

AHRMM24

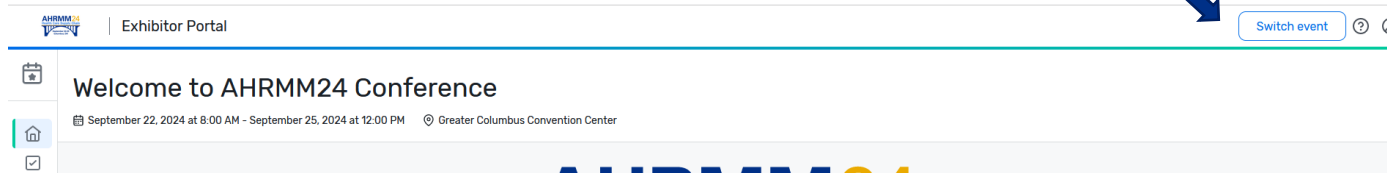
Health Care Supply Chain

September 22-25
Columbus, OH

**Exhibitor Registration & Exhibitor Profile
How-to-Guide**

Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the AHRMM24 Conference Exhibitor Portal — “Welcome to AHRMM24 Conference - Login to the Exhibitor Portal” from AHRMM24 Conference <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, “AHRMM24 Conference”. If you are not logged into the correct event, select the “Switch Event” button located on the top right of the menu.



- If available, select the AHRMM24 Annual Conference event. If not available, click “+Join event” and enter the below event code and your organization’s name for access. (Please note: Please email mkravenas@aha.org before you do this to avoid duplicate records)

Select an Event

Filter

2024 Events

AHRMM24 Conference
AHRMM Sep 22, 2024

Enter an event code to join a new event

[+ Join event](#)

Enter an event code to join a new event

[+ Join event](#)

Event Code:
WBNSZRS6GZ

Organization:
(Your Organization’s Name)

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](#)

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 “View booth staff” under the Booth Staff section.

AHRMM24 | Exhibitor Portal

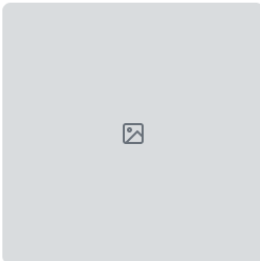
AHRMM24 Conference
Sep 22 - 25, 2024

AHRMM

- Overview
- Tasks
- Profile
- Team**
- Reports

Details

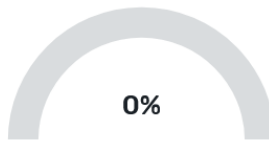
Exhibitor Profile



AHRMM

[View profile](#)

Exhibitor Tasks



0%

0/0 tasks completed

[View tasks](#)

Booth Staff

0 staff members

Manage the team in charge of running your booth.

[View booth staff](#)

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 are team members from your organization who will be at the event.

Booth Staff Admins

It looks like you don't have any booth staff yet. Add attendees to your team to get started.

Complimentary badge allotments and remaining registrations can be found here.

64 registrants left
30 Exhibitor Full Conference
1 Exhibitor Full Conference Complimentary
3 Exhibitor Exhibit Hall Only - Complimentary
30 Exhibitor Exhibit Hall Only

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 the Registration Type

64 registrants left

- 30 Exhibitor Full Conference
- 1 Exhibitor Full Conference Complimentary
- 3 Exhibitor Exhibit Hall Only - Complimentary
- 30 Exhibitor Exhibit Hall Only

[Add booth staff](#)

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

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.

Register Booth Staff

Select a registration type to continue to the event site.

Registration type

Select registration type

- Exhibitor Full Conference - 30 left
- Exhibitor Full Conference Complimentary - 1 left
- Exhibitor Exhibit Hall Only - Complimentary - 3 left
- Exhibitor Exhibit Hall Only - 30 left

Register Booth Staff

Select a registration type to continue to the event site.

