

Subject: 2023 PDC Summit & Exhibition – Bulletin 3.9.23

Dear PDC Summit Exhibitors,

As you make your final preparations for the 2023 PDC Summit & Exhibition, at the Phoenix Convention Center in Phoenix, AZ, please keep in mind these final reminders.

**Upcoming Deadlines**

* **Friday, March 10**
	+ Deadline to register booth staff online. After this date, all new registrations and edits to existing registrations will be handled onsite.
* **Saturday, March 11 – Monday, March 13**
	+ Exhibitor shipments accepted at the Show Site

**Show Site Shipping**

If shipping to the 2023 PDC Summit Show Site, be sure to use the address below.

[Insert Exhibitor Name]

[Insert Booth Number]

ASHE PDC Summit 2023

Phoenix Convention Center

c/o The Expo Group

100 North 3rd Street

Phoenix, AZ 85004

**Exhibitor Registration – ACTION REQUIRED!**

Register your team today! If you have not already, you (as the primary contact) will receive an email from ASHEeducation@aha.org welcoming you to the new [ASHE Exhibitor Registration Portal.](https://onsite.cvent.com/exhibitor/#/login?returnUrl=%2Fevents%2Fe3166acd-e84d-4137-8445-ba53fadc6f37%2Fexhibitors%2Fe881323c-f756-4d4c-8ae6-b19f25ab6a35&timeout=true) *To start the registration process, you will be asked to login or to set up an account.*

Please review the [Exhibitor Registration How-To-Guide](https://jimdo-storage.global.ssl.fastly.net/file/9bcf21d3-0633-433b-b012-0257ff0e89ee/Exhibitor%20Registration%20Portal%20Access.pdf) with step by step instructions for registering yourself and team! Deadline to register your booth staff online is Friday, March 10.

**Exhibitor Schedule**

**Exhibitor Move In:**

 Saturday, March 11 8:00 a.m. – 5:00 p.m.

 *See security guard at Exhibit Hall entrance to receive an ASHE wristband for admittance.*

Sunday, March 12 8:00 a.m. – 5:00 p.m.

*Badge is required for attendance beginning Saturday, March 12*

 Monday, March 13 7:00 a.m. – 9:00 a.m. *(Final Set Only)*

**Show Hours:**

 Monday, March 13 10:30 a.m. – 1:45 p.m.

 *Lunch in the Exhibit Hall*

 4:30 p.m. – 6:00 p.m.

 *Reception in the Exhibit Hall*

 Tuesday, March 14 10:30 a.m. – 1:45 p.m.

 *Lunch in the Exhibit Hall*

**Exhibitor Move Out:**

 Tuesday, March 14 2:00 p.m. – 8:00 p.m.

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

**Badge Pick-up & Registration Hours**

**Pick up your badge onsite at Registration, 300 Level West**

 Sunday, March 12 6:30 a.m. – 5:30 p.m.

 Monday, March 13 6:00 a.m. – 5:30 p.m.

 Tuesday, March 14 6:30 a.m. – 2:30 p.m.

 Wednesday, March 15 6:30 a.m. – 12:00 p.m.

**Exhibitor Services Onsite**

Visit Exhibitor Services in the rear of the Exhibit Hall, Phoenix Convention Center, North Hall
A-D. Exhibitor Services, including The Expo Group (TEG) – for booth furnishings and labor, CVent – for lead retrieval, and Show Management – for general exhibitor assistance, are all located at the rear of the 200 aisle.

**2024 Space Selection**

Space selection will take place in the Show Management Office at the Phoenix Convention Center on March 13 and 14. Appointment times will be sent to your primary company contact on March 10th. Contact the ASHE Show Management Team if you require further assistance.

**Mobile App**

The mobile app puts conference information and resources right at your fingertips, including being able to explore the complete conference schedule and build your own custom schedule, connect with other attendees and exhibitors, view and download session handouts and speaker bios, and much more!

How to download and log in:

* Connect to your device’s App Store or Google Play search “AHA EVENTS” and download or [**click here for mobile download**](https://qrco.de/bco2J2?mkt_tok=NzEwLVpMTC02NTEAAAGKPb8T5kbyP4OjrhSkX59P_9mE5_JueFGQ0g0zq0waiZOCAAto7JAp7T7utwkR3eoqcqvdWMkcG3ttm8MLKJQhttps://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Femail.membership.aha.org%2FNzEwLVpMTC02NTEAAAGKPb8T5ui9FmaKWefaY53SG_CZ7fKaoCg-jrbyanCEUpyciRd912j2MUCbgRF2uokCSwO9Pk8%3D&data=05%7C01%7Ckbrown%40aha.org%7C4944ef92ebab40f3f0b408db1ff42930%7Cb9119340beb74e5e84b23cc18f7b36a6%7C0%7C0%7C638138905765400673%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Cw%2F5uhBIJyLL%2BUihtPG05Fyf4%2FmteR%2Fs6I8eTVeFDI0%3D&reserved=0)
* Select “**2023 PDC Summit**” under “**Events**”
* **NOTE**: *You must be registered to log in to the app*
* Enter your first name, last name and email address
* **Please use the email address associated with your registration**
* An automated email or text with a verification code will be sent

Enter this code into the event app to login

**Exhibitor Resource Page**

We suggest bookmarking and visiting our [exhibitor resource page](https://www.ashemarketingsolutions.org/events/pdc-summit/exhibitor-resources/) for all the latest exhibition updates, including the Exhibitor Service Manual, registration and housing information, as well as upcoming important dates and deadlines.

**Health & Safety**

Health care leaders work every day to ensure the safety of their patients and teams, and AHA prioritizes the same goal—your health and safety. The AHA continuously monitors local, state, and federal guidelines and determines safety protocols and requirements for all face-to-face events. Additional details on safety protocols will be provided closer to the start date of the 2023 PDC Summit.

By registering, you acknowledge that you will follow the current health and safety protocols established by the AHA for the 2023 PDC Summit and abide by the applicable CDC and local guidelines. Should you fail to observe any of our protocols, ASHE may remove you from the Event without a refund.

Please find the [latest updates and resources on COVID-19](https://web.cvent.com/event/7ef9f434-5c65-4d15-8d4b-c134f20e8790/websitePage%3A27228874-fae6-4c44-8195-9cea49d5f251) from the AHA.

As always, please do not hesitate to reach out with any questions!

Best Regards,

ASHE Show Management

E-mail: ASHE@smithbucklin.com