



Exhibitor Registration How-to Guide

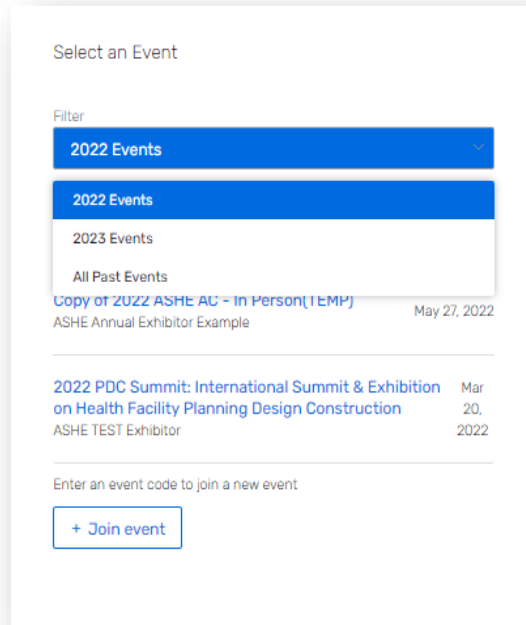
2025 Health Care Facilities Innovation Conference

Access Your Exhibitor Portal

The primary booth logistics contact for your company will receive a dedicated email welcoming them to the 2025 Health Care Facilities Innovation Conference portal. Within this email, you will find a unique link with access to your company portal page.

*****SPECIAL NOTE: Only use the Chrome Browser. The portal works best in Chrome.*****

- From here, you will be prompted to login or create a new login password.
- If you have previously exhibited in any ASHE/AHA events, please ensure you are logged into the correct event, **2025 Health Care Facilities Innovation Conference** portal.
- If you are not, select from the dropdown. If available, select the 2025 Events follow by **2025 Health Care Facilities Innovation Conference** portal event. If not available, paste the link exhibitors.cvent.com/login into your browser.



Select an Event

Filter

2022 Events

2022 Events

2023 Events

All Past Events

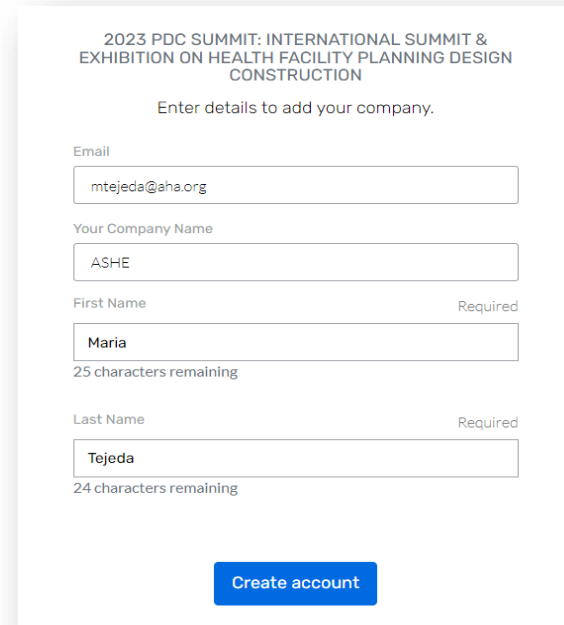
Copy of 2022 ASHE AG - In Person [TEMP] May 27, 2022
ASHE Annual Exhibitor Example

2022 PDC Summit: International Summit & Exhibition on Health Facility Planning Design Construction Mar 20, 2022
ASHE TEST Exhibitor

Enter an event code to join a new event

+ Join event

Or



2023 PDC SUMMIT: INTERNATIONAL SUMMIT & EXHIBITION ON HEALTH FACILITY PLANNING DESIGN CONSTRUCTION

Enter details to add your company.

Email
mtejeda@aha.org

Your Company Name
ASHE

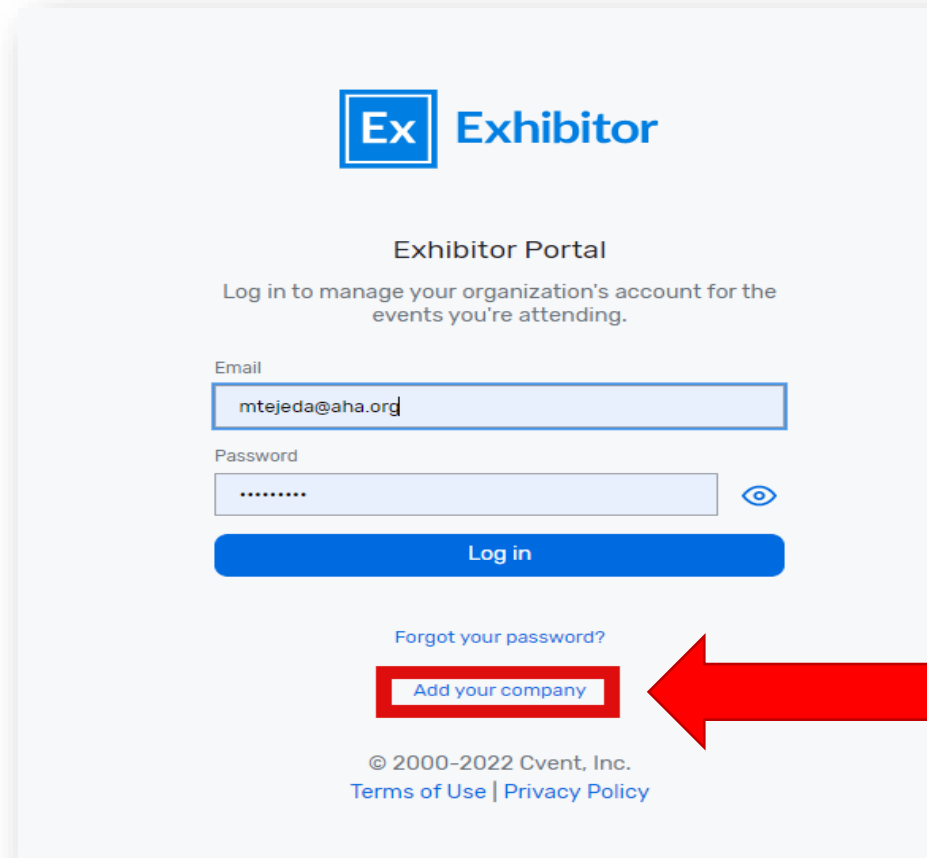
First Name Required
Maria
25 characters remaining

