

# AAHKS Exhibitor Webinar # 1

## Registration | Housing | Learning Objectives

Date: July 14, 2021 (Wednesday)

Time: 12:00 p.m. – 12:30 p.m. (CDT)



# Welcome & Introductions

- Mike Zarski, Executive Director
- Jeff Mitchell, Director of Marketing & Corporate Relations
- Sharon Creed, Accounting & Registration Manager
- Renalin Malvar-Ledda, Senior Director of Events & Operations
- Lauren Miller, Tradeshow Coordinator, SmithBucklin
- Heather Chapman, Senior Business Development Director, Freeman



# 2021 Exhibitor Schedule

<b>Move-In:</b>	Wednesday, November 10 10:00 a.m. – 5:00 p.m. <i>Move-In for 20' x 20' Booths &amp; Larger Only</i>
	Thursday, November 11 10:00 a.m. – 5:00 p.m.
<b>Show Hours:</b>	Friday, November 12 7:00 a.m. – 2:55 p.m. 6:30 p.m. – 8:00 p.m. — <i>Welcome Reception</i>
	Saturday, November 13 7:00 a.m. – 3:30 p.m.
<b>Move-Out:</b>	Saturday, November 13 3:30 p.m. – 10:00 p.m.
	Sunday, November 14 8:00 a.m. – 11:00 a.m.

# Exhibitor Registration

- Registration opens week of July 12
- Badge Allotments
- Cost of Additional Badges
  - \$500.00 through October 30
  - \$600.00 starting October 31
- Access to Scientific Sessions
- Deadline to Register: October 31 (*Exhibitor Housing: September 1*)
- **Booth must be paid in full prior to registration.**

Booth Size	Badges Included
30' x 20'	14
20' x 20'	10
10' x 30'	8
10' x 20'	6
10' x 10'	3

# Exhibitor Registration

- Registration Link: <https://Member.AAHKS.net/My-Exhibits>
- Link is e-mailed directly to primary contacts, not posted on the AAHKS website.
- Representatives associated with exhibiting companies can purchase a badge online.
- Sign in to your AAHKS account online by entering your username and password.
  - Click **Manage Exhibit Reps.**
  - Click **Add Representative.** A pop-up window will be displayed listing individuals already associated with your account.

*(**Please Note:** Changes to any names, e-mail addresses, or titles can only be done by individual representatives logging into AAHKS and making changes in My Profile.*

*Primary contacts can only make changes to their own profile page.)*

# Exhibitor Registration

## Instructions for Managing Exhibitor Reps:

Please click the **Manage Exhibit Reps** box below to add new registrations or to display the list of currently registered exhibit representatives. **Add your complimentary badges first and save.** Any additional reps added will then be charged at \$500.00 per badge up until October 30th, 2021. Fees increase to \$600.00 starting Oct 31st and must be purchased on-site.

Invoice #: INV-37191-H0G0V8  
Meeting Name: 2021 Annual Meeting Exhibit

Manage exhibits reps

*Once you have clicked Manage reps the text and "Add representative" button will appear*

[Click Here to Export your Completed Registration List >](#)

[Go Back to My Exhibit >](#)

## Manage Exhibit Representatives

Here you are able to add registrations, view already registered or make changes to your registration list.

Click **"Add Representative"** for new registrations or **"Change"** to replace names of your paid registration only.

If all of the complimentary badges have been assigned, you can register additional reps. for a \$500.00 charge calculated when checking out of the shopping cart. This system tracks the number of complimentary badges based on your booth order.

Notes:

- Changes to complimentary badges can **only** be made by the Primary Exhibits Manager of your company.
- The text for Price identifies the price that was applicable when that rep was originally added.
- Refunds of paid badges can be requested by contacting [sharon@aaahks.org](mailto:sharon@aaahks.org)
- Changes to complimentary representatives will be done at no charge.

[+ Add Representative](#)



# Exhibitor Registration






Check the boxes of those to be registered; if name is not shown, you can add them by selecting [Add Contact to List](#). Once completed and you log back in, those registered will display as **Already Registered**. Once saved, you will be directed to a shopping cart to complete your order and pay for any badges above the complimentary allotment.

