



Thank you for your support at the upcoming 2024 PSHP Annual Assembly. Below is pertinent information that will help you prepare for this event!

- **Conference Location:** Marriott Pittsburgh City Center, 112 Washington Pl, Pittsburgh PA 15219
- **Conference Dates:** September 25-28, 2024
- **Conference Agenda:** [Click here to access the agenda](#)
- **Exhibitor Setup Time:** Wednesday, September 25th from 11:00am – 4:00pm.
- **Exhibitor Tear Down Time:** After 1:00pm on Friday, September 27th.

ACTION ITEM: Exhibit Staff Registration

All exhibit staff attending the conference will need to register in the general attendee registration site. [Click here to access the attendee registration site.](#)

- Your exhibit package includes **2** full conference passes. Register those passes by selecting this ticket type: **2024 Exhibitor Pass (included with exhibit package).**
- Additional passes may be purchased using that same registrant type for \$200/person. Register these passes by selecting the ticket type: **2024 Additional Exhibitor Pass.**

ACTION ITEM: Digital Program Ads

Your exhibit package includes a **Hald Page Ad**. Please refer to the ad sizing and file specifications:

Dimensions:

- **Width:** 300 pixels
- **Height:** 600 pixels

File Format: JPG, PNG, GIF

Resolution: 72 DPI (dots per inch)

Deadline to submit your ad is Friday, September 20, 2024. Send directly to meetings@pshp.org.

Reverse Trade Show (Offered in Exhibit Packages 2 and 3)

This two-hour event will include semi-private appointments with Directors of Pharmacy, Department Buyers, and other key decision makers of health system pharmacy institutions.

- A maximum of 2 exhibit staff representatives are allowed into the reverse trade show.
- Date: Thursday, September 26, 2024
- Time: 3:00pm - 5:00pm.

- **JOIN US!** The Annual PSHP reception, Awards Ceremony and Board Induction will be held following this reverse tradeshow. All exhibitors are welcome to attend. Please RSVP for this event in registration.

Exhibit Table Information

- Each exhibitor will receive 1-6ft skirted table, 2 chairs, electricity access (fees apply) and complimentary WIFI.
- Exhibit table numbers are being finalized and will be sent out in the coming weeks along with the pre-attendee list.
- **Exhibit Hall Location: 2nd Floor, Grand Ballroom**
- **Setup: Wednesday, September 25th from 11:00am – 4:00pm**
- **Tear Down: After 1:00pm on Friday, September 27th**

Shipping Instructions

Please label all shipped material to the Pittsburgh Marriott City Center as follows:

Exhibitor Name

PSHP Annual Assembly – September 25-28, 2024

Marriott Pittsburgh City Center

112 Washington Pl, Pittsburgh PA 15219

[Click here](#) for more information on shipping materials.

Electricity and Additional AV Requests

Power drop (ext. cord & power strip) is \$24.00++/per day. Access to purchasing power drops and additional equipment can be ordered directly with the hotel's AV team by [clicking here](#).

- **Please note:**
 - The conference area will have complimentary basic internet.
 - It is encouraged to confirm your orders by September 18th to confirm availability.

PSHP is delighted to inform you that we have extended two additional opportunities for you to “open network” with members at the Annual Assembly.

First is a “**HAPPY HOUR**” get-together scheduled for Wednesday evening for all of you who will make the conference early, the Wednesday evening before it starts from 7:00pm – 9:00pm. To make it convenient for both attendees and exhibitors this event is being held in the Exhibit Hall. There will be refreshments and some light appetizers to get your evening started.

The Second event is a “**SOCIAL EVENT**” program being held Friday evening from 6:30pm – 9:30pm, being held at the Pittsburgh Aquarium. Transportation to and from the aquarium will be provided to attendees. We are hopeful many of you will be able to stay over and enjoy this activity as well.

Exhibit Hall Game

- To boost traffic and promote meaningful connections throughout the exhibit hall, PSHP will be hosting an exhibit hall game. This year's game is “**Bridge Builder**,” referencing Pittsburgh as the City of Bridges!

- Each exhibitor will be assigned a bridge name along with a table sign. The sign will include a QR code for attendees to scan when visiting your booth. When the attendee scans the code, your bridge name will appear.
- Each attendee will receive a card upon check in at registration with the following instructions:
Visit each exhibitor to learn which Pittsburgh bridge they have. Keep track of the exhibitor's name with the bridge name. Once you have 3 of the same bridge, circle the name and fill in your information. Drop this paper off at the registration desk by 1:00 PM on Friday for a chance to win our giveaway!

Hotel Accommodations

Reservation Process at the Marriott Pittsburgh City Center:

PSHP is offering a group discounted rate at the Marriott. Please use the following link to reserve your guestroom.

[Click here to book your hotel accommodations](#)

- Guestroom Group Rate: \$169.00++/night for Single/Double
Booking Deadline: September 11, 2024. After this date, the group rate is not guaranteed and subject to availability.

We look forward to your participation!

Questions? Contact Sara Aldrich (meetings@pshp.org).

