



the association for medical
imaging management

2020 AHRA Spring Conference
March 26 – 28, 2020
Westin San Diego • San Diego, CA

Dear AHRA Spring Conference Exhibitor:

Thank you for joining us at the 2020 AHRA Spring Conference. It's a pleasure to have you with us, and we appreciate your support of AHRA.

Enclosed is information about registering your booth personnel and AHRA rules for displays.

Once again, thanks for joining us at the Westin San Diego.

Sincerely,

A handwritten signature in black ink that reads "Melissa Charity". The signature is written in a cursive, flowing style.

Melissa Charity
Exhibitor Services Manager
512 Herndon Parkway, Ste D
Herndon, VA 20170
E: mcharity@conferencemanagers.com
P: 703-964-1240 x170

EXHIBIT SCHEDULE

The AHRA Spring Conference exhibits and meals will be held in the Emerald Ballroom in the Westin San Diego, 400 West Broadway, San Diego, California 92101 USA

This is the final conference schedule.
If changes are made you will be notified in writing.

Thursday, March 26, 2020

6pm – 9pm Exhibit Setup

Friday, March 27, 2020

7:00 am – 8:00 am Continental Breakfast in Exhibit Hall with Attendees

9:30 am – 10:00 am Break in Exhibit Hall with Attendees

12:15 pm – 1:15 pm Luncheon in Exhibit Hall with Attendees

2:45 pm – 3:15 pm Beverage Break in Exhibit Hall with Attendees

5:30 pm – 7:00 pm Cocktail Reception in Exhibit Hall

Sessions will be held from 8:15 am – 5:30 pm (excluding lunch and coffee breaks). You are welcome to keep your exhibit open during the session times if you wish, or you may just staff your table during the above schedule.

Saturday, March 28, 2020

7:00 am – 8:00 am Continental Breakfast in Exhibit Hall with Attendees

12:30 pm – 1:30 pm Luncheon in Exhibit Hall with Attendees

2:00 pm – 6:00 pm Exhibit Dismantle

Sessions will be held 8:00 am – 1:30 pm (excluding lunch and coffee break). You are welcome to keep your exhibit open during the session times if you wish, or you may just staff your booth during the above schedule.

Please note:

All exhibit personnel are expected to make travel arrangements in accordance with the official exhibit hall schedule. As a courtesy to other exhibitors and all conference attendees, exceptions to installation and dismantle times will not be allowed based on flight times or any other travel arrangement made by an exhibiting company or any employee of that exhibiting company.

GENERAL INFORMATION

IMPORTANT:

Exhibit space for each exhibitor consists of one (1) tabletop display area. The table you will be provided with is 6' wide. Space will not allow for any wider exhibits. Please plan your display accordingly. You may use pop-up displays, placed either on the tabletop or on the floor behind your table, provided that they do not exceed the 6' width and are not higher than 8' tall. Nothing may be affixed to the hotel walls.

AHRA Provides:

- One tabletop exhibit space consisting of one 6' draped table, two chairs and a wastebasket. Electrical and internet are NOT provided but can be rented through the hotel by using the information in the Rules & Regulation section.
- Listing as an exhibitor in the conference app
- Pre- and post-meeting attendee list (mailing addresses only)
- Promotion in AHRA's website, pre- and post- conference

HOTEL INFORMATION

All events will be held at the Westin San Diego, 400 West Broadway, San Diego, California 92101 USA



AHRA Rate: \$179 single/double plus applicable tax

PLEASE NOTE: AHRA Spring Conference attendees who book their reservations in the block will have a discounted hotel facilities fee of \$10. You will see the full fee of \$25 added onto your estimate when you book your stay, but please note that you will ONLY be charged \$10 per night plus tax at check out.

For reservations, please call 1-888-627-9033 and ask for the AHRA Spring Conference group rate. These rates are available until Tuesday, March 3, 2020, or until the block is exhausted, whichever is first.

