

HEALTH CARE FACILITIES[™] INNOVATION CONFERENCE

July 27-30, 2025 | Columbus, OH

We appreciate your participation at the upcoming [2025 Health Care Facilities Innovation Conference](https://www.ashemarketingsolutions.org/events/health-care-facilities-innovation-conference/exhibitor-resources/)! This is a printable version of the summit checklist to help keep track of important dates.

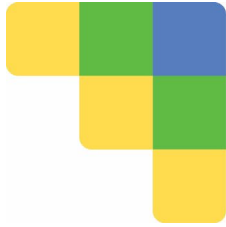
A checklist is also available in your company's registration portal.

If you need further information, please go to <https://www.ashemarketingsolutions.org/events/health-care-facilities-innovation-conference/exhibitor-resources/>.

IMPORTANT NOTE: If you will not be onsite, please add a colleague that will be onsite as a portal admin. How to add a portal admin can be found in your instructions:

<https://custom.cvent.com/3F37661A08454213B1582A0A3363A1E7/files/5317eeb1611a4213a3aeb7bf17a9f6c8.pdf>

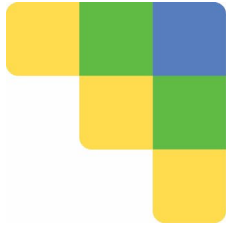
Task	Important Date(s)	Check
Exhibitor Registration & Housing Opens (for housing deadline please see the Cut-Off date for discounted hotel rates section below). <i>Exhibitor How-to Guide for the Registration Portal:</i> https://custom.cvent.com/3F37661A08454213B1582A0A3363A1E7/files/5317eeb1611a4213a3aeb7bf17a9f6c8.pdf	April 1, 2025	<input type="checkbox"/>
Lead retrieval licenses are available for purchase through the registration portal. <i>*Your registration portal Admin will have access to the registration site.</i> Not sure who is your portal Admin? Contact: ASHEeducation@aha.org Instructions Link: Lead Capture (lead retrieval): https://custom.cvent.com/3F37661A08454213B1582A0A3363A1E7/files/330a045ca8f94eda948e59cdf6d8cfcd.pdf <i>Exhibitor How-to Guide for the Registration Portal:</i> https://custom.cvent.com/3F37661A08454213B1582A0A3363A1E7/files/5317eeb1611a4213a3aeb7bf17a9f6c8.pdf	April 1 – July 25, 2025	<input type="checkbox"/>
Exhibitor Services Manual is distributed.	April 2, 2025	<input type="checkbox"/>



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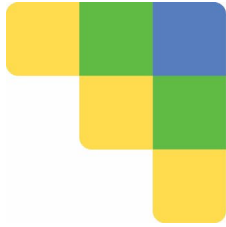
<p>Link to the manual: https://sc.theexpogroup.com/HCFIC25/</p> <p>For any questions contact: ExhibitorService@theexpogroup.com</p>		
<p>Full payment must be received to ASHE regardless of contract submission date.</p> <p>For any questions contact: ASHE@smithbucklin.com</p>	May 28, 2025	<input type="checkbox"/>
<p>Exhibitor Certificate of Insurance (COI) due to Show Management.</p> <p><i>Please note:</i> <i>There are no templates or examples available or provided.</i></p> <p>For any questions contact: ASHE@smithbucklin.com</p>	May 30, 2025	<input type="checkbox"/>
<p><u>Island or Split Island space holders ONLY.</u></p> <p>Floor plans with dimensions due to the Show Management.</p> <p>For any questions contact: ASHE@smithbucklin.com</p> <p><i>*This deadline is for companies with an Island or Split Island space. If this does not apply to you, please skip.</i></p>	May 30, 2025	<input type="checkbox"/>
<p>Exhibitor lunch tickets must be ordered through the exhibitor portal registration system.</p> <p>Please note: <i>Your exhibitor staff must go through the conference registration path in order to purchase a lunch ticket. There is no other way to bypass this process. Lunch tickets cannot be ordered separately.</i></p> <p><i>If the deadline is missed, your team will be on their own for lunch.</i></p> <p>Not sure who is your portal Admin? Contact: ASHEeducation@aha.org</p>	<u>No later</u> than June 12, 2025	<input type="checkbox"/>



