Exhibit Hall Information

Drape and Carpet Colors

Every linear booth (10x10, 10x20, 10x30...) outside of the New Exhibitor Pavilion will have 8’ high black and blue back drape and 3’ high blue side dividers. The aisles will be carpeted in Eclipse. The New Exhibitor Pavilion will have 8’ high gray and white back drape and 3’ high gray side dividers. The aisles in the New Exhibitor Pavilion will be carpeted in teal.

**NOTE:** Floor covering is mandatory in all booths, is not provided by AIHA, but can be rented through Shepard via the Exhibitor Service Kit.

Exhibitor Appointed Contractors

Exhibitors must register their EACs. Please refer to the Exhibitor Appointed Contactor form in the Exhibitor Service Kit for more details, forms to complete, and, if applicable, permits to apply for.

Health and Safety

We do not anticipate implementing COVID protocols for in-person participants of AIHA Connect 2024. However, AIHA retains the right to do so should we be required by local, state, or federal regulations. For in-person attendees unwilling or unable to comply with any on-site protocols, we will be happy to switch your registration to a virtual experience. We appreciate your cooperation.

Insurance and Liability

Please refer to Sections 5 and 24 of the AIHA Connect 2024 Exhibitor Terms and Conditions for details regarding Insurance and Liability. It is necessary for all exhibitors to provide proof of general liability insurance coverage from an insurance company in good standing with minimum policy limits of $1,000,000 per occurrence. Proof of insurance is required by April 26, 2024. Click here for more details including on what is needed.

Don’t have Liability Insurance? You can PURCHASE EXHIBITOR INSURANCE starting at $91 which may slightly increase depending on the state your company is domiciled.

Security

AIHA will provide 24-hour perimeter security service from installation through dismantle. The furnishing of such a service is not to be interpreted by exhibitors as guaranteeing them against theft or loss of any kind. Exhibitors are responsible for the security of their displays and personnel at all times.
Installation and Dismantle Information

Installation and Move-In Hours

Saturday, May 18  8:00 a.m. – 5:00 p.m.
Sunday, May 19   8:00 a.m. – 5:00 p.m.
Monday, May 20   7:00 a.m. – 9:30 a.m.

Overtime charges will apply for move-in all day on both Saturday and Sunday.

All empty crates will be removed by 5:00 p.m. on Sunday, May 19 to allow for the laying of carpet and completion of exhibit hall preparation.

NOTE: No one under the age of 16 will be admitted in the exhibit hall during published Move-in, Show, or Move-out hours. No exceptions.

Any booth not occupied by 3:00 p.m. on Sunday, May 19 will be considered abandoned (unless show management has been otherwise notified) and will be forfeited by the exhibitor, and such space may be carpeted into a lounge, resold, or otherwise assigned by AIHA, without any refund of any payment to the exhibitor by AIHA. If there is a display in the booth and Shepard must set up the booth or “force the carpet” the exhibitor will be responsible for the cost incurred by show management.

Crate Removal, Storage, and Return

Shepard provides removal, storage, and return of empty crates, boxes, and cartons. “Empty” stickers will be available at the Exhibitor Service Center. Crates and boxes displaying an “Empty” sticker will be removed and stored until the close of the expo. At the close of the show, the crates and boxes will be returned to your booth. The Convention Center prohibits the storage of materials behind your booth.

Hanging Signs

Per the Connect 2024 Guidelines for Display, AIHA Connect allows for hanging signs in all standard island booths (20 x 20 and larger) only. All electrical and non-electrical hanging signs regardless of the weight must be hung by Shepard. A Structural Integrity Statement must be completed and submitted to Shepard by April 29, 2024.

Please refer to the Exhibitor Service Kit for Hanging Sign instructions.

Dismantle and Move-Out Hours

Wednesday, May 22   1:00 p.m. – 9:00 p.m.*
*Empty crates and cartons will be returned after all aisle carpet is rolled up and collected.

Overtime charges will apply for move-out after 5:00 p.m. on Wednesday.

IMPORTANT: No exhibits or displays can be dismantled before the official closing of the show on Wednesday, May 22, at 1:00 p.m. Exhibitors dismantling booths before 1:00 p.m. forfeit ALL priority points for the next selection year*.

*If the exhibitor has already pre-selected space, the booth will be released and, possibly, re-sold to another company. The exhibitor can then select a new location when space opens for general sale in September 2024.