RESIDENCY SHOWCASE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high back drape, 3' high side dividers, (1) 6' draped table, (2) side chairs, (1) wastebasket, one 4' x 8' poster board, and a 7" x 44" one-line identification sign with booth number only.

Each 10' x 15' booth will be set with 8' high back drape, 3' high side dividers, (2) 6' draped table, (4) side chairs, (1) wastebasket, (1) 4' x 8' poster board, and a 7" x 44" one-line identification sign with booth number only.

Each 10' x 20' booth will be set with 8' high back drape, 3' high side dividers, (2) 6' draped table, (4) side chairs, (1) wastebasket, (1) 4' x 8' poster board, and a 7" x 44" one-line identification sign with booth number only.

NOTE: RENTAL OF EQUIPMENT OR FURNISHINGS IS NOT ALLOWED.

RESIDENCY SHOWCASE HALL CARPET

The showcase hall booths and aisles will be carpeted.

SHOWCASE SCHEDULE

SHOWCASE MOVE-IN

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday December 07, 2015</td>
<td>12:00 PM - 12:45 PM</td>
<td>*Mon. Showcases only 4000 booths</td>
</tr>
<tr>
<td>Tuesday December 08, 2015</td>
<td>7:00 AM - 7:45 AM</td>
<td>*Tues. Morning Showcases only 5000 booths</td>
</tr>
<tr>
<td>Tuesday December 08, 2015</td>
<td>12:00 PM - 12:45 PM</td>
<td>*Tues. Afternoon Showcases only 6000 booths</td>
</tr>
</tbody>
</table>

SHOWCASE HOURS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday December 07, 2015</td>
<td>1:00 PM - 4:00 PM</td>
<td>*Mon. Showcases only 4000 booths</td>
</tr>
<tr>
<td>Tuesday December 08, 2015</td>
<td>8:00 AM - 11:00 AM</td>
<td>*Tues. Morning Showcases only 5000 booths</td>
</tr>
<tr>
<td>Tuesday December 08, 2015</td>
<td>1:00 PM - 4:00 PM</td>
<td>*Tues. Afternoon Showcases only 6000 booths</td>
</tr>
</tbody>
</table>

SHOWCASE MOVE-OUT

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday December 07, 2015</td>
<td>4:00 PM - 5:00 PM</td>
<td>*Mon. Showcases only 4000 booths</td>
</tr>
<tr>
<td>Tuesday December 08, 2015</td>
<td>11:00 AM - 12:00 PM</td>
<td>*Tues. Morning Showcases only 5000 booths</td>
</tr>
<tr>
<td>Tuesday December 08, 2015</td>
<td>4:00 PM - 5:00 PM</td>
<td>*Tues. Afternoon Showcases only 6000 booths</td>
</tr>
</tbody>
</table>
Dismantle and Move-out Information

Monday Showcases
• All showcase materials must be removed from the facility by Monday, December 07, 2015 at 5:00 PM.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by Monday, December 07, 2015 at 4:00 PM.

Tuesday Showcases
• All showcase materials must be removed from the facility by Tuesday, December 08, 2015 at 5:00 PM.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by Tuesday, December 08, 2015 at 4:00 PM.

Post Show Paperwork and Labels
Our Customer Service Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping 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 shipping your exhibit at the close of the show.

Service Contractor Contacts / Information:
Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824
Phone: (407) 888-9669
Fax: (407) 888-2301
Orlando@shepardes.com

Shepard Logistics Services
Contact us to order convenient shipping services!

Phone: 888-568-8858
Fax: 404-720-8733
Email: logistics@shepardes.com

Service Center Hours
The Shepard Service Center will be set up in the Residency Showcase during the following hours:

Monday December 07, 2015  12:00 - 5:00 PM
Tuesday December 08, 2015  7:00 – 9:00 AM & 12:00 - 5:00 PM

Our online ordering service is available for your convenience to order all services, view the show schedule, or submit a 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 place online orders 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 and choose your event name from the chronological listing. If you need assistance with ordering online, please call our Customer Service department at (407) 888-9669.
**SHIPPING INFORMATION**

Warehouse Shipping Address:
Exhibiting Company Name / Booth # __________

50th ASHP Midyear Clinical Meeting
Residency Showcase
C/O Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126

Please note the Advance Warehouse will be closed Thursday and Friday November 26 - 27, 2015 in observance of the Thanksgiving holiday.

Shepard will accept crated, boxed or skidded materials beginning Monday, November 2, 2015, at the above address. Material arriving at the warehouse after November 25, 2015 will be charged a 25% late fee in addition to standard material handling charges. Deliveries are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:30 PM.

