



Subject: 2016 ASHRM Annual Conference: Exhibitor Information 8.25.16

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, August 22 – Wednesday, September 21
 - Shipments accepted to the advance warehouse
- Saturday, September 24
 - Direct to show shipments accepted

Booth Payment – **ATTENTION!**

If you haven't already paid for your booth space, please do so at this time as **full payments were due Friday, May 6**. Invoices are available now upon request, please email KNoelke@smithbucklin.com

Final Floor Plan

Review the final 2016 [floor plan](#) and familiarize yourself with the layout and the location of your booth. We have added and moved several booths in the last month due to demand and the changing shape of the Yellow and Orange theaters. If you have any questions about your booth location or the floor plan, please contact Kat Noelke at knoelke@smithbucklin.com.

Exhibitor Resource Page

We suggest bookmarking and visiting our [exhibitor resource page](#) for all the latest exhibition updates, information, convenient schedules, and shipping labels.

Social Media

We'd love your help with spreading the word by re-tweeting or sharing ASHRM's Annual Conference posts. Attached please find the exhibitor marketing kit which you can use to help spread the word!

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

Onsite Space Selection – **SAVE THE DATE!**

Save the date for onsite space selection Monday, September 26 and Tuesday, September 27. Space Selection will be held in the Show Management Office in the back of South Hall B. Look for your time and priority point information to be sent next week.

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 a yellow 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.

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!