

**52nd ASHP Midyear Clinical Meeting and  
Exhibition Residency Showcase  
DECEMBER 04 - 05, 2017  
ORANGE COUNTY CONVENTION CENTER  
ORLANDO, FLORIDA**

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**RESIDENCY SHOWCASE INFORMATION**

**BOOTH EQUIPMENT**

Each **10' x 10'** booth will be set with 8' high back drape, 3' high side dividers, (1) 6' draped table, (2) side chairs, (1) wastebasket, one 4' x 8' poster board, and a 7" x 44" one-line identification sign with booth number only.

Each **10' x 15'** booth will be set with 8' high back drape, 3' high side dividers, (2) 6' draped tables, (4) side chairs, (1) wastebasket, (1) 4' x 8' poster board, and a 7" x 44" one-line identification sign with booth number only.

Each **10' x 20'** booth will be set with 8' high back drape, 3' high side dividers, (2) 6' draped tables, (4) side chairs, (1) wastebasket, (1) 4' x 8' poster board, and a 7" x 44" one-line identification sign with booth number only.

Each **10' x 40'** booth will be set with 8' high back drape, 3' high side dividers, (4) 6' draped tables, (8) side chairs, (2) wastebaskets, (1) 4'x4' poster board and a 7" x 44" one-line identification sign with booth number only.

**NOTE: RENTAL OF EQUIPMENT OR FURNISHINGS IS NOT ALLOWED.**

**RESIDENCY SHOWCASE HALL CARPET**

The showcase booths and aisles will be carpeted.

**SHOWCASE SCHEDULE**

**SHOWCASE MOVE-IN**

Monday December 04, 2017 12:00 PM - 12:45 PM *\*Mon. Showcases only 4000 booths*  
Tuesday December 05, 2017 7:00 AM - 7:45 AM *\*Tues. Morning Showcases only 5000 booths*  
Tuesday December 05, 2017 12:00 PM - 12:45 PM *\*Tues. Afternoon Showcases only 6000 booths*

**SHOWCASE HOURS**

Monday December 04, 2017 1:00 PM - 4:00 PM *\*Mon. Showcases only 4000 booths*  
Tuesday December 05, 2017 8:00 AM - 11:00 AM *\*Tues. Morning Showcases only 5000 booths*  
Tuesday December 05, 2017 1:00 PM - 4:00 PM *\*Tues. Afternoon Showcases only 6000 booths*

**SHOWCASE MOVE-OUT**

Monday December 04, 2017 4:00 PM - 5:00 PM *\*Mon. Showcases only 4000 booths*  
Tuesday December 05, 2017 11:00 AM - 12:00 PM *\*Tues. Morning Showcases only 5000 booths*  
Tuesday December 05, 2017 4:00 PM - 5:00 PM *\*Tues. Afternoon Showcases only 6000 booths*

## **DISMANTLE AND MOVE-OUT INFORMATION**

### **MONDAY SHOWCASES**

- All showcase materials must be removed from the facility by **Monday, December 04, 2017 at 5:00PM.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Monday, December 04, 2017 at 4:00 PM.**

### **TUESDAY SHOWCASES**

- All showcase materials must be removed from the facility by **Tuesday, December 05, 2017 at 5:00 PM.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Tuesday, December 05, 2017 at 4:00 PM.**

### **POST SHOW PAPERWORK AND LABELS**

Our Customer Service Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## **SERVICE CONTRACTOR CONTACTS / INFORMATION:**

### **Shepard Exposition Services**

1701 Boice Pond Rd STE 101  
Orlando, FL 32837  
Phone: (407) 888-9669  
Fax: (407) 888-2301  
orlando@shepardes.com

### **Shepard Logistics Services**

Contact us to order convenient shipping services!

Phone: 888-568-8858  
Fax: 404-720-8733  
Email: logistics@shepardes.com

### **SERVICE CENTER HOURS**

The Shepard Service Center will be set up in the Residency Showcase during the following hours:

Monday December 04, 2017 12:00 - 5:00 PM  
Tuesday December 05, 2017 7:00 – 9:00 AM & 12:00 - 5:00 PM

Our online ordering service is available for your convenience to order all services, view the show schedule, or submit a credit card. Once your show is available online you will receive an email which includes a direct link to the Shepard Online Ordering system as well as your login email and password. To place online orders you will be required to enter your unique Login ID and Password. The email address supplied to show management must be used to login and order services.

To access the Shepard Online Ordering without using the email link, visit [shepardes.com/intro.asp](http://shepardes.com/intro.asp) and choose your event name from the chronological listing. If you need assistance with ordering online, please call our Customer Service department at (407) 888-9669.

## **SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

### **52st ASHP Midyear Clinical Meeting Residency Showcase**

C/O Shepard Exposition Services  
1701 Boice Pond Rd STE 101  
Orlando, FL 32837

**Please note the Advance Warehouse will be closed Thursday and Friday November 23 - 24, 2017 in observance of the Thanksgiving holiday.**

Shepard will accept crated, boxed or skidded materials beginning Tuesday, October 31, 2017, at the above address. Material arriving at the warehouse after Tuesday, November 21, 2017 will be charged a 25% late fee in addition to standard material handling charges. Deliveries are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:30 PM.

Convention Center Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

### **51st ASHP Midyear Clinical Meeting Residency Showcase**

C/O Shepard Exposition Services  
ORANGE COUNTY CONVENTION CENTER  
(WEST BUILDING)  
9800 International Drive  
Orlando, FL 32819

Shepard will receive shipments at the Orange County Convention Center beginning Monday, December 04, 2017. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

## **LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Shepard labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Booth Labor for Straight time and Overtime hours.

## **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Customer Service department at (407) 888-9669.

**WE APPRECIATE YOUR BUSINESS!**

## **SHEPARD GENERAL INFORMATION**

### **HELPFUL HINTS**

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **CLEAR LABELS**

To help avoid confusion, be sure that each package is clearly labeled. Include your company name, booth number and Residency Showcase on each item.

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight. Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use. Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous. Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times. Shepard does not ship to international destinations or handle Hazardous Materials. If any materials you are shipping to the event are considered hazardous materials, please contact Shepard to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Shepard will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation.

### **EXHIBITOR ASSISTANCE**

Call Shepard's Customer Service department at (407) 888-9669 with any questions or needs you may have.