Convention Center Address:
Exhibiting Company Name / Booth # __________

50th ASHP Midyear Clinical Meeting
Residency Showcase
C/O Shepard Exposition Services
ERNEST N. MORIAL CONVENTION CENTER
900 Convention Center Blvd.
New Orleans, LA 70126

Shepard will receive shipments at the Ernest N. Morial Convention Center beginning Monday, December 08, 2015. 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 must be brought into the facility may be subject to Material Handling Charges and 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.

**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.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Customer Service department at (407) 888-9669.

**WE APPRECIATE YOUR BUSINESS!**
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!

CLEAR LABELS
To help avoid confusion, be sure that each package is clearly labeled. Include your company name, booth number and Residency Showcase on each item.

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, 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.

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/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

Call Shepard’s Customer Service department at (407) 888-9669 with any questions or needs you may have.
PAYMENT AUTHORIZATION

The 50th ASHP Midyear Clinical Meeting and Exhibition

December 6 - 10, 2015
New Orleans Ernest N. Morial Convention Center - New Orleans, Louisiana

Event Code: T110341215
Discount Deadline: November 16, 2015

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending: The 50th ASHP Midyear Clinical Meeting and Exhibition
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 Account Number: 42-6061-9772
SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

** Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: ___________________________ BOOTH #: ___________________________
COMPANY ADDRESS: ________________________ PHONE: ________________________
CITY, ST, ZIP: ______________________________ PHONE: ________________________
CONTACT NAME: ___________________________ FAX: ___________________________
EMAIL: __________________________________

CREDIT CARD INFORMATION

Type of Card: ☐ MasterCard ☐ VISA ☐ AMEX ☐ Discover ☐ Other: ____________
Pay by Check* ☐ Pay by Wire* ☐

Credit Card #: ____________________________ Expiration Date: ______/_______
Billing Address: ____________________________ Security Code: ____________
City, ST, ZIP: ______________________________
Name on Card: ______________________________
Authorized Signature: _______________________

*Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.

** Are you tax exempt for the state this event occurs in? ☐ Yes ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held. Please submit tax exemption certificate to: orlando@shepards.com

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepards.com
Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed containers labeled "empty." Exhibitors designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense. The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the acts, omissions, or negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the above-mentioned acts. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term “exhibitor” refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for any person, parties, or other contracting firms not under Shepard's direct supervision and control.

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor’s materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor’s materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor’s appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

Packaging, crates, and empty containers. Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing “Empty” storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled “empty.”

**PAYMENT POLICY**

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account. Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**International Customers:** International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks. U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order. Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.
Shepard Logistics Email: 
Shepard Logistics Fax: 
Shepard Logistics Phone: 
Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

Please complete the following:

- Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

**INBOUND PICK UP LOCATION INFORMATION**

- Requested Pick Up Date:
- Hours of Operation:
- Company: 
- Address: 

  (City) (State) (Zip) 

**SHIPPING INFORMATION**

- Number of Pieces:
- Est. Weight:
- Crates: 
- Cartons (cardboard): 
- Cases/Trunks (fiber) (color): 
- Skids/Pallets: 
- Carpet (color): 
- TV/Monitor: 
- Other: 

**OUTBOUND SHIPPING INFORMATION**

- I will be shipping to the WAREHOUSE (Company Name, Booth #)
- The 50th ASHP Midyear Clinical Meeting and Exhibition
- c/o UPSF/Shepard Exposition Services
- 3761 Louisa Street
- New Orleans, LA 70126

  Warehouse Deadline: November 27, 2015

- I will be shipping to the SHOW SITE (Company Name, Booth #)
- The 50th ASHP Midyear Clinical Meeting and Exhibition
- New Orleans Ernest N. Morial Convention Center
- 900 Convention Center Blvd
- New Orleans, LA 70130

  Delivery date: December 4, 2015

**TYPE OF SERVICE - Choose One**

- Next Day Air
- 2nd Day Air
- Standard Ground
- Other (Truck Load, Specialized)

**TRANSPORTATION CHARGES**

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

- Type Card: 
- Logistics/Material Handling ONLY: 
- Authorize ALL charges: 
- Credit Card #: 
- Expiration Date: 
- Security Code: 

**INBOUND PICK UP LOCATION INFORMATION**

**SHIP TO**

- Loading Dock: □ Yes □ No
- Lift Gate: 
- Residential: 
- Inside Pick up: 
- Inside Delivery: 
- Special Instructions:

- Size of largest piece: L ______ W ______ H ______

**OUTBOUND SHIPPING INFORMATION**

- I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

  **Ship to Address:**
  
  **Contact Name:** 
  **Phone:** 
  **Deliver By Date:** 
  **Number of labels:** 
  **Special Instructions:**

**A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.**

Please complete the following:

