



## EXHIBITOR BULLETIN #1

Dear AHRMM 2025 Exhibitor,

Thank you for your support and participation as an exhibitor at the AHRMM25 Annual Conference & Exhibition in Denver, CO. As you begin to plan your exhibition, please take note of the following information:

### UPCOMING IMPORTANT DATES & DEADLINES

#### **Now Live**

- Exhibitor Registration & Housing\*  
*\*Exhibitors must be registered in order to book hotel rooms*
- Lead retrieval licenses are available for purchase in Exhibitor Registration Portal
- Exhibitor Service Manual distributed to all exhibitors

#### **May 2025**

##### **Thursday, May 8**

- Early bird pricing deadline for additional Full Conference badges purchased above allotted amount

#### **June 2025**

##### **Sunday, June 1**

- Floor plans with dimensions due to [AHRMM Show Management](#) for any exhibitor occupying an Island or Split Island
- Exhibitors must notify [AHRMM Show Management](#) of any planned special promotions

##### **Friday, June 27**

- Payment Deadline (regardless of contract submission date)
- Exhibitor [Certificate of Insurance \(COI\)](#) due to [AHRMM Show Management](#)

##### **Monday, June 30**

- Exhibitor Appointed Contractor (EAC) notification due to The Expo Group
- Advance discount deadline for most show services via The Expo Group

## EXHIBITOR RESOURCE PAGE

Bookmark the Exhibitor Resource Page for a full list of important Dates & Deadlines and to stay up to date on the most current exhibitor information, especially the Exhibitor Rules & Regulations:

[Exhibitor Resource Page](#)

[Exhibitor Rules & Regulation](#)

## EXHIBITOR HOURS

### MOVE-IN

Saturday, August 2	8:00 p.m. – 4:30 p.m. By Appointment Only
Sunday, August 3	8:00 a.m. – 4:30 p.m.
Monday, August 4	7:00 a.m. – 10:00 a.m.

*\*All exhibits must be fully operational by 10:00 a.m. on Monday, August 4.*

### EXHIBIT HALL OPEN

Monday, August 4	12:15 p.m. – 2:45 p.m. 4:00 p.m. – 5:30 p.m.
Tuesday, August 5	9:00 a.m. - 1:00 p.m.

### MOVE-OUT

Tuesday, August 5	1:00 p.m. – 7:00 p.m.
Wednesday, August 6	8:00 a.m. – 10:00 a.m.

## EXHIBITOR BOOTH PERSONNEL REGISTRATION

Each Exhibitor is provided **(3)** complimentary Exhibitor Exhibit Hall Only badges and **(1)** complimentary Exhibitor Full Conference badge per 10' x 10' (100 sq. ft.) of exhibit space purchased. Exhibitor Exhibit Hall Only badges allow access to the exhibit hall for set-up, exhibit hours and dismantling only. Exhibitor Full Conference badges allow access to the exhibit hall for set-up, exhibit hours and dismantle, plus all AHRMM educational sessions and the Welcome Reception on Sunday, August 3.

Additional Exhibitor Full Conference Badges can be added on for \$900 and additional Exhibitor Exhibit Hall Only for \$350. Please note:

- Lunch tickets are provided for Exhibitor Full Conference badges
  - Lunch tickets for both Monday and Tuesday can be purchased for \$110 as an additional item during registration
- 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 AHRMM25, beginning August 3 at 8:00 a.m.
- Exhibit Hall badges do NOT allow access to Lunch and Learns that are sponsored by other exhibitors.

Exhibitor registration information for name badges will be sent out by the AHRMM Registration team with the subject line ***"Welcome to AHRMM25 Conference - Login to the Exhibitor Portal"***. This email will include 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** [mkraenas@aha.org](mailto:mkraenas@aha.org).

## **LEAD RETRIEVAL**

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

- Purchase a single license for \$299 or 3-Pack for \$499
- Additional individual licenses are \$169
- You will need one license per device

## **HOTEL RESERVATIONS**

A block of hotel rooms is available to all registrants at a discounted rate. The discounted group rates apply until the reservation deadline of **July 2**, 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 accommodation will only be included in your registration confirmation. If you have not received your confirmation, please contact [mkraenas@aha.org](mailto:mkraenas@aha.org).

## BOOTH PAYMENT REMINDER

Your payment is due within 30 days of receipt of your invoice per the AHRMM Exhibitor [Rules and Regulations](#), Section 4. Please connect with Kris King at [krking@smithbucklin.com](mailto:krking@smithbucklin.com) today for additional details on extended payment terms if necessary. The Primary Contact/Billing Contact listed on your contract will be sent an invoice from ARHMM's invoicing & collection team in the coming weeks with the subject line **"Your AHRMM invoice is ready."** If you have any questions regarding your invoice, or remittance instructions, please reach out to Pat Brayley at [PBrayley@smithbucklin.com](mailto:PBrayley@smithbucklin.com).

## EXHIBITOR SERVICE MANUAL

The [Exhibitor Services Manual](#) is live! The Expo Group is the general service contractor and the exclusive provider of these services for AHRMM25. If you have not already, you (as the primary contact) will receive an email from The Expo Group, with the subject line **"Welcome to AHRMM25!"** and includes a link to access the [Online Service Center](#). If you did not receive this information, please check your spam folder, or contact [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com). The Discount Deadline is **June 30**.

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](mailto:ExhibitorService@theexpogroup.com)

[Access the Exhibitor Service Manual](#)

## SPONSORSHIPS AND ADVERTISING ONSITE

Are you looking to expand your presence and further engage with AHRMM25? Optimize your impact and build an onsite presence by securing sponsorships. AHRMM25 Sponsorship options including speaking sessions, increased branding, and year-round advertising opportunities.

Customize your engagement today by submitting a Sponsorship Contract or contacting the [EXCHANGE25 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 AHRMM25 Annual Conference & Exhibition.

Best Regards,  
AHRMM Show Management