Last Name Required
Tejeda
24 characters remaining

Create account

Important note when logging into your portal

- Anytime you reach this page, **never** click *Add your Company*. Your company can only be added by ASHE staff.
 - If you click this feature, you will be adding a new portal which will confuse our system. Then, potentially all the work and registrations you submitted will be cancelled and lost.**



Ex Exhibitor

Exhibitor Portal

Log in to manage your organization's account for the events you're attending.

Email

mtejeda@aha.org

Password

.....

Log in

[Forgot your password?](#)

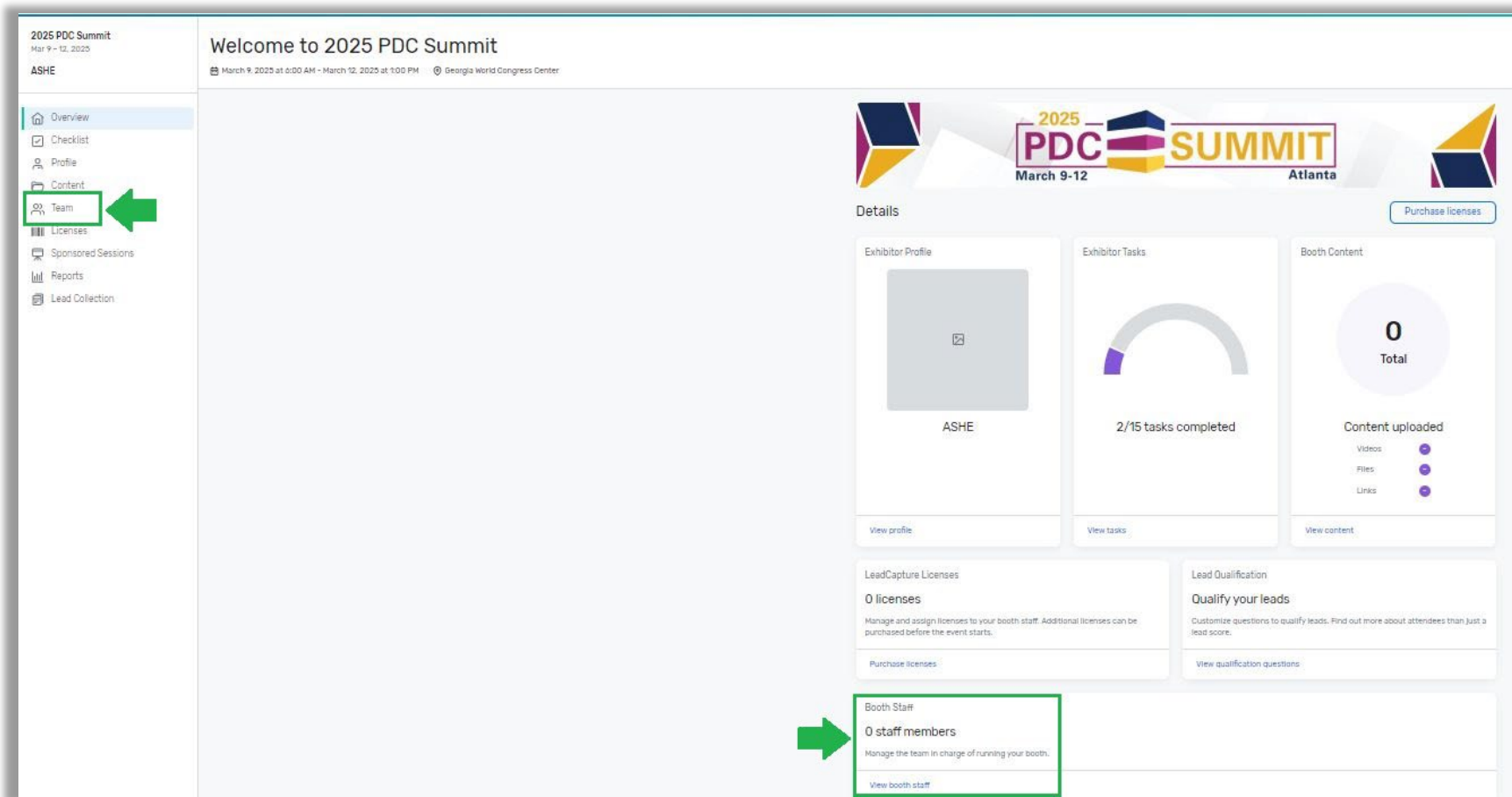
[Add your company](#)

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[Terms of Use](#) | [Privacy Policy](#)

Never click *Add your company*.

