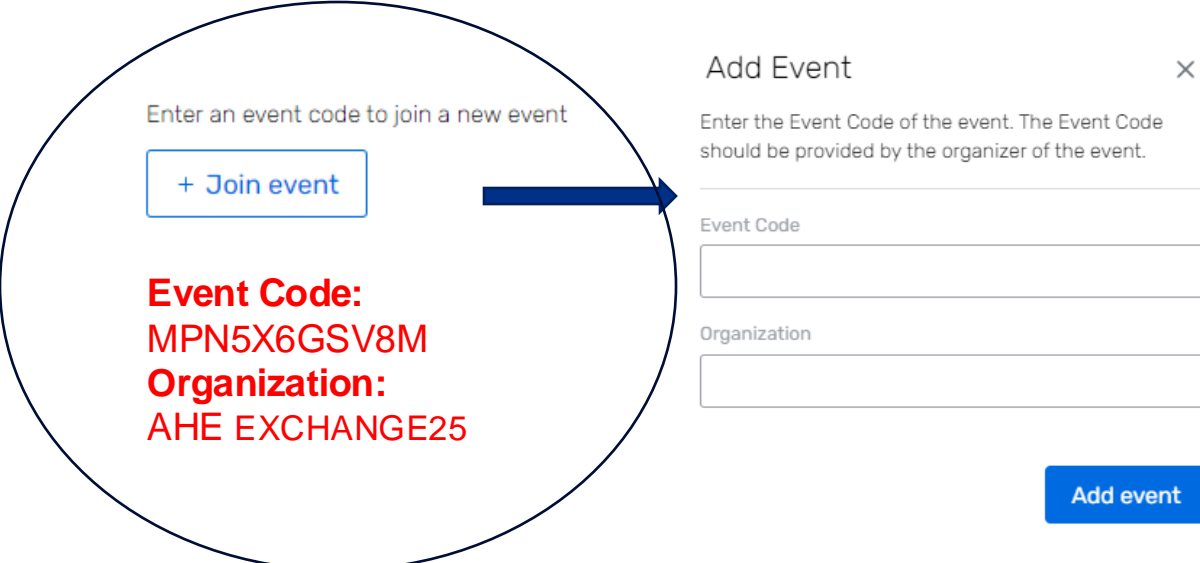




Exhibitor Registration & Exhibitor Profile How-to-Guide

Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the AHE EXCHANGE25 Exhibitor Portal from ahe@aha.org. Within this email, you will find a unique link with access to your company portal page.
- From here, you will be prompted to login or create a new login password.
- If you have previously exhibited in any AHE events, please ensure you are logged into the correct event, “AHE EXCHANGE25”. If you are not, select the “Switch Event” tab located on the left side navigation.
- If available, select the AHE EXCHANGE25 event. If not available, click “Join event” and enter the below event code and organization for access.



The diagram illustrates the process of joining an event. On the left, a circular callout contains the text "Enter an event code to join a new event" and a blue button labeled "+ Join event". Below this, the event details are listed in red: "Event Code: MPN5X6GSV8M" and "Organization: AHE EXCHANGE25". A thick blue arrow points from the "+ Join event" button to the "Add Event" form on the right. The form has a title "Add Event" with a close icon (X) in the top right corner. It includes a placeholder text "Enter the Event Code of the event. The Event Code should be provided by the organizer of the event." followed by an "Event Code" input field. Below that is an "Organization" input field. At the bottom right of the form is a blue button labeled "Add event".

Enter an event code to join a new event

+ Join event

Event Code:
MPN5X6GSV8M

Organization:
AHE EXCHANGE25

Add Event

Enter the Event Code of the event. The Event Code should be provided by the organizer of the event.

Event Code

Organization

Add event









Register Your Onsite Staff

- Once logged in to your company portal, you will be able to manage your onsite staff along with setting up your team for success onsite.