Name	Registrant Status
Organization: AAHKS (Showing 10 of 13 items. Group continues on the next page.)	
<input type="checkbox"/> Bolivar, Amy	
<input type="checkbox"/> Creed, Sharon M. - Accounting and Registration Manager	
<input type="checkbox"/> Creed, William A. - tester	
<input type="checkbox"/> Kerr, Joshua	
<input type="checkbox"/> Loper, Natalie R. - Education Specialist	
<input checked="" type="checkbox"/> Lusk, Eileen	Already Registered
<input checked="" type="checkbox"/> Malvar-Ledda, Renalin J. - Senior Director of Events and Operations	Already Registered
<input checked="" type="checkbox"/> Mitchell, Jeff	Already Registered
<input type="checkbox"/> Robinson, Kenneth - Communications Manager	





# Exhibitor Registration


Please scroll down to the "Next" button to proceed with the checkout process. If you do not need to select a billing address, shipping address or shipping method, you can click "Express Checkout" to go directly to the payment form.


 SHOPPING CART ADDRESS DELIVERY PAYMENT REVIEW

You currently have 2 items in your cart [Clear Cart](#)

Product	Subtotal	
<b>Exhibitor Representative</b> Sharon M. Creed	\$500.00	
<b>Exhibitor Representative</b> William A. Creed	\$500.00	
<b>Total</b>	<b>\$1,000.00</b>	

Enter your promotion code and/or gift card and click the "gift" icon to the right of your entry. If valid, the discount for a promo code will be calculated for each cart item where it is applicable. A Gift Card is applied to the order total, as a form of payment. You can enter multiple promo codes/gift cards, but only one promo code can be applied to a particular purchase.





### Order Summary

2 Items selected

<b>Purchase</b>	<b>\$1,000.00</b>
<b>Subtotal</b>	
Sales Tax	<b>\$0.00</b>
<hr/>	
<b>You will pay</b>	<b>\$1,000.00</b>
<hr/>	
<b>Billing Address</b> <a href="#">Change &gt;</a>	
Bill To Attention Sharon M. Creed 23 Main St Westchester, IL 60154 US	
<a href="#" style="background-color: #0070c0; color: white; padding: 5px 15px; text-decoration: none;">Express Checkout</a>	

[< Home](#)[Next >](#)



# Exhibitor Registration

- **Add complimentary badges first**, save and complete.
- All representatives must have a badge for access; *sharing of badges is prohibited*.
- You can log back in until October 31<sup>st</sup> to add additional reps or make name changes to paid reps. Refund requests must be submitted in writing to [Sharon@AAHKS.org](mailto:Sharon@AAHKS.org).
- Badge pick-up will be on-site. Registered reps will receive individual e-mails with instructions.
- AAHKS is utilizing a third-party company for badge printing and will be unable to accommodate name changes on-site. Those not registered will be required to purchase a badge on-site at the increased rate of \$600.00.
- **\*NEW\*** We have added a feature to allow export of your representative list for final review prior to registration close and printing your exhibit booth and badge receipts.

# Exhibitor Housing



- Exhibitor housing opens week of July 19<sup>th</sup>
- Renaissance Dallas Hotel  
(2222 North Stemmons Freeway)
- Nightly Rate: <\$200.00 (plus taxes & fees)
- Booking Deadline: **October 8, 2021** (Friday)
- Deposit Requirement: One (1) night *non-refundable* deposit due in order to secure room reservation



# Customer Service Questions

- Registration Questions
  - Contact Sharon Creed at [Sharon@AAHKS.org](mailto:Sharon@AAHKS.org)
- Housing & Logistic Questions
  - Contact Jeff Mitchell at [JMitchell@AAHKS.org](mailto:JMitchell@AAHKS.org) or Lauren Miller at [LMiller@SmithBucklin.com](mailto:LMiller@SmithBucklin.com)



# Learning Objectives

- Timeline
  - Friday, **July 16**: *Initial Submission Deadline*
  - Friday, **August 20**: *Final Deadline for All Revisions*
- How to Submit: [www.AAHKS.org/Meeting](http://www.AAHKS.org/Meeting)
  - *For Exhibitors > Submit Learning Objectives*
- Visibility
  - Attached to your company's profile on the AAHKS website prior to the event
  - Published in the mobile app available to all attendees

# Q & A

*Thank you for attending!*

- Save the Date •

## **AAHKS Exhibitor Webinar # 2**

September 15, 2021 (Wednesday)

11:00 a.m. – 11:30 a.m. (CDT)