Register Your Onsite Staff

- The portal has a new appearance. These instructions should still help while in the portal.
- Once logged into your company portal, you will be able to manage your onsite staff along with setting up your team for success onsite.
- To register yourself and/or onsite staff, select **Team** from the left side navigation bar or find **Booth Staff** then select **View booth staff** on the landing page.



Register Your Onsite Staff


- To begin, select the “Add booth staff” button. Here you will select your process forward by either “Share sign-up link” or “Register booth staff”.

Team

[Booth Staff](#)[Admins](#)

Complimentary badge allotments and remaining registrations can be found here.

Registrations Available	
20 Exhibitor Full Conference	20 Exhibitor Booth Staff
5 Exhibitor Full Conference Compli...	10 Exhibitor Booth Staff Complime...



Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.


Add booth staff

[Search attendee list](#)[Share sign-up link](#)[Register booth staff](#)

Please do not select **Search attendee list** since you are newly registering your team.

Select Your Registration Type

If you choose to the **Share sign-up link** option, you will be asked to select your staff's registration type. Then, copy the registration link so your teammate can register themselves. ***Special note: The options that read Complimentary are your team's allotments.***



Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.

Add booth staff ▾

Search attendee list

Share sign-up link

Register booth staff

Registration type required

Please select a registration type to continue.

Registration Type

Exhibitor Full Conference Complimenta... ▾

Exhibitor Full Conference - 20 left

Exhibitor Booth Staff - 20 left

Exhibitor Full Conference Complimentary - 4 left

Exhibitor Booth Staff Complimentary - 10 left

Share Self Sign-Up Link

Share this link with your booth staff so they can easily join your team!

Registration Type

Select registration type ▾

Exhibitor Full Conference - 20 left

Exhibitor Booth Staff - 20 left

Exhibitor Full Conference Complimentary - 4 left

Exhibitor Booth Staff Complimentary - 10 left

Select Your Registration Type



Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.

Add booth staff ▾

Search attendee list

Share sign-up link

Register booth staff

Registration type required ×

Please select a registration type to continue.

Registration Type

Exhibitor Full Conference Complimenta... ▾

Exhibitor Full Conference - 20 left

Exhibitor Booth Staff - 20 left

Exhibitor Full Conference Complimentary - 4 left

Exhibitor Booth Staff Complimentary - 10 left

If you choose to the **Register booth staff** option, you will be taken through the registration process to register each of your booth staff individually.

Please read this reminder closely:

- Exhibitor Full Conference Complimentary*** = Exhibiting companies complimentary full conference registration allotment
- Exhibitor Booth Staff Complimentary** = Exhibiting companies complimentary exhibitor hall only registration allotments
- Exhibitor Full Conference*** = An additional Full Conference registration you would like to pay for (\$925.00)
- Exhibitor Booth Staff** = An additional exhibit hall only registration you would like to pay for (\$300.00)

**Full Conference exhibitors can attend sessions and collect CECs*

Personal Information

Admins, if registering on behalf of your booth staff, please remember to use the CC Email Address option if you would like to be copied on your staff's confirmation email.

The CC Email Address will come in hand if you would like to modify, cancel, substitute or make hotel reservations for your registrant.

All of this information can be found only within the confirmation email.

Personal Information

Fill out the information below, then click Next to continue.

If you have any updates to your Contact information, especially email, please update in your ASHE/AHA profile [HERE](#) first.

Salutation

* First Name

* Preferred First Name on Badge

* Last Name

Suffix

* Email Address

CC Email Address

Cancel

Next

Hotel Accommodations

Congratulations, you are now registered!

Your Confirmation Number is:

QYNQSDFSJ47

You will receive an email with your registration details.

Add to Calendar

Submit Payment

Registration Summary

Review your registration information below

Maria Tejeda

mariaelentejeda@aol.com



Official Conference Hotels

Sheraton Phoenix Downtown - Headquarters Hotel

Exhibitor Booking [Click Here](#)

Hyatt Regency

Exhibitor Booking [Click Here](#)

See you in...



