Exhibitor Registration & Exhibitor Profile How-to-Guide

AHRMM22 Conference & Exhibition

Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the AHRMM22 Annual Conference Exhibitor Portal — "*Welcome to AHRMM22 Conference & Exhibition - Login in to the Exhibitor Portal*" from ahrmm@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 AHRMM events, please ensure you are logged into the correct event, "AHRMM22 Annual Conference & Exhibition". If you are not, select the "Switch Event" tab located on the left side navigation.

- If available, select the AHRMM22 Annual Conference 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:
5JNWTF6ZLVW
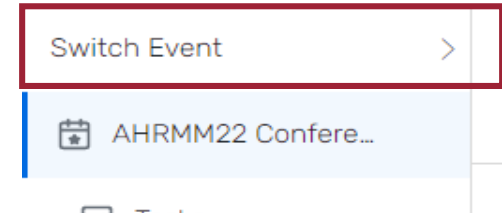**Organization:** AHRMM22 Annual Conference & Exhibition

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

Switch Event 〉

📅 AHRMM22 Confere...
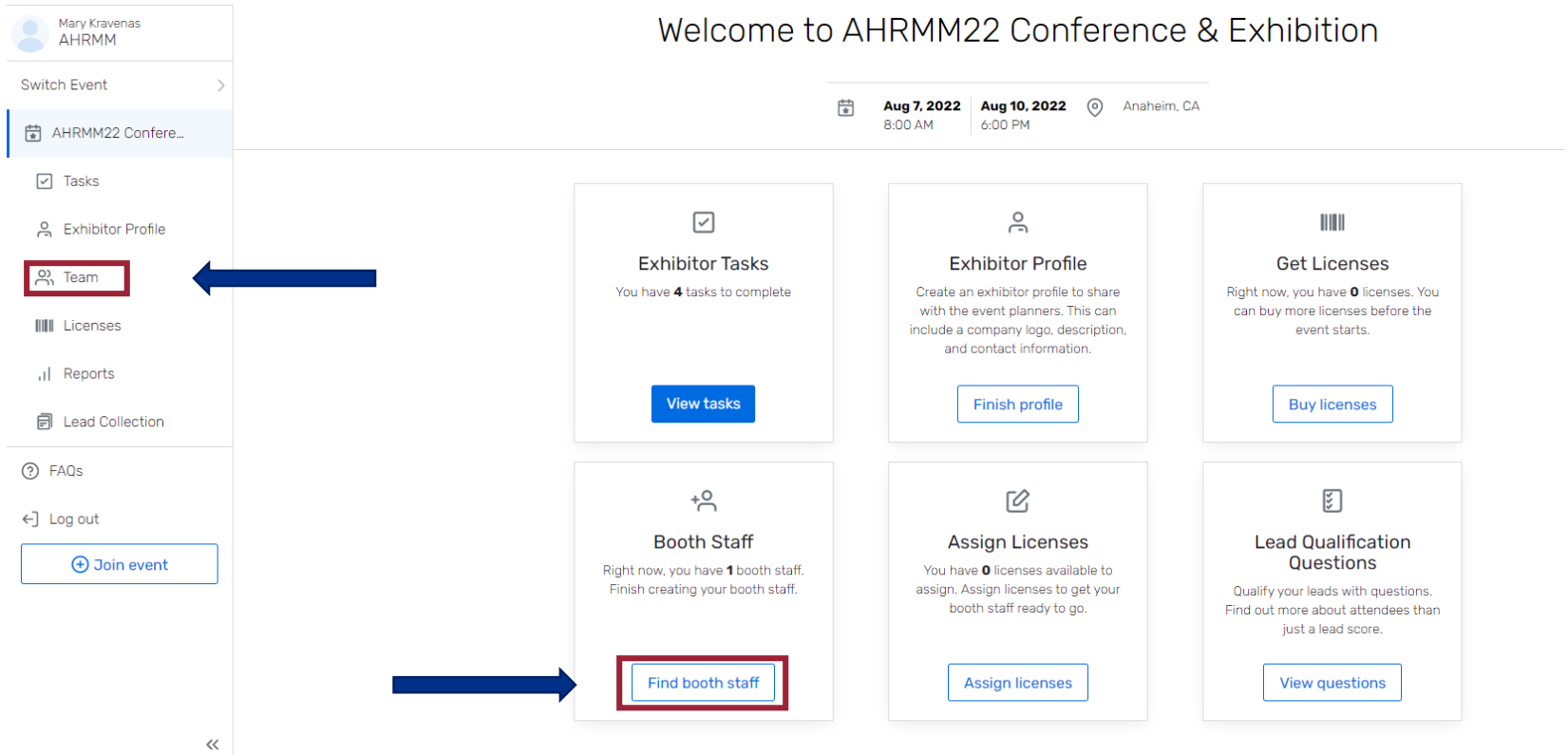
View Another Event You're Exhibiting At

