

# Exhibitor Registration & Exhibitor Profile How-to-Guide

**AHE Exchange 2022**

# Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the AHE Exchange 2022 Exhibitor Portal from ahe@aha.org. Within this email, you will find a unique link with access to your company portal page.
- From here, you will be prompted to login or create a new login password.
- If you have previously exhibited in any AHE events, please ensure you are logged into the correct event, “AHE Exchange 2022”. If you are not, select the “Switch Event” tab located on the left side navigation.
- If available, select the AHE Exchange 2022 event. If not available, click “Join event” and enter the below event code and organization for access.

Enter an event code to join a new event

+ Join event

**Event Code:**  
3KNC68BD942  
**Organization:**  
AHE Exchange 2022

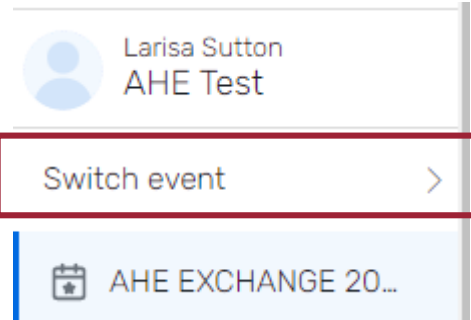
## Add Event

Enter the Event Code of the event. The Event Code should be provided by the organizer of the event.

Event Code

Organization

Add event



View Another Event You're Exhibiting At

Filter

2022 Events

**AHE EXCHANGE 2022**  
AHE Test

Oct 03, 2022

# Register Your Onsite Staff

- Once logged in to your company portal, you will be able to manage your onsite staff along with setting up your team for success onsite.
- To register yourself and/or onsite staff, select “Team” from the left side navigation bar or select “Find Booth Staff” on the landing page.

The screenshot displays the exhibitor dashboard for AHE EXCHANGE 2022. On the left, a navigation sidebar includes options like 'Exhibitor', 'AHE EXCHANGE 2022', 'Tasks', 'Exhibitor Profile', 'Team' (highlighted with a red box and a blue arrow), 'Licenses', 'Reports', 'Lead Collection', 'FAQs', and 'Log out'. The main area shows a 'Welcome to AHE EXCHANGE 2022' message with event dates (Oct 3, 2022 7:00 AM to Oct 5, 2022 4:00 PM). Below this are six cards: 'Exhibitor Tasks' (0 tasks), 'Exhibitor Profile' (Finish profile), 'Get Licenses' (Buy licenses), 'Booth Staff' (2 booth staff, Find booth staff highlighted with a red box and a blue arrow), 'Assign Licenses' (Assign licenses), and 'Lead Qualification Questions' (View questions).

# Register Your Onsite Staff

- To begin, select the “Add booth staff” button. Here you will select your process forward by selecting either “Share sign-up link” or “Register booth staff”.

Team

Booth Staff Admins

Complimentary badge allotments and remaining registrations can be found here.

**Registrations Left**

3/3 Exhibit Hall Only Upgraded to ...	30/30 Exhibitor Full Conference - ...
1/1 Exhibitor Full Conference - Co...	30/30 Exhibitor Exhibit Hall Only - ...
3/3 Exhibitor Booth Staff - Compli...	

Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.


Add booth staff ▾

- Search attendee list
- Share sign-up link
- Register booth staff

Please do not select **Search attendee list** since you are newly registering your team.

# Select Your Registration Type

Booth Staff Admins



Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.

**Add booth staff** ▾

- Search attendee list
- Share sign-up link
- Register booth staff**

←

If you choose to do the **Share sign-up link** option, you will be asked to select your staff's registration type. Then, copy the registration link so your booth staff can register themselves.

Share Self Sign-Up Link ×

Share this link with your booth staff so they can easily join your team!

Registration Type

**Select registration type** ▾

- Exhibit Hall Only Upgraded to Full Conference...
- Exhibitor Full Conference - Paid - 30 left
- Exhibitor Full Conference - Complimentary - 1...
- Exhibitor Exhibit Hall Only - Paid - 30 left
- Exhibitor Booth Staff - Complimentary - 3 left

Share Self Sign-Up Link ×

Share this link with your booth staff so they can easily join your team!

