

25th Annual American Hospital Association Leadership Summit

Exhibitor Information

EXHIBIT LOCATION:	Manchester Grand Hyatt, San Diego, CA	
EXHIBIT HALL:	Grand Hall	
EXHIBITOR MOVE-IN:	Thursday, July 27 th	8:00am - 3:00pm
EXHIBIT HOURS:	Thursday, July 27 th	5:30pm - 7:00pm
	Friday, July 28 th	7:00am - 8:15am
		10:15am - 11:00am
		12:15pm - 2:00pm
		3:30pm - 4:00pm
EXHIBITOR MOVE-OUT:	Friday, July 28 th	4:00pm - 6:00pm

BOOTH SIZE

Standard booth size is 8' x 10'. Displays should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Display should be no taller than 4' along the side walls and 8' along the back walls.

EXHIBITOR REGISTRATION DESK

Badges and materials can be picked up onsite at the Summit Registration Desk, located in the Grand Hall Foyer. Registration hours are 7:00am – 6:00pm on Thursday, July 27th and Friday, July 28th.

EXHIBITOR BADGE REGISTRATION

Exhibitor companies are entitled to two (2) complimentary exhibitor badges per 8'x 10' booth. The badges provide access to the exhibit hall, educational and keynote sessions and the Gala. Additional badges are available for purchase at \$850.00 per badge. Online exhibitor personnel registration will open in late April.

ATTENDEE MAILING LIST

Exhibitors can receive an attendee mailing list (postal addresses only) for one-time use between June 29 and July 14 upon request to Laryssa Marshall at lmarshall@healthforum.com.

HOTEL RESERVATIONS

Hotel reservation instructions are included in the registration confirmation that is e-mailed to each registered exhibitor.

SUGGESTED ATTIRE

Summit participants are encouraged to dress in business casual.

RAFFLES, SWEEPSTAKES, PROMOTIONS

Exhibitors may conduct sweepstakes, raffles, or contests ("Promotions") at the Leadership Summit. However, every exhibitor who runs a sweepstakes, contest or other prize promotion is solely responsible for compliance with all sweepstakes, contests or other promotional laws and regulations; and the exhibitor is responsible for creating its own official rules for the sweepstakes, contest or other promotion it plans to conduct at the event, if and as required by any such applicable laws and regulations. The American Hospital Association requires that the enclosed "Promotions Disclosures/Terms" in this exhibitor manual must be used without alteration as part of the exhibitor's Official Rules for any promotion.

SUMMIT WEBSITE

Visit www.healthforum-edu.com/summit for further details including transportation discounts, educational programming, networking events, a current list of exhibitors, and more.