



Dear ASHA Exhibitor:

On behalf of the American Speech-Language-Hearing Association, thank you for exhibiting at this year's Annual Convention, November 14-16, at McCormick Place in Chicago, IL. We are delighted that you are joining us in Chicago this year. This year we will continue to partner with Global Experience Specialists (GES) as our onsite General Services Contractor.

This Exhibitor Service Manual should answer all of your questions and satisfy all of your needs with regard to shipping and material handling, furnishings, utilities, and other services such as audio visual and computer equipment, floral arrangements, lead retrieval, and more. We strongly encourage you to read through the manual carefully and completely.

GES is eager to assist you with your exhibiting needs in Chicago. If you have any questions, please do not hesitate to contact GES's National Servicer at **800-475-2098 or 702-515-5970** M to F from 6:00AM to 5:00PM PST. To chat live with a customer service representative go to <https://ordering.ges.com/>. You can also place your orders online with GES Expresso or online with the various official vendors.

Expresso is more than just an online exhibitor manual. Exhibitors can:

- Order exhibit products and services for multiple booths.
- Print shipping labels.
- Track small packages and inbound shipments.
- View important show and event information.
- Download the show schedule into Outlook or iCalendar.
- View account order status and history.
- Chat with GES's award winning National Servicer.
- Keep everything in one place; all organizer and show information, ordering and even third party forms.
- Be on-time and on-budget.

Thank you again for your participation in our Annual Convention and your ongoing support of ASHA— its members and programs. We look forward to working with you and welcoming you to Chicago this November.

Sincerely,

Tammy

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