



## SHIPPING INFORMATION

Shepard Exposition Services is the official contractor for Material Handling for the 2024 ASHP Midyear Clinical Meeting and Exhibition. Order forms are included in the *OFFICIAL SERVICE CONTRACTOR* section of this manual. Please send your materials to the following address.

### **ADVANCE SHIPMENTS:**

**ADVANCE SHIPPING BEGINS FRIDAY, NOVEMBER 8, 2024. THE LAST DAY ADVANCE FREIGHT WILL BE ACCEPTED AT THE WAREHOUSE IS WEDNESDAY, NOVEMBER 27, 2024. SHIPMENTS RECEIVED AFTER NOVEMBER 27, 2024 MAY INCUR AFTER DEADLINE CHARGES. LAST DAY FOR ANY WAREHOUSE DELIVERIES IS WEDNESDAY, DECEMBER 4, 2024.**

TO: Exhibiting Company Name / Booth Number  
FOR: **ASHP 2023 Midyear Clinical Meeting and Exhibition**  
TForce Freight c/o Exhibit Transfer c/o Shepard  
3761 Louisa Street  
New Orleans, LA 70126

***Please Note: The advance warehouse will be closed on Thursday, November 28<sup>th</sup> and 29<sup>th</sup> for the Thanksgiving Holiday.***

### **DIRECT/ON-SITE SHIPMENTS:**

**DIRECT SHIPMENTS WILL ONLY BE RECEIVED DURING EXHIBIT MOVE-IN STARTING ON FRIDAY, DECEMBER 6, 2024.**

TO: Exhibiting Company Name / Booth Number  
For: **ASHP 2024 Midyear Clinical Meeting and Exhibition**  
C/O Shepard Exposition Services  
Ernest N. Morial Convention Center  
900 Convention Center Blvd.  
New Orleans, LA 70130

### **IMPORTANT FREIGHT NOTICE:**

***DO NOT RISK NOT RECEIVING YOUR EXHIBIT MATERIALS.  
SHIP THEM TO THE ADVANCE WAREHOUSE.***

***THE ERNEST N. MORIAL CONVENTION CENTER DOES NOT HAVE THE CAPACITY TO RECEIVE AND STORE EXHIBIT MATERIALS EXCEPT DURING PUBLISHED MOVE-IN HOURS. IF YOUR MATERIALS ARE RECEIVED PRIOR TO THE SCHEDULED MOVE-IN TIME, YOUR PACKAGE MAY BE TURNED AWAY OR MAY ACCUMULATE SIGNIFICANT ADDITIONAL CHARGES IF ACCEPTED.***