Reservations may also be made online. [Click here to begin.](#)

Take your travel experience to a whole new level when you stay at The Westin San Diego. Our upscale hotel boasts a prime location in the heart of downtown San Diego near the Gaslamp Quarter and a variety of shopping and dining options. We're also 3 miles away from San Diego International Airport and just a short walk or trolley ride from top area attractions such as the San Diego Convention Center, Little Italy and the San Diego Zoo. After an eventful day of sightseeing or conducting business, settle into our stylish rooms featuring luxury bedding and bath products, ergonomic workspaces and HDTVs. Indulge in delicious on-site dining at our signature restaurant and grab a cocktail at our bar. You'll definitely want to get in a workout at our 24-hour fitness center before taking a refreshing swim in our rooftop pool. Host an impressive business or social event in one of our flexible meeting spaces. Enjoy a relaxing, convenient California getaway when you reserve accommodations at The Westin San Diego.

Travel Information:

The San Diego International Airport (SAN) is located 3 miles from the hotel. SAN currently hosts 18 airlines and serves more than 60 nonstop destinations. An estimated taxi fare is \$20 each way or \$5 each way for bus service. Shuttle service is available to and from the airport from 6am-11pm.

Beware of Unauthorized Hotel Solicitations

Note that the Westin San Diego is the only official hotel associated with our event. While other hotel resellers may contact you offering housing for your trip, they are not endorsed by or affiliated with the show. Beware that entering into financial agreements with non-endorsed companies can have costly consequences. The hotel will not solicit you to make a reservation. If in doubt, please do not provide any personal details and [contact us](#).

SHIPPING & MATERIAL HANDLING

INBOUND SHIPPING

To ensure prompt delivery of packages, shipped materials should read:

< On-site Contact Name/Company Name >
c/o The Westin San Diego
400 West Broadway
San Diego, CA 92101
AHRA SPRING 2020 – March 26-28, 2020

Due to limited space, the hotel cannot accept packages more than 72 hours (3 days) prior to start of the conference. Hotel will store group packages complimentary for 72 hours but following the 72 hours charges will apply. Packages must be shipped off property within 24 hours of completion of convention.

To help the hotel with storage space, please fill out and return to Stephen Sanderlin (AV Manager) Stephen.Sanderlin@westinsandiego.com the form in this packet. This will give them an idea of how many packages are coming from each exhibitor.

Ship your items to arrive at the hotel between Tuesday, March 24 – Thursday, March 26

In order for the hotel to receive, manage and store materials, the following handling charges apply to all incoming and outgoing shipments, including those being shipped via pre-paid account.

SIZE	RECEIVE/DELIVERY	SHIPPING OUT	STORAGE (AFTER 72 HRS)
Envelopes	\$3.00	\$2.00	\$2.00
1-25 lbs.	\$7.00	\$5.00	\$5.00
26-50 lbs.	\$15.00	\$5.00	\$5.00
51+ lbs.	\$25.00	\$20.00	\$20.00
Golf clubs/display case	\$35.00	\$20.00	\$20.00
Pallets ½ under 36"	\$100.00	\$75.00	\$75.00
Pallets full	\$150.00	\$100.00	\$100.00
Crates under 150 lbs.	\$100.00	\$75.00	\$75.00
Crates over 150 lbs.	\$150.00	\$100.00	\$100.00

*Pricing is subject to tax & service
fees*

For inquiries regarding packages, please contact the hotel operator at (619) 239-4500

OUTBOUND SHIPPING

The exhibitor is personally responsible for contacting FedEx or UPS to arrange pick up. Please contact your preferred shipper and have the shipment scheduled to pick up from the hotel on Monday, March 30.

Please make sure you have preprinted/prepaid for labels for that carrier as the hotel does not have a business shipping center onsite.

The banquet staff will take and store the outbound shipping items from the ballroom on Saturday after the close of the hall.

There is also a UPS store across the street, and an Office Depot within an 8 minute walk of the hotel.

