



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:

- Please send your Exhibitor COI as soon as possible. The exact requirements for the COI can be found in the [Rules and Regulations](#).
- Booth flooring is required. Flooring can be purchased through The Expo Group in the Exhibitor Services Kit, or you can bring your own. Make sure to place orders prior to **August 19th** for the best pricing.
- 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.

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 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 & Travel Information

The Reservation Cutoff Date is 8/19/24

Hilton Columbus
402 N. High Street
Columbus, Ohio 43215

(The Hilton is connected to the Columbus Convention Center)

Reserve Your Room: <https://book.passkey.com/go/AHRMM24>

Phone: 800-HILTONS

Cancellation Policy: Reservations must be canceled 24 hours before arrival. If canceled within 24 hours, one room night and tax will be charged to your credit card.

Hotel Rate: \$229 Single/Double plus 10% occupancy + 7.5% sales tax.

You must be registered before booking your housing. Hotel reservations for AHRMM24 should be made directly with the hotel by calling the reservation number or clicking on the link above. **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 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.

[View Exhibitor Services Manual >>](#)

Important Dates & Deadlines

Monday, August 19

- EAC/Third-Party Notification Form
- Order Discount Deadline

Wednesday, August 28

- First Day for Advanced Warehouse Deliveries

Friday, September 13

- Last Day for Warehouse Deliveries without a Surcharge

Saturday, September 21

- Show Site Receiving begins at 8:00 AM

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

**Exhibitor schedule subject to change*

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 >>](#)

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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