

Dear AHRMM 2024 Exhibitor,

Thank you for your support and participation as an exhibitor at the AHRMM24 Annual Conference & Exhibition in Columbus, OH. As you begin to plan your exhibition, please take note of the following information:

NEW IN 2024

AHRMM24 Attendee lunches will be held in the Exhibit Hall. The **Exhibitor Exhibit Hall Only** registration type does not include a lunch ticket. If your Exhibit Hall Only staff would like to receive lunch on Monday and/or Tuesday, they will need to purchase a lunch ticket for the selected date(s). Tickets can be purchased on the Exhibitor Portal while registering your booth staff. Note: the Exhibitor Full Conference registration type includes access to the Attendee lunch.

EXHIBITOR BOOTH PERSONNEL REGISTRATION

As an exhibiting company at AHRMM24, Exhibitors receive (3) complimentary Exhibitor Exhibit Hall Only badges and (1) complimentary Exhibitor Full Conference badge per 10' x 10' booth space purchased. You may register Exhibit Hall Only personnel with an Exhibit Hall Only registration badge. The first email announcing exhibitor registration information access was sent to your Assigned Administrator by AHRMM from ahrmm@aha.org with the subject line " Welcome to AHRMM24 Conference & Exhibition - Login to the Exhibitor Portal". This email includes a link to login to the Exhibitor Portal where you can register your booth staff. Your primary booth logistics contact is the Assigned Administrator. If you did not receive this information, please check your spam folder, or contact ahrmm@aha.org.

HOTEL RESERVATIONS

A block of hotel rooms is available to all registrants at a discounted rate of \$229 Single/Double plus tax and fees. To reserve a room, you must first be registered as an attendee. The link to book your accommodations will be included in your registration confirmation. Confirmations will be sent from AHRMM upon completion of registration from ahrmm@aha.org.

Hotel reservations for AHRMM24 should be made directly with the hotel by calling the reservation number listed on your registration confirmation. Only those suppliers identified in AHRMM24 Conference-related communications are official partners of AHRMM and AHA. If you have not received your confirmation, please contact ahrmm@aha.org.

EXHIBITOR SCHEDULE

Please see below for the exhibitor schedule.*

Exhibitor move-in

Saturday, September 21	8:00 AM – 4:30 PM	(Set-up by appointment)
Sunday, September 22	8:00 AM – 4:30 PM	
Monday, September 23	7:00 AM – 10:00 AM	(Final sets only)

Exhibit hall hours

Monday, September 23	12:15 PM – 5:30 PM	
	12:15 PM – 1:15 PM	Lunch in Exhibit Hall
	4:00 PM – 5:30 PM	Exhibit Hall Happy Hour

Tuesday, September 24 9:00 AM – 1:00 PM
 11:30 AM – 12:30 PM Lunch in Exhibit Hall
 12:30 PM Search for Solutions Drawing

Exhibitor move-out

Tuesday, September 24 1:00 PM – 7:00 PM
Wednesday, September 25 8:00 AM – 10:00 AM

**Schedule subject to change.*

EXHIBITOR SERVICES MANUAL

The Exhibitor Service Manual is expected to be launched in the next month. Please reference the manual for all deadline dates, shipping and material handling information, booth furniture order forms plus utilities and additional services. If you have questions about anything in the Service Manual, please contact us at ahrmm@smithbucklin.com.

EXHIBITOR RESOURCE PAGE

Bookmark the [Exhibitor Resource Page](#) and stay up to date on the most current exhibitor information, including the Exhibitor Resource Guide, Key Deadlines, Exhibitor Hours, and more! If you need more information or assistance with your booth preparation, please contact us at ahrmm@smithbucklin.com.

SPONSORSHIPS AND ADVERTISING ONSITE

If you are interested in learning more about sponsorship opportunities for the AHRMM24 event, please visit our [Exhibit and Sponsorship Resources Page](#) or contact your sales representative directly for more information.

Nick Schuette
A-M Event Exhibitors & Advertising
nschuette@smithbucklin.com

Kris King
N-Z Event Exhibitors & Conference Sponsorship
krking@smithbucklin.com

If you have any questions regarding this information or your exhibit space, please do not hesitate to reach out to AHRMM Show Management at AHRMM@smithbucklin.com.

We look forward to seeing you in Columbus in September!

AHRMM Show Management
AHRMM@smithbucklin.com