



ASHRM Annual Conference & Exhibition
September 25-28, 2016
Orange County Convention Center
Orlando, FL

Resource Guide

2016 Exhibitor Resource Page

You can access the 2016 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, Katarina Noelke at knoelke@smithbucklin.com or 312-673-5631.

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 90°F with an evening low of 73°F. The average rainfall in September is 6.1 inches. The Orange County 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 navy 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

FedEx Office is the exclusive business center for the Orange County Convention Center with three convenient full-service business centers within the North, South and West Buildings.

The following services are available onsite: posters/signs and graphics; black and white/color copies; computer workstations with design software; packing, shipping and receiving via FedEx for packages up to 150lbs; office equipment rental; binding and finishing services; office supplies; large volume production of meeting materials/books; 24/7 network; scooter/wheelchairs via Scootaround, Inc. and more.

For more information about the FedEx Office Business Center at the Orange County Convention Center and to place an order, please go to https://www.occc.net/exhibitor/Services_Exclusive_Business.asp

Contract Conditions/Rules & Regulations

Exhibitors must comply with all of the policies, rules, terms and regulations contained within 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

Orange County Convention Center
9800 International Drive
Orlando, FL 32819
(407) 685-9800

The Exhibit Hall is located in the South Concourse, Level I of the Orange County 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, September 27, 2016. All exhibits must be packed and labeled for shipment by 9:00 p.m. on Tuesday, September 27. 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, September 27, 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, September 24	8:00 a.m. to 5:00 p.m.
Sunday, September 25	8:00 a.m. to 7:00 p.m.
Monday, September 26	7:30 a.m. to 6:00 p.m.
Tuesday, September 27	7:30 a.m. to 9:00 p.m.

Exhibitors can gain access to the exhibit hall Saturday, September 24, starting at 8:00 a.m. by obtaining a wrist band at the exhibit hall entrance from the security guard. Starting on Sunday, September 25, 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 August 22, 2016.

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 educational sessions. Your company can purchase full conference badges for any exhibit hall only badge wanting to attend educational sessions, additional Full Conference Badges are \$845.

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, September 24 at 2:00 p.m. at the Orange County 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 August 22, 2016 in order to save 10%.

Mobile App

Each exhibitor is entitled to a complimentary listing in the Mobile App including a 35-word company description.

The deadline for the initial Mobile App content upload July 13, 2016; if you have questions about your company description and how to submit it, contact ASHRM's Exhibit Coordinator, Katarina Noelke at knoelke@smithbucklin.com or 312-673-5631.

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 Orange County 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, Katarina Noelke at knoelke@smithbucklin.com or 312-673-5631.

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 King at 312-673-5505 or krking@smithbucklin.com.

Storage Behind Booth Back Drapes

Nothing may be stored behind booths and back wall drapes. ASHRM, the Orlando Fire Department and the Orange County 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 Orange County Convention Center. Instructions on how to connect to the wireless internet will be available as the event gets closer.