

Resource Guide

2017 Exhibitor Resource Page

You can access the 2017 Exhibitor Resource page [here](#).

Americans with Disabilities Act Conformance

Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. Exhibitors shall indemnify, hold harmless and defend AAHKS, its officers, directors, agents, members and employees from and against any claims, liabilities, losses, damages and expenses (including attorney's fees and expenses) resulting from or arising out of the exhibitor's failure or allegations of exhibitor's failure to comply with the provisions of the ADA. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

ADA

Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Civil Rights Division
Disability Rights Section - NYAV
Washington, D.C. 20530
Phone: 800-514-0301
Fax: 202-307-1198
<http://www.ada.gov/new.htm>

AAHKS Show Management

AAHKS's Sales and Show Management (SmithBucklin) onsite office will be located in the Trinity Foyer. For any logistics questions, contact AAHKS's Tradeshow Coordinator, Maggie Schutz at maschutz@smithbucklin.com or 312-673-5376.

Attire

The suggested dress code for the conference, including the Welcome Reception on Friday evening is business casual. To help plan, expect an average daytime high temperature of 70°F with an evening low of 50°F. The Hilton Anatole utilizes air conditioning and heat to maintain minimal comfort levels during move-in and move-out but we recommend that you plan to wear attire that keeps you cool during these times.

Booth Package

Each booth will be set with 8' high blue back drape, 36" high blue side dividers, (1) 6' x30" blue skirted table, (2) Limerick chairs, and (1) wastebasket. A company identification sign (7" x 44") will also be provided. Any additional furnishings and services can be ordered by using the forms in the Exhibitor Services Manual. **Please note that the hall is not carpeted and all exhibitors are required to carpet their booth(s).** Exhibitors may rent carpet from Freeman. The aisle carpet will be blue.

Business Services

FedEx Office is the exclusive business center for the Hilton Anatole with a convenient full-service business center located on the Lobby Level next to the Chantilly Ballroom.

The following services are available onsite: posters/signs and graphics; black and white/color copies; computer workstations with design software; packing, shipping and receiving via FedEx for packages up to 150lbs; office equipment rental; binding and finishing services; office supplies; large volume production of meeting materials/books; 24/7 network; and more.

For more information about the FedEx Office Business Center at the Hilton Anatole or to place an order, please go to <http://www.fedex.com/us/office/Hotels-Conventions/hilton-anatole.html>.

Contract Conditions/Rules & Regulations

Exhibitors must comply with all of the policies, rules, terms and regulations contained within this manual. A copy of AAHKS's Contract Conditions/Rules & Regulations is included in this Exhibitor Services Manual under the Rules and Regulations section. Exhibitors are responsible for compliance with all facility regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event.

Convention Center

Hilton Anatole
2201 Stemmons Freeway,
Dallas, TX 75207

The Exhibit Hall/Learning Center is located in the Trinity Hall 1 (Trinity Complex), Lobby Level of the Hilton Anatole. For more information on travel and hotel arrangements, please refer to the Housing and Registration section of the Exhibitor Services Manual.

Dismantling of Exhibits

All exhibits must remain intact until the closing of the show. Exhibits shall not be dismantled or removed, in whole or in part, before 10:00 a.m. on Sunday, November 5, 2017. All exhibits must be packed and labeled for shipment by 5:00 p.m. on Sunday, November 5. If exhibits are not removed by this time, AAHKS has reserved the right to remove exhibits and charge the expense to the exhibitor. All carriers other than the official show carriers must check in at the freight desk by 10:00 a.m. on Sunday, November 5, otherwise the exhibitor shipment will be subject to rerouting at the exhibitors expense.

Exhibit Hall/Learning Center Show Hours

Friday, November 3:

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
6:30 p.m. – 7:30 p.m.	Welcome Reception

Saturday, November 4:

Hours	Function
6:00 a.m. – 7:30 p.m.	Exhibit Hall Open
6:00 a.m. – 7:00 a.m.	Breakfast
9:52 a.m. – 10:07 a.m.	Break
11:45 a.m. – 12:45 p.m.	Lunch
3:24 p.m. – 3:38 p.m.	Break
6:30 p.m. – 7:30 p.m.	President's Reception

**Times are subject to change*

Exhibitors can gain access to the exhibit hall Tuesday, October 31, (with a 20x20 or larger booth) starting at 10:00 a.m. by obtaining a wrist band at the exhibit hall entrance from the security guard. All exhibitors will have access to the exhibit hall on Wednesday, November 1 starting at 10:00 am. Starting on Thursday, November 2, an AAHKS exhibitor badge is required for admittance to the exhibit hall. AAHKS Sales and Show Management's onsite office will be located in Trinity foyer.

Exhibitor Appointed Contractors

All Exhibitor Appointed Contractors (EACs) must obtain a temporary set-up/tear-down wristband from the security guards for access to the exhibit hall during move-in and move-out. All EACs must be registered with Freeman by October 11, 2017.

Exhibitor Registration

Review the badge allotments chart below for the number of badges your company is entitled. Exhibitor badges are for the exhibit hall only and do not allow access to educational sessions. On-site fees apply to exhibitor representative badges

requests received after October 23, 2017. Exhibitors may purchase additional badges over the allotted amount included with the booth fee for \$500 each. All badges will be available for pickup at the Exhibitor Registration Desk.

We will email each primary contact a password and direct link for online registration. Onsite exhibitor registration starts on Thursday, November 2 at 6:30 a.m. at the Hilton Anatole in the Peacock Foyer.

On-site fees apply to exhibitor representative badges requests received after October 23, 2017. Exhibitors may purchase additional badges over the allotted amount included with the booth fee for \$500 each. All badges will be available for pickup at the Exhibitor Registration Desk.

Allotments

Booth Sizes and Badges	
30' x 20' Booth Space	14 Badges
20' x 20' Booth Space	10 Badges
10' x 30' Booth Space	8 Badges
10' x 20' Booth Space	6 Badges
10' x 10' Booth Space	3 Badges

Exhibitor Service Center

Freeman will staff an Exhibitor Service Center throughout the show to help exhibitors with all of their orders. The Freeman Service desk will be located in the back of the Exhibit Hall. Exhibitors may follow up on advance orders as well as place any onsite orders at the Exhibitor Service Center. Place your order by **October 11, 2017** to take advantage of advance order discount rates.

Security

Independent guards will be engaged to provide protection for the overall exhibition from the beginning of move-in to the end of move-out, but not for any particular exhibit. The Hilton Anatole, AAHKS, SmithBucklin, Freeman and the security vendor are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. AAHKS strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this conference, as well as during installation, exhibit days, and dismantling. AAHKS insurance policies do not extend to cover liabilities of exhibitors.

Sponsorships

Increase your exposure on site by taking advantage of one of our sponsorship opportunities and make the most of your marketing dollar! Contact Michael H. Jacobson at 216-591-0400 or michael@mhjconsulting.com.

Storage Behind Booth Back Drapes

Nothing may be stored behind booths and back wall drapes. AAHKS, the Dallas Fire Department and the Hilton Anatole Dallas may inspect exhibits to ensure compliance. Accessible storage may be arranged with Freeman.