Exhibitor Portal



AHE EXCHANGE25
Jun 9 - 11, 2025

**AHE - Association for the Health
Care Environment**

-  Overview
-  Tasks
-  Profile
-  Content
-  **Team**
-  Licenses
-  Reports
-  Lead Collection



Welcome to AHE EXCHANGE25

 June 9, 2025 at 8:00 AM - June 11, 2025 at 12:30 PM  Greater Columbus Convention Center

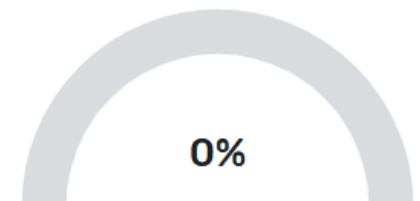
Details

Exhibitor Profile



AHE - Association for the Health
Care Environment

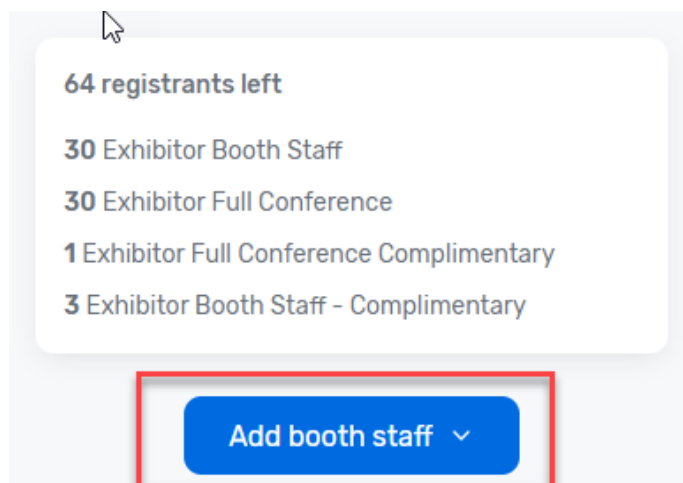
Exhibitor Tasks



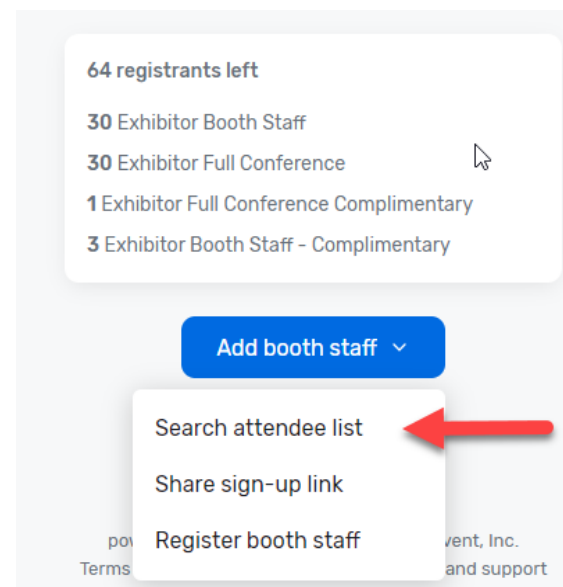
0/4 tasks completed

Register Your Onsite Staff

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



Complimentary (included) badge allotments and available to purchase registrations can be found here.




Please do not select **Search attendee list** unless you are looking for someone who registered themselves already.

Select Your Registration Type

Booth Staff

Admins



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

If you choose to do the **Share sign-up link** option, you will be asked to select your staff's registration type. Then, copy the registration link so your booth staff can register themselves.

Share Self Sign-Up Link

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

Registration Type

Select registration type

Exhibit Hall Only Upgraded to Full Conference...

Exhibitor Full Conference - Paid - 30 left

Exhibitor Full Conference - Complimentary - 1 ...

Exhibitor Exhibit Hall Only - Paid - 30 left

Exhibitor Booth Staff - Complimentary - 3 left

Share Self Sign-Up Link

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

Registration Type

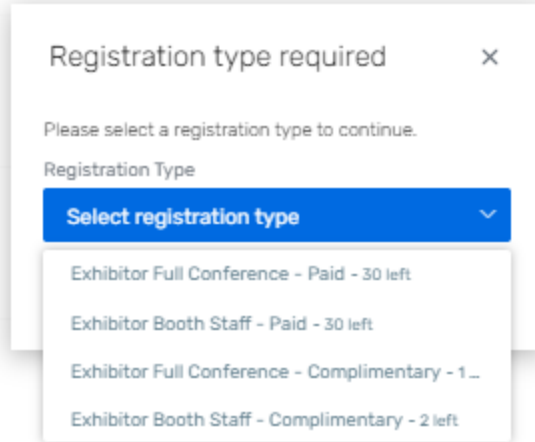
Exhibitor Booth Staff - Complimentary...

