



AHRMM22

Health Care Supply Chain

Innovate. Engage. Connect.

EXHIBITOR RESOURCE GUIDE

PLEASE REVIEW THIS DOCUMENT CAREFULLY

This guide has been developed for companies participating as an exhibitor at AHRMM22 and will help to answer frequently asked questions and refer exhibitors to sources of additional information. For easy reference, all topics are listed in alphabetical order. Updates and additions will be noted as such in future editions.

2022 Exhibitor Resource Page

You can access the AHRMM22 Exhibitor Resource page [here](#).

AHRMM Show Management

The AHRMM Show Management (Smithbucklin) Office will be located onsite in the back of the exhibit hall. Prior to the show, contact AHRMM Show Management at AHRMM@smithbucklin.com if you have questions.

Americans with Disabilities Act (ADA) Conformance

Each exhibitor shall be responsible for compliance with all applicable provisions of the ADA within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. Exhibitors shall indemnify, hold harmless and defend AHRMM, 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 ADA 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>

Anaheim

To help you plan for your trip to Anaheim checkout the [Visit Anaheim](#) website for things to do.

Attendee List

A complimentary pre-show attendee mailing list will be made available during the week of July 22 to all sponsors who spend \$10,000+. A post-show attendee mailing list will be shared with all exhibitors who completes an exhibitor survey at the end of August.

While AHRMM understands how email addresses would be helpful to exhibiting companies, it is against federal data protection and privacy policies to release this information for all attendees.

If you elect to purchase a lead retrieval license, and attendees give you permission to scan their badge, you will receive their full contact information (including email address and phone).

Attire

The suggested dress code for the conference is business casual. To help plan, expect an average daytime high temperature of 91 with an evening low of 67°F. The average rainfall in is 0.1 inches. The Anaheim Convention Center utilizes air conditioning 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 Giveaways

Exhibitors may conduct giveaways in their booth, as long as all promotion and the drawing itself take place within the contracted exhibit space. AHRMM will not announce winners of exhibitor booth giveaways over the microphone.

Booth Package

Exhibit booth back walls (8' high) will be royal blue and white drape and side rails (3' high) royal blue drape. 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/finish their booth floor.** Exhibitors may bring their own carpet or may rent carpet from The Expo Group. The aisle carpet will be blue jay (blue and black speckles).

Branding

AHRMM has created an [Exhibitor Marketing Kit](#) to help exhibitors promote their presence at this conference. The Exhibitor Marketing Kit exhibitor/sponsor logos, sample email copy, social media information and more. Exhibitors should not use the AHRMM corporate logo without prior approval from AHRMM Show Management.

Business Services

There is a [FedEx Office](#) located inside the Hilton Anaheim, the official AHRMM hotel. FedEx Office is your full-service business center, offering FedEx and UPS shipping, spiral and steel back binding, banners, posters, computer and copier rentals, and shredding services. For more information about services, email USA5624@FEDEX.COM.

Catering / Food / Beverage Dispensing

Any exhibitor wishing to provide food or beverages in their booth during show hours must receive permission from AHRMM Show Management. For information on how to submit item(s) for approval, email AHRMM@smithbucklin.com. Please note that outside food and beverages are prohibited and any items provided should be ordered through ARAMARK, as the official food service provider. See the Exhibitor Contract Conditions/Rules & Regulations for additional information.

Contract Conditions/Rules & Regulations

Exhibitors must comply with all of the policies, rules, terms and regulations contained with this manual. A copy of the 2022 Exhibitor Booth Space Application & Contract Conditionals/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

800 W Katella Ave,
Anaheim, CA 92802
Phone: (714) 765-8950

The AHRMM Exhibit Hall is located on the First Floor of the Anaheim Convention Center in Hall A. For more information on travel and hotel arrangements, please refer to the [Hotel & Travel](#) section of the AHRMM22 website.

Dismantling of Exhibits

Exhibits are to be kept intact until the closing of the Event at 2:00 PM on **Tuesday, August 9, 2022**. No part of an exhibit shall be removed during Show Hours without special permission from AHRMM Show Management. Any Exhibitor who begins dismantling of its booth before 2:00 PM on Tuesday may lose part or all of their priority points and may entirely lose the privilege of exhibiting at future AHRMM events.

All carrier must check-in by 10:00 AM on **Wednesday, August 10, 2022**. All freight must be removed from Facility by 12:00 p.m. **Wednesday, August 10, 2022**. If exhibits are not removed by this time, AHRMM reserves the right to remove exhibits and charge the expense to the Exhibitor and AHRMM shall have no liability for any loss or damage to Exhibitor’s exhibit property caused by such removal.

