

EVENT INFORMATION

ICNA Annual Convention

M145490526

Baltimore Convention Center | Baltimore, MD

May 23-25, 2026

Provided Booth Furnishings

Items provided in your booth, per 10' x 10' in-line exhibit booth:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- 6' x 30" Skirted Table - Blue
- 2 Side Chairs
- 1 Wastebasket

*Please note, Monday, May 25, Memorial Day, is considered a union holiday. Other than personally owned vehicle (POV) move-out labor assistance, any labor performed on this day will be charged double timerates.

A POV is defined as any vehicle delivering directly to showsite, that is NOT a common freight carrier. No POVs may deliver to the advanced warehouse.

Event Colors

Aisle Carpet Color: Red, Teal

Show Drape Color(s): Blue, Lime Green

Exhibit Schedule

General Exhibitor Move In

NO MOVE IN ALLOWED ON SATURDAY, MAY 23, 2026.
Direct to Show Site Shipments can ONLY be delivered on the following days.

Thursday, May 21, 2026 · 1:00 PM to 5:00 PM

Friday, May 22, 2026 · 12:00 PM to 6:00 PM

Friday Prayer held at 2:00 PM in Convention Center

Exhibit Hours

Saturday, May 23, 2026 · 9:00 AM to 11:00 PM

Sunday, May 24, 2026 · 9:00 AM to 12:00 AM

Monday, May 25, 2026 · 8:00 AM to 4:00 PM

Exhibitor Move Out

Monday, May 25, 2026 · 4:00 PM to 8:00 PM

Tuesday, May 26, 2026 · 8:00 AM to 3:00 PM

NO MOVE OUT ALLOWED BEFORE MONDAY, MAY 25 AT 4:00 PM

Freight Reroute Begins

All outbound carriers must be checked in by this time

Monday, May 25, 2026 | 8:30 PM

Any freight remaining on showsite after 8:30PM will be

IMPORTANT DEADLINES

First Day for Warehouse Deliveries Without a Surcharge

Thursday, April 23, 2026

Material Handling rates will apply

Discount Price Deadline for all Shepard Orders

Wednesday, April 29, 2026

Last Day for Warehouse Deliveries Without a Surcharge

Wednesday, May 13, 2026

Material Handling rates will apply

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.

Saturday, May 16, 2026

Material Handling rates will apply

First Day Freight Can Arrive at Event Site

Thursday, May 21, 2026 | 8:00 AM

Material Handling rates will apply

Shipping Addresses

Advance Warehouse Address

Exhibiting Co. Name & Booth Number

ICNA Annual Convention

c/o Shepard Exposition Services

7079 Oakland Mills Rd

Columbia, MD 21046

Warehouse hours: 9:00 AM - 3:00 PM

Warehouse Delivery Dates with no surcharge:

Thursday, April 23, 2026 - Wednesday, May 13, 2026

Direct to Event Site Shipment Address

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

ICNA Annual Convention

Baltimore Convention Center

1 West Pratt Street

Baltimore, MD 21201

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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)*

Wednesday, May 20, 2026 · 2:00 PM to 5:00 PM
Thursday, May 21, 2026 · 1:00 PM to 5:00 PM
Friday, May 22, 2026 · 12:00 PM to 6:00 PM
Saturday, May 23, 2026 · 9:00 AM to 11:00 PM
Sunday, May 24, 2026 · 9:00 AM to 12:00 AM
Monday, May 25, 2026 · 8:00 AM to 8:00 PM

Exhibitor Move Out

Monday, May 25, 2026 · 4:00 PM to 8:00 PM
Tuesday, May 26, 2026 · 8:00 AM to 3:00 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, May 25, 2026 | 8:30 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, May 25, 2026 | 8:30 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

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

Baltimore Convention Center
1 West Pratt Street
Baltimore, MD 21201