DAYS



HOURS



MINUTES



SECONDS

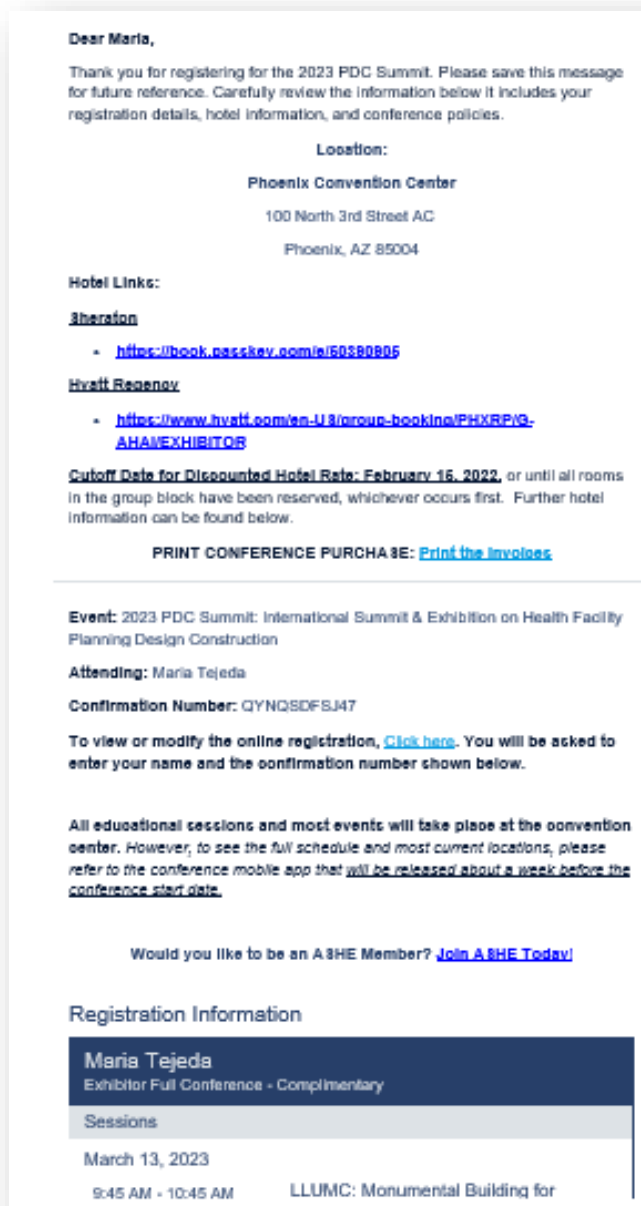
Modify Registration

Cancel Registration

On the confirmation page scroll until you see **Official Conference Hotels**.

Registration Confirmation

- Once successfully registered, you will receive a confirmation email similar the image shown.
- Here you will have access to:
 - Modify or cancel the registration
 - Official registration confirmation number
 - Housing block registration information and link



Cancel or Modify Existing Registration

- To cancel or modify an existing registration. Please find the direct links the confirmation email to **Modify** or **Unregister (cancel)** the registration.

Event: **2025 PDC Summit**

Registrant: **Maria Tejeda**

Confirmation Number: **CPNQB3B9Z46**

[Click here](#) to modify your registration. Please use your confirmation number above to login.

Amount Paid: **\$0.00**

Amount Due: **\$0.00**

[Print or Download your invoice](#)

If you wish to cancel your registration for the event please start, by clicking the cancel registration link: [Unregister](#).

Cancel or Modify Existing Registration (cont.)

- The link will direct you to the “Already registered?” landing page.
 - Enter the registrant’s confirmation number click “Log in”

Special Note: To switch or swap team members, you ***must first cancel*** the previous team member’s registration. Then, you will have the opportunity to register the new team member using the available badge allotment.

Already registered? X

Welcome back!

Enter your confirmation number to log in.
Not Maria Tejada? [Switch account](#)

* Confirmation Number

[Forgot your confirmation number?](#)

Log in

Team

Booth Staff

Admins

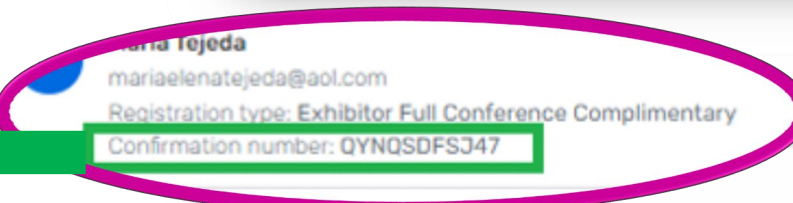


Maria Tejada

mariaelenatejada@aol.com

Registration type: Exhibitor Full Conference Complimentary

Confirmation number: QYNQSDFSJ47



Cancel or Modify Existing Registration (cont.)

- On the Confirmation page, scroll down until you see the “Cancel Registration” button.
- Complete the required fields and select “Submit” to process cancellation.

Official Conference Hotels

Sheraton Phoenix Downtown - Headquarters Hotel

Exhibitor Booking [Click Here](#)

Hyatt Regency

Exhibitor Booking [Click Here](#)

See you in...

DAYS

HOURS

MINUTES

SECONDS

Modify Registration

Cancel Registration

We're sorry that you can't attend

Please fill out the following information and click Submit

First Name
Maria

Last Name
Tejeda

Email Address
mariaelentejeda@aol.com

Mobile
312-422-3818

Company
ASHE/AHA

Title
Education Coordinator

Let us know why you can't attend

Refund

The refund will be issued using the original payment method.

Maria Tejeda

Item	Amount
Admission Item Exhibitor Full Conference - Complimentary	\$0.00
Subtotal	\$0.00
Refund Total	\$0.00

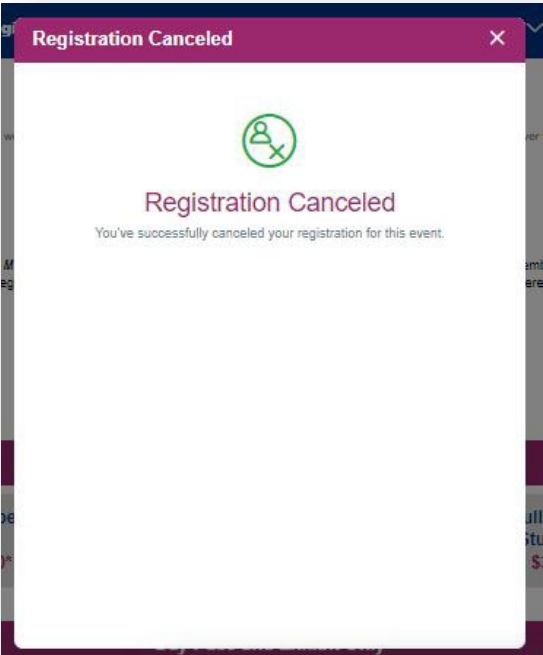
Cancel

Submit

Cancel or Modify Existing Registration (cont.)

