



Dear AHRMM 2024 Exhibitor,

Thank you for your support and participation as an exhibitor at the AHRMM24 Annual Conference & Exhibition in Columbus, OH this September!

As you continue to plan your exhibition, please take note of the following information:

New for the 2024 Conference: Lunch in the Exhibit Hall!

AHRMM24 lunch will be served in the Exhibit Hall on Monday and Tuesday for all Full Conference Attendee Registrations. The **Exhibit Hall Only** registration type **does not** include lunch tickets. Additional Lunch Tickets may be purchased through the Exhibitor Portal when registering your Exhibit Hall Only booth staff for \$50 a day.

Note: The Exhibitor Full Conference registration type includes access to the Attendee lunch.

Exhibitor Services Manual

The Expo Group is the official Exhibitor Appointed Contractor (EAC) for the 2024 AHRMM Event. The [Exhibitor Service Manual](#) is available to all contracted exhibitors. Ensure that you have placed all orders prior to the discount deadline of **Monday, August 19, 2024**, to receive the greatest discount on booth services. Please reference the manual for all deadline dates, shipping and material handling information, required floor covering, booth furniture order forms, utilities, and additional services.

If you have questions about anything in the Service Manual or Exhibitor Resources, please contact us at AHRMM@smithbucklin.com.

[View Exhibitor Services Manual >>](#)

Exhibitor Booth Personnel Registration

As an exhibiting company at AHRMM24, Exhibitors receive (3) complimentary Exhibit Hall Only registrations per 10' x 10' booth space purchased in addition to (1) complimentary Exhibitor Full Conference registration per exhibiting company (that includes lunch).

The email with the login link and additional information was sent to your primary logistics contact outlined on your 2024 Exhibit Contract by AHRMM from AHRMM@aha.org with the subject line "Welcome to AHRMM24 Conference & Exhibition - Login to the Exhibitor Portal." 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 hotel accommodations will be included in your registration confirmation sent 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.

Lead Retrieval

Lead Retrieval license can be purchased on the Exhibitor Portal, which is the same link used to register your booth personnel. For additional information on ordering and using Lead Retrieval, go to the [Exhibitor Training Guide](#).

[View Exhibitor Training Guide >>](#)

Important Dates & Deadlines

Thursday, August 1

- Certificates of Insurance (COI) Due

Monday, August 19

- EAC/Third-Party Notification Form Order Discount Deadline

Wednesday, August 28

- First Day for Warehouse Deliveries

Friday, September 13

- Last Day for Warehouse Deliveries without a Surcharge

Saturday, September 21

- Show Site Receiving begins at 8:00 AM
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Exhibitor Schedule

Please see below for the exhibitor schedule.*

Exhibitor Move-In

Saturday, Sept. 21

8:00 AM – 4:30 PM (*Appointment Only*)

Sunday, Sept. 22

8:00 AM – 4:30 PM

Monday, Sept. 23

7:00 AM – 10:00 PM

Exhibit Hall Hours

Monday, Sept. 23

12:15 – 5:30 PM

- 12:15 – 1:15 PM *Lunch in Exhibit Hall*
- 4:00 – 5:30 PM *Exhibit Hall Happy Hour*

Tuesday, Sept. 24

9:00 AM – 1:00 PM

- 11:30 – 12:30 PM *Lunch in Exhibit Hall*
- 12:30 PM *Search for Solutions Drawing*

Exhibitor Move-Out

Tuesday, Sept. 24

1:00 – 7:00 PM

Wednesday, Sept. 25

8:00 – 10:00 AM

Remember to Complete Your Exhibitor Profile

Don't forget to update your Exhibitor Profile in the Exhibitor Portal. Information uploaded directly into the Exhibitor Portal will be used in the mobile app. Once you are logged in to the Exhibitor Portal, select "Profile" from the left-side navigation bar or "View Profile" on the landing page to begin.

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.

[View Exhibitor Resources Page >>](#)

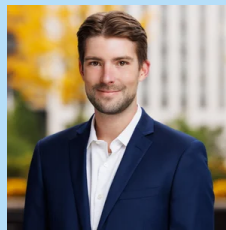
Booth Payments Reminder

As a reminder, you must be paid in full to access your booth space at the AHRMM24 Annual Conference. An Invoice from AHRMM's Account Receivable team, Pat Brayley, was sent to you from the email pbrayley@smithbucklin.com with the subject line "Your AHRMM24 Invoice is Ready."

No exhibitor will be permitted to move in with an outstanding balance.

Sponsorship & On-Site Advertising

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.



AHRMM Event & Advertising Sales (Companies 1-M)

Nick Schuette

nschuette@smithbucklin.com



AHRMM Event & Advertising Sales (Companies N-Z)

Kris King

krking@smithbucklin.com

Have Questions or Need Help Regarding AHRMM24?

We Can Help!

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



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