



## IMPORTANT EXHIBITOR REMINDERS

**\*\*PLEASE SHARE THESE REMINDERS WITH ALL STAFF  
WHO WILL BE MANNING YOUR BOOTH\*\***

- 1. ALL EXHIBITS MUST BE FULLY SET BY 5:00 PM, ON SUNDAY, DECEMBER 8, 2024.**  
After this time, Exposition Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. Exhibitors may lose their right to exhibit if they do not adhere to this schedule. If you foresee any difficulty in meeting this deadline, please call Exposition Management at (703) 631-6200 **AT LEAST** forty-eight hours prior to move-in or email [shirley.harris@spargo.com](mailto:shirley.harris@spargo.com) to request a variance.
- 2. LABOR RULES** - If you require labor to set up your booth, please contact the Official Decorator, Shepard Exposition Services at 404-720-8600 or fax the form included in this manual to 404-720-8755. Please refer to the page entitled "Exhibit Hall & Facility Rules and Regulations", in the rules section of this manual, so that you fully understand the rules of the Ernest N. Morial Convention Center. **REMEMBER THAT UNION RULES VARY FROM CITY TO CITY.**
- 3. DURING NON-EXHIBIT HOURS** - Exhibitors should stay in their own exhibit areas, NOT IN OTHER NON-STAFFED EXHIBITS.
- 4. NO EXHIBIT MAY BE DISMANTLED PRIOR TO 2:00 PM, ON WEDNESDAY, DECEMBER 11.** Exhibitors may lose their right to exhibit at the 2025 ASHP Midyear Clinical Meeting and Exhibition if they do not adhere to this schedule. This policy is in place as a courtesy to other exhibitors and attendees who will be conducting business in the exhibit hall until closing time.
- 5. BOOTH ETIQUETTE** - Vendors should not ask other vendors for giveaways. While we encourage exhibitor interaction, it is the attendee that the exhibiting companies provide giveaways for.