



[SUBJECT] 2023 ASHE PDC Summit Important Update – Warehouse Address Change

Thank you for your support and participation as an exhibitor at the 2023 PDC Summit, March 12-15, 2023 in Phoenix, AZ. We have an important update regarding the Advance Warehouse Delivery Address. Please also note that tomorrow, February 10, is an important discount and submission deadline!

ADVANCE WAREHOUSE ADDRESS CHANGE

The Expo Group, official service contractor for the 2023 PDC Summit, sent an email to all exhibitors yesterday, February 8, announcing that, effective February 2023, the address for the advance warehouse is now:

<Exhibitor Company Name>
<Exhibitor Booth Number>
ASHE PDC Summit 2023
c/o The Expo Group
A to Z Distribution Group LLC
3 N. 47th Ave., Ste. 3
Phoenix, AZ 85043

Warehouse hours are 9:00 am – 3:00 pm, Monday – Friday. Materials will be accepted through Tuesday, February 28, and can be accepted through Friday, March 3. There is an additional surcharge for freight arriving after February 28.

If you have already shipped your materials, please know that advance freight will be re-routed to the updated location. If you have any questions or concerns, please contact The Expo Group at ExhibitorService@theexpogroup.com or 972.580.9000.

[Warehouse Shipping Labels](#)

[Direct Shipping Labels](#)

February 10 Deadlines

Tomorrow, February 10 is an important advance deadline. Please note the following

Friday, February 10

- Certificate of Insurance (COI) due to [ASHE Show Management](#)
Please see the [Rules and Regulations](#) for COI requirements
- Booth renderings with dimensions due to [ASHE Show Management](#) for any exhibitors occupying an Island Booth
- Exhibitor Appointed Contractor (EAC) notification due to The Expo Group
- The Expo Group advance discount deadline

UPCOMING IMPORTANT DATES & DEADLINES

Week of February 13

- Pre-show attendee mailing list distributed to exhibitors (includes company, name, title, mailing address, and attendee demographics)

Friday, February 24

- Full payment must be received by ASHE regardless of contract submission date.

Tuesday, February 28

- Last day freight will be accepted at the Advance Warehouse without a surcharge

Friday, March 3

- Last day freight will be accepted at the Advance Warehouse

Saturday, March 11 – Monday March 13

- Freight will be accepted at Show Site

EXHIBITOR RESOURCE PAGE

Bookmark the Exhibitor Resource Page and stay up-to-date on the most current exhibitor information such as Exhibitor Rules & Regulations

[Exhibitor Resource Page](#)

[Exhibitor Rules & Regulations](#)

EXHIBITOR SERVICE MANUAL

The Exhibitor Service Manual will be sent by **The Expo Group** weekly after space has been

assigned and will also be linked on the 2023 PDC Summit Exhibitor Resources Page. Please reference the manual for all deadline dates, shipping and material handling information, booth furniture order forms plus utilities and additional services.

Please Note: Carpeting is mandatory for all booths. If carpeting is not installed in your booth by March 12, 5:00 p.m., carpeting will be installed at exhibitor's expense.

[Access the Exhibitor Service Manual](#)

EXHIBITOR BOOTH PERSONNEL REGISTRATION

Exhibitor registration information for name badges was sent out by the ASHE Registration team from ASHEeducation@aha.org with the subject line "**Welcome to the 2023 PDC Summit: International Summit & Exhibition on Health Facility Planning Design Construction**". This email includes a link to log in to the Exhibitor Portal where you can register you booth staff.

If you did not receive this information, please check your spam folder or contact ASHEeducation@aha.org.

[Booth Personnel Badge Details](#)

[Registration How-To-Guide](#)

HOTEL RESERVATIONS

You must first complete exhibitor registration for the conference to reserve housing for the conference. The link to book your accommodations will only be included in your registration confirmation.

Please note that February 3 was the original room block deadline, and the initial room block sold out. Additional sleeping rooms were added, and the updated room block information will be available in the registration link.

LEAD RETRIEVAL

Lead retrieval is available through the registration portal. Once you log in to the registration portal, you will have the opportunity to buy and assign lead retrieval licenses.

EXHIBIT HALL DATES & HOURS

Exhibitor Set-Up/Move-in

Saturday, March 11 8:00 a.m. – 5:00 p.m.
Sunday, March 12 8:00 a.m. – 5:00 p.m.
Monday, March 13* 7:00 a.m. – 9:00 a.m.

**All exhibits must be fully operational by 9:00am on Monday, March 13.*

Exhibition Hours

Monday, March 13 10:30 a.m. – 1:45 p.m.
 4:30 p.m. – 6:00 p.m.
Tuesday, March 14 10:30 a.m. – 1:45 p.m.

Exhibitor Dismantle/Move-out

Tuesday, March 14 2:00 p.m. – 8:00 p.m.
Wednesday, March 15 8:00 a.m. – 12:00 p.m.

EXHIBITOR SUCCESS WEBINAR & SURVEY

Thank you for joining us for the 2023 ASHE PDC Summit Exhibitor Success Webinar! We hope you found it useful and would appreciate your feedback to help make our exhibitor education offerings for ASHE exhibitors to be as valuable to you as possible. Please answer our short survey and let us know how we did. The slide deck is provided in this email below. You can find the replay [here](#) along with all other exhibitor resources.

[Exhibitor Success Webinar Slides](#)

[2023 ASHE PDC Summit Exhibitor Success Webinar Survey](#)

If you have any questions, please do not hesitate to contact us. Thank you for your support of the 2023 PDC Summit!

Best Regards,
PDC Summit Show Management
ASHE@smithbucklin.com