Registration type

Exhibitor Exhibit Hall Only - Complimentary - 3 left

[Launch event site](#)

Select the Registration Type

64 registrants left

- 30 Exhibitor Full Conference
- 1 Exhibitor Full Conference Complimentary
- 3 Exhibitor Exhibit Hall Only - Complimentary
- 30 Exhibitor Exhibit Hall Only

Add booth staff ▾

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

Share Sign-Up Link ×

Share this link with your booth staff to let them join your team.

Registration type

Select registration type ▾

- Exhibitor Full Conference - 30 left
- Exhibitor Full Conference Complimentary - 1 left
- Exhibitor Exhibit Hall Only - Complimentary - 3 left
- Exhibitor Exhibit Hall Only - 30 left

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 Sign-Up Link ×

Share this link with your booth staff to let them join your team.

Registration type

Exhibitor Exhibit Hall Only - Complimentary - 3 left ▾

<https://cvent.me/2WmwE2?environment=P2®istrationPackId=7e8a27ec-7d38-4fdc-aa92-69f>

Copy link

Registration Types and Fees

- **Exhibitor Full Conference Complimentary*** = Exhibiting companies complimentary full conference registration allotment
- **Exhibitor Exhibit Hall Only – Complimentary** = Exhibiting companies complimentary exhibit hall only registration allotments
- **Exhibitor Full Conference*** = An additional Full Conference registration you would like to pay for (\$900 until June 30, \$1,100 after June 30)
- **Exhibitor Exhibit Hall Only** = An additional exhibit hall only registration you would like to pay for (\$350)

**Full Conference exhibitors can attend AHRMM24 Conference sessions and collect CECs and includes a lunch ticket. Lunch tickets are available to purchase for Exhibitor Exhibit Hall Only registrations as an additional item (see next page)*

Exhibitor Exhibit Hall Only Additional Items

This option can be purchased during the registration process as an **Additional Items** for the Exhibitor Exhibit Hall Only.

Additional Items

Select the quantity of items you'd like to purchase.

Monday & Tuesday Exhibit Hall Lunch

\$100.00

Exhibit Hall Only registrations do not include lunch. Purchase a lunch ticket to receive a lunch on the selected day(s)
One ticket for Monday & Tuesday Exhibit Hall Lunch.

each

Select ▾

Monday Exhibit Hall Lunch

\$50.00 each

Exhibit Hall Only registrations do not include lunch. Purchase a lunch ticket to receive a lunch on the selected day(s)
One Ticket for Lunch on Monday.

Select ▾

Tuesday Exhibit Hall Lunch

\$50.00 each

Exhibit Hall Only registrations do not include lunch. Purchase a lunch ticket to receive a lunch on the selected day(s)
One Ticket for Lunch in the Exhibit Hall Tuesday.

Select ▾

New in 2024 – the 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 a lunch on the selected day, they will need to purchase a lunch ticket for the selected date(s)

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

Personal Information

Admins: if registering on behalf of your booth staff, please check the “I’m registering on behalf of this person” or 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, cancel, substitute, or make hotel reservations for your registrant.

All of this information can be found only within the confirmation email.

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

* Email Address

CC Email Address

I'm registering on behalf of this person



CC 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

Personal Information

- You/your registrant will receive a registration confirmation email once done registering
- This email will give you access to:
 - Cancel or Modify the registration
 - Official registration confirmation number
 - Link to book housing
 - Print or download the registration invoice



ExampleContactFirstName ExampleContactLastName,

Your registration for AHRMM24 Conference is confirmed!

We're looking forward to gathering in Columbus, OH, September 22-25, for the leading education and networking event for health care supply chain professionals. Visit the [AHRMM24 website](#) for information about the event schedule, education sessions, networking opportunities and more.

Please save this message for future reference and carefully review the information below as it includes your personal registration details, hotel information, and conference policies.

Add to Calendar



If you need to make any changes, use your confirmation number to [manage your registration](#).

