Know Before You Go

For Exhibitors

Tips to help make your NAHN Conference Experience Amazing!
KNOW BEFORE YOU GO:

NAHN is excited to welcome you to its 42nd Annual Conference in beautiful Phoenix, Arizona. To help you prepare for the big event, we’ve put together a reference guide so you’ll be ready for a successful and enjoyable conference. For even more details, visit the NAHN Conference website, where you'll find all you need to know about events, education and more!

Arizona Biltmore

2400 E Missouri Ave, Phoenix, AZ 85016
602-955-6600
www.arizonabiltmore.com

Hotel Information

Check-in time: 4 pm  
Check-out time: 12 pm (noon) 
Cancellation policy: 48 hours prior to day of arrival. Late cancellation or failure to arrive on your scheduled arrival date will result in a charge of one night’s room rate and tax. Should you need to cancel or make changes to your reservation, please call 1-800-950-0086, and please have the confirmation number or credit card number you used to reserve the room available. For group reservations, the cancellation/no-show policy is specific to the group contract. An early departure fee of one night's room and tax will apply for departures before your confirmed departure date.

PHOENIX 4-1-1

Time Zone
During the summer months, Arizona is in the Pacific Time Zone and does not recognize Daylight Savings Time. In July, when it is 5:00 p.m. in New York City (Eastern Daylight Time), it is 2:00 p.m. in Arizona.

Weather
July Average High in the Phoenix area: 106° F during the day and 84° F at night.

What to Pack
Attire is business casual for the conference during the day. We do recommend you dress in layers as temperatures outside will likely crest 100° while the air conditioning indoors may be quite chilly. You may find yourself traveling between buildings while meetings are going on, and you may go out at night, so bring a few clothing options such as a shawl or light sweater. The closing night Gala is dressy, and many people wear cocktail attire. Be sure to bring your favorite dancing shoes.
GETTING THERE & GETTING AROUND

**Airport**

Phoenix Sky Harbor International Airport

**Distance from the Airport to the Arizona Biltmore Hotel:** 10 miles - usually a 15-minute ride. The hotel can help you locate transportation to and from the airport:

**Airport Transportation Services:** Taxis, limousines, shuttles, buses, vans and car rentals can be arranged to transport you and your group from Phoenix Sky Harbor International Airport.

**At the Airport:** The Phoenix Sky Harbor International Airport has an extensive selection of car rentals. Visit the [Rental Center website](#) for rental company listings, rental locations and other information.

The Arizona Biltmore - offers car rentals too. Go Rentals is located on the main floor next to the Gold Room across from the concierge. Open daily from 8:00 a.m. – 6:00 p.m. Phone: 602-381-7688.

**Limousine Services**

Limousine service can be arranged through the Concierge Desk, so you can arrive at your destination in style.

**Taxis**

The following taxis are contracted to pick up passengers at Phoenix Sky Harbor:

- Apache Taxi
- AAA/Yellow Cab
- Mayflower Cab

All major credit cards are accepted.

**Van Service**

A Shared Ride Van Service is contracted at Phoenix Sky Harbor: SuperShuttle 602-244-9000

Vans operate 24 hours on a scheduled basis, with vans departing every 15 minutes from 9 a.m. to 9 p.m. For the telecommunications device for the deaf (TDD), please call (602) 243-7786. Super Shuttle provides a customer service counter in Terminal 4 at Door 8.

Rates are zone based and typically range from $12 to $46 for the first passenger. Each additional residential passenger per reservation is $8 regardless of zone. Wheelchair-accessible vans are available by request. All major credit cards are accepted.

**Courtesy Vehicles**

A courtesy telephone center for many hotels and resorts is located adjacent to the baggage claim areas in each terminal.

**Hotel Parking at the Arizona Biltmore**

24-hour valet parking is available at the Resort. Overnight Valet is $28 per night. Overnight self-parking is also available in the hotel’s parking garage for $12 per night.
INFORMATION FOR EXHIBITORS

Exhibit Schedule

Tuesday, July 18
1:00-5:00 pm  Exhibit Hall Set-Up

Wednesday, July 19
8:00-9:00 am  Business Breakfast Exchange
12:30-2:30 pm  Exhibit Hall Open

Thursday, July 20
8:00-9:00 am  Business Breakfast Exchange
9:15-11:30 am  Exhibit Hall Open
11:40 am-3:00 pm  Exhibitor Move Out

Note: Please don’t dismantle your exhibit prior to show closing

Bingo
Conference attendees will receive special Bingo cards for the trade show to encourage them to visit all our exhibitors. They will ask you to initial your booth number on their cards to make them eligible for cash drawings. The drawings take place as follows: Wednesday, July 18 - 2:25 pm /Thursday, July 20 - 11:25 am

Exhibit Hall Floor Plan
The Exhibit Hall Floor Plan is on the NAHN website. Refer to the layout to determine where your booth is located. To see who else is exhibiting, simply hover your cursor over each booth.

Shipping/Booth Needs
NAHN’s official show decorator is GES If you have specific needs other than the basic booth provided by NAHN, contact Mao Tada, our GES representative at Mtada@ges.com Please ship your booth contents through this provider. The website for placing orders is https://ordering.ges.com/017600777. If you shipped directly to the Arizona Biltmore, you will need to consult with your hotel contact to make arrangements for storage. Please contact sales@thehispanicnurses.org if you did not receive your exhibitor service kit.

