



Association of
Immunization
Managers

Exhibitor Kit

AIM Leadership in Action Conference | Palm Springs, CA | December 9-11, 2025

Exhibit Hall Layout

The conference will be held at the Riviera Palm Springs in Palm Springs, California. The exhibit hall is located in the Crosby Ballroom East (see page 4).

Exhibit Booth Assignments

Your organization's booth assignment will be emailed to your organization's primary contact by Friday, October 31.

- Diamond and Platinum level AIM Alliance members will receive their booth assignments from [Julia Donavant](#).
- Gold and Silver level AIM Alliance members and nonprofit exhibitors will receive their booth assignments from [Rachel Van Gundy](#).

Included Materials

All exhibitors will have access to the following:

- Conference attendee lists before and after the conference.
- Complimentary conference registrations:
 - 8 for Diamond level
 - 5 for Platinum level
 - 3 for Gold level
 - 1 for Silver level and nonprofit partners
- One 8' x 30" table, two chairs, and house linens. Double exhibit booths are available to Platinum- and Diamond-level Alliance partners.
- Garbage cans and water stations.

AIM Alliance partners should refer to the [2025 AIM Alliance Benefits Brochure](#) for additional conference-related benefits that are included with their partnership level.

The Riviera Palm Springs hotel does not offer a FedEx or other on-site printing services, so please make other arrangements for printing needs.

AV & Electrical Packages

Use the following steps from Encore, the AV and electrical service provider, to browse and purchase packages.

- Visit [EventNow](#) and search **AIM2025**
- Select “Shop for Event” to shop from a list of available product and service packages, then check out

For assistance, contact Encore on-site directly:

- Phil Rocco: phil.rocco@encoreglobal.com | M +1-760-954-6519

Shipping & Receiving Guidelines

General Information

The Riviera Palm Springs only accepts pre-paid packages that are addressed as outlined below. **Shipments will not be accepted before Wednesday, December 3, 2025.**

Deliveries that arrive prior to this will be subject to a \$50 storage fee per box per day.

Ship to:

<Client Name and Client Organization Name>
C/O Riviera Resort & Spa Palm Springs
1600 North Indian Canyon Drive
Palm Springs, CA 92262

Include on all packages:

- Hotel Contact Name: Daryl Johnson
- Event Dates: 12/7-12/13/2025
- Box # of #
- Exhibitor Booth Number

After shipping materials to the hotel, email tracking details and number of boxes to both:

- Daryl Johnson: daryl.johnson@rivierapalmsprings.com
- Warren Isenhour: warren@isenhourinternational.com

Shipping Notes & Liability

- All packages must be clearly marked with a return address.
- There is not a traditional loading dock. Any large shipments/pallets would need to be delivered on a truck with a lift gate.
- Neither AIM nor the Riviera Palm Springs assumes any liability or responsibility for lost, stolen, or damaged goods. Responsibility for each exhibitor's goods lies solely with the exhibitor.

Package Pick-Up & On-Site Handling

- All deliveries are made to the main building, which is separate from the Crosby Ballroom East (see page 5).
- Exhibitor shipments will need to be picked up individually at the front desk or arranged to be delivered to the Crosby Ballroom East by hotel staff for an additional fee. To pick up packages, bring your ID and tracking number.

- If exhibitors choose to have hotel staff deliver the packages to the Crosby Ballroom East, they will be charged the related handling/delivery costs either charged to their guestroom or via credit card. Packages will not be delivered to the Crosby Ballroom East unattended. Please notify AIM staff if you would like them to accept packages on your behalf.
- Pallet jacks are available for operation by a hotel staff member only.
- Storage for shipping materials will be available during the conference.

Return Shipping

- Exhibitors must bring their own packing materials and pre-printed return labels. The hotel does not provide packaging or labeling services.
- Exhibitors must call their preferred carrier to schedule a pickup as they will not pick up materials without a scheduled pickup from the person shipping the materials. The hotel cannot make this request on your behalf.
- A completed shipping label must be provided for each item being taken into custody by the hotel.
- Arrangements must be made to ship packages within 48 hours after the event ends.
- Unscheduled packages will remain in the hotel's Security Office until collected.
- Package handling fees apply to outbound shipments as well.

Fees

On-site handling (ingress & egress) fees for moving deliveries between receiving and the exhibit/meeting area are outlined below. These costs do not include any fees incurred by the courier.

