

BOOTH PLANNING REMINDERS

- **Update Booth Contact Information for the Final Program by March 16, 2023.**
 - o [Log in](#) to your Exhibitor Portal and click on "Booth Info" to ensure the following are correct for the Final Program:
 - Directory/Sales Contact, Company/Sales Email, Address, and Company/Sales Phone.
 - Company Descriptions are listed online only and can be updated at any time.
- **Participate in...**
 - o The [Expo Guest Pass Program](#)
 - o [Career Connections](#)
 - o [Host an event, reception, or meeting.](#)
- **Access the [Exhibitor Service Kit](#)**
 - o [Official Hours and Vendor Contact Information](#)
 - o [Exhibit Hall Details including Install and Dismantle Information.](#)
- **Utilize the [Exhibitor Toolkit](#)**
 - o [Terms and Conditions](#) and [Display Guidelines](#)
 - o Answers to frequently asked questions
- **Register** your team for exhibitor badges and hotel rooms.
 - o Use this [cheat sheet](#) to guide you through the process.
 - o **Hotels are selling out!**
- **Beware of scammers.**
 - o Review the list of [Official AIHce EXP Publications and Contractors](#) before responding to **any** solicitations you may receive.
- **Submit** your Certificate of Insurance by April 24, 2023
 - o Click [here](#) for more information.
- **Back for the 2nd Year – Enjoy a snack or beverage on us!**
 - o Vouchers will be provided on-site for your team to use at one of the concession carts in the exhibit hall.

I hope this helps! Please don't hesitate to contact me with any questions.

Sincerely,

Alison Daniels, CEM
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