

Subject: 2016 ASHRM Annual Conference: Exhibitor Information 5.2.16

Good afternoon,

My name is Kat Noelke and I will be your Exhibit Coordinator for the upcoming 2016 ASHRM Annual Conference & Exhibition. Below are some important reminders and upcoming important dates:

IMPORTANT DATES

- Exhibitor housing will be live and sub-block request forms will be available in **mid-May**
- The online **Exhibitor Services Manual**, including important show information and order forms will be available the **week of June 27**. Please look for an email to come from ASHRM's General Services Contractor, The Expo Group.
- **Exhibitor Registration** will also be live the **week of June 27**. 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 6**. Invoices are available now upon request, please email knoelke@smithbucklin.com

EXHIBITOR RESOURCE PAGE

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

LOCATION

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

The Exhibit Hall is located in Hall SB on Level 1 of the Orange County Convention Center.

Exhibit Hall Floor Plan: <http://floorplan.smithbucklin.com/xfloorplan/16ashrm/>

CONFERENCE HOTELS

Hilton Orlando
6001 Destination Parkway
Orlando, FL 32819
(407) 313-4300

Hyatt Regency Orlando
9801 International Drive
Orlando, FL 32819
(407) 284-1234

NEW: ASHRM has revamped their housing policies for 2016, please see attached for the updated document

CONFERENCE SCHEDULE

[Click here](#) to view the 2016 ASHRM Conference schedule

EXHIBITOR SCHEDULE

Move-In:

Saturday, September 24: 8:00 a.m. - 5:00 p.m.

Sunday, September 25: 8:00 a.m. – 3:00 p.m.

Show Hours:

Sunday, September 25: 5:00 p.m. – 7:00 p.m.

Welcome Reception in Exhibit Hall

Monday, September 26: 7:30 a.m. – 9:00 a.m.

Breakfast in Exhibit Hall

11:15 a.m. – 1:30 p.m.

Lunch in Exhibit Hall

4:00 p.m. – 6:00 p.m.

ASHRM Reception in Exhibit Hall

Tuesday, September 27: 11:30 a.m. – 2:00 p.m.

Move-Out:

Tuesday, September 27: 2:00 p.m. – 9:00 p.m.

Thank you!

Katarina Noelke

ASHRM Exhibit Coordinator

330 North Wabash Avenue | Chicago, IL 60611

p. 312.673.5631 | e. knoelke@smithbucklin.com

American Society for Healthcare Risk Management



ASHRM 2016
ANNUAL CONFERENCE



September 25-28, 2016 Orlando, Florida