- Once the cancellation has been processed, you will receive the below confirmation.
- When navigating back to your Exhibitor Portal, you will see the confirmed cancellation along with the updated badge allotment available.

Special Note: It may take up to 2 hours for the changes to reflect within your exhibitor portal.



Registrations Available			
20	Exhibitor Full Conference	20	Exhibitor Booth Staff
5	Exhibitor Full Conference Compli...	10	Exhibitor Booth Staff Complime...



Team

Booth Staff

Admins

MT

Maria Tejeda

Cancelled

mariaelentejeda@aor.com

Registration type: Exhibitor Full Conference Complimentary

Confirmation number: QYNQSDFSJ47

Add booth staff

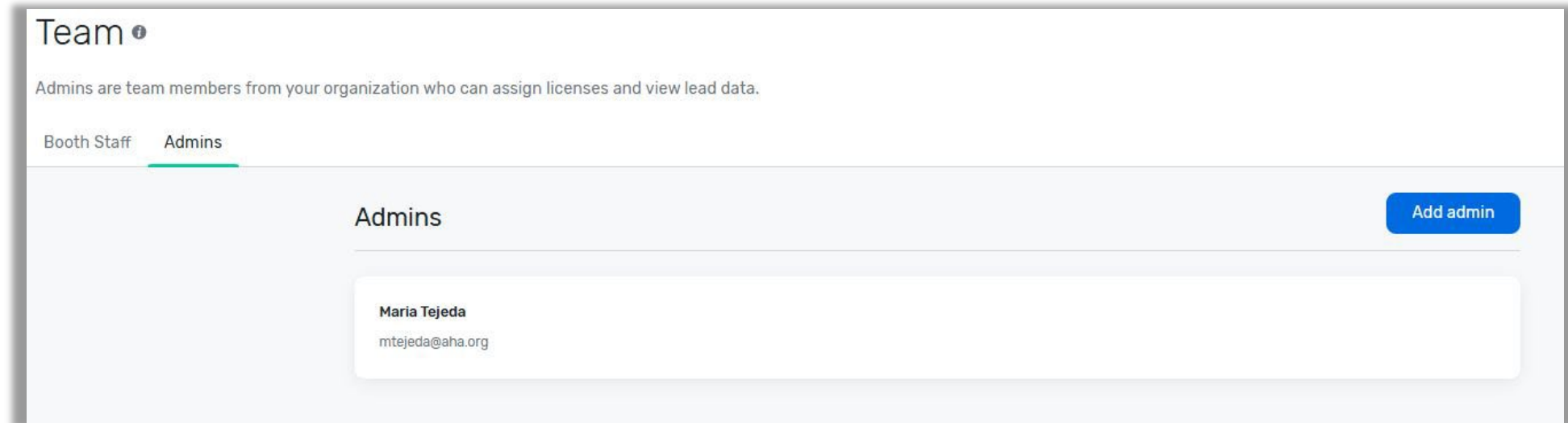
Remove

Registrations Available			
20	Exhibitor Full Conference	20	Exhibitor Booth Staff
5	Exhibitor Full Conference Compli...	10	Exhibitor Booth Staff Complime...

Adding another portal admin

- If you will not be onsite or would like to add another portal admin, please start by going to the sidebar and select **Team**.
Note: Having an onsite admin will help if any editing or changes are needed in the portal including distributing lead licenses.
- Then, click on the **Admins** tab. You will see the **Add admin** button.

There is no limit on how many admins you can add. Please communicate with your admins when editing/adding anything to the profile including registrations to keep from errors occurring.



Updating Your Exhibitor Profile

- Information uploaded directly into the Exhibitor Profile will be used in the conference mobile app.
- Select **Profile** from the left side navigation bar or go to **Exhibitor Profile** then select **View profile** on the landing page to begin.

The screenshot displays the user interface for the 2023 PDC Summit. The header section includes the event title, dates (March 12-15, 2023), and location (Phoenix Convention Center). A left-hand navigation sidebar lists various options: Overview, Tasks, Profile (highlighted with a green box), Team, Licenses, Reports, and Lead Collection. The main content area, titled 'Welcome to 2023 PDC Summit...', features a 'Tasks' section with three cards. The 'Exhibitor Profile' card, which includes the instruction 'Create an exhibitor profile to share with the event planners and to populate your virtual booth', has its 'Finish profile' button highlighted with a green box. The other two cards are 'Exhibitor Tasks' (with a 'View tasks' button) and 'Get Lead Retrieval' (with a 'Buy lead retrieval' button).

2023 PDC Summit: International Summit & Exhibition on Health...
Mar 12 - 15, 2023
ASHE Team AHA

Overview
Tasks
Profile
Team
Licenses
Reports
Lead Collection

Welcome to 2023 PDC Summit: International Summit & Exhibition on Health Facility Planning Design Construction
March 12, 2023 at 7:00 AM - March 15, 2023 at 7:00 PM Phoenix Convention Center

Tasks

Exhibitor Tasks
You have 0 tasks to complete
View tasks

Exhibitor Profile
Create an exhibitor profile to share with the event planners and to populate your virtual booth
Finish profile

Get Lead Retrieval
Right now, you have 0 LeadCapture licenses assigned to you. You can buy more licenses before the event starts.
Buy lead retrieval

Updating Your Exhibitor Profile (cont.)

