



Dear ANPD Exhibitor:

Welcome to Aspire to Trailblaze, ANPD's 2022 Annual Convention! We look forward to assisting you with the planning of your exhibit in San Antonio, Texas. This manual contains important details related to your participation in March. Please take time to review this information and feel free to contact us if you have any questions.

This manual will provide you with all of the information necessary for a successful and profitable exhibition. Forms for services offered by the official show contractors are contained within this manual. If you are utilizing outside contractors (contractors not specifically mentioned in this manual), please notify them of the insurance requirements for access to the show floor, and inform both ANPD Show Management and Shepard (the official General Service Contractor) of the company and personnel name.

As we plan for Aspire to Trailblaze, your health and safety is our top priority. The ANPD Board of Directors has given thoughtful consideration to create our COVID-19 Health & Safety guidelines. Please review these guidelines under the [Health & Safety](#) section of the ANPD Annual Convention website.

On behalf of ANPD, we are pleased that you will be joining us this upcoming March. If there is anything that we can do to assist you, please feel free to contact us. We look forward to seeing you and to a very successful and productive Annual Convention.

Sincerely,

ANPD Show Management

Association for Nursing Professional Development
330 North Wabash Avenue | Suite 2000 | Chicago, Illinois 60611
exhibit@anpd.org





Important Dates and Deadlines

January

Thursday, January 13

Exhibitor Space Selection

Week of January 17

Exhibitor Service Manual distributed to all exhibitors

Exhibitor Registration & Housing goes Live

February

Monday, February 21

Exhibitor Appointed Contractor (EAC) Submission Form due to Shepard

Discount price deadline for custom rentals

Monday, February 21 – Tuesday, March 15*

Shipments accepted at the Advanced Warehouse

*Exhibiting Co. Name & Booth Number
Association for Nursing Professional Development
YRC c/o Shepard Exposition Services
111 Gemblar Road
San Antonio, TX 78219*

**Last day to receive shipment at Advanced Warehouse without a Surcharge*

Tuesday, March 21*

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*

March

Tuesday, March 1

Discount deadline for most show services

Week of March 7

Pre-Show Attendee Mailing list will be distributed to contracted exhibitors

Tuesday, March 8

Deadline to submit Lead Retrieval Order Form

Tuesday, March 22

Shipments accepted at show site

*c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
Association for Nursing Professional Development
Henry B. Gonzalez Convention Center
237 Tower of the Americas Way
San Antonio, TX 78205*



Directory of Contractors & Staff

Advanced Warehouse Address

Exhibiting Co. Name & Booth Number
Association for Nursing Professional
Development
YRC c/o Shepard Exposition Services
111 Gembler Road
San Antonio, TX 78219

Audio Visual

PIXEL
P: 615-207-5410
E: exhibitororder@beapixel.com

Booth Carpeting/Floor Coverings

Shepard
P: 404-720-8600
E: orders@shepardes.com

Booth Cleaning

Shepard
P: 404-720-8600
E: orders@shepardes.com

Booth Labor

Shepard
P: 404-720-8600
E: orders@shepardes.com

Rigging

Encore
Attn: Dan Alejandro
E: Dan.Alejandro@encoreglobal.com

General Services Contractor

Shepard
1531 Carroll Drive, NW
Atlanta, GA 30318
P: 404-720-8600
E: orders@shepardes.com

Electrical Service

EDLEN
P: 210-662-9450
E: sanantonio@edlen.com

Housing

Grand Hyatt San Antonio
River Walk
600 E. Market Street
San Antonio, TX 78205
P: 210-224-1234

Internet Services

Smart City
P: 888-446-6911
E:
customerservice@smartcitynetworks.com

Official Facility

Henry B. Gonzalez Convention Center
900 E. Market Street
San Antonio, TX 78205
P: 210-207-8500

