



2024 ASHP Midyear Clinical Meeting & Exhibition
 Ernest N. Morial Convention Center | New Orleans, LA
 December 9 - 11, 2024

TARGET CONFIRMATION

T143131224

TARGET DEADLINE: FRIDAY, NOVEMBER 15, 2024

Confirm your target move in date and time in two easy steps, then email in the form!

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the marshaling yard 2 hours prior to your assigned target date and time.*

* Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

Step 1. Complete exhibiting company information.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

Assigned Target Date and Time

Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.

Need to request a new assigned target date or time?

Complete the Freight Target Change Request by:

Friday, November 15, 2024

Step 2. Provide shipment details.

Where are you shipping?

Advanced Warehouse** Direct to Facility/Show Site

** Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

What is the weight of your shipment? _____

How many pieces are in your shipment? _____

Dimensions of largest piece of freight? _____

How many truck loads do you have? _____

Weight of largest piece of freight? _____

Name of Carrier _____

Carrier Contact Phone Number _____

If Shipping Direct to Facility/Show Site

Flatbed Close Trailer Container

Is Special Equipment Required to Unload

Crane Extended Forklift Blades Rollers Sling

Other _____

Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?

Yes No

(if Yes, please place a forklift order with Exhibitor Service)

Have you ordered carpet from Shepard?

Yes No

Do you want your carpet installed prior to your target time?

Yes No



Email completed form to: targets@shepardes.com

shepardes.com