Exhibit Hall Admission Hours & Exhibitor Badges

Exhibitors will be allowed into the exhibit hall at the following times with an AHRMM Exhibitor badge:

Sunday, August 7, 2022	8:00 AM – 5:00 PM
Monday, August 8, 2022	7:00 AM – 5:30 PM
Tuesday, August 9, 2022	8:00 AM – 7:00 PM
Wednesday, August 10, 2022	8:00 AM – 12:00 PM

Exhibitor move-in on Saturday, August 6, 2022, is by appointment only. Exhibitors can gain access to the exhibit hall **Saturday, August 5, 2022**, starting at 8:00 AM through 5:00 PM by obtaining a wristband at the exhibit hall entrance from the security guard. Starting on Sunday an AHRMM Exhibitor badge is required for admittance to the exhibit hall. If an exhibitor needs additional time in their booth, please contact an AHRMM Show Management representative onsite to receive an Early/Late Pass. AHRMM Show Management’s onsite office will be located next to the Exhibitor Service Center in the back of the Exhibit Hall.

Exhibitors are provided (3) complimentary Exhibitor badges per (100) sq. ft. of exhibit space purchased, with a minimum of (3) badges per company. See grid for badge allotment per booth square footage:

Booth Size in Square Feet	Number of Complimentary Badges
100 sq. ft.	3
200 sq. ft.	6
300 sq. ft.	9
400 sq. ft.	12
600 sq. ft.	18

Exhibitors are provided (1) complimentary Exhibitor Full Conference badges for access to exhibit hall and education sessions per (100) sq. ft. of exhibit space purchased.

Exhibit Space Selection for AHRMM23

ASHRM Show Management will conduct an exhibit booth space selection for AHRMM23 during AHRMM22. For all Applications & Contracts received on or before July 29, 2022, space is assigned during Show Hours in Anaheim. No deposit is required in order to participate. All exhibitors will receive an invoice in September after the space selection is complete.

For all Applications & Contracts received after the initial space selection, space will be assigned on a first-come, first-served basis starting the week after the space selection is complete.

Booth selection times are based on priority point status, see below.

- 1 point – Sponsorship(s)* valued up to \$5,000
- 2 points – Each booth purchased for each AHRMM event
- 2 points – Each previous consecutive AHRMM event in which your company has participated as an exhibitor.
- 2 points – Sponsorship(s)* valued from \$5,001 to \$10,000
- 3 points – Sponsorship(s)* valued from \$10,001 to \$15,000
- 4 points – Sponsorship(s)* valued from \$15,001 or more

Exhibitors may inquire about their priority point status by contacting AHRMM Show Management at AHRMM@smithbucklin.com.

Exhibitor Appointed Contractors (EACs)

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 EAC Notification Form located in The Expo Group section of the Exhibitor Services Manual by **Monday, July 5, 2022**.

Exhibitor Events

Exhibitor activities that conflict with the AHRMM22 conference program are not permitted as outlined in the Exhibitor Contract Conditions/Rules & Regulations. Contact AHRMM Show Management at AHRMM@smithbucklin.com for information on how to host event or rent a private meeting room at the Anaheim Convention Center or Anaheim Hilton.

Exhibitor Lounge

AHRMM will provide an Exhibitor Lounge for exhibitors' enjoyment on the show floor. Plan to stop by for complimentary coffee and snacks throughout the day. The Exhibitor Lounge is connected to the AHRMM Show Management Office and in the in the back of the Exhibit Hall.

Exhibitor Service Center

The Expo Group will staff an Exhibitor Service Center throughout the show to help exhibitors with all of their orders. The Service Center 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 orders with pre-payment by **Monday, July 5, 2022**, in order to save 10%.

Hotel Reservations

The official headquarters hotel for AHRMM22 is the Anaheim Hilton. For more information on travel and hotel arrangements, please refer to the [Hotel & Travel](#) section of the AHRMM22 website.

Unofficial housing vendors may reach out to exhibitors to solicit business, giving the impression they are the official AHRMM housing vendor. Hotel reservations for AHRMM22 should be made directly with the hotel by calling the reservation number listed on your registration badge confirmation email. ONLY those suppliers identified in AHRMM22 Conference-related communications are official partners of AHRMM and AHA.

Lead Retrieval

CVENT is the official lead retrieval vendor for AHRMM22. Lead Retrieval licenses can be purchased through the Cvent exhibitor registration portal.

Mobile App

The AHRMM22 Mobile App will be available in the iTunes and Google Play stores in July 2022. There will also be a mobile web version for anyone using a device other than an iOS or Android platform.

Each exhibitor is entitled to a complimentary listing in the Mobile App including a 35-word company description. Exhibitors can provide this information in their company Exhibitor Registration portal through Cvent.