- Boxes 50 lbs. or less: \$ 10 each
- Boxes 50 lbs. or more: \$ 25 each
- Pallets under 500 lbs: \$ 100 each
- Pallets over 500+ lbs: \$ 150 each

Contact AIM

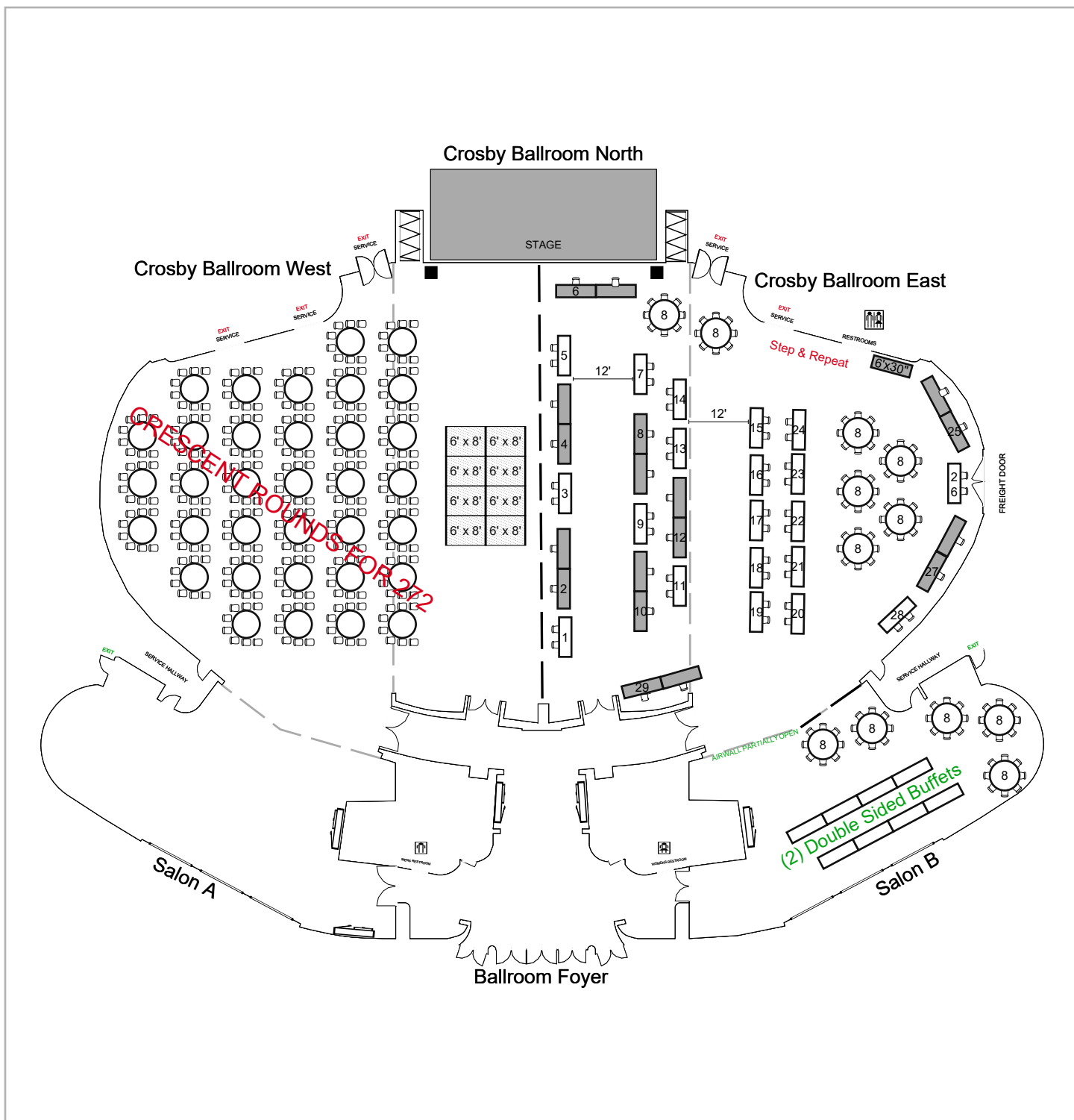
Pre-Conference

If you have questions about the exhibit hall, booth assignments, or other general questions prior to the conference, please contact AIM.

- Julia Donavant, Research & Development Senior Coordinator:
jdonavant@immunizationmanagers.org
- Rachel Van Gundy, Research & Development Coordinator:
rvangundy@immunizationmanagers.org

On-Site

Julia Donavant and Rachel Van Gundy will NOT be on-site for this year's conference, however, if you have any questions during set-up or throughout the event, AIM staff will be available to assist you. On-site contact information will be provided closer to the event.



Riviera Resort & Spa Palm Springs

426 seats 93 tables
0 booths

Owner: Daryl Johnson
Booking Name: AIM Leadership in Action Conference
Event Name: NEW DIAGRAM
Room Plan Name: AIM 10-30 UPDATE w-Tables
Date: 12/7/2025
Modified: 9:29 AM 10/30/2025



- A** Desert Coffee and Mercantile
- B** Starlight Lounge
- C** Tropics Lounge (private event space)

- D** Palmettos
- E** Circa 59

1600 N. INDIAN CANYON DR.

PALM SPRINGS CA 92262

760.327.8311