

Booth Package

Items provided in your booth, per exhibitor:

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

Event Colors

Aisle Carpet Color: Tuxedo

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

Exhibit Schedule

PPS Employer Set-Up

Saturday, December 6, 2025 · 11:00 PM to 4:00 PM

All exhibits must be fully installed by December 6, 2025 at 4:00 PM

Exhibit Hours

Sunday, December 7, 2025 · 7:30 AM to 5:00 PM

Monday, December 8, 2025 · 7:30 AM to 5:00 PM

Tuesday, December 9, 2025 · 7:30 AM to 5:00 PM

Wednesday, December 10, 2025 · 7:30 AM to 5:00 PM

Exhibitor Move Out

Wednesday, December 10, 2025 · 5:00 PM to 7:00 PM

Freight Reroute Begins

All outbound carriers must be checked in by this time

Thursday, December 11, 2025 | 2:00 PM

IMPORTANT DEADLINES

Please note! Shepard will be closed on November 27-28 in observance of the Holiday. No shipments will be accepted. Please notify your carrier.

First Day for Warehouse Deliveries Without a Surcharge

Friday, November 7, 2025

Discount Price Deadline for all Shepard Orders

Tuesday, November 11, 2025

Last Day for Warehouse Deliveries Without a Surcharge

Wednesday, November 26, 2025

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.

Wednesday, December 3, 2025

First Day Freight Can Arrive at Event Site

Saturday, December 6, 2025 | 12:00 PM

Shipping Addresses

Advance Warehouse Address

Exhibiting Co. Name & Booth Number
2025 ASHP Midyear Clinical Meeting & Exhibition |
Personnel Placement Service
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, Nevada 89118

Warehouse hours: Monday - Friday 8:00AM - 4:00PM

Direct to Event Site Shipment Address

c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
2025 ASHP Midyear Clinical Meeting & Exhibition |
Personnel Placement Service
Mandalay Bay Convention Center
3950 Las Vegas Blvd. South
Las Vegas, NV 89119

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)*

Saturday, December 6, 2025 · 11:00 PM to 4:00 PM
Sunday, December 7, 2025 · 7:30 AM to 5:00 PM
Monday, December 8, 2025 · 7:30 AM to 5:00 PM
Tuesday, December 9, 2025 · 7:30 AM to 5:00 PM
Wednesday, December 10, 2025 · 5:00 PM to 7:00 PM

Exhibitor Move Out

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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 11, 2025 | 2:00 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 11, 2025 | 2:00 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

Mandalay Bay Convention Center
3950 Las Vegas Blvd. South
Las Vegas, NV 89119