



Service Providers & Order Forms

Standard Booth Package

The exhibit booth back walls will be black drape (8' high) with black (3' high) side drape. A company identification sign (7" x 44") will be provided for inline booths up to 300 sq ft. No other furnishings are provided with the booth space. Necessary furnishings and services can be ordered by using the forms in the Exhibitor Services Kit. **The exhibit area is NOT carpeted. Booth flooring is required.** Exhibitors may bring their own carpet or may rent carpet from The Expo Group. Exhibitors bringing their own carpeting or furnishing carpet provided by an EAC must notify The Expo Group (TEG) by **August 31, 2026** via the [Exhibitor Service Manual](#).

Turnkey Booth Package

The furniture package includes: one 6' long x 30" high table draped in black, (2) standard side chairs, one (1) wastebasket, standard carpet, a one-time vacuuming of booth space prior to show opening, and all benefits listed under Standard Booth.

Business Services

The UPS Store inside the Phoenix Convention Center offers you everything you need to meet your convention exhibiting needs.

Catering / Food / Beverage Dispensing

Exhibitors are permitted to serve food and non-alcoholic beverages in their booth during event hours. Non-alcoholic beverages do not need to be served by a bartender, but all beverages and food must be ordered through the Facility's caterer.

Exhibitors are permitted to provide alcoholic beverages in their booth by contracting a Bar or Specialty Cocktail Sponsorship, contact ASHRM Show Management at ASHRM@smithbucklin.com at least 30 business days prior to the start of the event for

review and approval. Alcoholic beverages served in booths may only be purchased and served by licensed bartenders from the facility's food and beverage department and must be ordered through the Facility's caterer.

Aventura of the Phoenix Convention Center is the official in-house caterer and is the exclusive provider of food and/or beverage items at the Facility. If requested, Aventura may allow Exhibitors to bring their own food and/or beverage into the Facility for the sole purpose of equipment demonstration, provided the Exhibitor has signed and submitted a sampling and waiver form to Aventura which can be found in the Exhibitor Services Manual or by emailing ASHRM@smithbucklin.com. If Aventura is required to handle, store, refrigerate, transport, deliver, prepare, or service any of the demonstration food and beverage product brought in by the Exhibitor, charges will apply. Only food and/or beverages used for Exhibitor's equipment demonstration will be permitted.

Electrical

You can order electrical services for your booth via the [Exhibitor Service Manual](#).

Exhibitor Appointed Contractors (EACs)

All Exhibitor Appointed Contractors (EACs) must obtain a temporary set-up/tear-down wristband from the security guards for access to the exhibit hall during move-in and move-out. All EACs must be registered using the EAC Notification Form located in the [Exhibitor Service Manual](#) by **Monday, August 31**.

Hotel Reservations

Exhibitors will receive the link to book housing in their badge registration confirmation email, as you must be registered before booking housing. For more information on travel and hotel arrangements, please refer to the [Location & Travel](#) section of the ASHRM26 website. The discounted group rates apply until the reservation deadline of **August 24, 2026**, or until all rooms in the group block have been reserved, whichever occurs first. After the cut-off date, discounted group rates may not be available. We encourage you to confirm your reservations early.

ASHRM is the official housing/travel provider for the ASHRM26 Annual Conference. Be aware that you may be solicited by other companies to book your hotel room or make travel arrangements. Such companies are not affiliated with and are not sponsored or approved by ASHRM/AHA to provide travel arrangements for the ASHRM26. ASHRM/AHA will not be responsible for any actions or omissions of such companies. By using the official travel provider, you can ensure that you are being booked in the housing block reserved by ASHRM/AHA and take advantage of the group discounted rates.

Lead Retrieval

CVENT is the official Lead Capture vendor of the ASHRM26 Annual Conference. Lead capture licenses can be purchased through the **exhibitor registration portal** with access provided to the primary contact for your company.

Security

Independent guards will be engaged to provide protection for the overall exhibition from the beginning of move-in to the end of move-out, but not for any exhibitor. The Phoenix Convention Center, ASHRM, Smithbucklin, The Expo Group and the security vendor are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. ASHRM strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this conference, as well as during installation, exhibit days, and dismantling. ASHRM insurance policies do not extend to cover liabilities of exhibitors. Exhibitors may arrange for additional security by contacting ASHRM Show Management, ASHRM@smithbucklin.com.

Shipping Information

The Expo Group will accept crated, boxed or skidded materials between **Monday, September 14** and **Wednesday, September 30** at the advance warehouse. Materials arriving after **Wednesday, September 30**, will be received at the warehouse with an additional after-deadline charge. Shipping labels should be addressed as follows and are also available in the [Exhibitor Service Manual](#):

Advance Warehouse:

Exhibiting Company Name / Booth # _____
ASHRM 2026 Annual Conference
c/o The Expo Group & Energy Transport Logistics
1411 S 47th Ave, Ste 140
Phoenix, AZ 85043

The Expo Group will receive shipments sent directly to The Phoenix Convention Center beginning at 8:00 am, **Saturday, October 3**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Shipping labels should be addressed as follows and are also available in the [Exhibitor Service Manual](#):

Direct Shipment to the Convention Center:

Exhibiting Company Name / Booth # _____
ASHRM 2026 Annual Conference
c/o The Expo Group
Phoenix Convention Center – North Bldg, Level 300, Halls A-B
100 North 3rd Avenue

Phoenix, AZ 85004

All items and materials that are brought into the facility may be subject to material handling charges from The Expo Group and are the responsibility of the exhibitor. This also applies to items not ordered through the official show vendors.

[The Expo Group \(TEG\)](#)

You can place your orders for furnishings, carpet, and electrical services directly through the TEG [Exhibitor Service Kit](#). Be sure to submit your order before the early bird deadline on **Monday, August 31** to take advantage of discounted rates.

[Wireless Internet](#)

There will be complimentary wireless internet in lobbies and public areas for general web access but **not in the Exhibit Hall**. To purchase wired or wireless internet access in the Exhibit Hall, refer to the [internet order form](#) provided by SmartCity at The Phoenix Convention Center. Please note, if you need internet to run demos, we recommend that you order hardline rather than using wireless internet.