What’s Included
Exhibit booth packages include:
  Two conference packages (excluding the Gala)
  Standard pipe & drape
  One 6’ draped table, two chairs and a trash can
  Your company and contact information listed in the conference guide
  Post-conference attendee list, including names and mailing addresses

Tabletop exhibit packages include:
  Two conference packages (excluding the Gala)
  One 6’ draped table, two chairs and a trash can
  Your company and contact information listed in the conference guide
  Post-conference attendee list, including names and mailing addresses

Note:
• Gala tickets are available for purchase for $150 at the conference registration desk
• Exhibit packages include two conference passes. Additional company representatives will be asked to pay $150 to attend the conference.
NAVIGATING THE CONFERENCE

WIFI
The Arizona Biltmore offers WIFI in each guest room.

Social Media
Follow us on Twitter and use the official NAHN conference hashtag NAHN2017
Like us on Facebook and engage in conversations while you’re at the conference.

Check In and Pick Up Your Namebadge:
The registration desk will be located in the McArthur Ballroom pre-function area at the Arizona Biltmore Hotel

Registration Hours:
Tuesday, July 18: 8:00 am – 7:30 pm
Wednesday, July 19: 7:30 am – 6:00 pm
Thursday, July 20: 7:30 am - 6:00 pm
Friday, July 21: 7:30 am - 2:00 pm

NAHN Namebadges
Your name badge is your ticket to the exhibit hall and all events, with no exceptions. Only the Gala requires a ticket in addition to your name badge.

SPECIAL EVENTS:

Pre-Conference Workshops – July 18
NAHN is pleased to offer four pre-conference workshops to attendees at no additional charge. If you are in Phoenix early on July 17, be sure to take part in your choice of terrific workshops.

Opening Night - July 18
NAHN will be screening the documentary: The American Nurse by Carolyn Jones, who will also serve as a keynote speaker on July 19. The screening takes place at 5:00 p.m. In addition, Carolyn Jones will be signing copies of her book, The American Nurse at the Opening Reception following the film screening. A limited number of books are available for sale at $40 each.

Exhibit Hall Grand Opening—July 19
We’ll cut the ribbon to officially open the trade show and the conference at 12:30 p.m.

Phoenix Chapter Fundraiser – July 20
Join the Phoenix Chapter for a rooftop party at the Cambry Hotel across from the Arizona Biltmore starting at 6:30 p.m. This is a ticketed event to raise money for the chapter’s scholarship program. General admission is $50. VIP tickets are $100. Go here to register.

NAHN Gives Back – Community Service Project—July 21
This year, NAHN’s community service project will provide bicycles to deserving children in the Phoenix area. We are teaming up with Bikes for Goodness Sakes to build bicycles by hand for 20 students at Academia del Pueblo K-8 School of Phoenix. The project sponsor is Betty Irene Moore School of Nursing at UC Davis. The bike building takes place from 1 to 3 p.m. in the McArthur Ballroom. We need 200 volunteers. Sign up for the project, get a free tee shirt, learn a new skill and have fun.

NAHN Gala and Awards Banquet – July 21
Celebrate NAHN’s awards and scholarship recipients while celebrating the 42nd gathering of NAHN members. Enjoy a delicious meal and dance the night away. Tickets are $150.
Exhibitor Business Exchange Breakfast

About the Exhibitor Business Exchange Breakfast

Back by popular demand! The Exhibitor Business Exchange Breakfast is a “speed networking” formatted presentation series held during the NAHN Annual Conference.

How Does It Work?

Show up! The exchanges take place on both Wednesday, July 19 and Thursday, July 20 at 8:00 am. The sessions are held in MacArthur Ballrooms from 4-7 at the Arizona Biltmore. Breakfast will be served prior to the Exchange, starting at 7:30 am

Prepare a 5-8 minute presentation. Prepare a short presentation about your product or service or about a subject of interest to NAHN member conference attendees. It is good to leave a few minutes for questions.

Supporting materials welcome. These are roundtable sessions so no AV is provided. You are welcome to bring handouts, a visual like a chart or photograph or a brochure.

Move from table to table. Conference attendees remain seated and exhibitor presenters move from one table to the next each time the bell rings (every 8 minutes). One minute is provided for introductions and one minute for exhibitors to move. The sessions are fast-paced.

You will be able to make a total of 6 presentations. A moderator will guide you to a table where no presenter is present. If we should have more presenters than attendee tables, exhibitors will take turns which will reduce the total number of presentations.

Direct attendees to your exhibit booth or table for follow-up. If there are more questions or discussions than time allows, direct attendees to your booth or table during exhibit hours so that you can continue the conversation.

We hope you enjoy the Exchange!
NAVIGATING THE CONFERENCE

Program Guide
Everyone will receive a printed program guide that will include information about the educational sessions, keynote speakers, trade show, gala and special events.

Keynote Addresses
Author and documentary director Carolyn Jones will give the opening keynote address on Wednesday, July 19 at 11:30 a.m. She will be signing copies of her book *The American Nurse* at the Welcome Reception July 18, starting at 6:30 pm. A limited number of books will be available for sale at $40.

The American Nursing Association has proclaimed 2017 “The Year of the Healthy Nurse.” To celebrate, we have invited Heidi Powell to provide our closing keynote address. Heidi Powell is a well-known fitness and nutrition advocate who hosts ABC’s popular reality show “Extreme Weight Loss.”

QUESTIONS?
If you need help on-site, please go to the NAHN registration and resource center for assistance.
Contact us: sales@thehispanicnurses.org or info@thehispanicnurses.org.

CONFERENCE STAFF

Interim Executive Director: Jim Booth
Deputy Executive Director: Cresta Archuletta
Director of Meetings: Caroline Beam
Director of Administration: Maria Morales
Director of Communications: Teri Saylor
Finance Manager: Denita Braswell

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