



SHIPPING ADDRESS

Shepard Exposition Services is the official contractor for Material Handling for the ASHP 2023 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 12, 2023. THE DEADLINE FOR ADVANCE FREIGHT IS JUNE 2, 2023. SHIPMENTS RECEIVED AFTER JUNE 2, 2023 MAY INCUR AFTER DEADLINE CHARGES. THE DEADLINE TO RECEIVE ANY SHIPMENTS AT THE ADVANCE WAREHOUSE IS ON JUNE 7, 2023.

TO: Exhibiting Company Name / Booth Number
FOR: **ASHP 2023 Summer Meetings & Exhibition**
c/o Shepard Exposition Services
7079 Oakland Mills Road
Columbia, MD 21046

DIRECT/ON-SITE SHIPMENTS:

DIRECT SHIPMENTS WILL ONLY BE RECEIVED DURING EXHIBIT MOVE-IN STARTING ON FRIDAY, JUNE 9, 2023.

TO: Exhibiting Company Name / Booth Number
For: **ASHP 2023 Summer Meetings & Exhibition**
c/o Shepard Exposition Services
Baltimore Convention Center
1 West Pratt Street
Baltimore, MD 21201

IMPORTANT FREIGHT NOTICE:

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

THE BALTIMORE 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.