

## EXHIBITOR BULLETIN

AIHce EXP 2022 is almost here! We thank you for your support and wish you a successful show. To facilitate a smooth and efficient exhibit experience, please note the following information:

**COVID CLEARANCE:** AIHA requires all guests to “COVID-clear” **before entering** the Music City Center to attend AIHce EXP 2022 activities. To facilitate this process, AIHA has partnered with VOW Digital Health. Please scroll down to the bottom of this email for more details outlining the entire process.

### The 2022 Exhibit Hall Hours are:

- Monday, May 23: 9:00 a.m. – 5:30 p.m.
- Tuesday, May 24: 9:00 a.m. – 3:30 p.m.
- Wednesday, May 25: 9:00 a.m. – 1:00 p.m.\*\*

**Installation and Move-In:** The Exhibitor Service Desk and loading dock doors will close promptly at 5:00 pm. Exhibitors can work on their booth after hours but there are no “in and out” privileges. Please inform security if you plan to work late.

- Saturday, May 21: 8:00 a.m. – 5:00 p.m.
- Sunday, May 22: 8:00 a.m. – 5:00 p.m.
- Monday, May 23: 7:00 a.m. – 9:00 a.m. **(Final booth touch-ups only)**

**LINEAR BOOTHS: PLEASE BE A GOOD NEIGHBOR AND, PER THE DISPLAY GUIDELINES, KEEP THE FRONT 5’ OF YOUR BOOTH CLEAR. THIS INCLUDES POP-UP BANNERS!**

**Move-Out:** Wednesday, May 25 1:00 p.m. – 9:00 p.m.\*\*

**\*\*Please Do Not Breakdown Early** before the official close of the show floor on Wednesday, May 25, at **1:00 p.m.** Exhibitors dismantling booths before 1:00 p.m. forfeit ALL priority points accumulated for the next selection year.

**Access to the Exhibit Hall on Show Days:** Exhibitors can access the hall **two hours** before the hall opens on Monday, May 23 (see move-in times above) and **one hour** before the hall opens on Tuesday, May 24 and Wednesday, May 25 and may stay a maximum of **30 minutes** after each day’s official closing on Monday and Tuesday.

**Exhibitor Service Desk:** The Exhibitor Service Desk is in the back of the hall – behind the 1200 aisle – under the hanging sign.

**Exhibitor Lounge:** The Exhibitor Lounge is in the back left of the exhibit hall – to the left of the Food & Beverage area – under the hanging sign. We invite you to use this lounge at your convenience. Seating is available. Enjoy a snack or beverage on us! Vouchers will be delivered to your booth to use at the concessions carts.

**Security:** AIHA provides 24-hour perimeter security only. Please remember to always secure any product or valuables inside of your booth to deter theft.

**COVID Clearance:** To COVID-clear, everyone attending **must provide ONE of the following:**

**1) Vaccine Record**

- a. Fully completed no less than 14 days prior to the date of the event.

**OR**

**2) Negative COVID-19 PCR Test Result**

- a. PCR Test from a Pharmacy or Testing/Healthcare Facility, **taken no earlier than Tuesday, May 17. At-home tests are not accepted.**

**Please refer to this [infographic](#) for further instructions on how to COVID-clear.**

1. Have a photo of your Government-Issued ID and Vaccine Record ready (if clearing by way of Vaccine).
2. Click this [VOW Digital Health Event Link](#) and follow the steps to COVID-clear (or use the link supplied in your SMS text).  
\*\*Should you need it, the Health Protocol ID is **YX1-ZBY**
3. Upload your COVID-19 PCR Results when available (if clearing by way of PCR).