



Exhibitor FAQs

Where and when does AONL 2024 Inspiring Leaders take place?

The conference takes place April 8-11, 2024 and the exposition is on Tuesday, April 9 from 9:30 a.m. – 1:30 p.m. and Wednesday, April 10, from 9:30 a.m. – 1:30 p.m. AONL 2024 is located at the Ernest N. Morial Convention Center in New Orleans, LA.

What is included with a booth?

Booth space includes an allotment of booth staff badges and full conference badges based on your booth size, lunch in the exhibit hall on Tuesday and Wednesday, a listing in the online exhibitor directory and mobile app, daily aisle maintenance and 24-hour security in the exhibit hall.

What are the height regulations?

Review the official [Booth Display Guidelines](#) for height regulations and other use of space guidelines.

When can I start setting up my booth?

Exhibitor move-in begins on Sunday, April 7, 2024 at 8:00 a.m. See the full move-in, show and move-out schedule [now](#).

How many complimentary badges do we receive?

- Four (4) Exhibitor Booth Staff Badges per 100 square feet of space
- One (1) Full Conference Badge per 100 square feet of space

You must register your booth personnel for badges. You will not be able to access the exhibit hall and/or sessions without a badge. Wristbands will be available for access on Sunday prior to registration opening on-site. Please contact Kim Haines at khaines@tradeshowlogic.com to provide the staff names for set-up on Sunday prior to registration opening at 3:00 pm.

How do I register for exhibitor badges?

After you have been assigned a booth, the primary booth contact will receive an email from aonlannualconference@aha.org with instructions to register for your complimentary badges. Please contact aonlannualconference@aha.org with any questions.

What are the 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.

How do I ship my booth materials to the show?

There are two options for [shipping](#) to New Orleans. You can ship to the advance warehouse and your freight will be delivered to your booth prior to the start of exhibitor move-in or you can ship direct to show site. Please confirm with your carrier that they will make deliveries on Sunday if you're shipping direct. We strongly suggest shipping your materials to the Advance Warehouse to guarantee your freight will be in your booth if you plan to set up on Sunday, April 7. Any freight arriving at the Ernest N. Morial Convention Center before the official show move-in day will be refused and returned at the Exhibitor's expense.

How do I reserve hotel rooms?

A special block of hotel rooms has been secured for AONL 2024 attendees and exhibitors within walking distance of the Ernest N. Morial Convention Center. This process benefits attendees by keeping the block from filling up too quickly and providing attendees with multiple room options.

- You must be a **registered attendee** to reserve a room.
- Hotel reservation link(s) can be found in your registration confirmation e-mail.
- 11:59 PM ET on March 14, 2024 is the cut-off date for discounted hotel rates.
- Hotel reservations are taken on a first-come, first-served, space-available basis. Meeting registration and exhibitor contracts do not guarantee room availability. We encourage you to confirm your reservations early.

What is the Exhibitor Dashboard and how do I access it?

The [Exhibitor Dashboard](#) is where you can update your company profile for the Online Directory and mobile app, which is THE place attendees go to see who is exhibiting and learn more about their products and services. You can also access the [Exhibitor Service Kit](#), upload your COI and more in the Exhibitor Dashboard.

The primary contact for your company will receive an email to access the Exhibitor Dashboard and create a password. Please view the instructions and if you are having trouble logging in, please contact Kim Haines at khaines@tradeshowlogic.com. If you need other team members to have access, you may add them once you are logged into the Dashboard.

What is included in the online exhibitor directory listing?

All exhibiting companies are provided a complimentary online directory listing that includes:

- Company Description and Contact Information
- Link to Company Website
- Product Categories
- Social Media Links

How do I update my information showing on the online floor plan and exhibitor directory?

Login to the [Exhibitor Dashboard](#) to modify information and add a company or product description, contact information, website link, social media links and up to 3 product categories.

Who is the official service contractor and how can I place orders?

The official service contractor for AONL 2024 is Tradeshow Logic. The exhibitor service kit is available now. If you haven't received your login credentials, please email Kim Haines at khaines@tradeshowlogic.com.

Are there any important deadlines?

Review the [Exhibitor Checklist](#) for deadlines.

Do I need to have liability insurance?

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, April 5-11, 2024, naming Tradeshow Logic (2655 Dallas Highway Suite 120, Marietta, GA 30064) as the certificate holder. The following must be named as additional insured: Tradeshow Logic, American Organization for Nursing Leadership and Ernest N. Morial Convention Center.

Upload your Certificate of Insurance to the [Exhibitor Dashboard](#) by March 11, 2024. You have the option to purchase Insurance from [Rain Protection](#) if needed.

Can I reserve meeting room space?

Meeting Room/Function Space Request

[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. Your private, hard-walled room is available for you whenever the Exhibit Hall is open.

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

Need help? Contact aonlexhibitorcare@tradeshowlogic.com.