



SHIPPING ADDRESS

Shepard Exposition Services is the official contractor for Material Handling for the ASHP 2019 Summer Meetings & 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, MAY 10, 2019. THE DEADLINE FOR ADVANCE FREIGHT IS MAY 31, 2019. SHIPMENTS RECEIVED AFTER MAY 31, 2019 MAY INCUR AFTER DEADLINE CHARGES. THE DEADLINE TO RECEIVE ANY SHIPMENTS AT THE ADVANCE WAREHOUSE IS ON JUNE 5, 2019.

TO: Exhibiting Company Name / Booth Number
FOR: **ASHP 2019 Summer Meetings & Exhibition**
UPSF - Shepard Exposition Services
80 Concord Street
North Reading, MA 01864

DIRECT/ON-SITE SHIPMENTS:

DIRECT SHIPMENTS WILL ONLY BE RECEIVED DURING EXHIBIT MOVE-IN STARTING ON FRIDAY, JUNE 7, 2019.

TO: Exhibiting Company Name / Booth Number
For: **ASHP 2019 Summer Meetings & Exhibition**
C/O Shepard Exposition Services
Hynes Convention Center
900 Boylston Street
Boston, MA 02115

IMPORTANT FREIGHT NOTICE:

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

THE HYNES 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.

Please make sure that delivery of your materials and merchandise is made in accordance with the deadlines indicated above for advance and/or direct /on-site address or late charges may occur.