



SHOW INFORMATION

2025 ISPE Facilities of the Future Conference

C165680125

Hilton San Francisco | San Francisco, CA

January 27 - 28, 2025

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- 6' x 30" Skirted Table - Grey
- 2 Side Chairs
- 1 Wastebasket

Show Colors

Show Drape Color(s): Grey, White

Aisle Carpet Color: Facility is carpeted

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN

Sunday, January 26, 2025 • 1:00PM to 5:00PM

EXHIBIT HOURS

Monday, January 27, 2025 • 10:00AM to 6:00PM

Tuesday, January 28, 2025 • 10:00AM to 1:45PM

EXHIBITOR MOVE OUT

Tuesday, January 28, 2025 • 2:00PM to 4:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Tuesday, January 28, 2025 | 4:00PM

IMPORTANT DEADLINES

Please note! Shepard will be closed on January 1 in observance of the Holiday. No shipments will be accepted. Please notify your carrier.

Discount Price Deadline for Custom Shepard Rentals

Friday, December 27, 2024

Exhibitor Appointed Contractor Notification Deadline

Friday, December 27, 2024

First Day for Warehouse Deliveries Without a Surcharge

Friday, December 27, 2024

Discount Price Deadline for Standard Shepard Orders

Monday, January 6, 2025

Last Day for Warehouse Deliveries Without a Surcharge

Monday, January 20, 2025

Last Day for Warehouse Deliveries*

Thursday, January 23, 2025

* Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number
2025 ISPE Facilities of the Future Conference
Shepard Expo c/o Palmisano Delivery Service
365 E Grand Ave Suite C
San Francisco, CA 94080

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

DIRECT TO SHOW SITE SHIPMENT ADDRESS

Please note! Direct to showsite shipping is prohibited for this event. All shipments must be sent to the advanced warehouse prior to the event.



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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)*

Sunday, January 26, 2025 · 1:00PM to 5:00PM
Monday, January 27, 2025 · 10:00AM to 6:00PM
Tuesday, January 28, 2025 · 10:00AM to 4:00PM

Exhibitor Move Out

Tuesday, January 28, 2025 · 2:00PM to 4:00PM

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 **Tuesday, January 28, 2025 | 4:00PM.**

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 **Tuesday, January 28, 2025 | 4:00PM.**

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

Hilton San Francisco
333 O'Farrell St
San Francisco, CA 94102



MOVE OUT NOTICE

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2025 ISPE Facilities of the Future Conference Move Out Notice

The 2025 ISPE Facilities of the Future Conference will end at 1:45PM, on Tuesday, January 28, 2025. Please don't pack up your booth before 1:45PM for everyone's safety. Below are some general processes. Specific instructions will be emailed to you before move out begins.

Returning Empty Containers: Once the aisle carpet is removed and/or plastic protection is installed on top of the floor, Shepard will start returning empty containers and skids. Depending on the size of the event, this could take several hours. Please keep the aisles free of crates, boxes, and furnishings to speed up the process. For safety reasons, please don't go to the dock area or storage area to find your crates.

Exhibitor Move Out Schedule:

Tuesday, January 28, 2025 · 2:00PM to 4:00PM

Outbound Paperwork Requirements: To ship out or load out any materials from the building, you must have a Shepard Outbound Material Handling Authorization form. Make sure to pay your balances in full with Shepard Exposition Services to receive the form. Once you're packed and ready to leave, fill out the form and return it to the Shepard Service Desk. Label your boxes and leave your shipments in your booth space.

Show Carrier: Shepard Logistics can take care of all your shipping needs. Go to the Shepard Service Center to make your shipping arrangements.

Outside Carriers: To make sure everything is removed from the venue during the exhibitor move out, all carriers must check in with Shepard no later than Tuesday, January 28, 2025 | 4:00PM. If you're shipping via UPS or FEDEX, bring your own labels as Shepard can't provide them for you. Contact UPS or FEDEX to schedule your pickup. Any materials left in the hall and not claimed by your designated carrier by Tuesday, January 28, 2025 | 4:00PM, will be rerouted via the show carrier or returned to Shepard's warehouse to await disposition at your expense.

Reroute Schedule: If you're still in the venue after Tuesday, January 28, 2025 | 4:00PM, you may be charged labor wait fees if your booth move out process delays Shepard Operations. There's also a disposal fee for all bulk items (non-sweep-able) left on the show floor.

Abandoned Items: Any items or equipment left in booths without shipping labels after Tuesday, January 28, 2025 | 4:00PM may be thrown away. Shepard Exposition Services won't be responsible for any unattended items left on the show floor. If you don't have a complete Outbound Material Handling Authorization, your shipment will be returned to the warehouse or shipped to you via alternate carriers at your expense.

Pick Up Location:

Hilton San Francisco
333 O'Farrell St
San Francisco, CA 94102