

Subject: 2016 ASHRM Annual Conference: Exhibitor Information 7.19.16

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

- Friday, July 29
 - Deadline to submit sub-block rooming lists to hotels
- 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 Hilton Orlando and the Hyatt Regency Orlando
- Saturday, September 24
 - Direct to show shipments accepted

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

EXHIBITOR RESOURCE PAGE

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

SOCIAL MEDIA

We'd love your help with spreading the word by re-tweeting or sharing ASHRM's Annual Conference posts.

- [Facebook](#)
- [Twitter](#)

Exhibitor Schedule

Exhibitor Move-In:

Saturday, September 24	8:00 a.m. - 5:00 p.m.
Sunday, September 25	8:00 a.m. - 3:00 p.m.

See Security Guard at Exhibit Hall Entrance to receive an ASHRM wristband for admittance.

All exhibits must be fully operational by 3:00 p.m., Sunday, September 25. After this time, no installation work will be permitted without special permission from ASHRM Show Management.

Show Hours:

Sunday, September 25	5:00 p.m. – 7:00 p.m. <i>Welcome Reception in Exhibit Hall</i>
Monday, September 26	7:30 a.m. – 9:00 a.m. <i>Breakfast in Exhibit Hall</i>
	11:30 a.m. – 1:30 p.m. <i>Lunch in Exhibit Hall</i>
	4:00 p.m. – 6:00 p.m. <i>ASHRM Reception in Exhibit Hall</i>
Tuesday, September 27	11:30 a.m. – 2:00 p.m. <i>Lunch in Exhibit Hall</i>

Exhibitor Move-Out:

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

All exhibits will close promptly at 2:00 p.m. on Tuesday, September 27. All freight not called for by 9:00 p.m., Tuesday, September 27, will be shipped by the preferred carrier of the official show contractor at the exhibitor's expense. All carriers must check-in by 7:00 p.m. on Tuesday, September 27.

EXHIBITOR SERVICES MANUAL

The online exhibitor services manual that includes important show information and order forms is now available. To access the manual, follow the steps below:

1. Visit the [Online Service Center](#) and click on the 'Order Services' link.
2. Enter your show ID and password.
 - **Show ID:** 201511004
 - **Password:** *This can be found on your confirmation email from The Expo Group*
3. Select 'Order Services' from the navigation bar at the top of the page.
4. Click on the 'Continue' button.
5. Select the 'Add Item' button to see the menu of services and to start your order.
6. If you have any questions regarding your booth furnishings, service orders, or login information, contact Kristopher Martin at kmartin@theexpogroup.com

EXHIBITOR REGISTRATION

1. Visit the 2016 ASHRM Annual Conference [Exhibitor Registration Page](#)
2. Enter your log-in
 - a. Login: ***the email address for the primary logistics contact for your company***
 - b. Password: ***your booth number for the conference, if you do not have a booth number enter the name of the zip code that your company is located in***
3. Select 'Register Additional Booth Staff or Register Complimentary Full Conference Exhibitors'. For the full conference badge, please be sure to selection your sessions.
4. Complete required fields of personal and payment information (if above your allotment).
5. Select Submit registration.
6. Online registration will close on **Monday, September 19** so please complete your registration at your earliest convenience. After this date, all changes will have to be made onsite.

Cancellation Policy

Paid registrants unable to attend may submit a cancellation request via e-mail to ASHRM@aha.org. Cancellation requests must be made in writing by **September 9, 2016**. Registration fees, less a \$100 cancellation fee, are refundable; any requests after October 5 will not be honored. All refunds will be provided after the conference.

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 – **Deadline is July 29!**

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.

QUESTIONS

- ASHRM: ASHRM@aha.org (Registration Process & Changes)
- ExpoLogic: (484) 751-5131, Option 2 (Lead Retrieval)
- Kat Noelke: knoelke@smithbucklin.com (Exhibitor Logistics)

Thank you!