



Service Providers & Order Forms

Booth Package

The exhibit booth back walls will be royal blue drape (8' high) with royal blue (3' high) side drape. The aisle carpet will be pepper (black and white speckle). 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 Expo Group Services Kit](#). **The Solution Center (exhibit hall) is not carpeted, and all exhibitors are required to carpet their booth(s).** 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 24, 2026** via [The Expo Group Service Kit](#).

Business Services

There are several nearby [business services](#) around the Baltimore Convention Center including [FedEx Office Print & Ship Center](#).

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 SHSMD Event Management at SHSMD@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.

[Levy](#) is the official in-house caterer at the facility and is the exclusive provider of food and/or beverage items at the Facility. If requested and approved by the sales team, Baltimore Convention Center 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 the Food and Beverage Department which can be found in the Exhibitor Services Manual or by emailing SHSMD@smithbucklin.com. If the Baltimore Convention Center is required to handle, store, refrigerate, transport, deliver, prepare, or service any of the demonstration food and beverage products 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 Expo Group 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 Expo Group section of the [Exhibitor Service Manual](#) by **Monday, August 24**.

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 SHSMD26 Connections website. The discounted group rates apply until the reservation deadline of **September 4, 2026**, or until all rooms in the group block have been reserved, whichever occurs first. After the cut-off date, the discounted group rates may not be available. We encourage you to confirm your reservations early.

SHSMD is the official housing/travel provider for the SHSMD Summit. 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 SHSMD/AHA to provide travel arrangements for the SHSMD26 Connections. SHSMD/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 SHSMD/AHA and take advantage of the group discounted rates.

Lead Retrieval

CVENT is the official Lead Capture vendor of the SHSMD26 Connections. 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 exhibit. The Baltimore Convention Center, SHSMD, 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. SHSMD 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. SHSMD insurance policies do not extend to cover liabilities of exhibitors. Exhibitors may arrange for additional security by contacting SHSMD Show Management, SHSMD@smithbucklin.com.

Shipping Information

The Expo Group will accept crated, boxed or skidded materials between **Wednesday, August 26** and **Wednesday, September 16** at the advance warehouse. Materials arriving after **Wednesday, September 16** 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 # _____
SHSMD Connections 2026
c/o The Expo Group & SGL & Coastal Air Handling
7525 Connelly Drive. Ste J
Hanover, MD 21076

Warehouse Hours:

Monday - Friday 9:00 am - 3:30 pm

The advance warehouse will be closed September 7, 2026 for the Labor Day holiday

The Expo Group will receive shipments sent directly to The Baltimore Convention Center beginning at 8:00 am, **Saturday, September 26**. 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 # _____
SHSMD Connections2026
c/o The Expo Group
Baltimore Convention Center – Hall B & C

One West Pratt Street
Baltimore, MD 21201

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 24** to take advantage of discounted rates.

Wireless Internet

There will be complimentary wireless internet in lobbies, public areas, and Solution Center for general web access.