

AAHKS Exhibitor Webinar # 1

Registration & Housing

July 11, 2019
11:00–11:30 AM (CDT)

Welcome!

- **Lauren Matthews** – Tradeshow Coordinator
- **Jeff Mitchell** – Director of Marketing and Corporate Relations
- **Sharon Creed** – Accounting Coordinator and Meeting Registrar
- **Renalin Malvar-Ledda** – Director of Operations



All representatives of exhibiting companies must register and wear exhibitor badges to enter the Exhibit Hall/Learning Center and Scientific Sessions. Company badges will not be accepted in lieu of official badges. False certification of individuals as exhibitor’s representatives, misuse of exhibitor’s badges, or any other method used to assist unregistered persons to gain admission to the Exhibit Hall/Learning Center or Scientific Sessions will be cause for expelling the violator from the Exhibit Hall/Learning Center, or for removing a violator’s exhibit from the floor without obligations on the part of AAHKS.

Allotments

Booth Sizes and Badges		
40’ x 20’ Booth Space	\$60,000	20 Badges
30’ x 20’ Booth Space	\$42,500	14 Badges
20’ x 20’ Booth Space	\$30,000	10 Badges
10’ x 30’ Booth Space	\$19,500	8 Badges
10’ x 20’ Booth Space	\$13,000	6 Badges
10’ x 10’ Booth Space	\$6,500	3 Badges

Exhibitors may purchase additional badges over the allotted amount included with the booth fee for \$500.00 each through October 25, 2019. The on-site rate of \$600.00 per badge applies to requests received after October 25, 2019. All badges will be available for pick-up at the Exhibitor Registration Desk at the Hilton Anatole Dallas.

How to Register:

You have been listed as the **Primary Contact** for your exhibiting company. All registrations for exhibit personnel and their partners must be managed by the Primary Contact.

Company Name:

Complimentary Registrations:

- 1) Go to <https://member.aahks.net/ExhibitorRegistration2019>.
- 2) Enter your Username and Password.
- 3) Click **Manage Exhibit Reps**.
- 4) Click the **Add Representative** button; a window will appear and those already associated with your account will be listed.
(Note: Changes to any names, e-mails, or titles can only be done by individual representatives logging into their own AAHKS account and updating the information in the “My Profile” tab. Primary Contacts can only make changes to their own profile page.)
- 5) Check the box next to the name of the representative to register them for the Annual Meeting. You can also search for or add additional names in this step.
Note: Select or enter the names of those receiving the complimentary badges first. If you need to show which names are complimentary, please complete entry of complimentary badges before logging in to add paid badges or the system will assign the complimentary badges to the first alphabetical names on your list.
- 6) Click **Save**. You will be taken to the shopping cart to review your order, confirm complimentary badges, and purchase any additional badges.
- 7) If all badges are “complimentary” and the 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 until **October 25, 2019** to view, change, or add names to your registered list.

Cancellation Policy

Exhibitor representative cancellations must be received in writing before October 24, 2019. No refunds will be issued after October 25, 2019.

Badge Pick-Up

E-mails will be sent to all registered exhibitor representatives prior to the meeting with their AAHKS ID number required to expedite badge pick-up on-site at the Hilton Anatole Dallas. Badges will only display the representative’s First Name, Last Name, and Company Name.

Questions?

Visit [Exhibitor Central](#) for the most current information about the 2019 AAHKS Annual Meeting.

Exhibitor Registration

- Registration opens week of July 15th
- Badge Allotments
- Cost of Additional Badges
 - \$500.00 through October 24th
 - \$600.00 from October 25th though on-site at Annual Meeting
- Access to Scientific Sessions
- Deadline to Register: Thursday, October 24, 2019
- **Booth must be paid in full before registering.**

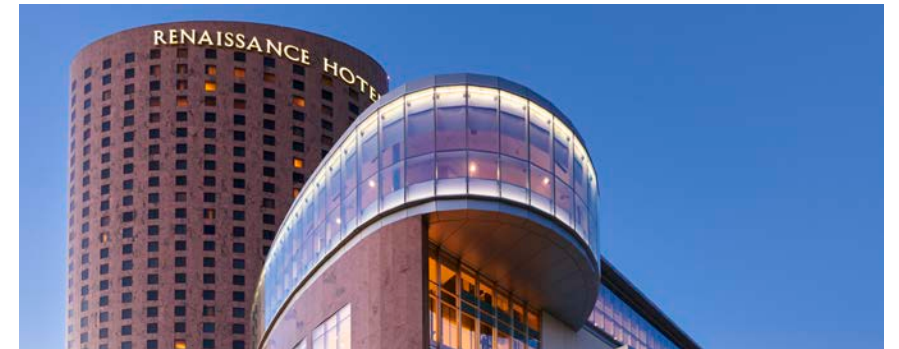
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10' x 30' Booth Space	8 Badges
10' x 20' Booth Space	6 Badges
10' x 10' Booth Space	3 Badges

Exhibitor Registration

- Responsibility of Primary Contact linked to your account to register team.
- E-mails will be sent to Primary Contacts with log-in credentials once registration opens.
- Registration Steps:
 - 1) Go to <https://member.aahks.net/ExhibitorRegistration2019>.
 - 2) Enter your Username. *(to be provided via e-mail)*
 - 3) Enter your Password. *(to be 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.
- Changes/additions can be made by logging back in through October 25th.
- Refunds requests must be submitted to AAHKS and are allowed through October 24th.

