



Quick Reference Guide

Find all the information you need to plan for the show in this document, or navigate through by topic on the [Exhibitor Resources page](#). Use the [Checklist](#) to stay on track with all exhibit deadlines!

Exhibit Hall

- The exposition is located in Halls B-C
- View the [Floor Plan](#) to find your booth and see who is exhibiting

Exhibitor Schedule

Exhibitor Move-in:	
Sunday, April 7	8:00 a.m. – 5:00 p.m.
Monday, April 8	8:00 a.m. – 5:00 p.m.
Exposition Hours:	
Tuesday, April 9	9:30 a.m. – 1:30 p.m.
Wednesday, April 10	9:30 a.m. – 1:30 p.m.
Exhibitor Move-out:	
Wednesday, April 10	1:30 p.m. – 9:00 p.m.
Thursday, April 11	8:00 a.m. – 11:00 a.m.

Register your Badges

Each exhibiting company receives an allotment of four (4) complimentary exhibitor booth staff badges and one (1) complimentary full conference badge per 10x10 space. Make sure to use your complimentary allotment first. Wristbands will be available for access on Sunday prior to registration opening on-site.

To register using the complimentary badges that come with your booth, please reference the email sent from AONL aonlannualconference@aha.org. [Register online](#) if you wish to purchase additional badges. The registration deadline is March 22, 2024.

If you have any registration questions or need assistance, please contact aonlannualconference@aha.org.

On-site Registration Hours:

Sunday, April 7	3:00 p.m. – 6:00 p.m.
Monday, April 8	6:30 a.m. – 6:00 p.m.
Tuesday, April 9	6:30 a.m. – 6:00 p.m.
Wednesday, April 10	6:30 a.m. – 5:30 p.m.
Thursday, April 11	7:00 a.m. – 11:30 a.m.

What's Included with Your Booth?

- 7" x 44" Exhibitor ID Sign (black & white)
- Daily aisle cleaning
- 4 booth staff badges per 10x10 which includes lunch in the exhibit hall
- 1 full conference badge per 10x10 to immerse in the full AONL 2024 experience at breakout sessions, lunches and social events
- Listing featured in the interactive exhibitor map on the AONL website that includes company name, company description, booth number and website URL
- Perimeter security guard service
- Listing in the Mobile App
- Aisle Carpet: Tuxedo (Grey/Black)
Floor covering is required for your exhibit space
- Standard *Inline* Booth (10' deep by any width) Package includes:
 - 8' high back wall drape: Black
 - 3' high side wall drape: Black
 - One (1) 7" x 44" Booth ID Sign (black & white)

Rules, Regulations and Labor Jurisdictions

Be sure to review the [IAEE booth display guidelines, exhibitor rules and regulations](#) and [facility rules](#) to ensure a smooth setup experience. Also review the [labor jurisdictions](#) so that you are aware of what your staff are permitted to set-up.

Liability Insurance

All exhibitors are required to carry liability insurance with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance coverage is not optional and companies cannot exhibit without providing proof of insurance. Submit the Certificate of Insurance (COI) to AONL in the [Exhibitor Dashboard](#) by March 11. Exhibitors using an Exhibitor Appointed Contractor (EAC) to set-up/dismantle their booth must have their EAC submit a COI to Tradeshow Logic by March 8. If you need event insurance, it can be purchased through [Rain Protection Insurance](#).

Shipping and Material Handling Information

[Booth materials](#) can be shipped in advance to the warehouse or direct to show site.

Shipment Type/Method	Date/Time Accepted
Booth Material Shipments to Advance Warehouse	February 26 – March 28
Booth Material Shipments Direct to Show	April 7 – 8

Material Handling or Drayage includes the unloading of your shipment, transporting the freight to your booth, storing and returning your empty crates/cartons and reloading your shipment at the close of the show. This is a separate fee so review all rates and information in the exhibitor manual.

