, October 8, 2025 · 12:00PM to 4:00PM

Freight Reroute Begins

All outbound carriers must be checked in by this time

Wednesday, October 8, 2025 | 4:00PM

IMPORTANT DEADLINES

First Day for Warehouse Deliveries Without a Surcharge

Monday, September 8, 2025

Discount Price Deadline for all Shepard Orders

Tuesday, September 16, 2025

Last Day for Warehouse Deliveries Without a Surcharge

Monday, September 29, 2025

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, October 2, 2025

First Day Freight Can Arrive at Event Site

Sunday, October 5, 2025 | 8:00AM

Shipping Addresses

Advance Warehouse Address

Exhibiting Co. Name & Booth Number

Uniform Retailers Association

c/o Shepard Exposition Services c/o TForce Freight

9124 W. Reno Avenue

Oklahoma City, OK 73127

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

Direct to Event Site Shipment Address

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

Uniform Retailers Association

Oklahoma City Convention Center

100 Mick Cornett Drive

Oklahoma City, OK 73109



shepardes.com



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INFORMATION

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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

Service Desk Hours *(subject to change)*

Sunday, October 5, 2025 · 8:00AM to 5:00PM
Monday, October 6, 2025 · 8:00AM to 5:00PM
Tuesday, October 7, 2025 · 9:00AM to 6:00PM
Wednesday, October 8, 2025 · 9:00AM to 12:00PM
Wednesday, October 8, 2025 · 12:00PM to 4:00PM

Exhibitor Move Out

Wednesday, October 8, 2025 · 12:00PM to 4:00PM

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 **Wednesday, October 8, 2025 | 4:00PM**.

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 **Wednesday, October 8, 2025 | 4:00PM**.

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

Oklahoma City Convention Center
100 Mick Cornett Drive
Oklahoma City, OK 73109

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



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