- The exhibitor will be responsible for packaging and labeling all outgoing materials with companies own shipping forms and billing information.
 - **Helpful Hint: Take a picture of your outbound shipping label with tracking information so you can track the process as you travel home.**
- The Hotel will move all outgoing packages to the loading dock for pick up but will NOT be held responsible for mislabeled packages.
- Hotel cannot supply groups with shipping forms.
- Hotel cannot pay any shipping charges and route charges to group master account.

EXHIBITOR BADGE REGISTRATION



Deadline for Advance Exhibitor Registration: March 6, 2020

Key Contact: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Full Conference Exhibitor Personnel

Each exhibiting company will receive **TWO** full conference registrations per booth. A full conference registration includes access to exhibit hall and educational sessions. Please print the name and email of the persons to receive your two complimentary registrations

1) _____ Email: _____

2) _____ Email: _____

Additional exhibitor registrations are \$150 each.

All exhibit personnel over and above the two complimentary registrations must purchase a registration to defray the cost of meal functions. Access to the exhibit hall is permitted only with registration and badge.

To register additional personnel, please use the form on the next page (make additional copies as needed).

Please complete and return this form no later than March 6, 2020 to:

AHRA Registration

Fax: (978) 443-8046

Email: memberservices@ahraonline.org



Additional Exhibitor Badge Registration Form

Registrant Information

First Name: _____ Last Name: _____

Nickname (for badge): _____

Title: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail address: _____

AHRA Member Number: _____

Registration Fees

Additional Exhibitor Personnel \$150

(Includes exhibit hall access and Advanced Track educational sessions only. All exhibit personnel over and above the two complimentary registrations must purchase a registration to defray the cost of meal functions. Access to the exhibit hall is permitted only with registration and badge.)

Payment Information:

Total Amount Due \$ _____

Check in the amount of \$ _____ enclosed; Payable to AHRA

Visa MasterCard American Express

Card Number: _____

Expiration Date (MM/YY): _____ CVV Code: _____

This is a corporate card. Auth Code: _____

Cancellation Policy:

Cancellation of registration must be received in writing no later than February 7, 2020 and is subject to a \$75 handling fee. No partial or full refund will be made after that date. If you cannot attend, you may send a substitute, but please notify AHRA of the substitute's name and contact information. All cancellation and substitution requests should be emailed to memberservices@ahraonline.org. Non-AHRA member substitutes replacing AHRA members must pay the difference between the member and non-member rate. All cancellation and substitution requests should be faxed to AHRA's registration manager at (978) 443-8046.

2 Ways to Register:

- Fax this registration to (978) 443-8046
- Mail registration form to: AHRA, 490-B Seattle Post Road, #200, Sudbury, MA 01776

Questions? Call AHRA at (978) 443-7591 or (800) 334-AHRA

RULES & REGULATIONS

Standard Booth

Exhibit space for each Exhibitor consists of one (1) tabletop display area. The table you will be provided with is 6' wide. Space will not allow for any larger exhibits. Please plan your display accordingly.

Building Protection

Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors, or other parts of the building or furniture.

Insurance

Exhibitors shall insure the exhibits against damages that may be caused by accidents at the time of delivery, removal, and during the exhibition, as well as any injury caused to any member of the public that may be caused by the exhibits. Although Show Management shall take adequate measures to prevent accidents for the general management of the site, management shall not be responsible for any act of God, theft, loss, or damage.

Security

Reasonable precautions are taken to protect property but show management cannot ensure the safety of persons or the protection of property. Exhibitors are urged to obtain their own insurance, through their own sources at their own expense. Exhibit personnel should never leave valuables such as laptops, tablets, cellular phone, and audio/visual equipment unattended at any time. These items should never be left in the exhibit hall overnight for any reason.

Internet

Internet service is available. Please reach out to the hotel directly:

The exhibitor price for standard wifi will be \$50 plus tax and service charge per connection. This will be a one-time charge for the full 3 days. There is no hardline internet available. Order form included in this packet.

