



Subject: 2023 ASHE Annual Conference– Bulletin 6.19.23

Dear ASHE Annual Conference Exhibitor,

In preparation for our upcoming show, here is some helpful information to keep in mind as you plan for the 2023 ASHE Annual Conference in San Antonio, TX. August will be here before we know it!

Upcoming Important Dates & Deadlines

- **Thursday, June 30**
 - Exhibitor Housing Deadline
- **Wednesday, July 5**
 - Exhibitor Appointed Contractor (EAC) Notification due to The Expo Group.
 - The Expo Group advance discount deadline for most show services.
- **Friday, July 7**
 - Floor plans with dimensions due to ASHE Show Management for exhibitors occupying Islands or Split Islands or displaying vehicles
 - Exhibitor Certificate of Insurance (COI) due to ASHE Show Management
- **Monday, July 10**
 - Pre-Show Attendee Mailing List distributed to Exhibitors
- **Monday, July 17**
 - Exhibitor advance shipments accepted at the advance warehouse

Exhibitor Registration & Housing

Registration

As the primary logistics contact for your company, an email from AsheEducation@aha.org has been sent to you, containing a unique link to access the Cvent Exhibitor Registration Portal. For additional instructions on how to register your booth staff, please review the [Exhibitor Registration How-to Guide](#). If you have additional questions regarding registration or how to register, please contact Maria Tejeda at mtejeda@aha.org

Housing

Exhibitors will receive the link to book housing in their registration confirmation email, as you must be registered before booking your housing. Unofficial housing vendors may reach out to exhibitors to solicit business, giving the impression they are the official ASHE housing vendor. Should you receive an email from *any source other than your registration confirmation* that offers housing for ASHE Annual 2023, please forward to ASHE@smithbucklin.com.

Exhibitor Resource Page

ASHE Show Management encourages bookmarking and visiting the [Exhibitor Resources Page](#) for all the latest exhibitor updates, including the Exhibitor Services Kit, registration and housing information as well as upcoming important dates and deadlines. Exhibitor Bulletin #1 was sent on May 4, 2023 from ASHE Show Management. To review exhibitor communications, please visit the [Exhibitor Communications section](#) of the Exhibitor Resource page.

Online Exhibitor Services Kit

The Expo Group (TEG) is the official General Services Contractor for ASHE Annual 2023. As the primary logistics contact for your company, an email from The Expo Group has been sent to you containing a unique link to access the Online Service Center. Please look for an email from ExhibitorService@theexpogroup.com with the subject line *Time to Plan for ASHE Annual Conference & Technical Exhibition 2023!*

If you have questions regarding your booth furnishing or service orders, please contact the TEG team at ExhibitorService@theexpogroup.com.

Exhibitor Schedule

Exhibitor Move In:

Exhibitor move in will take place over the following dates and times:

Saturday, August 5 | 8:00 a.m. – 5:00 p.m.

Sunday, August 6 | 8:00 a.m. – 5:00 p.m.

*Monday, August 7 | 7:00 a.m. – 9:00 a.m.

*Final touches only

Show Hours:

The exhibit hall will be open Monday, August 7 – Tuesday August 8. Lunch will be provided in the exhibit hall both days. All exhibitors are invited to attend a reception on Monday, August 7 from 4:30 p.m. – 6:30 p.m.

Exhibitor Move Out:

Move out will take place over the following dates and times:

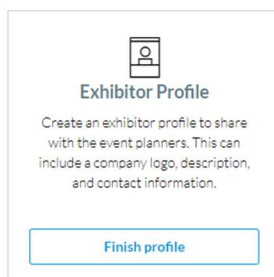
Tuesday, August 8 | 1:45 p.m. – 8:00 p.m.

*Wednesday, August 9 | 8:00 a.m. – 12:00 p.m.

*All freight must be removed from exhibits by 12:00 pm Wednesday, August 9.

Event Exhibitor Profile Page

Don't forget to update your Exhibitor profile page located within your ASHE Exhibitor Registration Portal. Information uploaded to your exhibitor profile will directly sync into the official ASHE Annual Conference mobile app. Please be sure to complete all available fields from company logo to available social media handles! Look for the icon below within your registration portal.



Booth Space Payment – Due July 21

Exhibitor must remit 100% of their total fees within 30 days of Application & Contract Submission. Full payment must be received on or before **Friday, July 21, 2023**, regardless of the date of submission of your Application & Contract. As a reminder, you must be paid in full to access your booth space at the Annual

Conference. No exhibitor will be allowed to move in without paying in full. Pat Brayley, ASHE's Accounts Receivable Coordinator will send reminders to all those with outstanding balances. If you would like to request your outstanding balance and invoice, you can contact Pat at pbrayley@smithbucklin.com.

We look forward to working with you on a successful event. As always, please do not hesitate to reach out to us with any questions!

Best Regards,

ASHE Show Management
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