



Subject: 2019 AAHKS Annual Meeting: Exhibitor Information 8.7.19

Good afternoon,

We look forward to seeing you upcoming 2019 AAHKS Annual Meeting. Below are some important reminders and upcoming dates:

IMPORTANT DATES

- August 7
 - The online Exhibitor Services Manual, including important show information, order forms and shipment deadlines will be available.
- August 19
 - Final deadline for all revisions to Learning Objectives
- October 7
 - Exhibitors receive first Pre-Registered Attendee List
 - List includes Name, Credentials, City and State
- October 9
 - Freeman will begin receiving freight at the Advance Warehouse
 - Exhibitor Appointed Contractor (EAC) Notification due to Freeman
- October 10 at 11:00am CST
 - Exhibitor Webinar #3: Freeman Services Reminders
- October 11
 - Lead Retrieval discounted pricing ends
- October 16
 - Freeman discount price deadline
- October 31
 - Exhibitors receive second Pre-Registered Attendee List
 - List includes Name, Credentials, City and State

EXHIBITOR SCHEDULE

The Exhibit Hall is located in Trinity I of the Hilton Anatole. All exhibiting companies receive blue back and wing drape, (1) 6' skirted table, (2) side chairs, (1) wastebasket, and (1) identification sign for their booth. Exhibit Hall Floor Plan: <https://shows.map-dynamics.com/aahks2019?>

Move-In:

Wednesday, November 6: 10:00 a.m. – 5:00 p.m.
 Thursday, November 7: 10:00 a.m. – 5:00 p.m.

Exhibit Hall Hours: (Note: All functions listed below are held in the Exhibit Hall)

Friday, November 8:

Hours	Function
6:00 a.m. – 2:55 p.m.	Exhibit Hall Open
6:00 a.m. – 8:00 a.m.	Breakfast
11:00 a.m. – 1:00 p.m.	Lunch
2:30 p.m. – 2:55 p.m.	Break
6:30 p.m. – 8:00 p.m.	Welcome Reception

Saturday, November 9:



Hours	Function
6:00 a.m. – 6:00 p.m.	Exhibit Hall Open
6:00 a.m. – 7:00 a.m.	Breakfast
9:52 a.m. – 10:10 a.m.	Break
11:57 a.m. – 12:45 p.m.	Lunch
3:24 p.m. – 3:40 p.m.	Break

**Times are subject to change*

Move-Out:

Saturday, November 9: 6:00 p.m. – 11:59 p.m.

EXHIBITOR SERVICES KIT

You should have received the Exhibitor Services Kit directly from Freeman. Please let me know if you have not and we will resend.

- Visit the [FreemanOnline](#) and click on the ‘Show Products & Services’ button
- Select ‘Login’ in the upper right corner to start your order

To receive an additional discount on select items, place your order online prior to the discount price deadline of October 16, 2019.

If you need assistance or have any questions, please contact Exhibitor Services at (214) 634-1463 or FreemanDallasES@freeman.com.

COMPANY DESCRIPTIONS IN MAP DYNAMICS

You should have received an email from Map Dynamics with steps to log in to your profile. Here is the link to log in: admin.map-dynamics.com. This link will *only* work if you have already created your exhibitor login information. If you have not created your account yet, please let me know and I will re-send the invite for you to log in.

Please be sure to log in and update our profile by August 30. Your company logo, contact information, and description in MapDynamics will be pulled into the AAHKS onsite mobile app.

EXHIBITOR REGISTRATION

The Primary Contact for your company received a registration email last month. All registration for exhibit personnel and their partners must be managed by the primary contact.

Below are the steps to register. Please reach out to sharon@aahks.org should you need the registration email resent.

1. Go to <https://member.aahks.net/ExhibitorRegistration2019>.
2. Enter your Username. **(Provided via e-mail)**
3. Enter your Password. **(Provided via e-mail)**
4. Click **Manage Exhibit Reps.**
5. Click **Add Representative** – a window will appear and those already associated with your account will be listed.



6. Check the box next to the name of the representative you want to register for the Annual Meeting. You can also search for or add additional names in this step. **Select or enter the names of those receiving the complimentary badges first.**
7. Click the **Save**. You will be directed to the shopping cart to review your order, confirm complimentary badges, and purchase any additional badges.
8. If all badges are “complimentary” and order summary is \$0.00, click the **Complete Order** button to finalize the registrations. If there is a balance, click the **Complete Order** button to open the payment window.
You can log back in through **October 25, 2019** to view, change or add names to your registered list.

Cancellation Policy

Exhibitor representative cancellations must be received in writing by October 24, 2019. No refunds will be issued after October 24, 2019.

Registration Questions?

Contact Sharon Creed at sharon@aaahks.org or (847) 698- 1200.

EXHIBITOR RESOURCE PAGE

We suggest visiting our [exhibitor resource page](#) for all the latest exhibition updates.

BOOTH PAYMENT – Action Required!

If you haven't already paid for your booth space, please do so at this time.

ANNUAL MEETING SCHEDULE

[Click here](#) to view the AAHKS 2019 Annual Meeting schedule. You may also view the Exhibitor prospectus [here](#).

We look forward to seeing you in Dallas in November! Please do not hesitate to reach out with any questions as you work through the planning process.

Thank you,
Lauren Miller
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