

Subject: 2017 ASHRM Annual Conference: Exhibitor Information

Good afternoon,

My name is Kat Noelke and I will be your Exhibit Coordinator for the upcoming 2017 ASHRM Annual Conference & Exhibition. Below are some important reminders and upcoming important dates:

IMPORTANT DATES

- Exhibitor housing is live; if you didn't receive the housing communication or if you need an exhibitor sub-block form please email knoelke@smithbucklin.com
- The online **Exhibitor Services Manual**, including important show information and order forms, will be available the **week of July 17**. Please look for an email to come from ASHRM's General Services Contractor, The Expo Group.
- **Exhibitor Registration** will be live in **early July**. Please look for an email to come from ASHRM; this will outline detailed information and instructions on how to register your attendees.

BOOTH PAYMENT – Action Required!

If you haven't already paid for your booth space, please do so at this time as payments were due **Friday, May 26**. Invoices are available now upon request, please email knoelke@smithbucklin.com

COMPANY DESCRIPTION SURVEY – Action Required!

In order to have your company information included in the mobile app, please fill out the following survey exactly as you would like your information to be published. Company description information is due **Friday, July 14**. Survey: <https://www.surveymonkey.com/r/ASHRM2017CompanyDescriptionSurvey>

EXHIBITOR RESOURCE PAGE

We suggest saving and visiting our [exhibitor resource page](#) for all the latest exhibition updates

LOCATION

Washington State Convention Center
705 Pike St.
Seattle, WA 98101

The Solutions Center (Exhibit Hall) is located in Hall 4AB on Level 4 of the Washington State Convention Center.

Solutions Center Floor Plan: <http://floorplan.smithbucklin.com/fxfloorplan/17ashrm/>

CONFERENCE HOTELS

Sheraton Seattle
1400 6th Ave
Seattle, WA 98101

Westin Seattle
1900 5th Ave
Seattle, WA 98101

EXHIBITOR SCHEDULE

Move-In:

Saturday, October 14: 8:00 a.m. - 5:00 p.m.

Sunday, October 15: 8:00 a.m. – 3:00 p.m.

Show Hours:

Sunday, October 15: 5:00 p.m. – 7:00 p.m.
Welcome Reception in Solutions Center

Monday, October 16: 7:30 a.m. – 9:00 a.m.
Breakfast in Solutions Center

11:30 a.m. – 1:30 p.m.
Lunch in Solutions Center

4:00 p.m. – 6:00 p.m.
Taste of Seattle Reception in Solutions Center

Tuesday, October 17: 11:30 a.m. – 2:00 p.m.

Move-Out:

Tuesday, October 17: 2:00 p.m. – 9:00 p.m.

Thank you!