Exhibitor Housing

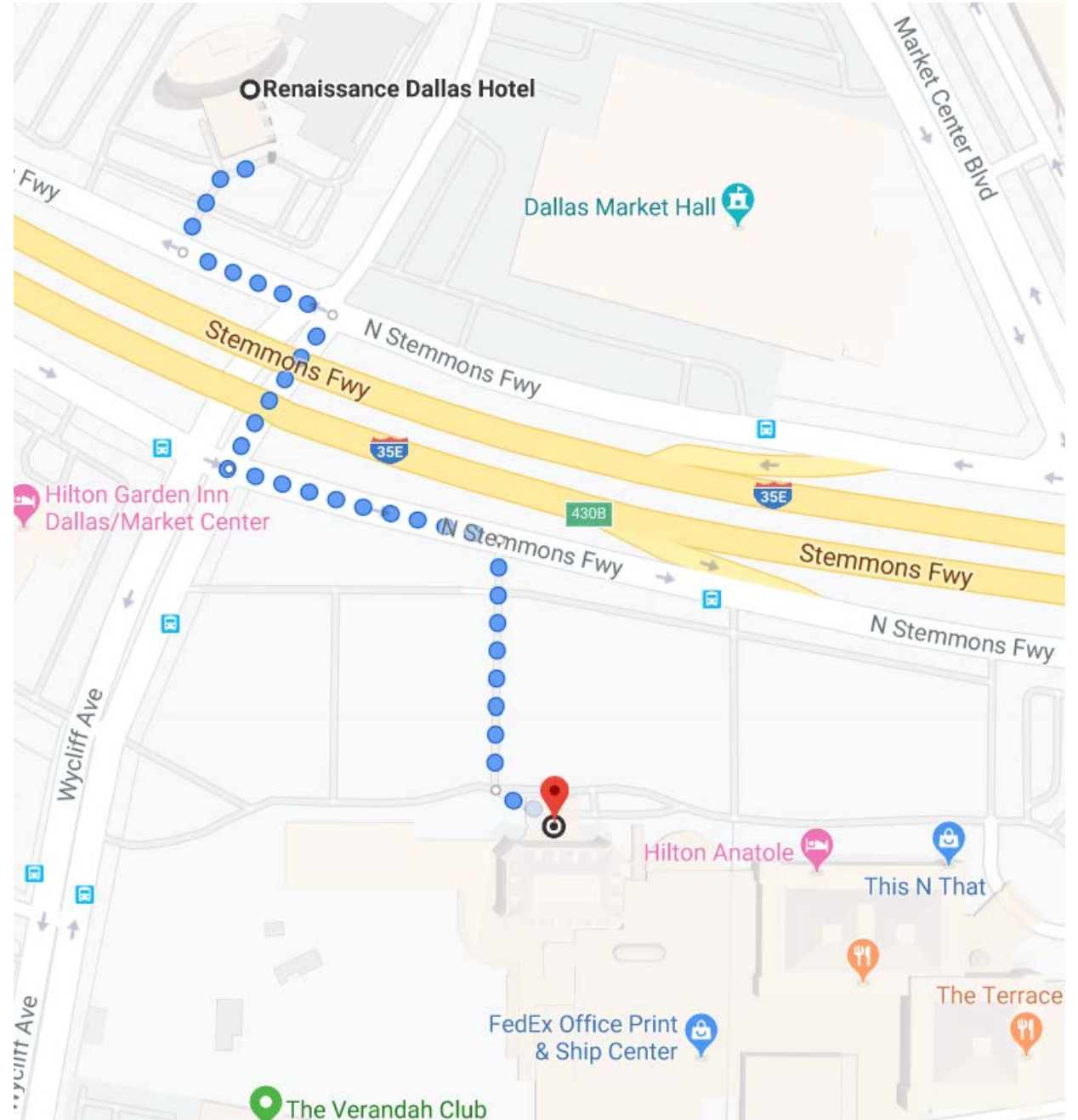
- Exhibitor Housing opens week of July 15th
- **Deadline to Book Housing: October 1st**
- *One (1) Night Non-Refundable Deposit* due at time of booking for each room booked.



Renaissance Dallas Hotel
2222 North Stemmons Freeway
Dallas, TX 75207

Exhibitor Housing

- 0.3 mile-walk from Renaissance Dallas to Hilton Anatole
- Eligible guests receive Marriott Bonvoy™ points.



Questions?

- Registration Questions
 - Sharon Creed (Sharon@AAHKS.org).

- Housing Questions
 - Jeff Mitchell (JMitchell@AAHKS.org)
 - or*
 - Lauren Matthews (LMatthews@SmithBucklin.com)

Q & A

Thank you for attending!

SAVE THE DATE: AAHKS Exhibitor Webinar # 2
July 23, 2019 (Tuesday) | 2:00–2:30 PM (CDT)

Topic: **Learning Objectives**