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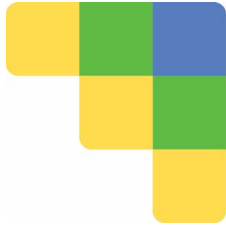
<p>Instruction Link: Exhibitor How-to Guide for the Registration Portal: https://custom.cvent.com/3F37661A08454213B1582A0A3363A1E7/files/5317eeb1611a4213a3aeb7bf17a9f6c8.pdf</p>		
<p>Cut-Off date for discounted hotel rates.</p> <p><i>*The hotel reservation link can be found in your staff's registration confirmation email.</i></p> <p>We advise registering your staff as soon as possible to reserve a room.</p> <p>Hotel block is available until <u>June 15, 2025</u>, or until sold out whichever occurs first.</p> <p><i>*Your registration portal Admin will have access to the registration site.</i></p> <p>Not sure who your portal Admin is? Contact: ASHEeducation@aha.org</p> <p>Instruction Link: Exhibitor How-to Guide for the Registration Portal: https://custom.cvent.com/3F37661A08454213B1582A0A3363A1E7/files/5317eeb1611a4213a3aeb7bf17a9f6c8.pdf</p>	June 15, 2025	<input type="checkbox"/>
<p>Advance Warehouse Shipments Dates.</p> <p><i>Shipments arriving after July 18, 2025, will be received at the warehouse with an additional after deadline charge.</i></p> <p>Link to the manual: https://sc.theexpogroup.com/HCFIC25/</p> <p>For any questions contact: ExhibitorService@theexpogroup.com</p>	June 30 – July 18, 2025	<input type="checkbox"/>



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<p>Exhibitor Appointed Contractor (EAC) notification due to The Expo Group.</p> <p>Link to the manual: https://sc.theexpogroup.com/HCFIC25/</p> <p>For any questions contact: ExhibitorService@theexpogroup.com</p>	June 30, 2025	<input type="checkbox"/>
<p>Exhibitor registration deadline.</p> <p><i>*Your registration portal Admin will have access to the registration site.</i></p> <p>Not sure who your portal Admin is? Contact: ASHEeducation@aha.org</p> <p>Instruction Link: Exhibitor How-to Guide for the Registration Portal: https://custom.cvent.com/3F37661A08454213B1582A0A3363A1E7/files/5317eeb1611a4213a3aeb7bf17a9f6c8.pdf</p>	July 11, 2025	<input type="checkbox"/>
<p>Exhibitor Categories</p> <p><i>*(after July 25th categories can no longer be added or edited. It will not show in the mobile app) If an edit or a request is made after July 25th, the mobile app functionality may not be available.</i></p> <p><i>*Your registration portal Admin will have access to the registration site.</i></p> <p>Not sure who your portal Admin is? Contact: ASHEeducation@aha.org</p> <p>Instruction Link: Exhibitor How-to Guide for the Registration Portal: https://custom.cvent.com/3F37661A08454213B1582A0A3363A1E7/files/5317eeb1611a4213a3aeb7bf17a9f6c8.pdf</p>	No later than July 25, 2025	<input type="checkbox"/>
<p>Exhibitor profile information due for the Health Care Facilities Innovation Conference mobile app.</p>	July 25, 2025	<input type="checkbox"/>



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**Your registration portal Admin will have access to the registration site.*

Not sure who your portal Admin is?

Contact: ASHEeducation@aha.org

Instruction Link:

Exhibitor How-to Guide for the Registration Portal:

<https://custom.cvent.com/3F37661A08454213B1582A0A3363A1E7/files/7a9f6186fa1844b7962d2bd52268e371.pdf>

Direct shipments are accepted at the Show Site.

Link to the manual:

<https://sc.theexpogroup.com/HCFIC25/>

Link to exhibitor resources:

<https://www.ashemarketingsolutions.org/events/health-care-facilities-innovation-conference/exhibitor-resources/>.

For any questions contact:

ExhibitorService@theexpogroup.com
and/or ASHE@smithbucklin.com.

July 26, 2025

