Happy Holidays, PDC Summit Exhibitors!

In preparation for our upcoming show, here is some helpful information to keep in mind as you plan for the 2020 PDC Summit & Exhibition in San Antonio. March will be here before we know it!

**Upcoming Deadlines – Actions Required!**

- **Monday, January 27 – Tentative**
  - More information will be sent out as we get closer. We encourage all exhibitors to participate in this webinar!

- **Monday, February 17**
  - Exhibitor Appointed Contractor (EAC) Notification due to The Expo Group.
  - The Expo Group discount deadline for most show services.
  - Pre-Show Attendee List will be distributed.

- **Monday, February 17 – Tuesday, March 18**
  - Exhibitor advance shipments accepted at the advance warehouse. Materials received from March 9, 2020 to March 18, 2020 will be subject to an additional surcharge.

- **Friday, February 21**
  - Exhibitor Sponsored Hospitality / Entertainment Function Request Form request form due to Ann Marie Bell with ASHE either via e-mail at abell2@aha.org.
  - Early Bird Lead Retrieval Early Bird pricing cut-off date.
  - Deadline to submit company information for the Mobile App. – **Link Coming Soon!**

- **Tuesday, March 3**
  - Online pre-space selection. For participants with the highest priority points.

- **Friday, March 6**
  - Advance Lead Retrieval pricing cut-off date

- **Friday, March 20**
  - Deadline to register booth staff online. After this date, all registrations and edits to existing registrations will need to be done onsite.
Hotel Reservations
The official headquarters hotel of 2020 PDC Summit & Exhibition is the Grand Hyatt San Antonio

Headquarters Hotel:
Grand Hyatt San Antonio
600 East Market Street
San Antonio, TX 78205

Additional Hotels:
Marriott San Antonio Riverwalk  Marriott San Antonio Rivercenter
889 East Market Street  101 Bowie Street
San Antonio, TX 78205  San Antonio, TX 78205

Exhibitors will receive the link to book housing in their registration confirmation email, as you must be registered before booking your housing. Unofficial housing vendors may reach out to exhibitors to solicit business, giving the impression they are the official ASHE housing vendor. The Grand Hyatt San Antonio will not call exhibitors to make housing arrangements.

Exhibitor Registration – Live!
Exhibitor registration is live. You can register your team by following these simple steps:

1. Visit the 2020 PDC Summit Exhibitor Registration Page.
2. Enter your login (Main Contact E-mail Address) and your password (your company ID).
3. Complete required fields of personal information.
4. Check on which badge you would like. Options include: “Full Conference Complimentary” (full access to exhibit hall, and includes education sessions), “Booth Staff Badge” (full access to exhibit hall, and do not include education session), or “Guest Badge” (exhibit hall-only passes for your customers).
5. For the full conference badge, click to add pre-conference sessions at additional cost.
6. For all badges, check boxes to add Monday/Tuesday boxed lunch tickets at $25 per day.
7. Click “Complete Registration.”

Please note, as an exhibiting company, you are entitled to receive one (1) complimentary Full Conference Badge and four (7) complimentary Booth Badges. Exhibitors who purchase more than 100 sq. ft. are entitled to four (7) additional Booth Badges for every 100 sq. ft. purchased.

If you have any questions regarding registration, please contact Son Cao at SCao@aha.org.

Online Exhibitor Services Manual – Live!
The Expo Group is the general contractor and the exclusive provider of these services for the PDC Summit.

The online Exhibitor Services Manual, including important show information and order forms can be accessed by following these steps:

- Visit the web page by clicking here.
- To view login to your account and order services, click on the green box on the left hand side that says “Order Services.”
- Enter the Show ID which is 201801002 and your password which is your Company ID number
- Your Company ID number can be found on your exhibit space invoice and was also sent via email directly from our General Service Contractor, The Expo Group.
- If you have any questions regarding your booth furnishings or service orders, you can contact Missy Cass at mcass@theexpogroup.com.

Exhibitor Resource Page – Live!
We suggest bookmarking and visiting our exhibitor resource page for all the latest exhibition updates, including exhibitor schedule, directory of contractors, important dates, and more.
Exhibitor Schedule

Exhibitor Move In:

Saturday, March 21  8:00 a.m. – 5:00 p.m.
See security Guard at Exhibit Hall entrance to receive an ASHE wristband for admittance.
Sunday, March 22  8:00 a.m. – 5:00 p.m.
Monday, March 23  7:00 a.m. – 9:00 a.m. (Final Set Only)

Show Hours:

Monday, March 23  10:45 a.m. – 1:45 p.m.
Lunch in the Exhibit Hall
4:30 p.m. – 6:00 p.m.
Reception in the Exhibit Hall
Tuesday, March 24  10:45 a.m. – 1:45 a.m.
Lunch in the Exhibit Hall

Exhibitor Move Out:

Tuesday, March 24  1:45 p.m. – 8:00 p.m.
Wednesday, March 25  8:00 a.m. – 12:00 p.m.

Booth Space Payment – Action Required!
As a reminder, you must be paid in full to access your booth space at the PDC Summit. Invoices are now available upon request from Pat Brayley at pbrayley@smithbucklin.com. No exhibitor will be allowed to move in without paying in full.

As always, please do not hesitate to reach out to me with any questions!

Best Regards,

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