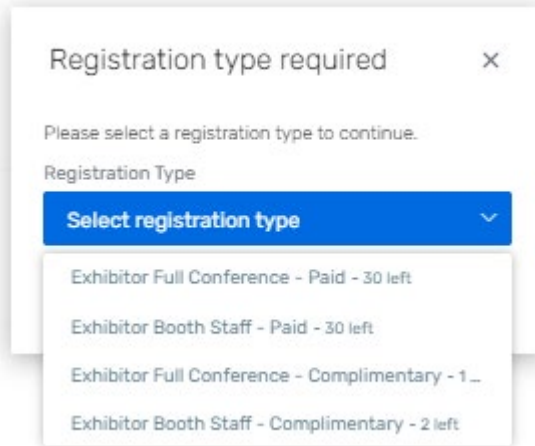
Registration Type

**Exhibitor Booth Staff - Complimentary...** ▾

<https://cvent.me/i7a502?environ> **Copy link**

**Add booth staff** ▾

# Select Your Registration Type



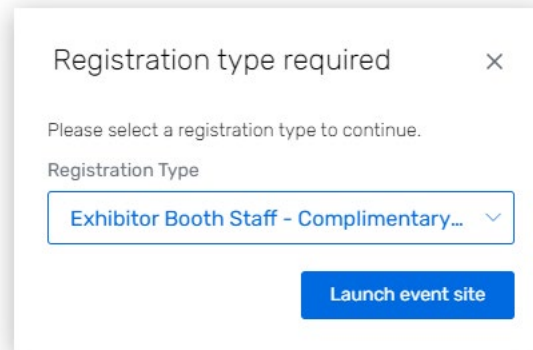
Registration type required ×

Please select a registration type to continue.

Registration Type

Select registration type ▾

- Exhibitor Full Conference - Paid - 30 left
- Exhibitor Booth Staff - Paid - 30 left
- Exhibitor Full Conference - Complimentary - 1 ...
- Exhibitor Booth Staff - Complimentary - 2 left



Registration type required ×

Please select a registration type to continue.

Registration Type

Exhibitor Booth Staff - Complimentary... ▾

Launch event site

If you choose to do the **Register booth staff** option, you will be taken through the registration process to register each of your booth staff individually.



As a reminder:

- **Exhibitor Full Conference – Complimentary\*** = Exhibiting companies complimentary full conference registration allotment
- **Exhibitor Booth Staff – Complimentary** = Exhibiting companies complimentary exhibit hall only registration allotments
- **Exhibitor Full Conference – Paid\*** = An additional Full Conference registration you would like to pay for (\$199)
- **Exhibitor Booth Staff – Paid** = An additional exhibit hall only registration you would like to pay for (\$100)

# Personal Information

**Admins:** if registering on behalf of your booth staff, please check the “I’m registering on behalf of this person” box and enter your information.

You will receive a confirmation email for this individual.

\* Email Address

I'm registering on behalf of this person

Enter your personal information below

Once registration is complete, you'll receive a copy of the confirmation email.

\* Your First Name

\* Your Last Name


\* Your Email Address

Cancel

Next

# Registration Confirmation

- You will receive a registration confirmation email once done registering
- This email will give you access to:
  - Modify the registration
  - Official registration confirmation number
  - Link to book housing



**AHE EXCHANGE**  
AHE Conference & Solution Center  
October 3-5, 2022 | Orlando

Dear Test,

Thank you for registering as an Exhibitor for the EXCHANGE Conference and Solutions Center, being held October 3-5, 2022, at the Hilton Orlando in Orlando, Florida.

This message includes important details about your registration, hotel information and conference policies. [Please save this email for future reference.](#)

Set over 26 lush acres, Hilton Orlando (6001 Destination Parkway; Orlando, FL) is near the major parks and minutes from International Drive. The resort offers 7 dining options, from fine dining at Spencer's to leisurely lunch at Tropics Pool Bar & Grill. The Hilton also feature two pools, a lazy river with cabanas, a waterslide, sports courts, and an expansive spa.

A block of hotel rooms at the discounted rate of \$199 has been secured for the 2022 AHE Exchange at the conference hotel, the Hilton Orlando. An additional resort fee will NOT be added to this rate. To reserve a room, you must be a **registered attendee** of the conference. This rate is only offered to AHE attendees for reservations made through the links below.

<https://book.passkey.com/qo/2022AHEExhibitor>

Reservations at the AHE rate may also be made by calling 1-800-HILTONS and requesting the AHE 2022 Annual Meeting rate. Make sure to request the Hilton Orlando on Destination Parkway.

The deadline to book your sleeping room at the specially discounted rate is **Thursday, September 1, 2022** or until all rooms in the group block have been reserved, whichever occurs first. We encourage you to confirm your reservation as soon as possible within the AHE block. Don't be swayed by travel web sites that claim to offer lower rates but may add additional fees at checkout.

