



**Subject: 2019 AAHKS Annual Meeting: Exhibitor Information 6.21.19**

Good afternoon,

My name is Lauren Matthews and I will be your Exhibit Coordinator for the upcoming 2019 AAHKS Annual Meeting. Below are important reminders and upcoming dates.

**IMPORTANT DATES**

- June 24
  - Deadline for initial submission of Learning Objectives
- July 9
  - Exhibitor Webinar #1: Registration & Housing
- Mid-July
  - Exhibitor registration and housing live
- July 23
  - Exhibitor Webinar #2: Learning Objectives
- July 26
  - Final deadline for all revisions to Learning Objectives
- August 7
  - Promotional materials due for approval
  - Company product, service descriptions and company logos received after this date will not be included in printed promotional materials
- Mid-August
  - The online Exhibitor Services Manual, including important show information, order forms and shipment deadlines will be available. An email will come from Freeman announcing the launch.
- Early October
  - Exhibitor Webinar #3: Freeman Services Reminders

**LEARNING OBJECTIVES – Action Required!**

All exhibiting companies are expected to submit one to three learning objectives. The goal of these learning objectives is to highlight unique patient and problem oriented industry solutions and/or issues encountered in everyday practice. Visit the [Learning Objective resource and application page](#) for more information and to submit objectives for your booth. Deadline for submissions is **June 24, 2019**.

**EXHIBITOR WEBINARS – Save the date!**

New this year, AAHKS will be hosting (3) exhibitor webinars to provide more information about Registration & Housing, Learning Objectives, and Freeman Services. Please save the dates listed above. More details on how to attend the webinars will be provided closer to dates.

**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/aaahks2019?>



**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:**

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
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
11:57 a.m. – 12:45 p.m.	Lunch

*\*Times are subject to change*

**Move-Out:**

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

**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 working with you! Please do not hesitate to reach out with any questions as you work through the planning process.

Thank you,

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