

# 2019 ASHP Midyear Clinical Meeting and Exhibition Personnel Placement Service Mandalay Bay Convention Center Las Vegas, Nevada

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Hello PPS Participant!

Welcome to PPS at the ASHP Midyear Clinical Meeting & Exhibition! This year you can **brand your booth space** with your organization's colors using carpet and/or upgraded or custom furnishings and signage. Stand out from the crowd and brand your space to reflect your preferred image.

Your organization can order upgraded items using the attached forms and are responsible for any upgrade costs. If you choose not to upgrade, you will be supplied the standard package noted below.

If you have any questions, please contact our customer service department at (702) 507-5278. We hope you enjoy this new option and we look forward to seeing you in Las Vegas!

## PPS INFORMATION

### PPS Booth Package:

8'W x 6'D Front Area, including:

- (1) 6'x30" Topped Only Table
- (2) Chairs
- (1) 7"x44" Cardstock ID Sign
- Tuxedo Carpet

8'W x 6'D Interview Area, including:

- (1) 4'x30" Topped Only Table
- (3) Chairs
- (1) Wastebasket
- Tuxedo Carpet

## PPS SCHEDULE

### PPS EMPLOYER SET-UP

Saturday, December 07, 2019 12:00 PM - 5:00 PM

All exhibits must be fully installed by **Saturday, December 07, 2019 at 5:00 p.m.**

### PPS SHOW HOURS

Sunday December 08 2019 7:30 AM - 5:00 PM

Monday December 09, 2019 7:30 AM - 5:00 PM

Tuesday December 10, 2019 7:30 AM - 5:00 PM

Wednesday December 11, 2019 7:30 AM - 5:00 PM

### PPS MOVE-OUT

Wednesday December 11, 2019 5:00 PM - 7:00PM

PLEASE NOTE: Overtime charges for labor and material handling will apply Monday through Friday from 4:30 p.m. to midnight and double time charges will apply Saturday/Sunday from 8:00 a.m. – 5:00 p.m. Please refer to the appropriate order form(s) for rate information.

## SHIPPING INFORMATION

### Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

#### **2019 ASHP Midyear Clinical Meeting & Exhibition PPS**

C/O Shepard Exposition Services

5845 Wynn Road, Suites A, B, C, D

Las Vegas, NV 89118

Shepard will accept crated, boxed, or skidded materials beginning Friday, November 08, 2019, at the above address. Material arriving after Wednesday, November 27, 2019 will be assessed with an additional late to warehouse charge. Materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:30 PM.

**The Advance Warehouse will be closed Thursday and Friday, November 28 - 29, 2019 in observance of the Thanksgiving holiday.**

### Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

#### **2019 ASHP Midyear Clinical Meeting & Exhibition PPS**

C/O Shepard Exposition Services

Mandalay Bay Convention Center

3950 Las Vegas Blvd South

Las Vegas, NV 89119

Shepard will receive shipments at the Mandalay Bay Convention Center beginning Friday, December 6, 2019. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that are brought into the facility are be subject to Material Handling Charges. Those fees are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

### **SHEPARD SERVICE CENTER HOURS**

A Shepard Service Center will be set up in the PPS Hall during the following hours:

Saturday, December 07, 2019 12:00 PM - 5:00 PM

Sunday, December 08, 2019 7:30 AM - 12:00 PM

Wednesday, December 11, 2019 7:30 AM - 7:00 PM

Staff will be available at the Shepard Service Center in the Exhibit Hall as follows:

Saturday, December 07, 2019 8:00 AM - 5:00 PM

Sunday, December 08, 2019 8:00 AM - 5:00 PM

Monday, December 09, 2019 10:00 AM - 3:00 PM

Tuesday, December 10, 2019 10:00 AM - 3:00 PM

Wednesday, December 11, 2019 10:00 AM - 10:00 PM

## **DISMANTLE AND MOVE-OUT INFORMATION**

Shepard Exposition Services will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. All exhibitor materials must be removed from the exhibit facility by **Wednesday, December 11, 2019 at 7:00 p.m.** Any materials remaining in the facility will be re-routed via the preferred show carrier or returned to warehouse to await disposition at exhibitor's expense. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Wednesday, December 11, 2019 at 6:00 p.m.**

## **POST SHOW PAPERWORK AND LABELS**

Our Customer Service Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Bill of Lading/Shipping Label Request form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

## **SHEPARD ONLINE ORDERING**

Our online ordering service is available for your convenience to order all services, view the show schedule, or a submit credit card. Once your show is available online you will receive an email which includes a direct link to the Shepard Online Ordering system as well as your login email and password.

To access the ordering system, you will be required to enter your unique Login ID and Password. The email address supplied to show management must be used to login and order services.

To access the Shepard Online Ordering without using the email link, visit [shepardes.com/intro.asp](http://shepardes.com/intro.asp) and choose the event name from the chronological listing. If you need assistance with ordering online, please call our Customer Service department at (702) 507-5278.

## **LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Shepard labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Booth Labor for straight time and overtime hours.

## **SHEPARD GENERAL INFORMATION**

### **HELPFUL HINTS**

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight. Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use. Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

## **SAFETY TIPS**

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous. Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times. Shepard does not ship to international destinations or handle Hazardous Materials. If any materials you are shipping to the event are considered hazardous materials, please contact Shepard to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Shepard will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation or dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs).

Thank you for your cooperation.

## **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Customer Service department at (702) 507-5278.

**WE APPRECIATE YOUR BUSINESS!**