

SAVE THE DATE

OCTOBER 2024

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27	28	29	30	31		



Dear Exhibitor,

Thank you for your support and participation as an exhibitor at the ASHRM 2024 Annual Conference, October 6 – 9, 2024 in San Diego, California. As you begin to plan your exhibition, please take note of the following information:

Exhibitor Booth Personnel Registration

As an exhibiting company at the ASHRM 2024 Annual Conference, you receive (3) complimentary Exhibitor Booth Staff badges and (1) Exhibitor Full Conference badge per 10' x 10' booth space purchased.

- Exhibitor Booth Staff badge allows access to the exhibit hall during move-in, exhibit hours and move-out.
- Exhibitor Full Conference badge allows access to the ASHRM conference sessions plus the exhibit hall during move-in, exhibit hours and move-out.

Exhibitor Booth Personnel Registration information was sent on May 29 from ASHRMED@AHA.org with the subject line “Welcome to ASHRM Annual Conference 2024”. This email contained a link to log in to the Exhibitor Portal where you can register your booth staff and purchase Lead Retrieval. Your primary booth logistics contact is the Assigned Administrator. If you did not receive this information, please check your spam folder, or contact ASHRMED@aha.org.

You can find the Exhibitor Registration How-to Guide on the Exhibitor Resource Page by clicking the button below.

[View Exhibitor Resource Page >>](#)

Hotel Reservations

A block of hotel rooms with special rates has been secured for ASHRM 2024 Annual Conference attendees and exhibitors. All reservations must be made using the hotel links found in the registration confirmation email. If you are making reservations for your team, you must add yourself under CC email when registering your team for their badges. Our team cannot give you the links to best safeguard the information.

The discounted group rates apply until the reservation deadline of September 6 or until all rooms in the group block have been reserved, whichever occurs first. We encourage you to confirm your reservations early.

Exhibitor Services Manual

The Exhibitor Services Manual contains all deadline dates, shipping and material handling information, booth furniture order forms, utilities, and additional services you need to ensure your ASHRM24 goes smoothly.

The Exhibitor Services Manual is expected to launch in June.

Lead Capture

LeadCapture allows you to scan attendee badges to capture leads, including their titles, emails, and work addresses. The LeadCapture license can be ordered from the Exhibitor Portal. You will need one license per device.

For additional information on ordering LeadCapture, please visit the [Exhibitor Training Guide](#).

Exhibitor Schedule

Exhibitor Move-In

Saturday, October 5

- 8:00 AM - 4:30 PM

Sunday, October 6

- 8:00 AM - 3:00 PM

Solution Center Open

Sunday, October 6

- 5:15 PM - 7:00 PM

Monday, October 7

- 8:00 AM - 9:00 AM
- 11:30 AM - 1:00 PM

- 4:45 PM - 6:30 PM

Tuesday, October 8

- 8:00 AM - 9:00 AM
- 12:00 PM - 2:00 PM

Exhibitor Move-Out

Tuesday, October 8

- 2:00 PM - 8:00 PM

Exhibitor Resource Page

Bookmark the [Exhibitor Resource Page](#) and stay up to date on the most current exhibitor information, including the Key Deadlines, Exhibit Hours, Registration How-to, and more! If you need more information, please contact us at ashrm@smithbucklin.com.

Sponsorship & Advertising

If you are interested in learning more about sponsorship opportunities for the **ASHRMM 2024 Annual Conference**, please visit our [Exhibitor and Sponsorship Resources Page](#) or contact your sales representative directly.



Nick Schuette

ASHRM Exhibit and Sponsorship Sales

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312-673-4974

Questions?

We're Happy to Help!

We are here to help. If you have any questions, please do not hesitate to reach out to ASHRM Show Management at ASHRM@smithbucklin.com.

We look forward to seeing you in San Diego, California!



ASHRM Advertising & Event Sales

c/o Smithbucklin, 330 N Wabash Ave, Suite 2000, Chicago, IL 60611

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