



SHIPPING ADDRESS

Shepard Exposition Services is the official contractor for Material Handling for the ASHP 2018 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 4, 2018. THE LAST DAY ADVANCE FREIGHT WILL BE ACCEPTED AT THE WAREHOUSE IS FRIDAY, MAY 25, 2018. SHIPMENTS RECEIVED AFTER MAY 25, 2018 MAY INCUR AFTER DEADLINE CHARGES.

TO: Exhibiting Company Name / Booth Number
FOR: **ASHP 2018 Summer Meetings & Exhibition**
UPSF - Shepard Exposition Services
5300 E. 56h Avenue
Commerce City, CO 80022

DIRECT/ON-SITE SHIPMENTS:

DIRECT SHIPMENTS WILL ONLY BE RECEIVED DURING EXHIBIT MOVE-IN STARTING ON SATURDAY, JUNE 2, 2018.

TO: Exhibiting Company Name / Booth Number
For: **ASHP 2018 Summer Meetings & Exhibition**
C/O Shepard Exposition Services
Colorado Convention Center
700 14th Street
Denver, CO 80202

IMPORTANT FREIGHT NOTICE:

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

THE COLORADO 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.