

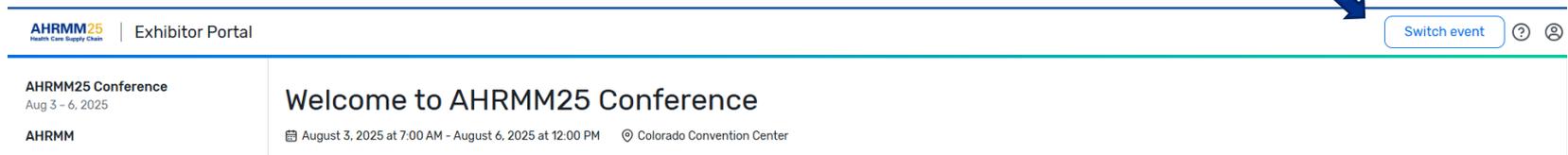


# Exhibitor Registration & Exhibitor Profile How-to-Guide

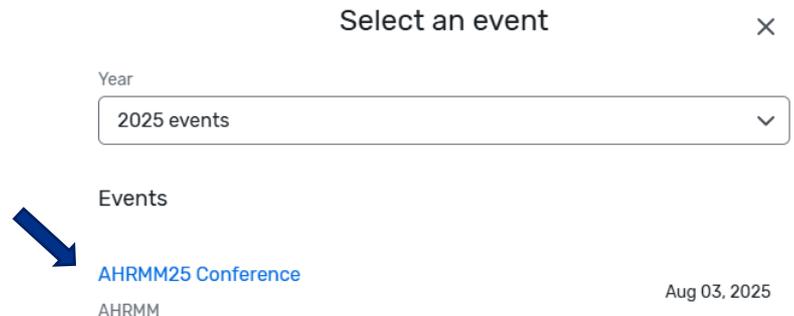


# Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the AHRMM25 Conference Exhibitor Portal — “Welcome to AHRMM25 Conference - Login to the Exhibitor Portal” from AHRMM25 Conference <[ahrmm@aha.org](mailto: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, “AHRMM25 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 AHRMM25 Annual Conference event. If you do not see this option, please email [ahrmm@smithbucklin.com](mailto:ahrmm@smithbucklin.com) or [mkravenas@aha.org](mailto:mkravenas@aha.org).





# 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.

**AHRMM25 Conference**  
Aug 3 - 6, 2025

**AHRMM**

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**AHRMM**  
View profile

**0/4 tasks completed**  
Required 2  
View tasks

**Content uploaded**  
Videos  
Files  
Links  
View content

**LeadCapture Licenses**  
0 licenses  
Manage and assign licenses to your booth staff. Additional licenses can be purchased before the event starts.  
Purchase licenses

**Lead Qualification**  
Qualify your leads  
Customize questions to qualify leads. Find out more about attendees than just a lead score.  
View qualification questions

**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&registrationPackId=7e8a27ec-7d38-4fdc-aa92-69f>

Copy link



# Registration Types and Fees

*Full Conference exhibitors can attend AHRMM25 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 Full Conference Complimentary\*** = Exhibiting companies complimentary full conference registration allotment
- **Exhibitor Exhibit Hall Only – Complimentary** = Exhibiting companies complimentary exhibit hall only registration allotments
  - Exhibitor Exhibit Hall Only registrations do not receive lunch tickets as part of their registration. Lunch tickets for both Monday and Tuesday can be purchased for \$110 as an additional item.
- **Exhibitor Full Conference\*** = An additional Full Conference registration you would like to pay for (\$900 until May 8, 2025, \$1,100 after May 8, 2025)
- **Exhibitor Exhibit Hall Only** = An additional exhibit hall only registration you would like to pay for (\$350)
  - Exhibitor Exhibit Hall Only registrations do not receive lunch tickets as part of their registration. Lunch tickets for both Monday and Tuesday can be purchased for \$110 as an additional item.



# 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

**Exhibitor Exhibit Hall Only registrations do not include lunch.** Purchase a lunch ticket to receive a lunch on Monday and Tuesday of AHRMM25.

One ticket for Monday & Tuesday Exhibit Hall Lunch.

**\$110.00**

each

Select ▾

Previous

Cancel

Next

The AHRMM25 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, they will need to purchase a lunch tickets.

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



# Registration Confirmation

- 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**  
*(Registration required to receive Conference Hotel information.)*
  - Print or download the registration invoice



ExampleContactFirstName ExampleContactLastName,

Your registration for AHRMM25 Conference is confirmed!

