



ASHRM Annual Conference & Exhibition October 18 – 21, 2015 Indianapolis Convention Center Indianapolis, IN

Resource Guide

2015 Exhibitor Resource Page

You can access the Annual 2015 Exhibitor Resource page [here](#).

Americans with Disabilities Act Conformance

Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. Exhibitors shall indemnify, hold harmless and defend ASHRM, its officers, directors, agents, members and employees from and against any claims, liabilities, losses, damages and expenses (including attorney's fees and expenses) resulting from or arising out of the exhibitor's failure or allegations of exhibitor's failure to comply with the provisions of the ADA. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

ADA

Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Civil Rights Division
Disability Rights Section - NYAV
Washington, D.C. 20530
Phone: 800-514-0301
Fax: 202-307-1198
<http://www.ada.gov/new.htm>

ASHRM Show Management

ASHRM's Show Management (SmithBucklin) onsite office will be located in the back right-hand corner of the Exhibit Hall. For any logistics questions, contact ASHRM's Exhibit Coordinator, Caitlin Schmierer at cschmierer@smithbucklin.com or 312-673-4743.

Attire

The suggested dress code for the conference, including the Welcome Reception on Sunday, evening is business casual. To help plan, expect an average daytime high temperature of 64°F with an evening low of 44°F. The average rainfall in October is 0.72 inches. The Indianapolis Convention Center utilizes air conditioning and heat to maintain minimal comfort levels during move-in and move-out but we recommend that you plan to wear attire that keeps you cool during these times.

Booth Package

Exhibit booth back walls (8' high) and side walls (3' high) will be blue drape. A company identification sign (7" x 44") will also be provided. Any additional furnishings and services can be ordered by using the forms in the Exhibitor Services Manual. **Please note that the hall is not carpeted and all exhibitors are required to carpet their booth(s).** Exhibitors may bring their own carpet or may rent carpet from The Expo Group. The aisle carpet will be light blue.

Business Services

The Ricoh Business Center is located inside the Indianapolis Convention Center outside Exhibit Hall D and across from room 117. The Ricoh Business Center offers virtually everything to meet your convention and business needs. Services include full service digital color and black and white copying and printing, document finishing services, U.S. Package Services, UPS Shipping, office supplies available to purchase, and more.

For more information about The Ricoh Business Center at the Indianapolis Convention Center and to place an order, please go to: <https://www.icclos.com/planners/planner-services-business-office.aspx>

Contract Conditions/Rules & Regulations

Exhibitors must comply with all of the policies, rules, terms and regulations contained with this manual. A copy of ASHRM's Contract Conditions/Rules & Regulations is included in this Exhibitor Services Manual under the Rules and Regulations section. Exhibitors are responsible for compliance with all facility regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event.

Convention Center

Indianapolis Convention Center
100 South Capitol Avenue
Indianapolis, IN 46225
(317) 262-3400

The Exhibit Hall is located in Halls D-E on the first floor of the convention center. For more information on travel and hotel arrangements, please refer to the Housing and Registration section of the Exhibitor Services Manual.

Dismantling of Exhibits

All exhibits must remain intact until the closing of the show. Exhibits shall not be dismantled or removed, in whole or in part, before 2:00 p.m. on Tuesday, October 20, 2015. All exhibits must be packed and labeled for shipment by 9:00 p.m. on Tuesday, October 20. If exhibits are not removed by this time, ASHRM has reserved the right to remove exhibits and charge the expense to the exhibitor. All carriers other than the official show carriers must check in at the freight desk by 4:00 p.m. on Tuesday, October 20, otherwise the exhibitor shipment will be subject to rerouting at the exhibitors expense.

Exhibit Hall Admission Hours

Exhibitors will be allowed on the exhibit floor at the following times:

Saturday, October 17	8:00 a.m. to 5:00 p.m.
Sunday, October 18	8:00 a.m. to 3:00 p.m.
Monday, October 19	7:30 a.m. to 6:00 p.m.
Tuesday, October 20	7:30 a.m. to 9:00 p.m.

