

## SEPTEMBER 4-6, 2024 EXHIBITOR CHECKLIST

DUE DATE	DONE	TO DO
ASAP	<input type="checkbox"/>	Register your booth space via the <a href="#">Exhibitor Registration Form</a> . Make plans to come and enjoy the experiences of time with fellow VARs and exhibitors. Participate. Learn. Grow.
ASAP	<input type="checkbox"/>	Marketing items: send high resolution logo (EPS or PNG file) plus a short company summary to <a href="mailto:info@aimsvar.org">info@aimsvar.org</a>
ASAP	<input type="checkbox"/>	Book Hotels through <a href="#">AIMSVAR Group Registration</a> to receive reduced rates, or call 800-222-8733 & use Group Code 918. Reduced rates end August 6, 2024.
8/16	<input type="checkbox"/>	If Sponsoring at Platinum, Gold, or Silver, then submit all sponsorship items to <a href="mailto:info@aimsvar.org">info@aimsvar.org</a>
8/16	<input type="checkbox"/>	Submit all booth, electrical, or AV needs to <a href="mailto:info@aimsvar.org">info@aimsvar.org</a> along with summary of any shipments (number or crates and estimated arrival date), if applicable. Exhibitor is responsible for all shipping costs, please review shipping note on following page.
8/30	<input type="checkbox"/>	If a speaking time slot has been purchased, submit presentation materials to <a href="mailto:info@aimsvar.org">info@aimsvar.org</a> . <i>Note: all presentations will be preloaded on one laptop to ensure smooth transitions between sessions.</i>
9/4	<input type="checkbox"/>	Exhibitor setup: Wednesday, noon-6pm
9/4-6	<input type="checkbox"/>	AIMSVAR Conference: September 4-6, 2024





# AIMSVAR™

HEALTHCARE ON THE HORIZON  
2024 ANNUAL CONFERENCE  
SEPTEMBER 4-6, 2024

## EXHIBITOR CHECKLIST & INFORMATION

DoubleTree by Hilton Hotel  
Nashville Downtown  
315 4th Avenue North  
Nashville, TN 37219-1693  
615-244-8200

### SHIPPING INFORMATION

*If you are shipping exhibit items to the show, please send them to:*

DoubleTree by Hilton Hotel Nashville Downtown  
315 4th Avenue North  
Nashville, Tennessee 37219-1693  
Attn: Hold for Arrival Date of September 4, for AIMSVAR conference.

Boxes should arrive no earlier than 48 hours prior to your arrival. Please note, charges may apply to shipping/receiving of materials, for example \$1.50/lb for boxes sent from property to client.

### PRIMARY CONTACT INFORMATION

*For any conference needs or questions, please reach out to:*

AIMSVAR Conference Team  
info@aimsvar.org

Jim Sherrill  
jim@medicalsoftwareinc.com  
423 710-0080 (cell)

### HOTEL INFORMATION

DoubleTree by Hilton Hotel  
Nashville Downtown  
315 4th Avenue North  
Nashville, Tennessee 37219-1693

Book [online](#)  
or at 615-244-8200  
with AIMSVAR group code 918

