



EXCHANGE24

AHE Education & Solution Summit
July 22-24 | Phoenix

Dear Exchange24 Exhibitor,

Thank you for your support and participation as an exhibitor at AHE Exchange 2024 in Phoenix, AZ. As you continue to plan your exhibition, please take note of the following information.

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 Service Manual

The [Exhibitor Service Manual](#) is now available online on the [Exhibitor Resources Page](#). 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.

[View Exhibitor Services Manual >>](#)

Exhibitor Registration

As an exhibiting company at AHE Exchange 2024, Exhibitors receive three (3) complimentary Exhibitor Exhibit Hall Only badges per 10' x 10' booth space purchased. In addition, each exhibiting company receives one (1) complimentary Exhibitor Full Conference badge. Additional Exhibitor Full Conference badges are \$350 each and additional Exhibitor Exhibit Hall Only badges are \$100 each.

Please note:

- Both badge types allow your employees to enter the exhibit hall for Exhibitor Move-In, Show Hours and Exhibitor Move-Out.
- Exhibitor Full Conference Badges allow access to the Solution Center, AHE educational sessions and the Welcome Reception on Monday, July 22, 2024.
- Exhibitor badges do NOT allow access to any other than their own Sunrise Sessions and Lunch and Learn Sessions.
- These badges are for your company employees only. They may not be given or transferred to other conference attendees.
- Badges must be worn at all times in the exhibit hall and are required for access to the exhibit hall.

Exhibitor registration information was sent from AHE@aha.org with the subject line "Welcome to AHE Exchange 2024." This email includes a link to log in to the Exhibitor Portal, where you can register your booth staff, update your company profile and order lead retrieval. If you did not receive this information, please check your spam folder or contact AHE@aha.org.

For more detailed registration instructions, please reference the registration [How-To Guide](#).

[View the Registration How-to-Guide >>](#)

Lead Retrieval

To obtain attendees' contact information, you will need to order a 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 through your Exhibitor Portal.

[View Lead Retrieval Training Guide >>](#)

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! If you have any questions, please contact us at AHE@smithbucklin.com.

[View the Exhibitor Resources Page >>](#)

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/double plus a discounted resort fee of \$10 per night. You must first register for an Exhibitor Full Conference or Exhibitor Badge in order to reserve a discounted room in the AHE room block. Your

registration confirmation email will include a link to book your hotel room. Additional information about travel, including airline discounts, is on the [Exchange24 website](#).

Upcoming Dates & Deadlines

Monday, June 24

- The Expo Group Advanced Discount Deadline
- Exhibitor Appointed Contractor (EAC) notification due to The Expo Group
- Exhibitor Certificate of Insurance (COI) due to [AHE Show Management](#)
- Floor plans with dimensions due to [AHE Show Management](#) for any exhibitor occupying an Island, Split Island, Peninsula, or Modified Peninsula

Tuesday, June 25

- AHE Exchange hotel room block cut-off

Wednesday, June 26

- Advanced Warehouse Opens

Friday, July 12

- Advanced Warehouse Closes
- Shipments arriving after July 12, 2024, will be received with an additional after-deadline charge. The Advanced Warehouse will be closed and not receive shipments on July 4 and July 5, 2024, in observance of Independence Day.
- Exhibitor registration substitutions and cancellations deadline
- Exhibitor profile information due for the Exchange24 mobile app
- All new registrations and edits to existing registrations will be handled on-site

Sunday, July 21 – Tuesday, July 23

- Shipments accepted at the Show Site
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Exhibitor Schedule

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*

Have Questions or Need Help?

We Can Help!

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!

AHE Show Management



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