



Dear AHE Exhibitor,

We are excited that your company is participating as an exhibitor at Exchange24 in Phoenix July 22-24, 2024. You are receiving this exhibitor newsletter because you were listed as the Primary Contact on your Exhibit Application & Contract. If you are not the right person to receive communication about exhibit logistics and deadline reminders, please email the updated contact email address to

AHE@smithbucklin.com.

EXHIBITOR RESOURCES

Bookmark and visit the [Exhibitor Resource Page](#) for the latest exhibition updates and important dates and deadlines. This is your one-stop-shop for all exhibitor-related questions including the latest version of the floor plan!

EXHIBITOR SERVICE 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 all deadline dates, shipping and material handling information, and order forms for booth furniture, audio visual, electric, and internet. The Discount Deadline to secure the lowest pricing is **Monday, June 24**.

Questions on ordering furniture and services for your booth? Contact Customer Service at 972.580.9000 or email ExhibitorService@theexpogroup.com.

EXHIBITOR REGISTRATION

You should have received your exhibitor registration information directly from AHE EXCHANGE24 Exhibitor Portal from aha@aha.org. Each Exhibitor is provided One (1) complimentary Exhibitor Full Conference badge. In addition, Exhibitors are provided three (3) complimentary Exhibitor Exhibit Hall Only badges per 10' x 10' (100 sq. ft.) of exhibit space purchased. Exhibitor Full Conference badges allow access to the exhibit hall for set-up, exhibit hours and dismantle plus all AHE educational sessions and the Welcome Reception on Sunday, July 21, 2024. Additional Exhibitor Full Conference badges are \$350 each and additional Exhibitor Exhibit Hall Only badges are \$100 each.

LEAD RETRIEVAL

To obtain attendees contact information you will need to order lead retrieval device or an app license and ask each attendee you meet if you can scan their name badge. You can view the Exhibitor [Lead Retrieval Exhibitor Training Guide](#) for information on how to purchase LeadCapture licenses from Cvent.

HOUSING & TRAVEL INFORMATION

AHE has secured a room block at the JW Marriott Phoenix Desert Ridge Resort & Spa. The discounted room rate is \$225 + tax single/doble plus a discounted resort fee of \$10 per night. You must first register for an Exhibitor Full Conference or Exhibitor Badge tin order to reserve a discounted room in the AHE room block. A link to book your hotel room will be included in your registration email confirmation. Additional information about travel including airline discounts are on the [Exchange24 website](#).

EXHIBITOR SCHEDULE

The exhibitor schedule is outlined below:

Exhibitor Move-In

Sunday, July 21

8:00 AM - 4:00 PM

Monday, July 22

8:00 AM - 2:00 PM

2:00 PM – 2:30 PM

Exhibitor Welcome Meeting

Exhibit Hall Hours

Monday July 22

3:00 PM – 6:00 PM

Solution Center Opening & Reception

Tuesday, July 23

10:30 AM – 2:00 PM

Solution Center Exhibit Hours & Lunch

Exhibitor Move-Out

Tuesday, July 23

2:00 PM - 6:00 PM

All outbound carriers must check-in by 4:00 PM

If you have any questions, please do not hesitate to reach out to the AHE Show Management team at

AHE@smithbucklin.com.

We look forward to seeing you in Phoenix in July!

Isabella Rosanova

Exhibit Coordinator

AHE Show Management

AHE@smithbucklin.com