



Dear ASHE PDC Summit Exhibitor,

Thank you again for your support and participating as an exhibitor at the 2023 PDC Summit, March 12-15, 2023 in Phoenix, AZ. We are 6 weeks out from the exhibition! Please take note of the following deadlines and important exhibiting information to assist you with your planning.

### **UPCOMING IMPORTANT DATES & DEADLINES**

#### **Friday, February 3**

- PDC Summit discounted hotel rate cut-off
- Exhibitor profile information due for PDC Summit Mobile App

#### **Monday, February 6 - Friday, March 3**

- Shipments accepted at the Advance Warehouse

#### **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

#### **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.

### **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](#)

### **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. Be aware of the discount deadline, **February 10**. Ordering by this deadline will provide savings on booth services. 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 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 & Regulation](#)

### **EXHIBITOR BOOTH PERSONNEL REGISTRATION**

Exhibitor registration information for name badges was sent out by the ASHE Registration team from [ASHEeducation@aha.org](mailto: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.

Exhibiting companies at 2023 PDC Summit receive 3 complimentary Exhibit Hall badges per 10' x 10' booth space purchased and 1 complimentary "Exhibitor Full Conference" badge. Please note:

- Exhibitor badge types allow access to the 2023 PDC Summit, beginning March 11 at 8:00 a.m.
- Both badge types allow your employees to enter the exhibit hall for Exhibitor Move-In, Show Hours and Exhibitor Move-Out.
- Badges are for your company employees only and may not be given or transferred to other conference attendees.
- Badges must be worn at all times in the exhibit hall, and are required for access to the exhibit hall.
- Exhibitor badge types do NOT allow access to 2023 PDC Summit or Lunch and Learns that are sponsored by other exhibitors

If you did not receive this information, please check your spam folder or contact [ASHEeducation@aha.org](mailto:ASHEeducation@aha.org).

### **Registration How-To-Guide**

#### **HOTEL RESERVATIONS**

A block of hotel rooms are available to all registrants at a discounted rate. The discounted group rates apply until the reservation deadline of **February 3**, or until all rooms in the group block have been reserved, whichever occurs first.

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

#### **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.

#### **SHIPPING TO THE WAREHOUSE**

If shipping to the 2023 PDC Summit warehouse, please use the address below. Shipments must arrive between Monday, February 6 and Friday, March 3 for **WAREHOUSE SHIPPING**. Note that shipments arriving after February 28 will incur an after-deadline surcharge.

<<EXHIBITOR COMPANY NAME & BOOTH NUMBER>>

ASHE PDC Summit 2023

c/o The Expo Group

A to Z Distribution LLC

3 N 47th Ave Suite 3

Phoenix, AZ 85043

[Warehouse Shipping Labels](#)

[Direct Shipping Labels](#)

### **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.

### **SPONSORSHIPS AND ADVERTISING OPPORTUNITIES**

Are you looking to expand your presence and further engage with the 2023 PDC Summit Attendees? Optimize your impact and build an onsite presence by securing a sponsorship. 2023 PDC Summit Sponsorship options including speaking sessions, increased branding and year round advertising opportunities.

Don't miss the deadline on these opportunities! Secure sponsorships like tote bags, speaking sessions, (etc.) before **Friday, February 3.**

Customize your engagement today by submitting a Sponsorship Contract or contacting the 2023 PDC Summit Sales Team.

[Sponsorship Page](#)

[Sponsorship Contract](#)

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](mailto:ASHE@smithbucklin.com)



