



EVENT INFORMATION

NSA Winter Conference

M183430226

JW Marriott Hotel Washington Dc | Washington, DC

February 1-2, 2026

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' x 30" Skirted Table - Provided by JW Marriott Hotel
- 2 Padded Side Chairs - Provided by JW Marriott Hotel

Please see the 'Outbound Shipping Instructions' tab for information.

Event Colors

Aisle Carpet Color: Facility is carpeted

Show Drape Color(s): Black

Exhibit Schedule

General Exhibitor Move In

Saturday, January 31, 2026 · 5:00 PM to 11:59 PM

Sunday, February 1, 2026 · 7:00 AM to 9:00 AM*

**Exhibitor Set-Up*

Exhibit Hours

Sunday, February 1, 2026 · 9:00 AM to 3:00 PM

Monday, February 2, 2026 · 9:00 AM to 12:00 PM

Exhibitor Move Out

Monday, February 2, 2026 · 12:00 PM to 4:00 PM*

**All freight must be removed from the facility by 4:00PM*

Freight Reroute Begins

All outbound carriers must be checked in by this time

Monday, February 2, 2026 | 4:00 PM

IMPORTANT DEADLINES

Please note! Shepard will be closed on January 19th in observance of the Holiday. No shipments will be accepted. Please notify your carrier.

First Day for Warehouse Deliveries Without a Surcharge

Friday, January 2, 2026

Discount Price Deadline for all Shepard Orders

Friday, January 9, 2026

Last Day for Warehouse Deliveries Without a Surcharge

Friday, January 23, 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.

Wednesday, January 28, 2026

Shipping Addresses

Advance Warehouse Address

Exhibiting Co. Name & Booth Number

NSA Winter Conference

c/o Shepard Exposition Services

7079 Oakland Mills Rd

Columbia, MD 21046

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

Direct to Event Site Shipment Address

Please note! Direct to showsite shipping is prohibited for this event. All shipments must be sent to the advanced warehouse prior to the event.



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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)*

Saturday, January 31, 2026 · 5:00 PM to 11:59 PM
Sunday, February 1, 2026 · 7:00 AM to 3:00 PM
Monday, February 2, 2026 · 9:00 AM to 4:00 PM

Exhibitor Move Out

Monday, February 2, 2026 · 12:00 PM to 4:00 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 **Monday, February 2, 2026 | 4:00 PM**.

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 **Monday, February 2, 2026 | 4:00 PM**.

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

All exhibitor materials must be packed up and ready to be removed from the facility by Monday, February 2, 2026 at 4:00 PM.

Please note that no carriers are permitted to pick up shipments directly from the show facility. At the close of the show, all shipments—regardless of carrier—will be returned to the advanced warehouse.

Outbound carriers must be scheduled to pick up shipments from the advanced warehouse on Monday, February 2, 2026, between 12:00 PM and 4:00 PM.

Shipments left at the facility after Monday, February 2, 2026 will incur additional fees.

***Please note! Storage fees will be applicable for all items remaining after February 4th.**

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

Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

Warehouse Pick-Up Hours:
Tuesday, February 4, 2024 | 8:00AM to 12:00PM