

FREQUENTLY ASKED QUESTIONS

What equipment is required for our booth?

- ALL booths **must** have floor covering that covers the entire rented space.
- Carpet/floor covering is **not** included in the price of the exhibit space but may be ordered through the Exhibitor Service Kit.
- Exhibitors may bring their own carpet, interlocking flooring or wood flooring.
- **If an exhibitor does not have flooring set in their booth by 12:00 p.m. on Friday, June 3, AAMI will have GES carpet the booth and the exhibitor will be billed accordingly, unless AAMI has received prior notification of late arrival.**
- Other optional items available for additional fees include:
 - Carpet
 - Electrical power
 - Internet connections
 - Booth furnishings
 - Floral
 - Cleaning
 - And a host of other items in the Exhibitor Service Manual

What Are the Construction Guidelines for my booth?

(See Booth Construction Guidelines)

	Inline/Linear Booths	Perimeter Inline/Linear Booths	New This Year: Mini-Island Booths	Island Booths	Vehicles
Maximum Height	8 ft. in the rear half of the booth w/ 4 ft. restriction in remaining space	12 ft. in the rear half of the booth w/ 4 ft. restriction in remaining space	12 ft. in the rear half of the booth w/ 4 ft. restriction in remaining space	16 ft.	12 ft.
Use of Space	N/A	N/A	<i>(See Booth Construction Guidelines)</i>	Full use of the purchased exhibit space is permitted. Exhibit space may not cross over main aisles.	<i>(See Booth Construction Guidelines)</i>
Hanging Signs	Not permitted	Not permitted	Not permitted	Permitted	Not permitted
Sign Height	N/A	N/A	N/A	22 ft.	N/A
Booth Drawing Approval	N/A	N/A	Booth drawings must be submitted to AAMI for prior approval by March 16, 2022 . Submit booth drawings to eXchange@aami.org	Booth drawings must be submitted to AAMI for prior approval by March 16, 2022 . Submit booth drawings to eXchange@aami.org	Booth drawings must be submitted in advance for approval by March 16, 2022 . Submit booth drawings to eXchange@aami.org

NOTE: No end caps are allowed.



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When can we set up our booth?

- Exhibitor move-in hours are:

Day	Time
Wednesday, June 1	12:30 p.m. - 5:30 p.m. (Targeted Exhibitors with 600 sq. ft. and larger only)
Thursday, June 2	8:00 a.m. – 4:30 p.m.
Friday, June 3*	8:00 a.m. – 12:00 p.m.

- All exhibits **must** be set and in place by **Friday, June 3 at 12:00 p.m.**
- Exhibitors can continue to work within their exhibit space as long as they are not in the aisles.

NOTE: If an exhibitor does not have flooring set in their booth by 3:00 p.m. on Friday, June 3, AAMI will request that GES carpet the booth and the exhibitor will be billed accordingly, unless AAMI has received prior notification.

What if I need to work on my booth after hours on set-up days?

- Exhibitors who need to work late on their booths during set-up must email sdriver@aami.org so that we can notify security.
- Exhibitors must remain working in their booths. **No wandering in the exhibit hall is permitted.**
- All members of your team working in your booth **must** have security wristbands and/or exhibitor badges.

Can we set up our booth the morning the show opens?

We strongly discourage setting up on Friday morning, with the exception of final booth preparations.

- Exhibitors may access the show floor beginning at **8:00 a.m. on Friday, June 3rd** to finish any final booth preparations.

How does my company get listed on the official AAMI eXchange Mobile App & Online Exhibitor Directory?

- Enter your company description and product categories through the [a2z Exhibitor Service Center](#).
- Exhibitors receive one company profile per booth.
- Company descriptions and product categories will appear on the official mobile app.

