



EXHIBITOR BULLETIN #1

Thank you for your support and participation as an exhibitor at the 2023 PDC Summit. March 12-15, 2023 in Phoenix, AZ. As you begin to plan your exhibition, please take note of the following information:

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.

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 Service Manual](#)

UPCOMING IMPORTANT DATES & DEADLINES

Thursday, January 19

PDC Summit 2023 Exhibitor Webinar 1:00 – 2 p.m. EST

REGISTER NOW

Week of January 23

- Exhibitor Services Manual is distributed
- Lead retrieval licenses available for purchase

Friday, February 3

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

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, and mailing address)

Monday, February 13 - Wednesday, March 8

- Shipments accepted at the Advance Warehouse

Friday, February 24

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

EXHIBIT HALL DATES & 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 BOOTH PERSONNEL REGISTRATION

As an exhibiting company at 2023 PDC Summit, Exhibitors receive **(3)** complimentary Exhibit Hall badges per 10' x 10' booth space purchased and **(1)** complimentary "Exhibitor Full Conference" badge. Please note:

- Both badge types allow your employees to enter the exhibit hall for Exhibitor Move-In, Show Hours and Exhibitor Move-Out.
- These badges are for your company employees only. They 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 allow access to the 2023 PDC Summit, beginning March 11 at 8:00 a.m.
- Exhibitor badge types do NOT allow access to 2023 PDC Summit or Lunch and Learns that are sponsored by other exhibitors.

Exhibitor registration information for name badges was sent out by the ASHE Registration team from ASHEducation@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 your booth staff. If you did not receive this information, please check your spam folder or contact ASHEducation@aha.org.

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 ASHEducation@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.

SPONSORSHIPS AND ADVERTISING ONSITE

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.

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