Please use your confirmation number (**ExampleContactConfirmationNumber**) to login

Amount Paid: **ExampleAmountPaid**

Personal Information

- 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

Personal Information

- **Substitutions**

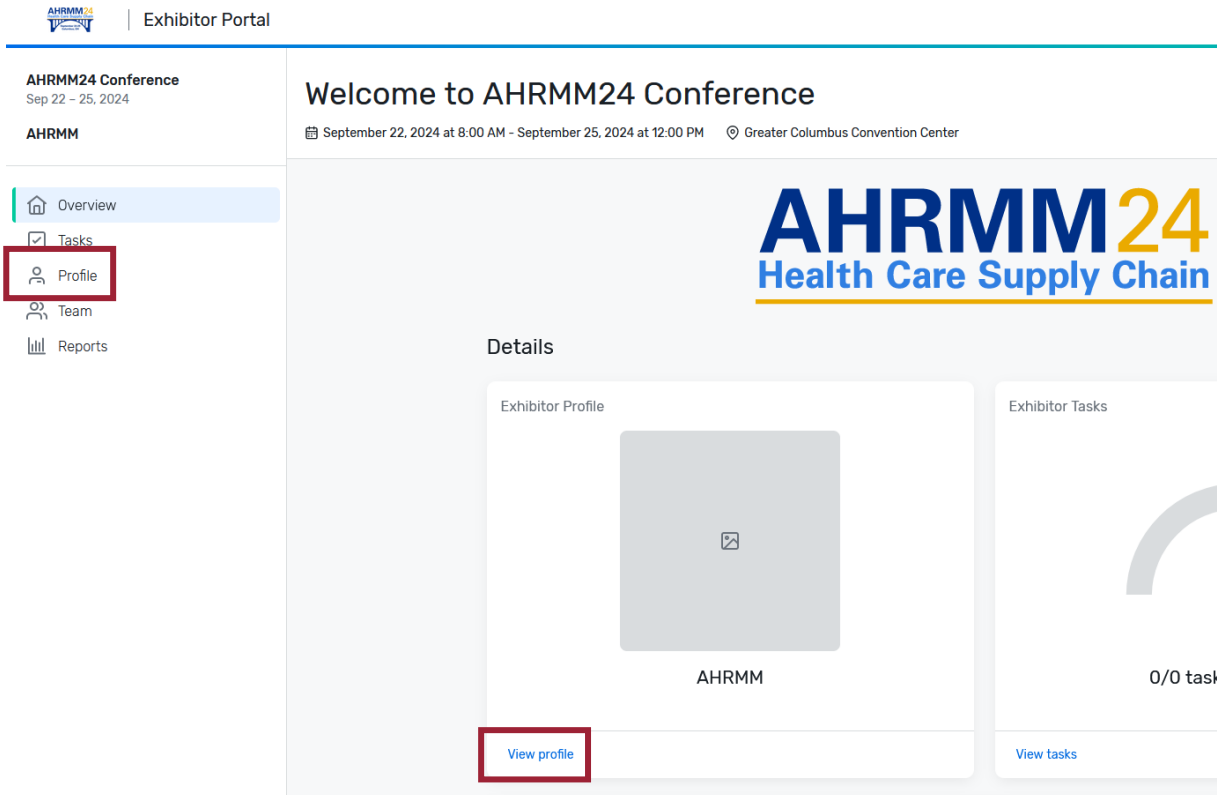
- Registrants who are unable to attend may send an alternate.
- All substitution requests must be made in writing to ahrmm@aha.org.
- The deadline to submit a substitution is **September 8, 2024**, at 11:59 PM CT.

- **Cancellations**

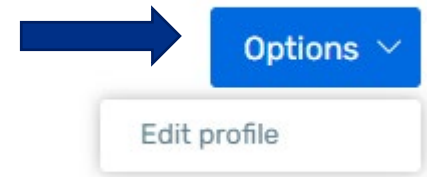
- All cancellation requests must be made in writing to ahrmm@aha.org.
- AHRMM can't be held liable for nonrefundable airline tickets, hotel, or other costs. 70% of your registration fees are refundable if written notice is received by 5:00 PM CT on **September 8, 2024**. No-shows are non-refundable.
- You may view all of the AHRMM24 Rates & Policies [here](#).