Registration Inquiries

Danielle Bartodziej
P: 312-673-4798
E: registration@anpd.org

Show Management

Caitlin Foli
Tradeshow & Sponsorship
Coordinator
P: 312-673-5391
E: exhibit@anpd.org

Makenzi Claassen
Tradeshow & Sponsorship Associate
P: 312-673-4783
E: exhibit@anpd.org

Shane Adriatico
ANPD Sales Manager
P: 312-673-5623
E: sadriatico@anpd.org

Pay Brayley
AR & Billing Coordinator
P: 312-673-5970
E: pbrayley@smithbucklin.com

Lead Retrieval

IT Events
P: 312-321-6812
E: itevents@smithbucklin.com



Lead Retrieval Services Order Form

[Click here to access the lead retrieval online ordering form.](#)

REMINDER: The deadline for to submit an order is **Tuesday, March 8**

QUESTIONS: Please call 312-321-6812 or email itevents@smithbucklin.com.

TERMS & CONDITIONS

All orders and usage of badge reader equipment are subject to the following terms & conditions:

1. Orders & Order Timelines

- All orders must be paid in full prior to picking up badge reader(s).
- Orders received after the stated deadline will be charged at the On-site rates without exception.
- Orders received on-site are subject to availability.

2. Payment Terms and Cancellations

- Service will be rendered after receipt of full payment by credit card or check.
- All cancelations made more than 14 days prior to the event will be subject to a \$25 processing fee. No refunds will be issued for cancellation requests that are made 14 days prior to the event start date.
- Unclaimed badge readers or unused orders are not refundable.

3. Equipment User Terms

- All hardware, software, and badge reading equipment belong to the provider.
- If the badge reading equipment is not returned to the Lead Retrieval Desk within the hour following the end of the show, the user agrees to pay a late fee of \$50 per day, up to a maximum of the cost of the unit. Replacement cost: \$500.00
- If any badge reading equipment is lost, stolen, or damaged, the user will be responsible for said repair costs or replacement fee of \$500 per unit.

4. Provider Responsibility and User Expectations

- The User and provider each agree to indemnify, defend and hold harmless the other party and its respective successors and permitted assigns, and its officers, directors, members, agents, employees and/or representatives from and against any claim, action, cause of action, and liabilities including damages and expenses (including court costs and attorney fees and other fees of professionals) which may be asserted by third parties arising out of the performance of either party's obligations pursuant to the Services Rendered by the provider to the User, except for the willful misconduct or gross negligence of the other party.
- "Force Majeure" shall refer to any cause or event(s) that is beyond the reasonable control of the SmithBucklin or the organizer of the meeting, that could not have been reasonably foreseen and prevented by means reasonably available to it, and that causes the Event(s) to be either canceled or postponed "sine die" and this term shall include but shall not be restricted to acts of God, civil unrest or of the public enemy, acts of the Government, fires, flood, epidemics, strikes, lockouts, curtailment of transportation facilities or service. In any such event of Force Majeure, the obligations of SmithBucklin for services not yet rendered shall become automatically terminated and SmithBucklin shall be entitled to retain all the payments already received.



Exhibitor Schedule

Exhibitor Move-In:

Tuesday, March 22 8:00 a.m. – 5:00 p.m.

All exhibits must be fully operational by 5:00 p.m., Tuesday, March 22. After this time, no installation work will be permitted without special permission from ANPD Show Management.

Show Hours:

Tuesday, March 22 7:15 p.m. – 9:00 p.m.
Partner Pavilion Grand Opening

Wednesday, March 23 10:00 a.m. – 10:45 a.m.
 11:45 a.m. – 1:00 p.m.
Lunch in Partner Pavilion
 3:15 p.m. – 4:00 p.m.

Thursday, March 24 9:00 a.m. – 10:15 a.m.
 12:30 p.m. – 2:00 p.m.
Lunch in Partner Pavilion

Exhibitor Move-Out:

Thursday, March 24 2:00 p.m. – 10:00 p.m.