

**51st ASHP Midyear Clinical Meeting and Exhibition  
Personnel Placement Service  
MANDALAY BAY CONVENTION CENTER  
LAS VEGAS, NEVADA**

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## **PPS INFORMATION SHOW SCHEDULE**

### **PPS EMPLOYER SET-UP**

Saturday, December 03, 2016 12:00 PM - 5:00 PM

All exhibits must be fully installed by **Saturday, December 03, 2016 at 5:00 p.m.**

### **PPS HOURS**

Sunday December 04, 2016 7:30 AM - 5:00 PM  
Monday December 05, 2016 7:30 AM - 5:00 PM  
Tuesday December 06, 2016 7:30 AM - 5:00 PM  
Wednesday December 07, 2016 7:30 AM - 5:00 PM

### **PPS MOVE-OUT**

Wednesday December 07, 2016 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 Saturday and Sunday from 8:00 a.m. – 5:00 p.m. Please refer to the appropriate order form(s) for rates.

### **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 07, 2016 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 05, 2016 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.

### **SERVICE CENTER HOURS**

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

Saturday, December 03, 2016 12:00 PM - 5:00 PM  
Sunday, December 04, 2016 7:30 AM - 12:00 PM  
Wednesday, December 07, 2016 7:30 AM - 7:00 PM

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

Saturday, December 03, 2016 8:00 AM - 5:00 PM  
Sunday, December 04, 2016 8:00 AM - 5:00 PM  
Monday, December 05, 2016 10:00 AM - 3:00 PM  
Tuesday, December 06, 2016 10:00 AM - 3:00 PM  
Wednesday, December 07, 2016 10:00 AM - 10:00 PM

## **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 your event name from the chronological listing. If you need assistance with ordering online, please call our Customer Service department at (702) 507-5278.

## **SHIPPING INFORMATION**

Warehouse Shipping Address:

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

### **51st ASHP Midyear Clinical Meeting & Exhibition PPS**

C/O Shepard Exposition Services  
5845 Wynn Road, Suites A,B,C,D  
Las Vegas, NV 89118

**Please note the Advance Warehouse will be closed Thursday and Friday November 24 - 25, 2016 in observance of the Thanksgiving holiday.**

Shepard will accept crated, boxed or skidded materials beginning Tuesday, November 1, 2016, at the above address. Material arriving after November 23, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:30 PM.

Show Site Shipping Address:

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

### **51st ASHP Midyear Clinical Meeting & Exhibition PPS**

C/O Shepard Exposition Services  
Mandalay Bay Convention Center  
3950 Las Vegas Boulevard South  
Las Vegas, NV 89119

Shepard will receive shipments at the Mandalay Bay Convention Center beginning Saturday, December 03, 2016. 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.

***NOTE: RENTAL OF EQUIPMENT OR FURNISHINGS IS NOT ALLOWED.***

## **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 (702) 507-5278.

## **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!

#### **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.

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.

## **EXHIBITOR ASSISTANCE**

Call Shepard's Customer Service department at (702) 507-5278 with any questions or needs you may have.