Updating Your Exhibitor Profile

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



When the next page loads, click "Options" in the top right-hand corner and "Edit profile"




Updating Your Exhibitor Profile

- To update your profile, select “Options” and “Edit 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

We recommend square images larger than 300x300 pixels.



Virtual Booth Banner

This banner will appear on virtual booths in Attendee Hub. We recommend images that are 1872x320 pixels with an aspect ratio of 936x160 pixels.



Exhibitor Information

Company Name Required

Description

5,000 remaining

Tagline

120 remaining

Event/Booth Location

Tax ID/VAT Number

Lead Retrieval

The screenshot displays the Exhibitor Portal for the AHRMM24 Conference. The left sidebar contains a navigation menu with the following items: Overview, Tasks, Profile, Team, Licenses, Reports, and Lead Collection. A blue arrow points to the 'Licenses' option. The main content area features a 'Welcome to AHRMM24 Conference' header with the event dates and location. Below this is a large 'AHRMM24 Health Care Supply Chain' logo. A 'Purchase licenses' button is located in the top right corner, with a blue arrow pointing to it. The 'Details' section contains three cards: 'Exhibitor Profile' (showing the AHRMM logo and name), 'Exhibitor Tasks' (showing a 0% progress indicator and '0/0 tasks completed'), and 'Lead Capture Licenses' (showing '0 licenses' and a 'Purchase licenses' button with a blue arrow pointing to it). Below the 'Lead Capture Licenses' card is a 'Lead Qualification' section with a 'View qualification questions' link.

❑ Purchase & Assign Licenses

- From the Exhibitor Portal, you can purchase licenses by selecting the Purchase licenses button or selecting Licenses from the left navigation bar

Lead Retrieval

Purchase Licenses

0 unassigned licenses

Purchase LeadCapture Licenses		
Single	\$299.00 each	<input type="checkbox"/>
OR		
3-Pack	\$499.00 each	<input type="text" value="0"/>
<small>Best Value!</small>		
Additional LeadCapture License	\$169.00 each	<input type="text" value="0"/>
<small>For purchasing LeadCapture Licenses needed in addition to a single license or a 3-pack license.</small>		

- Download the LeadCapture app to your device to scan leads
- All leads sync to your account
- iOS (15+) and Android (9+) devices supported

[Learn more about supported devices](#)

0 items Subtotal: \$0.00 [Go to checkout](#)

- Download the LeadCapture app to your device to scan leads
- All leads sync to your account
- iOS (15+) and Android (9+) devices supported

❑ Purchase Licenses

- Purchase a single license for \$299 each or 3-Pack for \$499.
- *You will need one license per device.*

Lead Retrieval

LeadCapture License Inventory

[Purchase licenses](#)

App Licenses
 3 Purchased | 0 Planner-Provided | 2 Assigned

1 remaining

ABOUT ACCESS CODES

- Each LeadCapture license comes with an access code that allows your booth staff to log into the Cvent LeadCapture app at the event.
- An access code can only be used on the device it is assigned to. If an additional device is used, another license must be purchased.

License Assignments

n-zc1qgme Lead Retrieval - Bring Your Own Device license	Consumed <div style="background-color: #000; width: 20px; height: 10px; margin: 0 auto;"></div>	Options ▾
n-rgxn8oz Lead Retrieval - Bring Your Own Device license	Consumed <div style="background-color: #000; width: 20px; height: 10px; margin: 0 auto;"></div>	Options ▾
n-2spqecf Lead Retrieval - Bring Your Own Device license	Available	Options ▾ <div style="border: 1px solid #007bff; background-color: white; padding: 2px 5px; margin-top: 2px; display: inline-block;">Assign license</div>

❑ Assign Licenses

- *You will need one license per device.*
- You will be able to assign the license to your registered staff.
- Detailed LeadCapture instructions will be available in Summer 2024.

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 Lead Capture, please contact leadcapture@cvent.com and reference AHRMM24 Conference.
- 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](#).