EVENT INFORMATION

ASHP Midyear Clinical Meeting & Exhibition - 2026 **F110991226**
Orange County Convention Center (West Building) | Orlando, FL
December 7-9, 2026

Provided Booth Furnishings

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

Floor covering is mandatory per the Show Organizer's guidelines. Booth spaces without carpet on Sunday, December 6th at 4:00 PM will have it automatically installed at the exhibitor's expense.

Event Colors

Aisle Carpet Color: Tuxedo

Show Drape Color(s): Blue, White, Grey

Exhibit Schedule

General Exhibitor Move In
Friday, December 4, 2026 · 8:00 AM to 5:00 PM
Saturday, December 5, 2026 · 8:00 AM to 5:00 PM
Sunday, December 6, 2026 · 8:00 AM to 5:00 PM

Exhibit Hours
Monday, December 7, 2026 · 11:00 AM to 3:00 PM
Tuesday, December 8, 2026 · 11:00 AM to 3:00 PM
Wednesday, December 9, 2026 · 11:00 AM to 2:00 PM

Exhibitor Move Out
Wednesday, December 9, 2026 · 2:00 PM to 10:00 PM
Thursday, December 10, 2026 · 8:00 AM to 1:00 PM

Freight Reroute Begins
All outbound carriers must be checked in by this time

Thursday, December 10, 2026 | 1:00 PM

IMPORTANT DEADLINES

Please note! Shepard will be closed on November 26th-27th in observance of the Holiday. No shipments will be accepted. Please notify your carrier.

Advance Price Deadline for all Shepard Orders
Monday, November 2, 2026

First Day for Warehouse Deliveries Without a Surcharge
Friday, November 6, 2026

Last Day for Warehouse Deliveries Without a Surcharge
Tuesday, November 24, 2026

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.

Tuesday, December 1, 2026

First Day Freight Can Arrive at Event Site
Friday, December 4, 2026 | 8:00 AM

Shipping Addresses

Advance Warehouse Address
Exhibiting Co. Name & Booth Number
ASHP Midyear Clinical Meeting & Exhibition - 2026
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837

Warehouse hours: Monday - Friday, 9:00 AM - 3:00 PM

Direct to Event Site Shipment Address
c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
ASHP Midyear Clinical Meeting & Exhibition - 2026
Orange County Convention Center (West Building)
9800 International Drive
Orlando, FL 32819

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)*

Friday, December 4, 2026 • 8:00 AM to 5:00 PM
Saturday, December 5, 2026 • 8:00 AM to 5:00 PM
Sunday, December 6, 2026 • 8:00 AM to 5:00 PM
Monday, December 7, 2026 • 11:00 AM to 3:00 PM
Tuesday, December 8, 2026 • 11:00 AM to 3:00 PM
Wednesday, December 9, 2026 • 11:00 AM to 10:00 PM
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Exhibitor Move Out

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Thursday, December 10, 2026 • 8:00 AM to 1:00 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 **Thursday, December 10, 2026 | 1:00 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 **Thursday, December 10, 2026 | 1:00 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

Orange County Convention Center (West Building)
9800 International Drive
Orlando, FL 32819