Contact:

Stephen Sanderlin (AV Manager) Stephen.Sanderlin@westinsandiego.com /P: 619-338-3678

Electric

Electric is not provided to your table. Electrical must be order through the hotel. This includes any power strips/cords as well. You will order directly from the hotel. Order form included in this packet.

Contact:

Stephen Sanderlin (AV Manager) Stephen.Sanderlin@westinsandiego.com /P: 619-338-3678

Sound Devices and Lighting

Public address, sound producing, or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. AHRA management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

Decorum of Exhibits

AHRA and show management reserve the right to restrict exhibits which, because of noise, method of operation, or for any other reason, become objectionable, and also to prohibit or evict any exhibit which, in the opinion of the show management, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter, or anything of an objectionable nature.

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EXHIBITOR/VENDOR REGISTRATION FORM

** Basic Table Top Exhibits include: (1) 6' table box draped with cloth, (2) chairs, (1) wastebasket & water station

EXHIBITOR INFORMATION		PAYMENT INFORMATION	
CONFERENCE / GROUP / SHOW NAME:		* Client agrees to pay in full for loss or theft of any equipment provided by The Westin San Diego. * A 25% service charge & 7.945% hotel sales tax will be added to all charges.	
EXHIBITOR / VENDOR COMPANY:		SECURED CREDIT CARD AUTHORIZATION FORM WILL BE EMAILED TO YOU	
ORDERED BY:	ON SITE CONTACT(S):		
ADDRESS:			
NAME: _____	INSTALLATION DATE:	DISMANTLE DATE:	
EMAIL: _____			
PHONE #:			

PACKAGES / SHIPPING: (Estimated weight and number accepted-All billing for packages done on site)

# OF PACKAGES BEING SHIPPED:	SIZE & WEIGHT OF PACKAGES:
ARRIVAL DATE OF PACKAGES TO HOTEL:	

MISC AV- Circle Selection (Please email Stephen.Sanderlin@westinsandiego.com with any specialty AV requests- for pricing)

42" Monitor w/Pole Stand	32" Monitor	19" Monitor	Write in Request
Includes: Power, VGA cables to connect to laptop and 5' Pole Stand. \$275 Each / Per Day	Includes: Power and VGA cables to connect to laptop. \$150 Each / Per Day	Includes: Power and VGA cables to connect to laptop. \$125 Each / Per Day	
QTY:	QTY:	QTY:	QTY:

INTERNET NEEDS:

<p>WIRELESS: \$50 per connection (Standard 2MB up/download, increased speed options available) add one time \$25 1 time fee per wired connections # of Devices Connected: _____</p>
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ELECTRICAL NEEDS- Circle Selection

<p>Standard Service: Up to 5amps Power Usage, Ext. cords/AC Strips Available \$25.00 each/per day</p>	<p>20amp Dedicated Power: \$150 each/per day</p>
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~ Please send form, **no later than 10 days before arrival**, to:

FOR AV/INTERNET/ELECTRICAL REQUESTS: Stephen Sanderlin (AV Manager) Stephen.Sanderlin@westinsandiego.com /619-338-3678

~ Services may not be available on the day of event. (additional fees may apply)

Package Shipping and Storage

To ensure prompt delivery of packages, shipped materials should read:

< On-site Contact Name >
c/o The Westin San Diego
400 West Broadway
San Diego, CA 92101
<Group Name & Convention Dates>

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Crates over 150 lbs.	\$150.00	\$100.00	\$100.00

Pricing is subject to tax & service fees

The group is personally responsible for contacting FedEx and/or UPS to arrange pick up. To ensure package goes out as scheduled, deliver outgoing package to the banquet manager before noon. There is also a UPS store across the street, and an Office Depot within an 8 minute walk of the hotel.

The Group will be responsible for packaging and labeling all outgoing materials with companies own shipping forms and billing information.

The Hotel will move all outgoing packages to the loading dock for pick up but will NOT be held responsible for mislabeled packages.

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