When completing your company information, please be sure to upload your company's logo.

- The platform recommends square images larger than 300 x 300 pixels for the logo.
- If you would like to add a banner, it must be 1872 x 320 pixels with an aspect ratio of 936 x 160 pixels. Make sure your images are in **.jpeg**, **.jpg**, **.png**, or **.gif** format.
- **Special note:** *if the image does not match the recommendation, this may cause the logo/banner to appear distorted.*
 - If your logo and/or banner does not meet the requirements, resize your image to the recommended size.

Profile information request includes:

- Company name
- Description
- Company phone number
- Company email address
- Website
- Social media handles and more

The screenshot shows a web form for updating an exhibitor profile. At the top, there's a 'Company Logo' section with the ASHE logo and an 'Upload' button. Below that is a 'Virtual Booth Banner' section with a placeholder image and an 'Upload' button. The 'Exhibitor Information' section contains fields for Company Name (required), Description (with a 5,000 character limit), Tagline (with a 100 character limit), Current/Booth Location, Tax ID/VAT Number, Virtual Meeting URL, and Virtual Meet Key. The 'Address' section includes Country (dropdown), Street Address, Suite (Address 2), City, State/Province, and ZIP/Postal Code. The 'Contact Information' section has fields for Work Phone, Mobile Phone, Other Phone, Email, Website, LinkedIn URL, Twitter URL, and Instagram URL.

Company Logo

We recommend square images larger than 300x300 pixels.

ASHE
advancing health care

Upload Delete

Virtual Booth Banner

This banner will appear on virtual booths in Attendee Hub. We recommend images that are 1872x320 pixels with an aspect ratio of 936x160 pixels.

Upload

Exhibitor Information

Company Name Required

KGIC Team Atch

Description

5,000 remaining

Tagline

100 remaining

Current/Booth Location

Tax ID/VAT Number

Virtual Meeting URL

Virtual Meet Key

Address

Country

United States

Street Address

155 N. Western Dr.

Suite

Suite 400

City

Chicago

State/Province

IL

ZIP/Postal Code

60601

Contact Information

Work Phone

312-422-1800

Mobile Phone

Other Phone

Email

ashe@ashe.org

Website

LinkedIn URL

Twitter URL

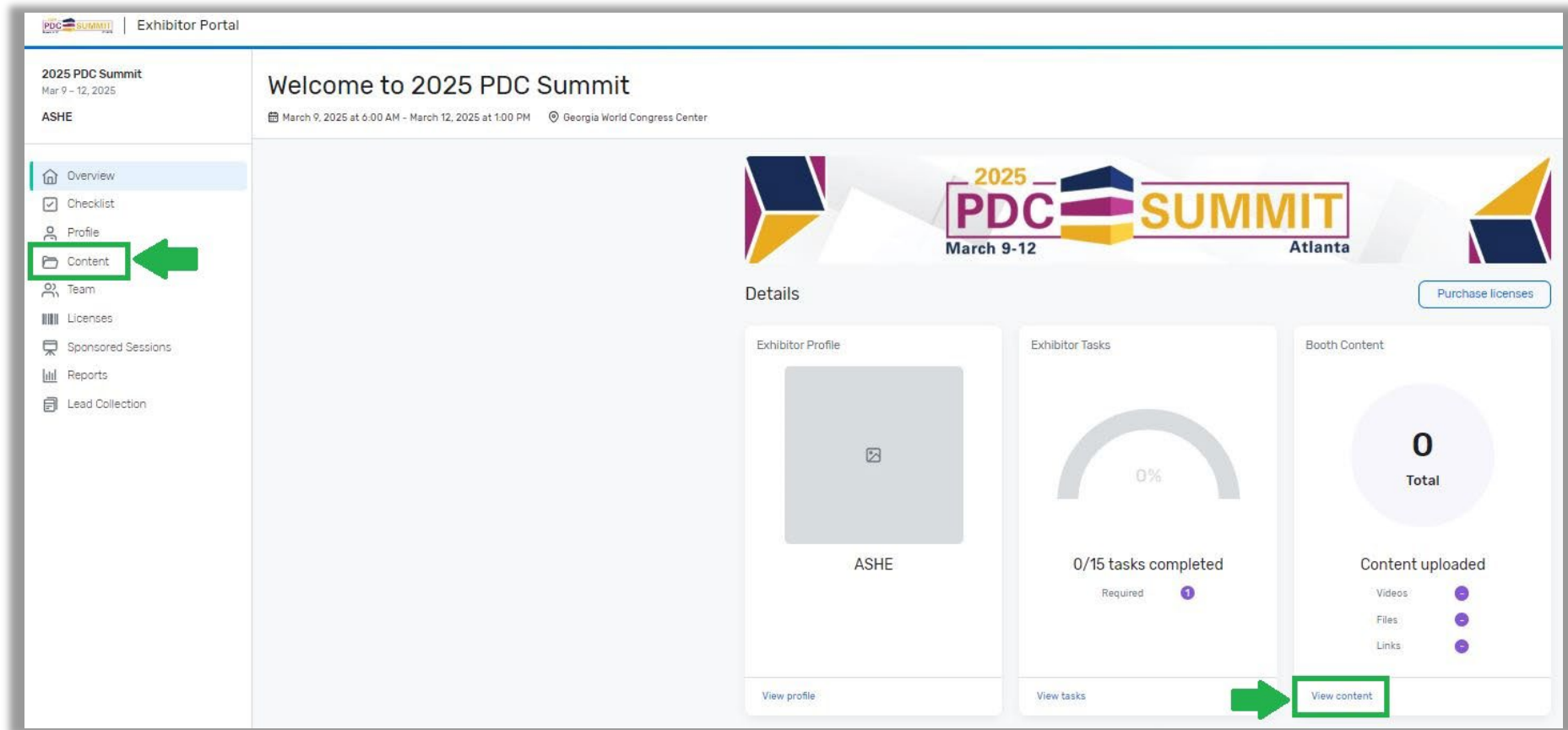
Facebook URL

Instagram URL

Adding Your Company Content

Under the **Content** section, you can upload videos, files, and links.

