



Subject: 2023 ASHE PDC Summit Exhibitor Bulletin #3

Dear PDC Summit Exhibitors,

Here is some helpful information to keep in mind as you plan for the 2023 PDC Summit & Exhibition in Phoenix, AZ, coming up in two weeks,

Upcoming Deadlines – Actions Required!

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](#)

Advance Warehouse Address Update – UPDATE!

If shipping to the 2023 PDC Summit, please use the updated Advance Warehouse address below and [Shipping Labels](#).

(Exhibitor Company Name)
(Exhibitor 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

Hotel Reservations – ACTION REQUIRED!

The original housing room blocks have sold out! If you have not yet reserved housing, new housing blocks have been made available and are included on new registration confirmations. If you need links for the new housing blocks, please contact ASHEducation@aha.org.

[Official Hotel & Travel Information](#)

Beware Unofficial Housing Vendors. ASHE is the official housing/travel provider for 2023 PDC Summit. Be aware that you may be solicited by other companies to book your hotel room or make travel arrangements. Such companies are not affiliated with and are not sponsored or approved by ASHE/AHA to provide travel arrangements for 2023 PDC Summit. ASHE/AHA will not be responsible for any actions

or omissions of such companies. By using the official travel provider you can ensure that you are being booked in the housing block reserved by ASHE/AHA and take advantage of the group discounted rates. If you receive an email from anyone other than ASHEeducation@aha.org offering official housing, please contact us at ASHE@smithbucklin.com.

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](#). To start the registration process, you will be asked to login or to set up an account. If you did not receive this information, please check your spam folder or **contact** ASHEeducation@aha.org.

Please review the [Exhibitor Registration How-To-Guide](#) with step by step instructions for registering yourself and team! Deadline to register your booth staff online is Friday, March 10.

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.

Cvent Exhibitor Profile Page –

Don't forget to update your Exhibitor profile page located within your ASHE Exhibitor Registration Portal. Information uploaded to your exhibitor profile will directly sync into the official 2023 PDC Summit mobile app. Please be sure to complete all available fields from company logo to available social medial handles! If you have any questions regarding the Exhibitor Portal, please **contact** leadcapture@cvent.com.

Exhibitor Resource Page

Please bookmark and visit the [exhibitor resource page](#) for the latest exhibition updates.

Exhibitor Schedule

Exhibitor Move In:

Saturday, March 11	8:00 a.m. – 5:00 p.m. <i>See security Guard at Exhibit Hall entrance to receive an ASHE wristband for admittance.</i>
Sunday, March 12	8:00 a.m. – 5:00 p.m. <i>Badge is required for attendance beginning Saturday, March 12</i>
Monday, March 13	7:00 a.m. – 9:00 a.m. (<i>Final Set Only</i>)

Show Hours:

Monday, March 13	10:30 a.m. – 1:45 p.m. <i>Lunch in the Exhibit Hall</i> 4:30 p.m. – 6:00 p.m. <i>Reception in the Exhibit Hall</i>
Tuesday, March 14	10:30 a.m. – 1:45 p.m. <i>Lunch in the Exhibit Hall</i>

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.

Online Exhibitor Services Manual

The Exhibitor Services Manual is live! The Expo Group is the general service contractor and the exclusive provider of these services for the PDC Summit. If you have not already, you (as the primary contact) will receive an email from The Expo Group welcoming you to the Online Service Center.

The online Exhibitor Services Manual, including important show information and order forms can be accessed by following these steps:

- Visit the Online Service Center by [clicking here](#).
- To place your order online through cyber services, login to your account using the Show ID and Password provided to you by The Expo Group in your welcome email.
- Select 'Start Shopping' to begin your order
- If you have any questions regarding your booth furnishings or service orders, please contact ExhibitorService@theexpogroup.com

Booth Space Payment

As a reminder, you must be paid in full to access your booth space at the PDC Summit. Invoices are now available upon request from Pat Brayley at pbrayley@smithbucklin.com. No exhibitor will be allowed to move in without paying in full.

Covid-19 Safety Protocols

Please review the [COVID-19 safety protocols](#) that will apply to all registrants at the PDC Summit.

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