We're looking forward to gathering in Denver, CO, August 3-6, 2025, for the leading education and networking event for health care supply chain professionals. Visit the [AHRMM25 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.**

*All official registration confirmation emails for the AHRMM25 will come from an @aha.org email address. If you have registered and do not receive a confirmation email, or if you have questions about your registration, substitutions, cancellations or special accommodations, please contact us at [ahrmm@aha.org](mailto:ahrmm@aha.org)*  
*This proactive measure helps ensure that attendees can confidently verify their registration details and avoid potential phishing attempts. Thank you for your attention to this matter as we prioritize a secure and seamless conference experience.*



# Modifying 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 & Cancellations

## • Substitutions

- Registrants who are unable to attend may send an alternate.
- All substitution requests must be made in writing to [ahrmm@aha.org](mailto:ahrmm@aha.org).
- The deadline to submit a substitution is **July 18, 2025**, at 11:59 PM CT.

## • Cancellations

- All cancellation requests must be made in writing to [ahrmm@aha.org](mailto: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 18, 2025**. No-shows are non-refundable.
- You may view all of the AHRMM25 Exhibitor 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.

AHRMM25 | Exhibitor Portal

AHRMM25 Conference  
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Details

Exhibitor Profile

AHRMM

View profile

Exhibitor Tasks

0%

0/4 tasks completed

Required 2

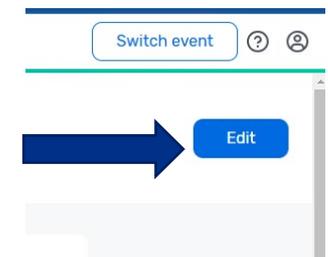
View tasks

Booth

View

Collapse menu <<

When the next page loads, click “Edit” in the top right-hand corner.





# Updating Your Exhibitor Profile

- To update your profile, select “Edit”.
- When completing your exhibitor profile, please be sure to upload your company’s logo. The platform recommends square images larger than 300 x 300 pixels.
  - Please note: if the image does not match the recommendation, this may cause the logo to appear distorted. AHRMM recommends creating a square image with a white background (note: this is transparent for the example) and then place your logo in the frame, save, and upload that image.
- Requested information includes:
  - Company name
  - Description
  - Company phone number
  - Company email address
  - Website
  - Social media handles and more

AHRMM Profile

Manage your company's information here. Cancel Save

### Exhibitor information

This is the information that will be shown to attendees

Company name  Location

195 characters left

Company description

5000 characters remaining

Tagline

120 characters remaining

### Images

**Company logo**  
This logo will appear anywhere that exhibitors or sponsors are shown

We recommend square images larger than 300 x 300 pixels  
Supported file types: JPEG, JPG, PNG, GIF

**Virtual booth banner**  
This banner will appear on your details page in Attendee Hub

We recommend image that are 1872 x 320 pixels with an aspect ratio of 936 x 160 pixels  
Supported file types: JPEG, JPG, PNG, GIF



# Lead Retrieval

AHRMM25 | Exhibitor Portal Switch event

**AHRMM25 Conference**  
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**Details** Purchase licenses

**Exhibitor Profile**

AHRMM

[View profile](#)

**Exhibitor Tasks**

0%

0/4 tasks completed

Required 2

[View tasks](#)

**Booth Content**

0 Total

**Content uploaded**

- Videos -
- Files -
- Links -

[View content](#)

**LeadCapture Licenses**

0 licenses

Manage and assign licenses to your booth staff. Additional licenses can be purchased before the event starts.

[Purchase licenses](#)

**Lead Qualification**

Qualify your leads

Customize questions to qualify leads. Find out more about attendees than just a lead score.

[View qualification questions](#)

[Collapse menu <<](#)

## ❑ Purchase & Assign Licenses

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



# Lead Retrieval

AHRMM25 | Exhibitor Portal Switch event ?

AHRMM25 Conference  
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AHRMM25 Conference > Licenses > Purchase Licenses

Purchase Licenses 0 unassigned licenses

### Purchase LeadCapture Licenses

Single	\$299.00 each	<input type="checkbox"/>
OR		
3-Pack	\$499.00 each	- 0 +
<small>Best Value!</small>		
Additional LeadCapture License	\$169.00 each	- 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

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

[Collapse menu <<](#)

## ❑ Purchase Licenses

- Purchase a single license for \$299 or 3-Pack for \$499. Additional individual licenses are \$169.
- *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	Options ▾
n-rgxn8oz Lead Retrieval - Bring Your Own Device license	Consumed	Options ▾
n-2spqecf Lead Retrieval - Bring Your Own Device license	Available	Options ▾

➔ Assign license

## ❑ 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 late June 2025.

# 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](mailto:AHRMM@aha.org).
- For questions regarding Lead Capture, please contact [leadcapture@cvent.com](mailto:leadcapture@cvent.com) and reference AHRMM25 Conference.
- For questions regarding your exhibit logistics, please contact [AHRMM@smithbucklin.com](mailto:AHRMM@smithbucklin.com).
- For additional exhibitor resource information, such as important dates & deadlines, please visit and bookmark the [Exhibitor Resource Page](#).