Exhibitors can gain access to the exhibit hall Saturday, October 17, starting at 8:00 a.m. by obtaining a wrist band at the exhibit hall entrance from the security guard. Starting on Sunday, October 18, an ASHRM Exhibitor badge is required for admittance to the exhibit hall. If an exhibitor needs additional time in their booth, please contact an ASHRM Show Management representative onsite to receive an Early/Late Pass. ASHRM Show Management's onsite office will be located in the back right-hand corner of the Exhibit Hall.

Exhibitor Appointed Contractors

All Exhibitor Appointed Contractors (EACs) must obtain a temporary set-up/tear-down wristband from the security guards for access to the exhibit hall during move-in and move-out. All EACs must be registered EAC Notification Form located in The Expo Group section of the Exhibitor Services Manual by September 21, 2015.

Exhibitor Registration

As an exhibiting company, you are entitled to receive four (4) complimentary Exhibitor Badges and one (1) complimentary Exhibitor Full Conference Badge. Exhibitors who purchase more than 100 sq. ft. are entitled to two (2) additional Exhibitor Badges for every 100 sq. ft purchased. Additional Exhibitor Badges above the complimentary allotment are \$150.00 per badge. Exhibitor badges are for the exhibit hall only and do not allow access to concurrent sessions. Your company can purchase full conference badges for any booth worker wanting to attend educational sessions, additional Full Conference Badges are \$845.

All Exhibitors are invited to attend the Welcome Reception on Sunday evening in the exhibit hall. ASHRM's registration company, ExpoLogic, will e-mail each primary contact a password and direct link for online registration. Onsite exhibitor registration starts on Saturday, October 17 at 2:00 p.m. at the Indianapolis Convention Center.

Exhibitor Service Center

The Expo Group will staff an Exhibitor Service Center throughout the show to help exhibitors with all of their orders. The Service Center will be located in the back of the Exhibit Hall. Exhibitors may follow up on advance orders as well as place any onsite orders at the Exhibitor Service Center. Place orders with pre-payment by September 21, 2015 in order to save 10%.

Final Program

Each exhibitor is entitled to a complimentary listing in the Final Program including a 35-word company description. Exhibitors can submit their 35-word description using the following link:
<https://www.surveymonkey.com/r/ASHRMCompanyInformation>.

The deadline for the Final Program is Friday, September 4, 2015. If you have questions about the Final Program, contact ASHRM's Exhibit Coordinator, Caitlin Schmierer at cschmierer@smithbucklin.com or 312-673-4743.

Security

Independent guards will be engaged to provide protection for the overall exhibition from the beginning of move-in to the end of move-out, but not for any particular exhibit. The Indianapolis Convention Center, ASHRM, SmithBucklin, The Expo Group and the security vendor are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. ASHRM strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this conference, as well as during installation, exhibit days, and dismantling. ASHRM insurance policies do not extend to cover liabilities of exhibitors. Exhibitors may arrange for additional security by contacting ASHRM's Exhibit Coordinator, Caitlin Schmierer at cschmierer@smithbucklin.com or 312-673-4743.

Sponsorships

Increase your exposure on site by taking advantage of one of our sponsorship opportunities and make the most of your marketing dollar! Contact Kris Wolcott at 312-673-4722 or kwolcott@smithbucklin.com.

Storage Behind Booth Back Drapes

Nothing may be stored behind booths and back wall drapes. ASHRM, the Indianapolis Fire Department and the Indianapolis Convention Center may inspect exhibits to ensure compliance. Accessible storage may be arranged at the Service Center.

Wireless Internet

Wireless Internet Zones are located throughout the Indianapolis Convention Center. To utilize wireless Internet:

- Connect to the Indianapolis Free Wifi network/ASHRM.
- Launch your internet browser.