

SAVE THE DATE



ASHRM 24

ANNUAL CONFERENCE

October 6-9, 2024 | San Diego

Dear Exhibitor,

We are just about 4 weeks from the ASHRM 2024 Annual Conference that is taking place at the San Diego Convention Center on October 6 – 9, 2024. Please review the following information to help with your planning for the ASHRM 2024 Annual Conference

Please note slight changes to the exhibit schedule. The full schedule is listed below.

- **Monday, October 7** – Lunch times changed to **11:15 AM – 1:00 PM** instead of 11:30 AM – 1:00 PM
- **Tuesday, October 8** – Lunch times changed to **12:30 PM – 2:15 PM** instead of 12:00 PM – 2:00 PM

Upcoming Deadlines

Save money by placing your orders before the deadlines list below:

- **August 30:** Certificate of Insurance, Island Booth Drawings, Booth Drawings/Raffles must be submitted to ASHRM@Smithbucklin.com for approval.
- **August 30:** Full payment for your booth is due.
- **September 6:** Update your exhibit profile and logo on the Exhibitor Portal. This information will also be included in the Mobile App.
- **September 9:** Discount date to order furnishings and services through The Expo Group Exhibitor.
- **September 16:** First day shipments will be accepted at the Advance Warehouse.
- **September 18:** [Booth cleaning order](#) forms due if needed.
- **September 27:** Order Lead Retrieval through the Exhibitor Portal.
 - Last day shipments can arrive to the advance warehouse without an additional after deadline charge.
- **October 5:** First day shipments can arrive direct to show site.

What's Included In Your Booth

Standard Booth:

- Three (3) exhibit-only staff registrations per 10x10 booth.
- One (1) full conference registration per 10x10 booth.
- Pre- and post-show attendee mailing list
- Inclusion on the mobile app

Furnishings such as table, chair, carpet and electric are not included with your booth. You can order these items from the [Exhibitor Service Manual](#).

Turnkey Booth:

- Carpet
- One (1) 6' draped table
- Two (2) chairs
- Wastebasket
- Plus, everything included with a Standard booth above

Electrical is not included with your booth. If needed, you can order from the [Exhibitor Service Manual](#).

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.

[View Exhibitor Services Manual >>](#)

Union Rules

Exhibitors can install and/or dismantle your exhibit display if one person, who is an employee, can set up the booth in one hour or less without using tools. This does not include unpacking and placement of your materials. If you cannot complete the

installation or dismantle it according to these regulations, you will need to order labor from the [Exhibitor Service Manual](#).

Exhibitors are allowed to hand carry their materials through the front doors to their booth if it can be accomplished by one person, with one trip without the use of rolling carts.

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 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.

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
- 11:15 AM - 1:00 PM
- 4:45 PM - 6:30 PM

Tuesday, October 8

- 8:00 AM - 9:00 AM
- 12:30 PM - 2:15 PM

Exhibitor Move-Out

Tuesday, October 8

- 2:15 PM - 8:00 PM

Exhibitor Resource Page & Questions

We Can Help!

All of this information and more can be found on the Exhibitor Resource Page. If you need additional information or have questions about your participation as an ASHRM exhibitor at the Annual Conference, please get in touch with us at ASHRM@smithbucklin.com.

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



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