https://cvent.me/i7a502?environ

Copy link

Add booth staff

Select Your Registration Type



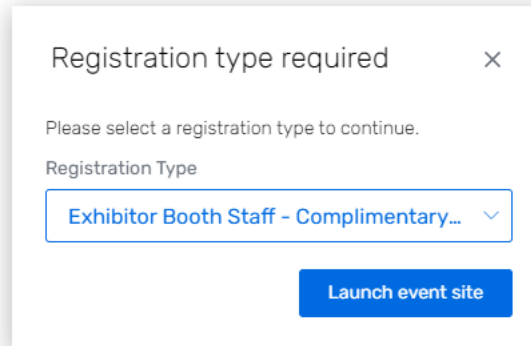
Registration type required x

Please select a registration type to continue.

Registration Type

Select registration type v

- Exhibitor Full Conference - Paid - 30 left
- Exhibitor Booth Staff - Paid - 30 left
- Exhibitor Full Conference - Complimentary - 1 ...
- Exhibitor Booth Staff - Complimentary - 2 left



Registration type required x

Please select a registration type to continue.

Registration Type

Exhibitor Booth Staff - Complimentary... v

Launch event site

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



As a reminder:

- **Exhibitor Full Conference – Complimentary*** = Exhibiting companies complimentary full conference registration allotment
- **Exhibitor Booth Staff – Complimentary** = Exhibiting companies complimentary exhibit hall only registration allotments
- **Exhibitor Full Conference – Paid*** = An additional Full Conference registration you would like to pay for (\$350)
- **Exhibitor Booth Staff – Paid** = An additional exhibit hall only registration you would like to pay for (\$100)

Personal Information

Admins: if registering on behalf of your booth staff, please check the “I’m registering on behalf of this person” box and enter your information. You will receive a confirmation email for this individual.

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

CC Email Address

☒ I'm registering on behalf of this person

Enter your personal information below

Once registration is complete, you'll receive a copy of the confirmation email.

* Your First Name

* Your Last Name

* Your Email Address

Cancel

Next

Registration Confirmation

- You will receive a registration confirmation email once done registering
- This email will give you access to:
 - Cancel or Modify the registration
 - Official registration confirmation number
 - Link to book housing
 - Print or download the registration invoice



Savannah Sutton,

Your registration for AHE EXCHANGE25 is confirmed!

Add to Calendar



If you need to make any changes, use your confirmation number to [manage your registration](#).

Confirmation number: 8TNDFF5RZCDZ

[Print/Download your Invoice](#)

Hotel Information



Hilton Columbus Downtown
402 N High St, Columbus, OH 43215

Modify an Existing Registration

- To modify an existing registration, locate the **“Click here”** link within the registration confirmation email.
- The link will direct you to the **“Already registered?”** landing page. Enter the registrant’s confirmation number and click **“Log in”**.
- On the Confirmation page, scroll down until you see the **“Modify Registration”** button.
- Complete the required fields and select **“Submit”** to process the modification.

Special Note: To substitute 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?



Enter the email address you used to register for the event, along with the confirmation number you received.

* Email Address

Email Address is required.

* Confirmation Number

[Forgot your confirmation number?](#)

Log in

Substitutions or Cancellations

- **Substitutions**

- Registrants who are unable to attend may send an alternate.
- All substitution requests must be made in writing to AHE@aha.org.
- The deadline to submit a substitution is **May 31, 2025**, at 11:59 PM CT.

- **Cancellations**

- All cancellation requests must be made in writing to AHE@aha.org.
- AHE can't be held liable for nonrefundable airline tickets, hotel, or other costs. 70% of your registration fees are refundable if written notice is received by 5:00 PM CT on **May 31, 2025**. No-shows are non-refundable.
- You may view all of the EXCHANGE25 Policies [here](#)

