

**Subject: 2017 AAHKS Annual Conference: Exhibitor Information 6.22.17**

Good afternoon,

My name is Maggie Schutz and I will be your Exhibit Coordinator for the upcoming 2017 AAHKS Annual Meeting . Below are some important reminders and upcoming important dates:

**IMPORTANT DATES**

- July – 2017
  - The online Exhibitor Services Manual, including important show information and order forms will be available
- August 1, 2017
  - Promotional materials due for approval; company descriptions and logos received after this date will not be included in printed promotional materials
- August 15, 2017
  - Learning Objectives due
- September – 2017
  - Exhibitor registration will also be live, please look for an email to come from AAHKS. This will outline detailed information and instructions on how to register your attendees.
- September 12, 2017
  - Last day to receive discounted hotel rates
  - Exhibitor housing and sub-block request forms are now available
- September 28, 2017
  - Pre-show attendee list sent
- October 3 – 26, 2017
  - Advanced freight sent to Freeman to receive discount
- October 25, 2017
  - Pre-show attendee list sent

**LEARNING OBJECTIVES – Action Required!**

All exhibiting companies are expected to submit one to three learning objectives. The goal of these learning objectives is to highlight unique patient and problem oriented industry solutions and/or issues encountered in everyday practice. Visit the [Learning Objective resource and application page](#) for more information and to submit objectives for your booth. Deadline for submissions is **August 15, 2017**.

**BOOTH PAYMENT – Action Required!**

If you haven't already paid for your booth space, please do so at this time.

**EXHIBITOR RESOURCE PAGE**

We suggest visiting our [exhibitor resource page](#) for all the latest exhibition updates.

**LOCATION**

Hilton Anatole  
2201 N Stemmons Fwy  
Dallas, TX 75207

The Exhibit Hall is located in Trinity I of the Hilton Anatole. All exhibiting companies receive blue back and wing drape, (1) 6' skirted table, (2) side chairs, (1) wastebasket, and (1) identification sign for their booth.

Exhibit Hall Floor Plan: <https://shows.map-dynamics.com/aahks2017>

## **TO BOOK YOUR HOTEL**

Online: <https://aws.passkey.com/gt/213123540?gtid=e37d048a531c275ab6745c9a3ae896ae>

By Phone: (214) 761-7591

Exhibitors can reserve individual rooms online directly through the Hilton Anatole using the AAHKS room block. Be sure to state that you are an AAHKS exhibitor.

## **REQUEST A SUB-BLOCK**

Exhibitors who are looking to book 10 or more rooms are able to request a sub-block form. For more information and to obtain the form, please contact Timothy Prokop ([Timothy.Prokop@hilton.com](mailto:Timothy.Prokop@hilton.com))

***Please note: Exhibitors and sponsors are limited to reserving 25 rooms on peak.***

## **CONFERENCE SCHEDULE**

[Click here](#) to view the 2017 AAHKS Conference schedule.

## **EXHIBITOR SCHEDULE**

### **Move-In:**

Wednesday, November 1: 10:00 a.m. – 5:00 p.m.

Thursday, November 2: 10:00 a.m. – 5:00 p.m.

### **Show Hours:**

Friday, November 3:

<b>Hours</b>	<b>Function</b>
8:00 a.m. – 2:55 p.m.	Exhibit Hall Open
11:30 a.m. – 12:30 p.m.	Lunch
6:30 p.m. – 8:30 p.m.	Welcome Reception

Saturday, November 4:

<b>Hours</b>	<b>Function</b>
6:00 a.m. – 8:30 p.m.	Exhibit Hall Open
6:00 a.m. – 7:00 a.m.	Breakfast
9:50 a.m. – 10:18 a.m.	Break
12:00 p.m. – 1:00 p.m.	Lunch
3:08 p.m. – 3:36 p.m.	Break
6:30 p.m. – 8:30 p.m.	President's Reception

*\*Times are subject to change*

### **Move-Out:**

Sunday, November 5: 10:00 a.m. – 5:00 p.m.

Thank you!

## **Maggie Schutz**

AAHKS Exhibit Coordinator

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