- Exhibiting Co. Name: 
- Contact Name: 
- Email: 
- Authorized Signature: 

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.
Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free

Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact
888.568.8858
logistics@shepardes.com
Material Handling Authorization

The 50th ASHP Midyear Clinical Meeting and Exhibition
December 6 - 10, 2015
New Orleans Ernest N. Morial Convention Center - New Orleans, Louisiana
Event Code: T110341215

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepards.com

Special Handling:
35416 - ST/ST    35417 - ST/OT     35418 - OT/OT
Minimum per shipment:
35428 - ST/ST   35429  -  ST/OT    35430 - OT/OT

Crated:
35419 - ST/ST      35420 - ST/OT   35421 - OT/OT
Uncrated:
35413 - ST/ST    35414 - ST/OT     35415 - OT/OT
Crated:
35410 - ST/ST      35411 - ST/OT   35412 - OT/OT

* All tax rates are subject to change.

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

Please complete the following:

Customer Service Email:

Customer Service Fax: (407) 888-2301
Customer Service Phone: (407) 888-9669

Please complete the following:

Company Name: 

Contact Name: 

Booth #: 

Phone #: 

Authorized Signature: 

Ship with Shepard Logistics and receive a 10% discount on material handling with Signature Series Shipping.

To set up your Signature Series Shipping, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. Signature Series Shipping does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for Signature Series Shipping.

Computation of Material Handling Services:
The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs. .100 lbs. = $3 X RATE = $ Amount or minimum charge, whichever is greater.

### Standard Material Handling

<table>
<thead>
<tr>
<th>Weight</th>
<th>Type</th>
<th>ST/ST</th>
<th>ST/OT</th>
<th>OT/OT</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35410 - ST/ST</td>
<td>60.00</td>
<td>80.50</td>
<td>97.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncrated</td>
<td>35413 - ST/ST</td>
<td>93.00</td>
<td>121.00</td>
<td>139.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sp. Handling</td>
<td>35411 - ST/ST</td>
<td>80.50</td>
<td>104.75</td>
<td>120.75</td>
<td></td>
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</tbody>
</table>

### Signature Series Material Handling

<table>
<thead>
<tr>
<th>Weight</th>
<th>Type</th>
<th>ST/ST</th>
<th>ST/OT</th>
<th>OT/OT</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35431 - ST/ST</td>
<td>57.50</td>
<td>72.50</td>
<td>83.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncrated</td>
<td>35434 - ST/ST</td>
<td>83.75</td>
<td>109.00</td>
<td>125.75</td>
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<td></td>
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<tr>
<td>Sp. Handling</td>
<td>35433 - ST/ST</td>
<td>72.50</td>
<td>94.25</td>
<td>108.75</td>
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</table>

### Advance Shipments to Warehouse

<table>
<thead>
<tr>
<th>Weight</th>
<th>Type</th>
<th>ST/ST</th>
<th>ST/OT</th>
<th>OT/OT</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35419 - ST/ST</td>
<td>60.00</td>
<td>78.25</td>
<td>90.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sp. Handling</td>
<td>35421 - ST/ST</td>
<td>78.25</td>
<td>101.75</td>
<td>117.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Advance Shipments to Warehouse

<table>
<thead>
<tr>
<th>Weight</th>
<th>Type</th>
<th>ST/ST</th>
<th>ST/OT</th>
<th>OT/OT</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35443 - ST/ST</td>
<td>60.00</td>
<td>78.25</td>
<td>90.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Small Packages (FedEx/UPS/DHL under 30 lbs.)

<table>
<thead>
<tr>
<th>Weight</th>
<th>Type</th>
<th>ST/ST</th>
<th>ST/OT</th>
<th>OT/OT</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Carton:</td>
<td>35425 - ST/ST</td>
<td>33.50</td>
<td>43.50</td>
<td>50.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Min. per ship:</td>
<td>35426 - ST/ST</td>
<td>67.00</td>
<td>87.00</td>
<td>100.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ST - Straight time: Monday - Friday 8:00 AM - 4:30 PM**
**OT - Overtime: Monday - Friday 4:30 PM - 8:00 AM, all day Saturday & Sunday and all holidays**

**Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of the booth during the above listed times.**

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: 

Contact Name: 

Booth #: 

Phone #: 

Authorized Signature: 

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

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* All tax rates are subject to change.
MATERIAL HANDLING INFORMATION

The 50th ASHP Midyear Clinical Meeting and Exhibition

SPECIAL HANDLING
Rate as shown on Material Handling Authorization Form
A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

