

safe and trusted healthcare

Subject: 2016 ASHRM Annual Conference: Exhibitor Information 6.20.16

Good morning,

ASHRM would like to thank you for exhibiting and/or sponsoring at the ASHRM Annual Conference & Exhibition taking place September 25-28, 2016 at the Orange County Convention Center. Below you will find important reminders and upcoming deadlines:

IMPORTANT DEADLINES

- Monday, June 27
 - Advanced lead retrieval pricing starts
 - See attached: lead retrieval form
- Wednesday, July 13
 - Deadline for changes to exhibitor listing for the mobile app
- Friday, July 29
 - Deadline to submit sub-block housing lists to hotel
- Monday, August 22 – Wednesday, September 21
 - Shipments accepted to the advance warehouse
- Monday, August 22
 - The Expo Group 10% discount deadline for all show services
 - Exhibitor appointed contractor (EAC) form due
 - Pre-show attendee list sent to exhibitors
- Wednesday, August 31
 - Hotel reservation cutoff for the Hyatt Regency Orlando and the Hilton Orlando
- Saturday, September 24
 - Direct to show shipments accepted

EXHIBITOR RESOURCE PAGE

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

COMPANY DESCRIPTIONS FOR MOBILE APP – ACTION REQUIRED!

Please use the following link to submit your 35 word company description and information. Once you have submitted your company description and information, you cannot make edits. If you need to make any edits, please email Katarina Noelke at knoelke@smithbucklin.com

Link: <https://www.surveymonkey.com/r/ASHRM2016companyinformation>

BOOTH PAYMENT

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

BOOKING HOUSING

Hilton Orlando
6011 Destination Parkway
Orlando, FL 32804
(407) 313-4300

Hilton Orlando: <https://resweb.passkey.com/go/ASHRM2016EXHIBITOR>

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

Hyatt Regency Orlando: <https://resweb.passkey.com/go/ASHRMEXIBITORS>

Request a Sub-block

Exhibitors and sponsors who are looking to book 10 or more rooms are able to request a sub-block form. Please note this will be approved based on your eligibility, room block size, and availability. For more information on your eligibility, please review [ASHRM's Housing Policy and Procedures](#) document that is located on the website. To obtain the sub-block request form, please reference the [Exhibitor Resource](#) section on the ASHRM website.

Confirmations

The hotel where you have made your reservation will send you a confirmation. Please review it carefully for accuracy and keep a copy for your records.

Room Rates/Taxes

To take advantage of the special ASHRM Annual Conference rates, be sure to book your reservation on or before **August 31, 2016**. After **August 31**, the ASHRM room blocks will be released. Reservation requests will be honored based on availability and at the hotel's prevailing rates. All rates are per room night and are subject to a 12.5 percent tax (subject to change). Please make the hotels aware of any special needs you may have and they will assign specific room types and any other requests at check-in, based on availability.

Deposits

Please have your credit card information on hand upon booking your reservation. Each hotel requires a credit card to guarantee the reservation.

Changes/Cancellations/Refunds

Reservations at the Hilton Orlando and Hyatt Regency not canceled prior to 72 hours before arrival will be billed one (1) night's room and tax. Please contact the hotel directly to cancel a reservation.

Rental Cars/Taxi/Car Service

Please visit <http://www.visitorlando.com/plan-your-trip/transportation> for a selection of rental vehicles, taxis, limousines and public transportation options.

Parking

The Orange County Convention Center parking fee starts at \$15 per car entry. Please visit <https://www.occc.net/attende/Parking.asp> for directions, maps and pricing.

Be aware that you may be solicited by other companies to book your hotel room or make travel arrangements for this event. Such companies are not affiliated with and are not sponsored or approved by ASHRM and AHA to provide travel arrangements for this event. ASHRM and AHA will not be responsible for any actions or omissions of such companies.

QUESTIONS

- ASHRM: ASHRM@aha.org (Registration Process & Changes)
- Kathleen Wong: kwong@expologic.com (Lead Retrieval)
- Kat Noelke: knoelke@smithbucklin.com (Exhibitor Logistics)

Thank you!

Katarina Noelke

ASHRM Exhibit Coordinator

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American Society for Healthcare Risk Management



ASHRM 2016
ANNUAL CONFERENCE



September 25-28, 2016 Orlando, Florida