Filter

2022 Events

AHRMM22 Conference (TEST)
AHRMM   Jan 30, 2022

AHRMM22 Conference & Exhibition
AHRMM   Aug 07, 2022

![AHRMM logo - Advancing Health Care through Supply Chain Excellence]

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.

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

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   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

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/l7a502?environ   **Copy link**

5

Select Your Registration Type

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
- **Exhibit Hall Only Upgraded to Full Conference** = Upgrade one of the complimentary exhibit hall only registrations to Full Conference for a fee ($500)
- **Exhibitor Full Conference – Paid*** = An additional Full Conference registration you would like to pay for ($950 until June 17, $1,150 after June 17)
- **Exhibitor Exhibit Hall Only – Paid** = An additional exhibit hall only registration you would like to pay for ($300)

   *Full Conference exhibitors can attend sessions and collect CECs

Personal Information

Admins: if registering on behalf of your booth staff, please remember to use the "CC Email Address" option if you would like to be copied on your staff's confirmation email.

The "CC Email Address" will come in handy if you would like to modify or make hotel reservations for your registrant.

All of this information can be found <u>only</u> within the confirmation email.

Personal Information
Fill out the information below, then click Next to continue.

* First Name

Middle Name
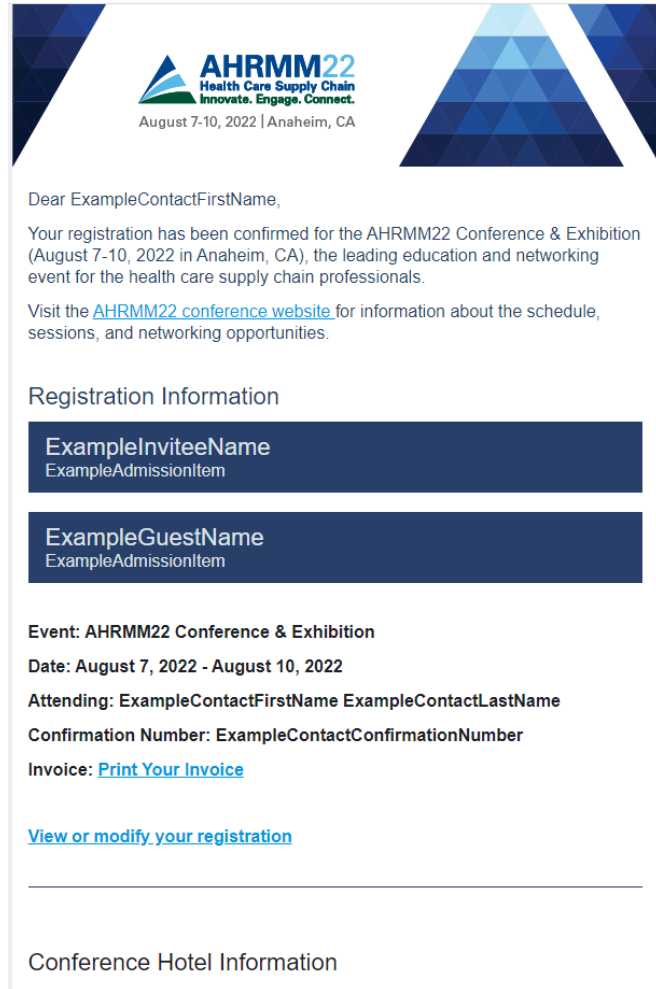
* Last Name

* Email Address

CC Email Address

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

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

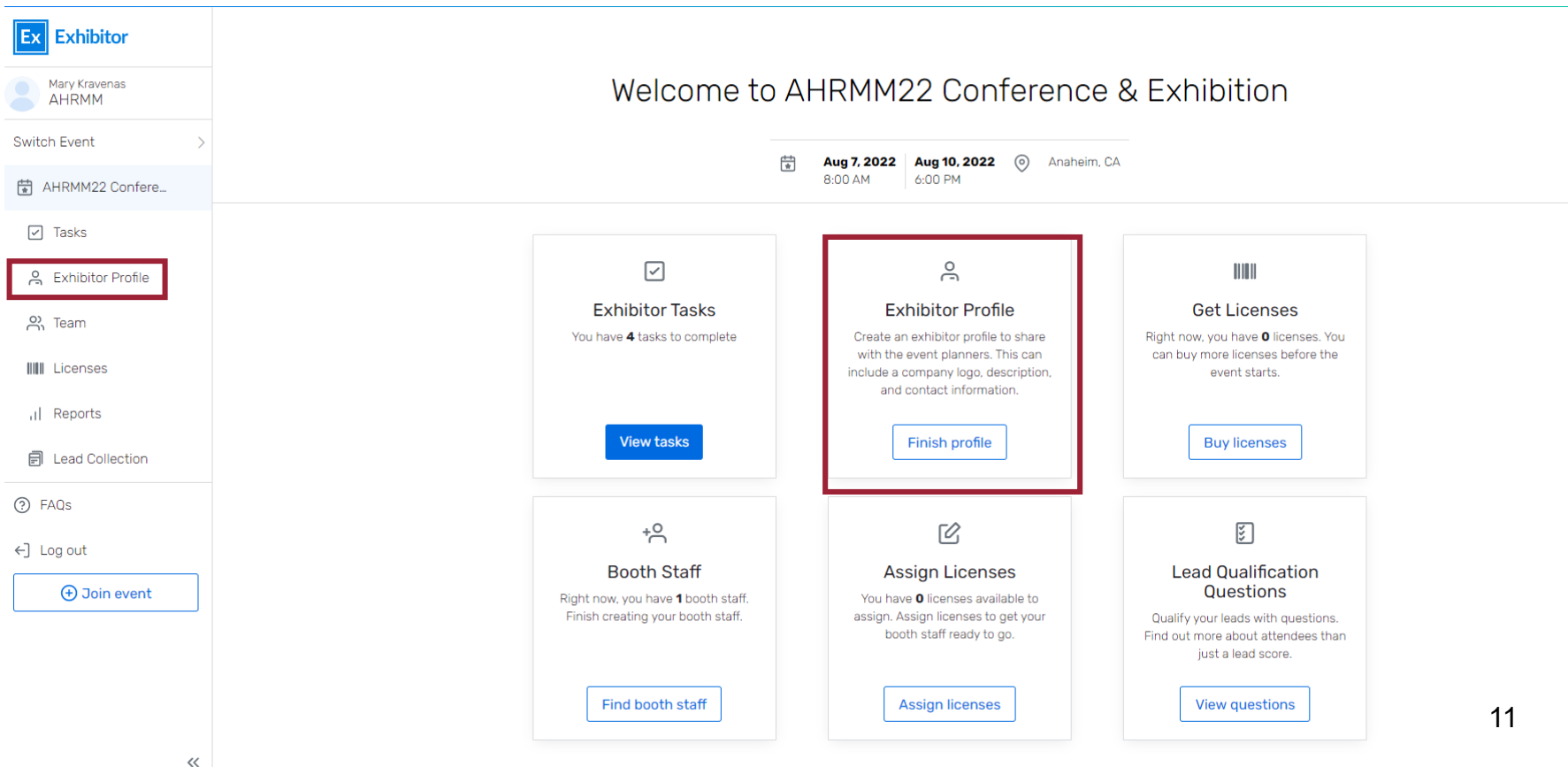# **Substitutions or Cancellations**

- ## **Substitutions**

  - Registrants who are unable to attend may send an alternate.

  - All substitution requests must be made in writing to ahrmm@aha.org.

  - The deadline to submit a substitution is **July 25, 2022,** at 11:59 PM CT.

- ## **Cancellations**

  - All cancellation requests must be made in writing to ahrmm@aha.org.

  - AHRMM 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 **July 25, 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.

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

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 **AHRMM@aha.org**.

- For questions regarding your exhibit logistics, please contact **AHRMM@smithbucklin.com**.

- For additional exhibitor resource information, such as important dates & deadlines, please visit and bookmark the **Exhibitor Resource Page**.