Hi [Exhibitor],

Exhibitor Portal is now live! As the primary booth logistics contact for your company, this is your official welcome and invite to the 2023 ASHE Annual Conference Exhibitor Portal.

Log In to the Portal to complete following tasks:

- Registering and managing members of your onsite team
- Purchasing additional Exhibit Hall Only or Full Conference badges
- View important exhibitor tasks and upcoming deadlines
- Purchase and assign your LeadCapture licenses
- Export lead information in real time
- Manage company profile for the onsite mobile app

Log In

If another person should be managing your account, *please notify ASHE Show Management at ASHE@smithbucklin.com. You can also add that person as a new user after you have logged in. This invitation is unique to your email address and will not work for anyone else, so please do not share this link.*

If you have exhibited at previous ASHE Events:

If you have you see previous events, please Switch Events (found on the left sidebar under your name) in the dashboard.

- Then, enter event code: **5GN8SKD2Q43**.

Questions?

- **For additional exhibitor resources along with important dates and deadlines,** please review and bookmark the **Exhibitor Resource Page!**
- **If you have any questions regarding this information or your exhibit space logistics**, please contact ASHE Show Management at **ASHE@Smithbucklin.com.**
- **Please direct portal questions including, registering your team, editing your profile, lead licenses questions** to the platform team at **Lead Capture**
- **Email: leadcapture@cvent.com**
- **Phone : 1-866-318-4357**
    - **Press 1**
    - **Then, press 1 again**
    - **Last, press 6 to be connected**
- If you would like to reach out to the ASHE Education Team, feel free to email us at *ASHE@smithbucklin.com*.

Travel & Hotel Accommodations Guidelines:

A block of hotel rooms with special rates have been secured for 2023 ASHE Annual attendees and exhibitors. All reservations must be made using the hotel links found in the attendee's confirmation email.

If you are making reservations for your team, you must add yourself under CC email. Our team cannot give you the links to best safeguard the information.

Cutoff Date for Discounted Hotel Rate:

The contracted hotels offer discounted group rates for registrants attending The 2023 ASHE Annual. **The discounted group rates apply until the reservation deadline of June 30, 2023** or **until all rooms in the group block have been reserved**, whichever occurs first. **After June 30th, the discounted group rates may not be available.** We encourage you to confirm your reservations early.

BUYER BEWARE:

Key Travel is the official housing/travel provider for 2023 ASHE Annual. Be aware that you may be solicited by other companies to book your hotel room or make travel arrangements. Such companies are not affiliated with and are not sponsored or approved by ASHE/AHA to provide travel arrangements for 2023 ASHE Annual. ASHE/AHA will not be responsible for any actions or omissions of such companies. By using the official travel provider you can ensure that you are being booked in the housing block reserved by ASHE/AHA and take advantage of the group discounted rates.

Travel Cancellations:

ASHE cannot be held liable for non- refundable airline tickets or hotel room deposits. We suggest that you do not purchase restricted or non-refundable tickets for travel to the conference. The Supporting Organizations assume no

liability for penalties or fare increases should the conference meeting sell out or in the unlikely event that changes to the conference dates and/or location become necessary. Hotel reservations, cancellations, and charges are the attendee's responsibility.

Travel Discounts:

There are special summit discounts for all attendees of the 2023 ASHE Annual in San Antonio over the dates. Simply call (or have your travel agent call) or go online to one of our preferred airlines directly to receive these special fares. Click here for more details.

Terms of Service and Code of Conduct:

When registering for yourself or registering on someone's behalf, you are agreeing to the following Terms of Service and Code of Conduct for the registered attendee and all references to "You" shall apply to the registered attendee. It is your responsibility to ensure the registrant is aware of this agreement.

Children under the age of 16 are not allowed in the Exhibit Hall.

Disabilities Accommodations:

The support organizations comply with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to participate in this program solely by reason of that disability. Through its agents, ASHE will provide reasonable accommodations for a candidate with a disability who requests accommodations. Requests can be made by sending a written request 40 days in advance of the to ASHE at ASHEeducation@aha.org or Kevin Brown at KBrown@aha.org.

Dietary Restrictions:

We try to offer a wide selection of meals throughout the conference to cater to different dietary requirements. If you have a special dietary need, please send a written request 40 days in advance of the conference to ASHE at ASHEeducation@aha.org or Kevin Brown at KBrown@aha.org.

Visit the ASHE Annual Conference to view additional conference information, including the schedule, travel details, exhibitor information, and more. Thanks again for registering! If you have any questions or need assistance in any way, please do not hesitate to contact us. General questions regarding registration should be directed to ASHE@smithbucklin.com.

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