Payment

Exhibitor must remit a 100% percent of their total fee within 30 days of receipt of their invoice from AHRMM Event Management. Full payment must be received on or before July 11, 2022, regardless of Contract submission date. Credit card payments can be made online using American Express, Discover, MasterCard or Visa. Make all checks payable to Association for Healthcare Resource & Materials Management (AHRMM 2022) Event and remit to the following address via the U.S. Postal Service:

Association for Healthcare Resource & Materials Management (AHRMM 2022)
75 Remittance Drive
Suite 1272
Chicago, IL 60675 USA

Alternatively, Exhibitor may remit via overnight courier (e.g., FedEx) to the following address:

AHA-AHRMM
Suite# 1272
5505 North Cumberland Avenue
Suite 307
Chicago, IL 60656-1471

AHRMM reserves the right to hold or revoke Exhibitor badges for any Exhibitor with an unpaid balance and to instruct all official contractors to deny goods and services

Exhibitors who which to pay by ACH/wire must email Pat Brayley at pbrayley@smithbucklin.com for remittance instructions.

AHRMM's tax ID and W-9 form is available by request. Exhibitors can email Pat Brayley at pbrayley@smithbucklin.com with payment questions or to request the W-9 form.

Press List

There will be some magazine publications in attendance at AHRMM22, however there is not an official press list. For a list of publications in attendance, exhibitors can email Agnes Lipowicz-Kusmider, Marketing Manager at alipowicz@aha.org.

Schedule

You can view the [AHRMM22 schedule online](#). A detailed Exhibitor Schedule can be found in the General Information section of the Exhibitor Services Manual and in the [Exhibitor Resources](#) webpage.

Security

Independent guards will be engaged to provide protection for the overall exhibition from the beginning of exhibitor move-in to the end of exhibitor move-out, but not for any particular exhibit. The Anaheim Convention Center, AHRMM, Smithbucklin, The Expo Group 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. AHRMM 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. AHRMM insurance policies do not extend to cover liabilities of exhibitors. Exhibitors may arrange for additional security by contacting AHRMM Show Management, at AHRMM@smithbucklin.com.

Shipping Information

The Expo Group will accept crated, boxed or skidded materials between **Monday, July 5 through Thursday, August 4, 2022**, at the advance warehouse. Materials arriving after Thursday will be received at the warehouse with an additional after charge. Shipping labels should be addressed as follows and will also be available in the Exhibitor Manual:

Advance Warehouse:

EXHIBITOR COMPANY NAME & BOOTH NUMBER>
AHRMM22
c/o The Expo Group
ABF Freight
1601 North Batavia
Orange, CA 92867

Advance Shipments will be accepted between Tuesday, July 5, 2022 through Thursday, August 4, 2022.

Materials received after July 31, 2022 will be subject to an additional surcharge.

Please note that the advance warehouse will be closed on July 4th for the Holiday.

Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

Direct Shipments to Anaheim Convention Center

EXHIBITOR COMPANY NAME & BOOTH NUMBER
AHRMM22
Anaheim Convention Center
c/o The Expo Group
800 West Katella Ave
Anaheim, CA 92802

Direct shipments must arrive at show-site beginning at 8:00am on Sunday, August 7, 2022 through Tuesday, August 9, 2022.

Please Note: All items and materials that are brought into the facility may be subject to Material Handling charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Social Media Information

Start your pre-show outreach early to draw the right customers to your exhibit booth by sharing event information on your website, in newsletters, calendars and email outreach. Don't forget about social media outreach — join the online conversation before, during and after AHRMM22 by posting about it on Facebook, Twitter or LinkedIn and tagging your posts with the official hashtag: **#AHRMM22**

Follow us on Twitter at @AHRMMtweets and join the AHRMM LinkedIn group to engage attendees and stay informed.

Visit the [Exhibitor Marketing Kit](#) to with additional social media information including sample copy.

Sponsorships

Increase your exposure on site by taking advantage of one of our sponsorship opportunities and make the most of your marketing dollar! Contact our sales team to learn more.

Exhibits (A-M) & ADVERTISING
Nick Schuette
(312) 673-4974
nschuette@smithbucklin.com

Exhibits (N-Z) & SPONSORSHIP
Kris King
(312) 673-5505
krking@smithbucklin.com

Storage Behind Booth Back Drapes

Nothing may be stored behind booths and back wall drapes. AHRMM, the Anaheim Fire Department and Anaheim Convention Center may inspect exhibits to ensure compliance. Accessible storage may be arranged at the Service Center.

Unauthorized Vendors

For the security of your company, please make your arrangements for AHRMM22 directly through information provided to you via email from AHRMM, Smithbucklin and The Expo Group. If there is ever a question about a communication received, please check with AHRMM Show Management by emailing AHRMM@smithbucklin.com to confirm the provider is a preferred supplier before taking action or remitting payment. AHRMM is not responsible for services booked through means other than our official vendors nor can AHRMM guarantee the authenticity of those offers.

Websites to Bookmark

Visit and bookmark these helpful website as you plan for AHRMM22:

[AHRMM Website](#)

[AHRMM22 Website](#)

[Anaheim Convention Center](#)

[Exhibitor Resources](#)

Wireless Internet

There will be complimentary wireless internet in lobbies and public areas for general web access. To purchase wired or wireless internet access in the Exhibit Hall, refer to the internet order form located in the Exhibitor Services Manual. Please note, if you need internet to run demos, you should order a hardline rather than using wireless internet.