

Know Before You Go: Exhibitor Information

Solutions Center Schedule	
<u>Sunday, September 17</u>	
8 am–4:30 pm	Exhibitor Setup and Registration
<u>Monday, September 18</u>	
6 - 7 am	Solutions Center Exhibitor Access
7 - 8:30 am	Breakfast with Exhibits and Posters
12:15 - 1:45 pm	Lunch with Exhibits and Posters
5:15 - 6:45 pm	Reception with Exhibits and Posters
<u>Tuesday, September 19</u>	
6 - 7 am	Solutions Center Exhibitor Access
7 - 8:30 am	Breakfast with Exhibits and Posters
12:15 - 1:45 pm	Lunch with Exhibits and Posters
1:45 - 6:00 pm	Exhibitor Tear- down

Spread the Word

Let your customers know you'll be at NAHQ Next by utilizing our [Promo Pack](#).

Exhibit Installation

All exhibits must be set up by 4:30 pm on Sunday, September 17 without exception, for final cleaning. Assembly of exhibits during regularly scheduled exhibit hours is not permitted.

Dismantling Exhibits

Official closing time of the exhibits is Tuesday, September 19 at 1:45 pm. Packing of equipment or literature or dismantling of displays is not permitted until closing time. Exhibit materials must be packed and ready for removal from the area no later than Tuesday, September 19 at 6:00 pm.

On-Site Services

Global Experience Specialists (GES) will have a service desk at the time of installation and dismantling and will direct the following services: audio/visual, installation, dismantling, labor, furniture rental, drayage, special signs, booth cleaning, florist, and shipping. If you have questions regarding any of these items please see the GES service desk located behind booth 420 in the Solutions Center. To pre-order any of these services please see the GES [exhibitor kit](#) or call their help line at 800.801.7648. GES will also coordinate the following services: telecommunications, internet, electrical requirements, and other technical services. These services may be ordered through the GES exhibitor kit. Onsite if you have questions regarding any of these items please see the services desk located behind booth 420.

Included in the Booth Package

Standard booths include side and back draping plus an organizational ID sign. Carpeting or other approved flooring material is required in all booths and is not included in the booth fee. Please refer to the [exhibitor kit](#) for furnishings and other services available.

A non-profit booth includes side and back draping, carpeting, a 6' skirted table, 2 chairs, plus an organizational ID sign. Please refer to the [exhibitor kit](#) for furnishings and other services available.

Shipping to NAHQ Next

Move-in for the conference is Sunday, September 17, which is considered overtime; all applicable surcharges will apply. Please observe these important delivery deadlines:

- Tuesday, September 12: Last day for Advance Shipments to arrive at the GES warehouse without surcharges by 3:30 pm. Due to a Sunday move-in it is recommended to ship to the Advance Warehouse.
- Sunday, September 17: Direct delivery to show site between 8 am - 4:30 pm. All inbound carriers must check in by 2 pm to be guaranteed same day unloading. Loading docks become busy and cannot always accommodate late afternoon arrivals due to heavy congestion.
- Shipments directly to the Duke Energy Convention Center will not be accepted prior to Sunday, September 17.
- Please see the GES [exhibitor kit](#) for complete shipping details.

Exhibitor Registration

Please [register exhibitors](#) who are attending NAHQ Next. **Your password is your booth number.**

Booth Payments

Full booth payment and any remaining deposit is due July 31. Make checks payable to NAHQ.

Security

Security will be provided. NAHQ and GES are not responsible for the loss of any equipment or material from your booth. Please be sure to remove any valuables from your booth at the closing of each day.

NAHQ Update with the Board

All NAHQ Next exhibitors are invited to a NAHQ Update on Monday, September 18 at 1:45-2:45 pm located in the Solutions Center Theatre. This meeting will provide an update on NAHQ so exhibitors have a deeper understanding of how our efforts are aligned and where we can collaborate to make the biggest impact on healthcare quality.

2018 NAHQ Next Space Draw

Please plan to reserve your booth space for the 2018 NAHQ Next Annual Conference in Minneapolis, MN on November 5-7, at the Minneapolis Convention Center. Space draw will take place in the Solutions Center office located at the far left/front of the hall. You will receive an e-mail notification stating the date and time to select your booth space. Dates and times are based on a priority point system. A contract must be completed in order to hold your booth space. Please be prepared to select your booth space and submit your contract at NAHQ Next 2017 during your stated date and time.

NAHQ Contacts

If you have any questions between now and September 15, please contact Rob Frey, Director of Professional Relations and Development at rpfrey@nahq.org or 847.375.6470.

If you have any questions onsite, please contact Rob Frey at 847.508.4773, Jacki Weiglein at 319.430.5009, or the nearest NAHQ representative located at the exhibitor registration desk.

**NAHQ would like to thank you for your continued support.
We look forward to seeing you in Cincinnati!**

Please sure to forward this message to your staff that will be onsite at NAHQ.