

AAHKS

2017 ANNUAL MEETING

November 2-5 | Dallas, Texas

Subject: AAHKS 2017 Annual Conference: Exhibitor Information 10.3.17

Hello,

Below are some important reminders and upcoming important dates for AAHKS 2017:

IMPORTANT DATES

- October 3 – 26, 2017
 - Advanced freight sent to Freeman to receive discount
- October 6, 2017
 - Advanced lead retrieval pricing ends
- October 11, 2017
 - Freeman discount price deadline
- October 25, 2017
 - Second pre-show registration list sent

EXHIBITOR RESOURCE PAGE

We suggest visiting our [Exhibitor Resource Page](#) for all the latest exhibition updates.

EXHIBITOR KIT

Access the AAHKS 2017 [Exhibitor Kit](#) to order the following items:

- Booth order forms; carpet, electric, internet, furniture
- Shipping information
- Badge scanner order form
- Exhibitor critical dates and deadlines

EXHIBITOR REGISTRATION

Instructions on how to register your exhibit representatives:

1. Go to <http://member.aahks.net/ExhibitorRegistration.aspx>
2. Enter your Username and Password
3. Click the **Manage Exhibit Reps** link on the page.
4. Click the **Add Representative** button; a window will appear and those already associated with your account will be listed.
5. Check the box next to the name of the representative to register them for the Annual Meeting. You can also search for or add additional names in this step.
6. **Select or enter the names of those receiving the complimentary badges first.**
7. Click the **Save** button. You will be taken to the shopping cart to review your order, confirm complimentary badges and purchase your additional badges.
8. If all badges are “complimentary” and order summary is 0.00, click the **Complete order** button to finalize your registration choices. If there is a balance, click the **Complete order** button to open the payment window.

Badge Guidelines

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- Exhibitors may purchase additional badges over the allotted amount for \$500 each, fees increase to \$600.00 per badge starting October 24, 2017
- All badges will be available for pickup at the Exhibitor Registration desk onsite.
- You can log back in until October 23, 2017 to change or add names to your list. Representatives previously registered will appear when you select the **Manage Exhibit Reps** link to **Change** or **Remove** registrations.
- Cancellations of paid badges must be received in writing before October 23, 2017.
- **No refunds will be issued after October 23, 2017.**

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>

ANNUAL MEETING SCHEDULE

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

EXHIBITOR SCHEDULE

Move-In:

Tuesday, October 31 (Booths 20x20 or larger) 10:00 a.m. - 5:00 p.m.
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:

Hours	Function
6:00 a.m. - 2:55 p.m.	Exhibit Hall Open
6:00 a.m. - 8:00 a.m.	Breakfast
11:00 a.m. - 1:00 p.m.	Lunch
6:30 p.m. - 7:30 p.m.	Welcome Reception

Saturday, November 4:

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Hours	Function
6:00 a.m. – 7:30 p.m.	Exhibit Hall Open
6:00 a.m. – 7:00 a.m.	Breakfast
9:52 a.m. – 10:07 a.m.	Break
11:45 a.m. – 12:45 p.m.	Lunch
3:24 p.m. – 3:38 p.m.	Break
6:30 p.m. – 7:30 p.m.	President's Reception

**Times are subject to change*

Move-Out:

Saturday, November 4: 7:30 p.m. – 10:00 p.m.

Sunday, November 5: 8:00 a.m. – 11:00 a.m.

**No exhibitors will be allowed to dismantle, pack, or remove any part of their exhibits until after the conclusion of the President's Reception.*

Thank you!