



## FINAL EXHIBITOR NEWSLETTER

October 2017

Dear ACRM Exhibitor,

ACRM would like to welcome and thank you for your participation and support of the 94<sup>th</sup> Annual Conference in Atlanta 2017! We want to make sure everything is ready for your arrival. Please take a few minutes to read all the information in this **FINAL EXHIBITOR NEWSLETTER – including information in the shaded area.** →

### EXHIBITOR RESOURCES:

- Click [HERE](#) to access GES Exhibitor Handbook
- Click [HERE](#) for Interactive Floor Plan
- Click [HERE](#) to download Lead Retrieval Order Form, Expo Invitation Letter, Exhibitor Lottery Letter and Exhibitor Registration Form.

### EXHIBITOR BADGE;

**All booth personnel** are required to register and wear an Exhibitor Badge while at the conference. If your booth personnel has not registered, click [HERE](#) for exhibitor registration form and return to Barbara Buscema at [BBuscema@ACRM.org](mailto:BBuscema@ACRM.org)

- **Exhibitor Registration includes** (2) CORE Conference Registrations, per booth, that allow you to participate in educational sessions, network with attendees, and better understand the needs and interests of your target audience. We trust you will honor this privilege by confining sales to the exhibit area and ensuring your booth is manned during required hours.
- Additional exhibitor badges may be purchased for \$400 each, maximum of two.

**Badges are non-transferable.**

### HOTEL RESERVATIONS:

ACRM's 94th Annual Conference is at the beautiful **Hilton Atlanta, 255 Courtland Street NE, Atlanta, Georgia USA 30303**. When making your reservation be sure to identify yourself as an ACRM exhibitor. Don't delay. The Hilton Atlanta will likely sell out. Reserve your room [HERE](#) today. Please scroll to bottom of the webpage to read about **HOTEL PIRACY WARNING**. Unfortunately, hotel piracy is prevalent and is already in full-force soliciting ACRM attendees and solicitors. Learn how to protect yourself.

### EXPO HALL EVENTS

\*Links are under "Exhibitor Resources" on the left.

- **Increase exposure** to your booth by participating in the first-ever **ACRM Exhibitor Lottery\***
- **Expo Hall Open to Public** on Friday, October 27<sup>th</sup>, 2017. Booth **MUST** be manned.
- **Expo Invitation**
- **Purchase Food:** entice more traffic to your booth with the aroma of food. \*See attached food order form.
- **Complimentary Coffee** for attendees and box lunch available for purchase.

Click [HERE](#) for information about:

- **Chat with the Experts:** Will draw attendees to the Expo Hall for networking with the experts.
- **Product Theater** in Expo Hall.
- **Scientific Posters Grand Round** will be displayed "inside" the Expo.
- **Exhibitor Directory**
- **LaunchPad**
- **See your** exhibitor listing by downloading the mobile **ACRM app** [HERE](#).

### IMPORTANT DATES

**October 12:** Last day for exhibitors to register. After this date, expect delays at check-in.

**October 24:** Move-in 8AM-5PM

**October 25:** Move-in 8Am -Noon

**October 27:** Expo Hall open to the Public. No Charge

**October 27:** Move-out: 2:30-7:00PM



### **PARKING AT THE HOTEL:**

Self Parking: \$30, space is limited.

Valet Parking: \$40, space is limited

Secured: Available

Covered: Available

In/Out Privileges: Available

Other Parking Information: Oversized vehicles are valet ONLY: \$44 per n/t

**EXHIBITOR CHECK-IN:** Upon your arrival at the Hilton Atlanta, one of the first things you need to do is **pick up your exhibitor badge** and conference materials. Check in at ACRM Registration Desk located on the first floor of the Hotel. We have a special area just for you marked **“Exhibitor Check-In”**.

### **CHECK-IN REGISTRATIONS HOURS:**

Monday, October 23 6:30AM to 6:00PM

Tuesday, October 24 7:00AM to 7:00PM

Wednesday, October 25 6:30AM to 6:30PM

Thursday, October 26 6:30AM to 6:30PM

Friday, October 27 6:30AM to 2:30PM

### **SHOW SCHEDULE & EVENTS:**

#### **Exhibitor Move-In:**

Tuesday, October 24 8:00AM to 5:00PM

Wednesday, October 25 8:00AM to 12:00PM

**ALL Booths should be set up by Noon, Wednesday, October 25<sup>th</sup>**

**BOOTHS IN THE PRE-FUNCTION AREA: MUST be COMPLETELY set up by Noon, Wednesday, October 25<sup>th</sup>. NO EXCEPTIONS.** If you are unable to meet this deadline, we will assign you a booth in the Salon.

### **SHOW HOURS:**

Wednesday, October 25 **6:00PM to 8:45PM: Booth Must Be Manned**  
Welcome Reception  
Product Theater Presentation  
Raffle Drawing

Thursday, October 26 9:30AM to 8:30PM: Expo Hall Open  
**9:00AM to 10:30AM – Booth Must Be Manned**  
Chat With The Experts  
**11:30AM to 2:00PM – Booth Must Be Manned**  
Product Theater Presentation  
Raffle Drawing  
**3:00PM to 4:00 PM – Booths Must Be Manned**  
Poster Grand Rounds in Pre-Function area



Thursday, October 26

**6:00PM to 8:45PM – Booth Must Be Manned**

Welcome Reception  
Raffle Drawing

Friday, October 27

**9:00AM to 2:30PM – Booth Must Be Manned**

Expo Hall Open To The Public  
Chat With The Experts  
Raffle Drawing  
Poster Grand Rounds

**Exhibitor Move-Out:**

Friday, October 27

2:30PM to 7:00PM

Friday, October 27

Carriers **MUST** be checked in by 5:00PM

Friday, October 27

All exhibitor materials **MUST** be removed by 7:00PM

**COMING NEXT YEAR.....**

**ACRM DALLAS 2018**

**ACRM Annual Conference**, Progress in Rehabilitation Research (#PIRR18)

**CORE:** 30 SEPT - 3 OCT 2018

Hilton Anatole, DALLAS, USA

**PRE-CONFERENCE:** 28 - 30 SEPT

(Instructional Courses, Early Career Development Course, Cognitive Rehabilitation Training)

We hope you will join ACRM in Dallas. Special on-site booth rates are available. Appointments are being scheduled to meet with Jenny Richard in Atlanta at the ACRM Sales booth located in the Pre-Function area. Your time slot will be shown on your Welcome Card at your booth.

We want you to have a positive experience and return for your investment in ACRM. If you have any questions or concerns, do not hesitate to contact us at [JRichard@ACRM.org](mailto:JRichard@ACRM.org) or [BBuscema@ACRM.org](mailto:BBuscema@ACRM.org).

We look forward to seeing you in Atlanta!

Jenny Richard: Chief Operating Officer

Barbara Buscema, Member Services