OVERTIME/DOUBLE TIME
Surcharge: Overtime: 30% Double Time: 50%
Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME/DOUBLE TIME
Surcharge: Overtime: 30% Double Time: 50%
Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE
Surcharge: 25% Minimum: $50.00 35003
A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

UNCRAVED SHIPMENTS
Rate as shown on Material Handling Authorization Form
An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

MIXED SHIPMENTS
Rate as shown on Material Handling Authorization Form
Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

OFF-TARGET DELIVERIES
Surcharge: 15% Minimum: $50.00 35004
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARCHING YARD
Surcharge: $30 per Shipment 35250
Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS
Surcharge: $25.00 per forklift load 35282
An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE
Surcharge: $25.00 per piece, Minimum $50.00 35105
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION
Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES
Surcharge: $10.50 per envelope 35007
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING FEE
Surcharge: $100.00 each way 35108
Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.
What is material handling (also referred to as drayage)?
Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of “freight”? Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a “certified weight ticket”? A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

**IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS**

What are advance shipments?
All shipments that are addressed to the advance warehouse address (please refer to “Advance Warehouse” shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the “Show Information” page included with this manual for deadline date.)

Crates, cartons, skids, fiber cases, and packages can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/unsecured shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**MATERIAL HANDLING CHARGES**

What determines how much I’m charged?
Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?
Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the nearest 100 lbs. (e.g., 265 lbs. = 270 lbs.)

**EXAMPLE:** 285 lbs. = 300 lbs. / 100 lbs = $ 3 x RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?
Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

**SMALL PACKAGES**

What are small package carrier shipments?
Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a certified weight ticket included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?
Charges for small package carrier shipments are based on per carton, per delivery.

**EXAMPLE:** I’m shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ Amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive at its destination at one time. Therefore you may be charged for each delivery, and minimum charges may apply.

**CRATED-UNCURATED-SPECIAL HANDLING**

What are CRATED materials?
Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCURATED materials?
Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?
Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or unloading freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

**OUTBOUND SHIPMENTS**

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full or, you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are not using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of your choice or return to the local warehouse (whichever is indicated on your MHA).

**SIGNATURE SERIES SHIPPING**

How can I make shipping my show material easier?
Signature Series Shipping will make it easier with the following benefits:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.
All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

*Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

**SHIP TO ADDRESS:**

COMPANY NAME ____________________________________________________________

DELIVERY ADDRESS __________________________________________________________

CITY ___________________________ STATE __________________ ZIP ________________

CONTACT NAME ___________________________ BOOTH ___________________________

Number of Pieces: _______________ Number of Labels Requested: _______________

☐ Crate ☐ Skid ☐ Cases ☐ Carton ☐ Total Weight

**CARRIER SELECTION**

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: ______________________

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.**

**If using FedEx or UPS you must have and apply their shipping labels**

**Type of Service:**

☐ Ground ☐ Overnight ☐ 2nd Day ☐ Reroute via show carrier

☐ Return to Warehouse

**Shipping Options:**

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

**OUTBOUND SHIPMENT REQUIREMENTS:**

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

**Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

**TRANSPORTATION CHARGES BILLING ADDRESS:**

☐ SAME AS SHIP TO ADDRESS

Company Name ____________________________________________________________

Address _________________________________________________________________

City ___________________________ State ________ Zip ________________

Please complete the following:

Company Name: __________________________________________________________

Contact Name: __________________________________________________________

Authorized Signature: __________________________________________________

Booth #: ___________________________ Phone #: ___________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
ADVANCE SHIPPING ADDRESS LABELS

ADVANCE WAREHOUSE

To: _________________________
(EXHIBITING COMPANY NAME)

RESIDENCY SHOWCASE - HALL E

Booth #: _________________________
C/O UPSF/Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126

Delivery Hours: M-F, 8-4:30 PM

For: The 50th ASHP Midyear Clinical Meeting and Exhibition
First day freight can arrive w/o a surcharge:
November 9, 2015
Last day freight can arrive w/o a surcharge:
November 27, 2015

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

DIRECT TO SHOW

To: _________________________
(EXHIBITING COMPANY NAME)

RESIDENCY SHOWCASE - HALL E

Booth #: _________________________
C/O Shepard Exposition Services
New Orleans Ernest N. Morial
Convention Center
900 Convention Blvd
New Orleans, LA 70130

For: The 50th ASHP Midyear Clinical Meeting and Exhibition
MUST NOT BE DELIVERED PRIOR TO:
December 4, 2015 @ 8:00 AM

The 50th ASHP Midyear Clinical Meeting and Exhibition