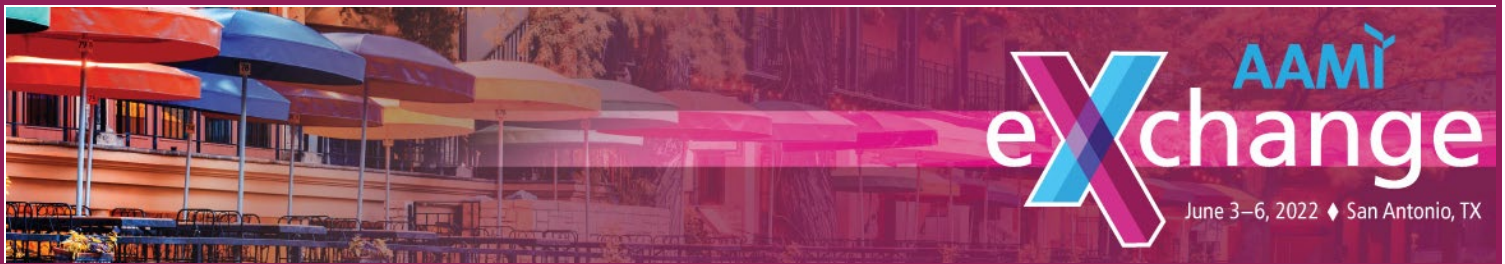
What deadlines do I need to be aware of?

Save the Important Dates & Deadlines (included in the Kit) to your desktop, so you have all of the key deadlines in one place.

How many badges come with my booth space?

- Exhibitor badges are required for exhibitor access to the exhibit hall.
- Badges are for the use of one individual for the duration of the show and are non-transferrable.
- Exhibitors will receive an allotment of complimentary badges based on the following:

Badge Allotment	Number of Badges
Exhibitor Badge Allotment	1 FULL conference registration per 100 sq. ft. 3 EXPO PLUS badges per 100 sq. ft.



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- Additional exhibitor badges may be purchased in advance for \$50 per badge through **April 1, 2022**. Beginning on **April 2, 2022**, the badge rate will increase to **\$75 per badge**.
- Unlimited “Expo Plus” passes to distribute to your customers and prospects. Each pass provides free admission to the Expo, Main Stage Presentations and Career Center only. **These are NOT full conference badges.**
- If a customer or prospect would like to attend conference sessions, they should register as an attendee.

Can we bring exhibit materials into the Convention Center ourselves?

Exhibitors may usually hand carry their own materials as long as such materials may be carried by one person in one trip, without the use of dollies, hand trucks or any other equipment.

Where can I park?

Parking is available at prevailing rates in the Convention Center garage and other parking lots surrounding the Henry B. Gonzalez Convention Center. Parking for guests with disabilities is also available here, but they must display proper state identification.

Overnight parking is prohibited on Henry B. Gonzalez Convention Center property. Vehicles left on the property overnight will be towed at the owner's expense.

How can I track people visiting my booth?

You can order badge scanners (lead retrieval equipment) from American Tradeshow Services. American Tradeshow Services offers mobile and mobile app solutions to collect leads during AAMI eXchange. Order form found in the Exhibitor Services Kit.

Are children permitted at AAMI eXchange?

AAMI eXchange is a business event.

Move-In/Move-Out: For safety reasons, children under the age of 16 are not permitted on the tradeshow floor during exhibitor move-in and move-out hours or any other time the show is not open.

CHILDREN AGES 6 and older

- Permitted into the AAMI exhibit hall during official exhibit hours and must be always accompanied by an adult.

CHILDREN AGES 6 and under

- Not permitted on the showfloor at anytime
- No strollers or hand-carried infants are permitted in the exhibit hall at any time.

AAMI will not be held responsible by or for any cause whatsoever.

Will there be WIFI in the exhibit hall?

There is no public Wi-Fi service in the exhibit halls at the Henry B. Gonzalez Convention Center.

- Exhibitors who require Wi-Fi service in their booths must order internet service through SmartCity Network either in advance or on site.
- Free public Wi-Fi connectivity is available only in the public spaces (lobbies) of the convention center.

How can I reserve my booth for 2023?

2022 exhibitors have the first opportunity to submit an application to select their 2023 booth at AAMI eXchange 2022.