- On the **Overview** page, you can go to the tile **View Content** or on the side bar go to **Content**.



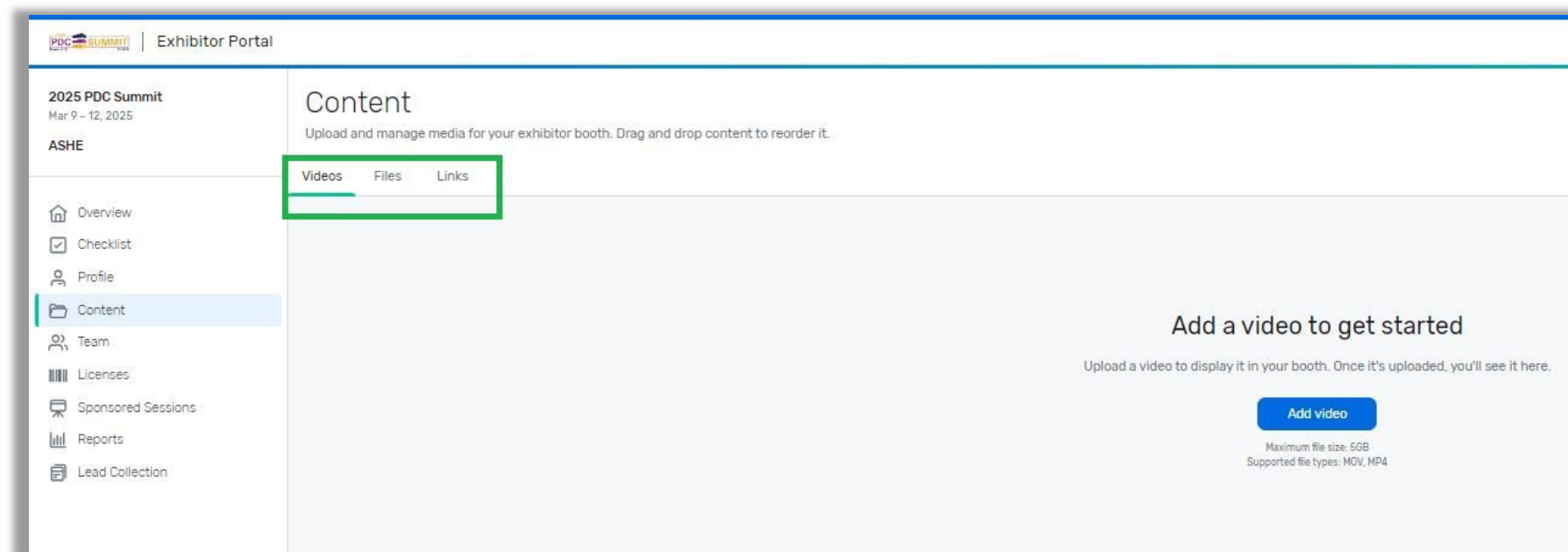
Adding Your Company Content (cont.)

In the **Content** section, you will see the 3 tabs up top labeled **Videos**, **Files**, and **Links**.

- **Videos** - You can upload up to 25 videos for your team's profile, with one featured video.
- **Files** - Up to 50 documents can be added.
- **Links** - The link limit is up to 50.

For further instructions, please go to the link: [Using the Exhibitor Portal Hub](#).

