



Welcome to the **ASHRM 2022 Annual Conference in Boston!** This email is intended for the representatives from your company that will be coming onsite next week. If that is not you, please make sure to share this email with the correct person in order to share the appropriate information.

As you make your final preparations before going onsite, please keep in mind these helpful reminders:

[Mobile App](#)

Download the conference mobile app to find session rooms, explore speakers, to stay up-to-date on the latest activities, and more! Please use your best judgement and be respectful of all attendees and other exhibitors. ASHRM will be monitoring the app usage by all individuals and will revoke privileges as necessary.

How to download the ASHRM Mobile App and Login

- Search for “AHA Event” in the Apple or Android store and install to download.
- Open the app and click on “ASHRM 2022 Annual Conference”.
- Follow the on-screen instructions to login.
- When prompted, use the email address you used to register for the event.
- Retrieve the 6-digit code sent to your email address and enter it in the app to complete your login.
- Set your profile to "visible" so friends and colleagues can find and connect with you through the app.

[Badge and Lead Retrieval Pickup](#)

Your badges can be picked up at the Registration Desk located on the Second Level and your lead retrieval device (if ordered) can be picked up in the back of the Solution Center. If you elected to rent a lead retrieval device and attendees give you permission to scan their badge, you will receive their full contact information (including email and phone).

[Show Management Office, Exhibitor Lounge and Exhibitor Service Center](#)

The Show Management Office and Exhibitor Service Center will be located in the back of the Solution Center. ASHRM Show Management will be stopping by each booth during a walk through prior to show opening, however, if you need assistance at any time, please do not hesitate to visit us in the **Show Management Office**.

If you need assistance from The Expo Group at any time during the show (for booth furnishings, electricity, carpet, etc.), you can speak to their representatives at the **Exhibitor Service**

Center. Exhibitors may follow up on advance orders as well as place any onsite orders or shipping questions at the **Exhibitor Service Center**.

Show Schedule

Please note that all exhibit staff must wear their badges to gain access to the Solution Center at all times. Exhibitors will have access to the Solution Center starting one hour prior to opening time at each interval of time.

Move-in:

Saturday, September 10 8:00 a.m. – 5:00 p.m.

Sunday, September 11 8:00 a.m. – 3:00 p.m.*

**All exhibits must be fully operational by 3:00 p.m. on Sunday, September 11. After this time, no installation work will be permitted without special permission from ASHRM Show Management.*

Show Hours:

Sunday, September 11 5:15 p.m. – 7:00 p.m.

Monday, September 12 7:30 a.m. – 9:00 a.m.
11:30 a.m. – 1:00 p.m.
4:45 p.m. – 6:30 p.m.

Tuesday, September 13 7:30 a.m. – 9:00 a.m.
12:00 p.m. – 2:00 p.m.

Move-out:

Tuesday, September 13 2:00 p.m. – 8:00 p.m.

*All exhibits will close promptly at 2:00 p.m. on Tuesday, September 13. All freight not called for by 7:00 p.m., Tuesday, September 13, 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 13. Empties will be returned after the booth carpeting has been rolled up. Shipments are to be stacked inside the exhibit space and complete shipping instructions are to be left at **The Expo Group Service Desk**. All crates must be packed and labeled for outbound shipment by 7:00 p.m., Tuesday, September 13. Any remaining freight will be removed at the exhibitor's expense. Exhibitors must make all arrangements for prompt pick up and removal of all outbound shipments including express couriers e.g., FedEx, UPS. All carriers other than the official show carriers must check-in by 7:00 p.m. on Tuesday, September 13, otherwise exhibitor shipments may be subject to rerouting. On Tuesday morning, The Expo Group will distribute checkout materials to all exhibitors and assist you in every way possible in routing outbound shipments.*

Important Shipping Deadlines

- **Wednesday, September 7**

Last day that shipments will be accepted at the advance warehouse. Please note that any materials arriving after Saturday, September 3 will be received at the warehouse with an additional after charge.

- **Saturday, September 10**

Shipments will be accepted and received at the Hynes Convention Center. Please note that shipments arriving before this date may be refused by the facility.

If you need shipping labels to either the advance warehouse or show site, please visit the [Exhibitor Services website](#). Labels can be found under “Material Handling and Shipping”.

[Exhibitor Meals in Solution Center](#)

ASHRM Show Management will have all meal functions taking place in the Solution Center placed as early as possible. Please plan to take advantage of this in the time and arrive early to eat your meal prior to attendee’s arrival to the Solution Center. We ask that you use the garbage cans provided to dispose of your trash in order to have a clean Solution Center by the time attendees enter the hall.

[Attire](#)

The suggested dress code for the conference, including the Welcome Reception on Sunday evening, is business casual. Once the show is open, all convention centers tend to run cold so please plan to bring a sweater for those times.

[Wi-Fi](#)

Complimentary Wi-Fi will be available throughout the meeting space.

WiFi Information

- SSID: ASHRM2022
- Password: wtwco2022

[Convention Center](#)

John B. Hynes Veterans Memorial Convention Center
900 Boylston Street
Boston, MA 02115

When you arrive at the convention center, please pick-up your badge at the Exhibitor Registration Counter which is located in the registration area on the Second Level. Registration does not open until Sunday at 10:00 a.m., so if you are setting up on Saturday, please proceed directly to the Solution Center entrance on the Second Level and provide your company name to pick-up an ASHRM wristband from the security guard on duty. **Name badges will be required for exhibitors to enter the Solution Center on Sunday.**

Security screening: Upon arrival, attendees will walk through Evolv security systems for quick and easy screenings. Searches will only be conducted in instances when the Evolv alarm is triggered. An MSA K9 unit (golden retrievers) will also be on-site to search larger bags, rollers, etc.

[Parking](#)

Within a three-block walk of the Convention Center are numerous parking garages totaling over 4,400 spaces. There is limited meter parking available around the Convention Center and adjacent streets as well. Click [here](#) to view and download the John B. Hynes Veterans Memorial Convention Center PDF guide of nearby garages for a full list of options.

[Social Media](#)

Please share your Annual Conference experiences with us throughout the conference! Use the hashtag #ASHRM2022 and feel free to tag us in any posts you might make. Our social media

sites are listed below as well as the marketing toolkit for exhibitors and sponsors which contains easy-to-use pre-made social media posts to make posting even easier.

- [Facebook](#)
- [Twitter](#)
- [Marketing Toolkit for Exhibitors and Sponsors](#)

Please do not hesitate to contact ASHRM Show Management if you need anything prior to the show at ASHRM@smithbucklin.com.

Safe travels and see you soon in Boston!

Thank you,

ASHRM Show Management
ASHRM@smithbucklin.com