

**From:** Exhibitor Service <ExhibitorService@theexpogroup.com>  
**Sent:** Wednesday, April 5, 2023 2:29 PM  
**To:** Tiffani Peeples  
**Subject:** Proof - Time to Plan for AHRMM23!

Here's a link to the Exhibitor Services Manual and your login information.

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# THE EXPO GROUP

Architects for connecting communities.<sup>SM</sup>

## Welcome to AHRMM23

Our customer service managers are here to assist you in preparation for the show.

Are you the correct contact for The Expo Group in Booth 127? If not, [please respond](#) with the correct contact so we may update your information.

## Visit the Online Service Center

The [Online Service Center](#) is your virtual home for AHRMM23. From here you can access vital show information including the [Quick Facts](#) that contains important show details and deadlines that you may find valuable in your planning process.



*Order Services Online*  
**Place your order online through cyberservices at any time:**



*Mark Your Calendars!*  
**The discount deadline is Wednesday, July 5.** When you place an order online, the discount will show for each item after

- Log in to [cyberservices](#)
- Enter your Show ID and Password:
  - Show ID: [example]
  - Password: [example]
- Select 'Start Shopping' to start your order

You can also select "Login with Email" if your email address is associated with your account. If it is not listed, your colleague can add you or you can contact us!

Third-party Providers: Please [download and complete the authorization form](#) to set up a Show ID and Password.

it is added to your shopping basket. Orders after the discount deadline are no longer eligible for discounts.

**A completed Material Handling Agreement is required for each outbound shipment.** Start planning now by submitting the Outbound Shipping request via [cyberservices](#), and we will deliver your pre-printed Material Handling Agreement and shipping labels to your booth once the show opens.

**Booth Carpet Notice**  
**Carpet/Flooring is required for all exhibitors in the show.** You may order carpet online or provide your own. If you will be providing your own, please let us know so we can make a note of it on your account.

## Exhibitor Service Team

The Expo Group | [Architects for connecting communities.](#)  
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Need a fresh, new exhibit idea? Click [here](#) to learn more about The Expo Group's Perspective Series of rental exhibits.

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### Our mailing address is:

The Expo Group  
5931 Campus Circle Drive West  
Irving, TX 75063

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