



## EVENT INFORMATION

### Joint Federal Pharmacy Seminar

F162891125

Ft. Lauderdale/Broward County Convention Center | Fort Lauderdale, FL  
November 16 - 18, 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

Floor covering is mandatory per the Show Organizers guidelines. Booth spaces without carpet on Sunday, November 16, 2025 at 3:00PM will have it automatically installed at the exhibitor's expense.

### Event Colors

Aisle Carpet Color: Tuxedo

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

### Exhibit Schedule

#### General Exhibitor Move In

Sunday, November 16, 2025 • 8:00AM to 5:00PM

#### Exhibit Hours

Sunday, November 16, 2025 • 6:00PM to 8:00PM  
Monday, November 17, 2025 • 11:30AM to 2:00PM  
Tuesday, November 18, 2025 • 11:30AM to 2:00PM

#### Exhibitor Move Out

Tuesday, November 18, 2025 • 2:00PM to 8:00PM

#### Freight Reroute Begins

All outbound carriers must be checked in by this time

Tuesday, November 18, 2025 | 8:00PM

### IMPORTANT DEADLINES

#### First Day for Warehouse Deliveries Without a Surcharge

Friday, October 17, 2025

#### Discount Price Deadline for all Shepard Orders

Friday, October 24, 2025

#### Last Day for Warehouse Deliveries Without a Surcharge

Monday, November 10, 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.

Thursday, November 13, 2025

#### First Day Freight Can Arrive at Event Site

Sunday, November 16, 2025 | 8:00AM

### Shipping Addresses

#### Advance Warehouse Address

*Exhibiting Co. Name & Booth Number*  
Joint Federal Pharmacy Seminar  
Shepard c/o Saia Miami  
11405 NW 36th Ave  
Miami, FL 33167

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

#### Direct to Event Site Shipment Address

*c/o Shepard Exposition Services*  
*Exhibiting Co. Name & Booth Number*  
Joint Federal Pharmacy Seminar  
Ft. Lauderdale/Broward County Convention Center  
1950 Eisenhower Blvd  
Fort Lauderdale, FL 33316



# INFORMATION

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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](mailto:orders@shepardes.com)

### Service Desk Hours *(subject to change)*

Sunday, November 16, 2025 • 8:00AM to 5:00PM  
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Monday, November 17, 2025 • 11:30AM to 2:00PM  
Tuesday, November 18, 2025 • 11:30AM to 2:00PM  
Tuesday, November 18, 2025 • 2:00PM to 8:00PM

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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 **Tuesday, November 18, 2025 | 8:00PM.**

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, November 18, 2025 | 8:00PM.**

### 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

Ft. Lauderdale/Broward County Convention Center  
1950 Eisenhower Blvd  
Fort Lauderdale, FL 33316