



Subject: 2023 ASHE Annual Conference – Know Before You Go!

Dear ASHE Annual Conference Exhibitors,

As you make your final preparations for the 2023 ASHE Annual Conference, at the Henry B Gonzalez Convention Center in San Antonio, TX please keep in mind these final reminders.

Upcoming Deadlines

- **Friday, August 4**
 - Deadline to register booth staff online. After this date, all new registrations and edits to existing registrations will be handled onsite.
- **Saturday, July 29**
 - After-deadline charges assessed for shipments received at Advanced Warehouse.
- **Saturday, August 5**
 - Exhibitor shipments accepted at the Show Site

Show Site Shipping

If shipping to the 2023 ASHE Annual Show Site, be sure to use the address below.

[Insert Exhibitor Name]
[Insert Booth Number]
Henry B Gonzalez Convention Center
c/o The Expo Group
237 Tower of the Americas Way
West Dock - Halls 4AB
San Antonio, TX 78205

If you have any questions about material shipping or exhibitor services, please contact ExhibitorService@theexpogroup.com.

Exhibitor Registration – ACTION REQUIRED!

Register your team today! If you have not already, you (as the primary contact) should have received an email from ASHEducation@aha.org welcoming you to the new [ASHE Exhibitor Registration Portal](#). *To start the registration process, you will be asked to login or to set up an account.*

If you have any questions about your registration, please contact mtejeda@aha.org.

Exhibitor Schedule

Exhibitor Move In:

Saturday, August 5 8:00 a.m. – 5:00 p.m.
See security guard at Exhibit Hall entrance to receive an ASHE wristband for admittance.

Sunday, August 6 8:00 a.m. – 5:00 p.m.
Badge is required for attendance beginning Saturday, March 12

Monday, August 7* 7:00 a.m. – 9:00 a.m. (Final Set Only)
**All exhibits must be fully operational by 8:30 a.m.*

Show Hours:

Monday, August 7 10:45 a.m. – 1:45 p.m.
Lunch in the Exhibit Hall
4:30 p.m. – 6:00 p.m.
Reception in the Exhibit Hall

Tuesday, August 8 10:45 a.m. – 1:45 p.m.
Lunch in the Exhibit Hall

Exhibitor Move Out:

Tuesday, August 8 1:45 p.m. – 8:00 p.m.
Wednesday, August 9 8:00 a.m. – 12:00 p.m.

Badge Pick-up & Registration Hours

Pick up your badge onsite at Registration, West Registration Lobby

Sunday, August 5 6:30 a.m. – 5:30 p.m.
Monday, August 6 6:00 a.m. – 5:30 p.m.
Tuesday, August 7 6:30 a.m. – 5:00 p.m.
Wednesday, August 8 6:30 a.m. – 12:00 p.m.

Exhibitor Services Onsite

Visit Exhibitor Services behind the 1600 aisle of the Exhibit Hall, Henry B Gonzalez Convention. Exhibitor Services, including The Expo Group (TEG) – for booth furnishings and labor, CVent – for lead retrieval, and Show Management – for general exhibitor assistance, are all located behind the 1600 aisle.

2024 Space Selection

Space selection will take place in the Show Management Office at the Henry B Gonzalez Convention Center behind the 1600 aisle on August 7 and 8. Appointment times will be sent to your primary company contact on August 3. Contact the [ASHE Show Management Team](#) if you require further assistance.

Mobile App

The mobile app puts conference information and resources right at your fingertips, including being able to explore the complete conference schedule and build your own custom schedule, view and download session handouts and speaker bios, connect with attendees and exhibitors, access resources on health care planning, design and construction issues and much more!

How to download and login:

- Connect to your device's App Store or Google Play to search "**AHA EVENTS**" and download.
- Select "**2023 ASHE Annual Conference**" under "Events"
- Enter your first name, last name and email address (Use the email address associated with your registration.)
- An automated email or text with a verification code will be sent.
- Enter the code into the event app to login.

The 2023 ASHE Annual Conference Mobile App is sponsored by: Brightly A Siemens Company.

Exhibitor Resource Page

We suggest bookmarking and visiting our [exhibitor resource page](#) for all the latest exhibition updates, including the Exhibitor Service Manual, registration and housing information, as well as upcoming important dates and deadlines.

Health & Safety

Health care leaders work every day to ensure the safety of their patients and teams, and AHA prioritizes the same goal—your health and safety. The AHA continuously monitors local, state, and federal guidelines and determines safety protocols and requirements for all face-to-face events. Additional details on safety protocols will be provided closer to the start date of ASHE Annual 2023.

By registering, you acknowledge that you will follow the current health and safety protocols established by the AHA for ASHE Annual 2023 and abide by the applicable CDC and local guidelines. Should you fail to observe any of our protocols, ASHE may remove you from the Event without a refund.

As always, please do not hesitate to reach out with any questions!

Best Regards,
ASHE Show Management
E-mail: ASHE@smithbucklin.com