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**From:** AHRMM Show Management <AHRMM@smithbucklin.com>  
**Sent:** Thursday, April 13, 2023 5:29 PM  
**To:** AHRMM@SmithBucklin.com  
**Subject:** AHRMM23 Exhibitor Newsletter 1

**EXTERNAL MESSAGE**

[View email](#)



Dear [Exhibitor Contact],

Thank you for your support and participation as an exhibitor at the AHRMM23 Annual Conference & Exhibition in Orlando, FL. As you begin to plan your exhibition, please take note of the following information:

**[EXHIBITOR SERVICES MANUAL](#)**

The Exhibitor Service Manual was sent by The Expo Group on April 12th and is also on the AHRMM23 Exhibitor Resources Page. Ensure that you have placed all orders prior to the discount deadline of **Wednesday, July 5th** to receive the greatest discount on all booth services. Please reference the manual for all deadline dates, shipping and material handling information, booth furniture order forms plus utilities and additional services. Bookmark the Exhibitor Resource Center for all updated exhibitor information, deadline dates, and links. If you have questions about anything in the Service Manual or Exhibitor Resources, please contact us at [ahrmm@smithbucklin.com](mailto:ahrmm@smithbucklin.com).

[Exhibitor Service Manual](#)

### EXHIBITOR WEBINAR APRIL 18

Register today for a live webinar, free to all exhibitors, **Tuesday, April 18, 2:30 PM ET/1:30 PM CT!** Join this webinar to learn how to make the most of your exhibiting investment at AHRMM23. Get answers to all your questions about exhibiting from the AHRMM team managing the Exhibition & Conference and The Expo Group. The webinar will be recorded for anyone who can't attend during the live session.

Register for Exhibitor Webinar

### EXHIBITOR BOOTH PERSONNEL REGISTRATION

As an exhibiting company at AHRMM23, Exhibitors receive (3) complimentary Exhibit Hall badges and (1) complimentary "Exhibitor Full Conference" badges per 10' x 10' booth space purchased.

The first email announcing exhibitor registration information access was sent out by AHRMM the week of March 27th from [ahrmm@aha.org](mailto:ahrmm@aha.org) with the subject line "Welcome to AHRMM23 Conference and Exhibition- Login into the Exhibitor Portal". This email includes a link to login to the Exhibitor Portal where you can register your booth staff. If you did not receive this information, please check your spam folder or contact [ahrmm@aha.org](mailto:ahrmm@aha.org).

For complete registration information, please visit the Exhibitor Registration Information page on the Exhibitor Resource site.

Exhibitor Registration Information Page

### HOTEL RESERVATIONS

A block of hotel rooms is available to all registrants at a discounted rate of \$219 Single/Double plus tax and fees. To reserve a room, you must first be registered as an attendee. The link to book your accommodations will be included in your registration confirmation. Confirmations will be sent from AHRMM upon completion of registration from [ahrmm@aha.org](mailto:ahrmm@aha.org).

Hotel reservations for AHRMM23 should be made directly with the hotel by calling the reservation number listed on your registration confirmation. Only those suppliers identified in AHRMM23 Conference-related communications are official partners of AHRMM and AHA.

If you have not received your confirmation please contact [ahrmm@aha.org](mailto:ahrmm@aha.org).

[AHRMM Hotel & Travel Page](#)

### [EXHIBITOR RESOURCE PAGE](#)

Bookmark the Exhibitor Resource Page and stay up-to-date on the most current exhibitor information, including the Exhibitor Resource Guide, Key Deadlines, Exhibitor Hours, and more! If you need more information or assistance with your booth preparation, please contact us at [ahrmm@smithbucklin.com](mailto:ahrmm@smithbucklin.com).

[Exhibitor Resource Page](#)

### [SPONSORSHIPS AND ADVERTISING ONSITE](#)

Are you looking to expand your presence and further engage with AHRMM23 Attendees? Optimize your impact and build an onsite presence by securing a sponsorship. All AHRMM23 Annual Conference Sponsorship options including speaking sessions, increased branding and year round advertising opportunities.

Customize your engagement today by submitting a contract contacting our sales team:

Nick Schuette  
(312) 673-4974  
[nschuette@smithbucklin.com](mailto:nschuette@smithbucklin.com)

Kris King  
(312) 673-5505  
[krking@smithbucklin.com](mailto:krking@smithbucklin.com)

**AHRMM23 Sponsorship Contract**

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**Our mailing address is:**

330 N Wabash Ave #2000

Chicago, IL 60611

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