Updating Your Exhibitor Profile

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

Exhibitor Portal

AHE EXCHANGE25

Jun 9 – 11, 2025

AHE - Association for the Health
Care Environment

Overview

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Welcome to AHE EXCHANGE25

June 9, 2025 at 8:00 AM - June 11, 2025 at 12:30 PM Greater Columbus Conv

Details

Exhibitor Profile



AHE - Association for the Health
Care Environment

When the next page loads,
click "Edit" in the top right-hand
corner

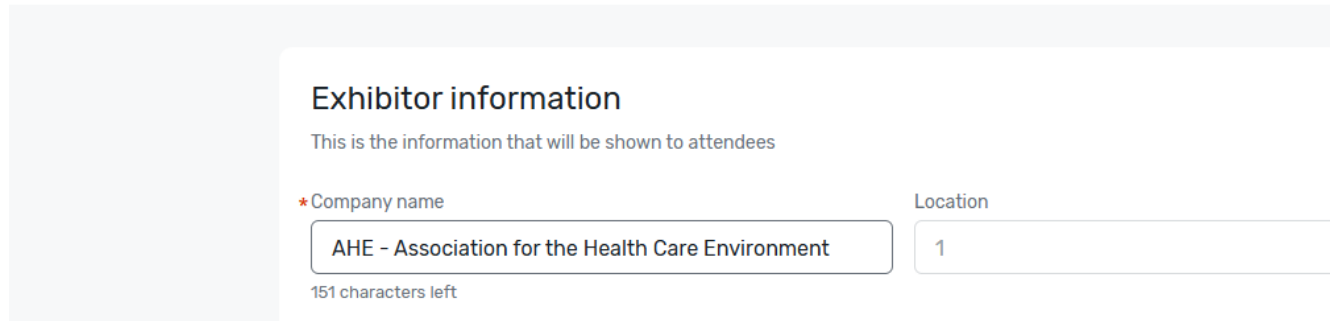


Edit

Updating Your Exhibitor Profile

AHE – Association for the Health Care Environment Profile

Manage your company's information here.



The screenshot shows a web form titled "Exhibitor information" with a subtitle "This is the information that will be shown to attendees". It contains two input fields: "Company name" (marked with a red asterisk) and "Location". The "Company name" field contains the text "AHE - Association for the Health Care Environment" and has a "151 characters left" indicator below it. The "Location" field contains the number "1".

- When completing your exhibitor profile, please be sure to upload your company's logo. The platform recommends square images larger than 300 x 300 pxs.
 - Please note: if the image does not match the recommendation, this may cause the logo to appear distorted.
- Requested information includes:
 - Company name
 - Description
 - Company phone number
 - Company email address
 - Website
 - Social media handles and more

Company logo

This logo will appear anywhere that exhibitors or sponsors are shown

We recommend square images larger than 300 x 300 pixels

Supported file types: JPEG, JPG, PNG, GIF



Purchasing LeadCapture licenses

- From the overview homepage, select “Purchase licenses” on top right
- Purchase a single license for \$269 each or 3-Pack for \$499
- Leads can be seen on the portal from the “Lead Collection” at any time

Purchase licenses

.licenses

Purchase LeadCapture Licenses

Single	\$269.00 each	<input type="checkbox"/>
OR		
3-Pack	\$499.00 each	<input type="button" value="−"/> <input type="text" value="0"/> <input type="button" value="+"/>
Best Value!		
Additional LeadCapture License	\$169.00 each	<input type="button" value="−"/> <input type="text" value="0"/> <input type="button" value="+"/>
For purchasing LeadCapture Licenses needed in addition to a single license or a 3-pack license.		

- Download the LeadCapture app to your device to scan leads
- All leads sync to your account
- iOS (15+) and Android (9+) devices supported

Helpful Tips & Tricks

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 you can go into Incognito mode. Shortcuts below by browser:

- Chrome: **Press Ctrl + Shift + N**
- Microsoft Edge: **Press Ctrl-Shift-N**
- Firefox: **Press Shift + CTRL + P**
- Safari:
 - For Windows: Press **Ctrl-Shift-N**
 - For macOS: Press **⌘-Shift-N**

Direct exhibitor registration question to the portal platform. Reach out to the Lead Capture Team and mention the event: AHE EXCHANGE25 • How to reach the Lead Capture Team:

- Email: leadcapture@cvent.com
- Call: 866-318-4357 (when prompted press: 1 → 1 → 6)
- The exhibitors can let the team know their preference i.e. Zoom, Call or Email
- For questions regarding exhibitor registration on the portal platform, please contact AHE@aha.org.
- For questions regarding your exhibit logistics, please contact AHE@smithbucklin.com.
- For additional exhibitor resource information, such as important dates & deadlines, please visit and bookmark the [Exhibitor Resource Page](#).