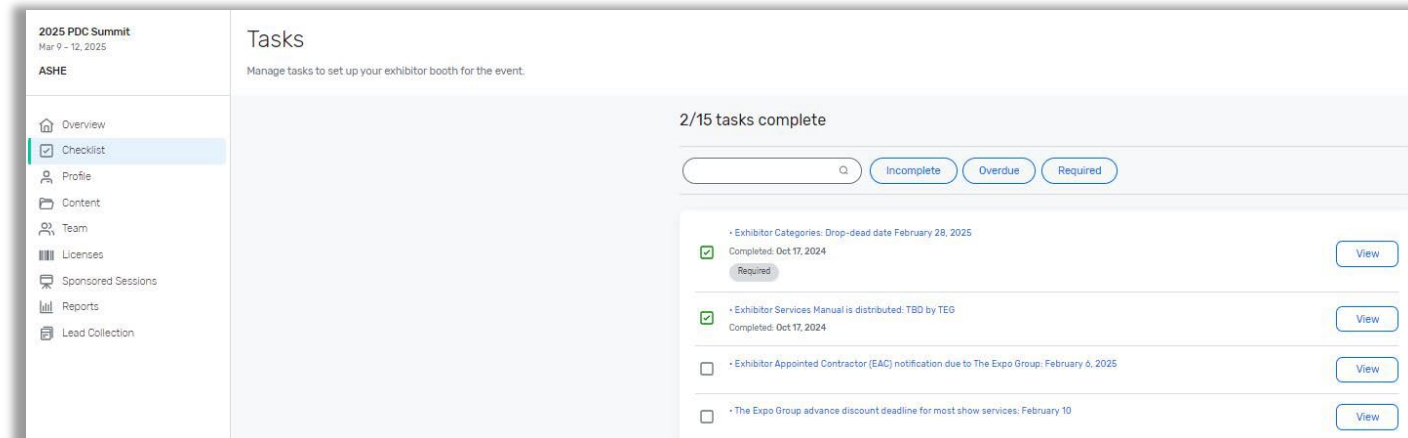
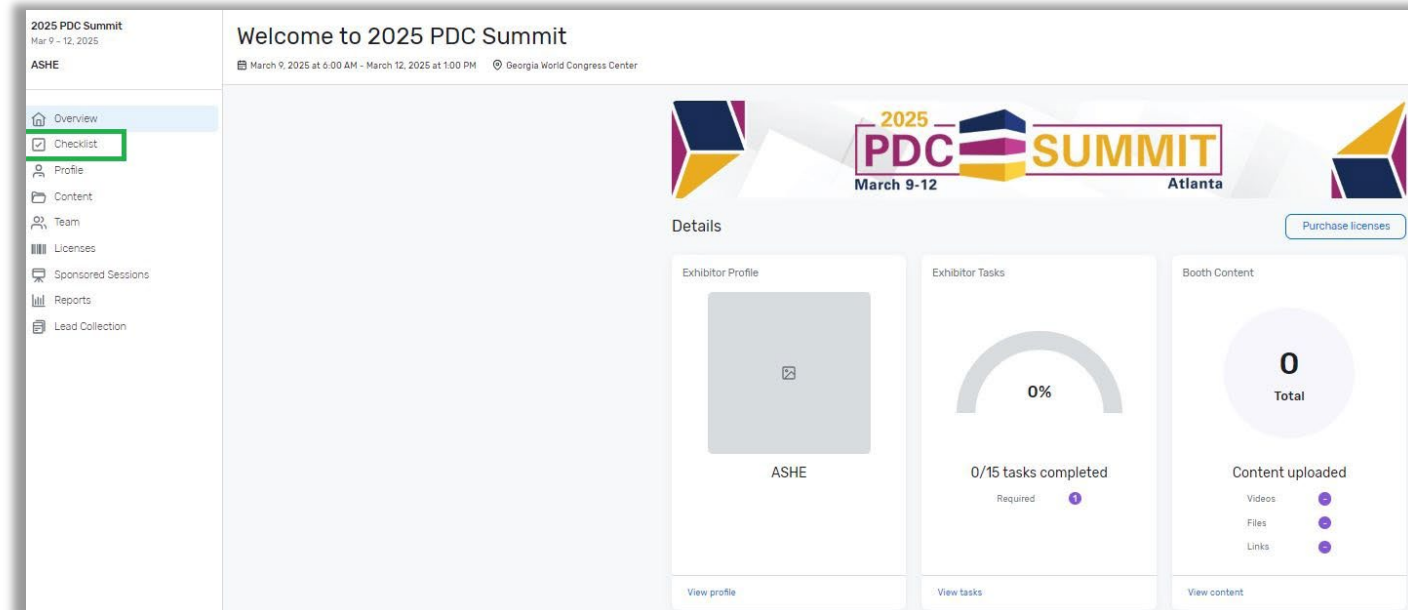
If you still have issues, please go to the **Helpful Tips** page found here within this How-to Guide. The portal support team called **Lead Capture** can help.



Checklist

A **Checklist** is provided for your own use to keep track of important dates. The checklist can be found on the side bar in your portal.

- You can **View** helpful details in each **Tasks** then, check-off once completed.
- The conference team do not have access to your check-off list.
- There is also a printable version of the checklist. Please go under the **Checklist** section > **Tasks**. Or it can be found in the [Exhibitor Resource](#) page.



Helpful Tips

- If you encounter any issues with registering, you may have old browser cookies. This may happen when a computer is recognizing previous logins. Please clear your cookies or go into Incognito mode.
*****Special Note: Only use the Chrome Browser. The portal works best in Chrome.*****
 - **Chrome shortcut below.**
 - Chrome: **Press Ctrl + Shift + n**
- For exhibitor registration portal platform issues, please reach out to the **Lead Capture Team** and mention the event: **2025 PDC Summit.**
- **How to reach the Lead Capture Team:**
 - Email: leadcapture@cvent.com.
 - Call: 866-318-4357 (when prompted press: 1 → 1 → 6)
 - You can let the team know your preference i.e., Zoom call, Phone call or Email
- Maria Tejeda can also assist with exhibitor registration questions. She can be reached at ASHEeducation@aha.org or 312-422-3818. To book time with Maria follow the link [Book 15 Minutes with Maria Tejeda](#).

More questions?

- For additional exhibitor resource such as important dates & deadlines, please visit and bookmark the [Exhibitor Resource](#) page.

- **The Expo Group**

Customer Service Management

email: ExhibitorService@theexpogroup.com

phone: 972-580-9000

Exhibitor Service Manual: please visit the [Exhibitor Resources](#) page for the manual.

For any questions regarding ordering your booth needs, electrical, carpeting, or any other booth services, The Expo Group team can help.

- **ASHE Show Management**

email: ASHE@smithbucklin.com

For any questions regarding your space contract, COI, change Admin, increase/decreased number of allotments, space changes, booth invoice, etc., the ASHE Show Management team can help.