Be aware that you may be solicited by other companies to book your hotel room or make travel arrangements. Such companies are not affiliated with and are not sponsored or approved by AHE/AHA to provide travel arrangements for the 2022 AHE Exchange. AHE/AHA will not be responsible for any actions or omissions of such companies. By using the links above you can ensure that you are being booked in the housing block reserved by AHE/AHA and will receive the group discounted rates.



# Modify an Existing Registration

- To modify an existing registration, locate the “**Click here**” link within the registration confirmation email.
- The link will direct you to the “**Already registered?**” landing page. Enter the registrant’s confirmation number and click “**Log in**”.
- On the Confirmation page, scroll down until you see the “**Modify Registration**” button.
- Complete the required fields and select “**Submit**” to process the modification.

**Special Note:** To substitute team members, you *must first cancel* the previous team member’s registration. Then, you will have the opportunity to register the new team member using the available badge allotment.

Already registered? ×

Enter the email address you used to register for the event, along with the confirmation number you received.

\* Email Address

Email Address is required.

\* Confirmation Number

[Forgot your confirmation number?](#)

Log in

# Substitutions or Cancellations

## • Substitutions

- Registrants who are unable to attend may send an alternate.
- All substitution requests must be made in writing to [AHE@aha.org](mailto:AHE@aha.org).
- The deadline to submit a substitution is **September 21, 2022**, at 11:59 PM CT.

## • Cancellations

- All cancellation requests must be made in writing to [AHE@aha.org](mailto:AHE@aha.org).
- AHE can't be held liable for nonrefundable airline tickets, hotel, or other costs. 70% of your registration fees are refundable if written notice is received by 5:00 PM CT on **September 21, 2022**. No-shows are non-refundable.
- You may view all of the Registration Terms & Conditions [here](#)

# Updating Your Exhibitor Profile

- Information uploaded directly into the Exhibitor Profile will be used in the mobile app.
- Select “Exhibitor Profile” from the left side navigation bar **or** “Finish Profile” on the landing page to begin.

The screenshot displays the exhibitor dashboard interface. On the left, a vertical navigation menu includes options like 'Exhibitor Profile', 'Team', 'Licenses', 'Reports', 'Lead Collection', 'FAQs', and 'Log out'. The 'Exhibitor Profile' option is highlighted with a red rectangular border. The main dashboard area features a welcome message and event dates. Below the dates, there are six action cards arranged in a 2x3 grid. The 'Exhibitor Profile' card is also highlighted with a red border and contains a 'Finish profile' button. Other cards include 'Exhibitor Tasks' with a 'View tasks' button, 'Get Licenses' with a 'Buy licenses' button, 'Booth Staff' with a '+ Add' icon, 'Assign Licenses' with a 'Assign licenses' button, and 'Lead Qualification Questions' with a 'Qualify your leads' button.


# Updating Your Exhibitor Profile

- When completing your exhibitor profile, please be sure to upload your company's logo. The platform recommends square images larger than 300 x 300 pxs.
  - Please note: if the image does not match the recommendation, this may cause the logo to appear distorted.
- Requested information includes:
  - Company name
  - Description
  - Company phone number
  - Company email address
  - Website
  - Social media handles and more

### Edit Profile

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#### Company Logo



**Upload Company Logo**  
We recommend square images larger than 300x300 pixels.

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#### Exhibitor Information

**Company Name** Required

**Description** 5,000 remaining

**Tagline** 120 remaining

**Event/Booth Location**

**Tax ID/VAT Number**

**Virtual Meeting URL**

**Virtual Host Key**

# Helpful Tips & Tricks

- If you encounter any issues with registering, you may have old browser cookies. This may happen when a computer is recognizing previous logins. Please clear your cookies or you can go into Incognito mode. Shortcuts below by browser:
  - Chrome: **Press Ctrl + Shift + N**
  - Microsoft Edge: **Press Ctrl-Shift-N**
  - Firefox: **Press Shift + CTRL + P**
  - Safari:
    - For Windows: Press **Ctrl-Shift-N**
    - For macOS: Press **⌘ -Shift-N**
- For questions regarding exhibitor registration on the portal platform, please contact [AHE@aha.org](mailto:AHE@aha.org).
- For questions regarding your exhibit logistics, please contact [AHE@smithbucklin.com](mailto:AHE@smithbucklin.com).
- For additional exhibitor resource information, such as important dates & deadlines, please visit and bookmark the [Exhibitor Resource Page](#).