Connect with Attendees

Online Directory Listing and Mobile App

The Online Directory and Mobile App are THE places attendees go to see who is exhibiting at the show and learn more about their products and services. Your directory listing automatically includes company contact information and your booth number and you may add a company description and social media links. [Login to the Exhibitor Dashboard](#) to update your information now! Login information was emailed to the primary booth contact and they may give additional team members access from the Exhibitor Dashboard.

Marketing Tool Kit

We have compiled a variety of tools and resources to help you realize your goals at the AONL Inspiring Leaders Conference! Find event logos, personalized email signatures, social media templates, industry media contacts and more in the [Marketing Tool Kit](#).

Social Media

Follow us on social and don't forget to use #AONL2024 when posting about the show!

Track Leads

LeadCapture licenses are available to purchase through the [Cvent Exhibitor Registration Portal](#). Your company's primary contact can purchase licenses, assign licenses, and review/export leads in real-time during the conference.

Meeting Space Options

Meeting Rooms

[Submit a request](#) to reserve a meeting room online. Rules apply. View the details on the [form](#). Questions? Contact Grant VanScoder at gvanscoder@aha.org.

Business Suites in the Exhibit Hall

Need a place to meet? Conveniently located inside the Exhibit Hall, Business Suites are the perfect setting for staff briefings, business development presentations or for client meetings.

The Business Suites come in two different configurations and include one graphic panel for company branding, carpet, conference table with chairs and a wastebasket:

- 10x20 \$7,000
- 20x20 \$10,000

Services such as electrical, internet or AV can be ordered in addition to the rental fee above.

Contact AONL Conference Sales to reserve your Business Suite:

COMPANIES A-K

Karen Romano
770-432-8410 x 158
kromano@tradeshowlogic.com

COMPANIES L-Z

Kathy Maguire
770-432-8410 x153
kmaguire@tradeshowlogic.com

Important Dates

Below is a snapshot of key dates. Stay on track by reviewing the [Exhibitor Checklist](#) for the full list of deadlines.

Date	Task/Description
February 26 – March 28	Booth materials shipments accepted at advance warehouse
March 13	Last day to receive discounted rates on Carpet, Cleaning, Furniture, Floral, Labor, Material Handling, Rigging
March 14	Last day to reserve discounted rate rooms in the AONL block
March 15	Last day to receive discounted rates on AV, Electrical, Internet, Phone and Plumbing orders
April 7 - 8	Booth materials shipments accepted direct at show site

Vendor Services Guide

Official AONL vendors include:

General Service Contractor: Tradeshow Logic

Labor, material handling, shipping, furniture, product storage, carpet, cleaning, floral and rigging

March 13 - Discount Deadline

Phone: +1 (770) 432-8410 Option '2'

[Order Online](#)

Audio-Visual, Electrical, Plumbing, Internet, Telephone: Ernest N. Morial Convention Center

March 15 - Discount Deadline

Phone: +1 (504) 582-3036

exhibit_services@mccno.com

[Order Online](#)

Registration: Cvent

Registration details were emailed from aonlannualconference@aha.org.

Hotel Reservations: Key Bookings

Please review the [hotel information](#).

877-205-2871

kbhousing@keybookings.org

Liability Insurance: Rain Protection

Sales@rainprotection.net

[Order Online](#)

Lead Capture: Cvent

866-318-4357, when prompted press: 1 1 6

leadcapture@cvent.com

Exhibitor Warnings

Please be aware of solicitations from vendors not affiliated with the AONL. If a company is not an official event vendor, AONL cannot guarantee the legitimacy of their claims. AONL has already received several reports of third-party hotel scammers, so be on the lookout! If you are solicited by any group other than the official vendors listed above, please contact aonlexhibitorcare@tradeshowlogic.com.

On-site

Networking

Review the [schedule at a glance](#) and take advantage of networking opportunities.

Parking

Review the [parking information](#) for Ernest N. Morial Convention Center.

Move-out

Be sure to review all [Move-out Instructions](#).

Need help? Contact aonlexhibitorcare@tradeshowlogic.com.