

SAVE THE DATE



Dear Exhibitor,

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

- **Location:** San Diego Convention Center, San Diego, California
- **Conference Dates:** October 6 – 9, 2024
- **Exhibit Dates:** October 6 – 8, 2024

## Exhibitor Services Manual

The [Exhibitor Service Manual](#) is now available online. You should have received an email from The Expo Group with your login information. This manual includes order forms for booth furnishings, audio-visual, electric, shipping and material handling. The discount deadline to secure the lowest prices is September 9. If you did not receive this information, please check your spam folder or contact [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).

[View Exhibitor Services Manual >>](#)

## 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 to primary booth logistics contacts from [ASHRMED@aha.org](mailto:ASHRMED@aha.org) with the subject line "Welcome to ASHRM Annual Conference 2024." This email contains a link to log in to the Exhibitor Portal to 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](mailto: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.

## 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**

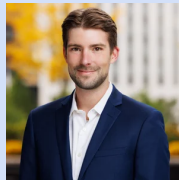
- 2:00 PM - 8:00 PM

**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 [ashm@smithbucklin.com](mailto:ashm@smithbucklin.com).

**Sponsorship & Advertising**

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



**Nick Schuette**

ASHRM Exhibit and Sponsorship Sales  
[nschuette@smithbucklin.com](mailto:nschuette@smithbucklin.com)  
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](mailto:ASHRM@smithbucklin.com).

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



**ASHRM Advertising & Event Sales**

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