

EVENT INFORMATION

2026 ISPE AI in Life Sciences Summit

M120750626

Westin Copley Place | Boston, MA

June 22-23, 2026

Provided Booth Furnishings

Items provided in your booth, per 8'x10' booth:

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

Items provided with your table top, per exhibitor:

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

Event Colors

Aisle Carpet Color: Facility is carpeted

Show Drape Color(s): Grey, White

Exhibit Schedule

General Exhibitor Move In

Sunday, June 21, 2026 • 1:00 PM to 5:00 PM

Exhibit Hours

Monday, June 22, 2026 • 10:00 AM to 7:00 PM

Tuesday, June 23, 2026 • 10:00 AM to 1:45 PM

Exhibitor Move Out

Tuesday, June 23, 2026 • 1:45 PM to 3:45 PM

Freight Reroute Begins

All outbound carriers must be checked in by this time

Tuesday, June 23, 2026 | 3:45 PM

IMPORTANT DEADLINES

Please note! Shepard will be closed on May 25th in observance of the Holiday. No shipments will be accepted. Please notify your carrier.

First Day for Warehouse Deliveries Without a Surcharge

Friday, May 22, 2026

Discount Price Deadline for all Shepard Orders

Friday, May 29, 2026

Last Day for Warehouse Deliveries Without a Surcharge

Friday, June 12, 2026

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, June 18, 2026

Shipping Addresses

Advance Warehouse Address

Exhibiting Co. Name & Booth Number
2026 ISPE AI in Life Sciences Summit
c/o Shepard Exposition Services c/o TForce Freight
80 Concord St
North Reading, MA 01864

Warehouse hours: 9:00 AM - 3:00 PM

Direct to Event 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.

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, June 21, 2026 · 1:00 PM to 5:00 PM
Monday, June 22, 2026 · 10:00 AM to 7:00 PM
Tuesday, June 23, 2026 · 10:00 AM to 3:45 PM

Exhibitor Move Out

Tuesday, June 23, 2026 · 1:45 PM to 3:45 PM

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, June 23, 2026 | 3:45 PM**.

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, June 23, 2026 | 3:45 PM**.

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

Westin Copley Place
10 Huntington Avenue
Boston, MA 2116