



Association of
Immunization
Managers

Exhibitor Kit

AIM Leadership in Action Conference | Tampa, FL | December 1-3, 2026

Exhibit Hall Layout

The conference will be held at the Hilton Tampa Downtown in Tampa, FL. The exhibit hall is located in the Bayshore Ballroom. See the included [exhibit hall layout](#) for more information.

Exhibit Booth Assignments

Your organization's booth assignment will be emailed to your organization's primary contact by Friday, October 30.

- 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:

- **Attendee lists before and after the conference.** Includes name, email, company, title, and registration type. Please do not mass email attendees.
- **Complimentary full-access conference registration(s)** for each AIM Alliance level:
 - o 8 for Diamond level
 - o 5 for Platinum level
 - o 3 for Gold level
 - o 1 for Silver level and nonprofit partners
- Registered exhibitors have access to the full conference and are encouraged to attend conference sessions during non-exhibit periods. Additional registrations can be purchased from the [AIM conference registration webpage](#).
- **One 8' x 30" table, two chairs, and house linens.** All display materials must fit within the allotted exhibit space of the table and immediate vicinity. If you have a question about whether your exhibit materials are appropriate, please ask. There is no pipe and drape; these are tabletop exhibit spaces. Examples of appropriate exhibit materials include:
 - o Tabletop display
 - o Fast-fold display not exceeding 8'
 - o Pull-up banners
- Double exhibit booths are available to Platinum- and Diamond-level Alliance partners.
- Garbage cans and water stations.

AIM Alliance partners should refer to the [2026 AIM Alliance Benefits Brochure](#) for additional conference-related benefits that are included with their partnership level.

AV & Electrical Packages

General Information

Encore is the audiovisual and electrical service provider for the Hilton Tampa Downtown. Exhibitors are responsible for arranging and paying directly for any electrical, audio/visual, internet, or other technology services they require for their exhibit. Encore offers a self-service ordering option through EventNow.

To order services:

1. Visit AIM's [EventNow link](#).
2. Select the services you need and complete checkout.
3. Follow the instructions provided to complete payment.

Available services may include power, internet connectivity, monitors, laptops, audio equipment, presentation equipment, cables and adapters, lighting, and other exhibit technology.

Once an order is completed, a confirmation email will be sent with the order details. Encore will deliver, install, and test rental equipment and pick it up after the event.

Custom Requests

If your requirements are not covered by the options available through EventNow, contact Encore directly to discuss a customized solution. Review the included [Exhibitor Marketing Kit](#) for more information.

Nicolas Arevalo
Director of Event Technology
nicolas.arevalo@encoreglobal.com
(813) 546-7198

Ordering Deadline

Encore recommends providing accurate technical information 21 days before the event (by November 10). EventNow is available until two days before event load-in (November 28). Exhibitors placing orders within two days of load-in should contact the on-site Encore team directly.

Pricing

Encore pricing varies by service and specific requirements. Please see the included [Encore Event Technology Services Pricing Guide](#) for available services and 2026 pricing. Prices are subject to change and may be subject to service fees, labor charges, and applicable taxes.

Shipping & Receiving Guidelines

General Information

The Hilton Tampa Downtown will accept exhibitor packages beginning November 28, three days prior to the conference. Please clearly label all packages with the following information:

[Organization Name]
AIM Leadership in Action Conference
Hold for Arrival: [Arrival Date]
[Exhibitor Contact Name]
C/O Hilton Tampa Downtown
211 N. Tampa St.
Tampa, FL 33602

After shipping materials to the hotel, email your tracking details and number of boxes to Warren Isenhour (warren@isenhourinternational.com). Please advise Warren of any special arrangements or requirements concerning your materials. The hotel is not responsible for perishable items.

Package Handling Fees

- Boxes under 30 lbs.: **\$5 per box**
- Boxes 30–75 lbs.: **\$8 per box**
- Boxes over 75–150 lbs.: **\$10 per box**
- Pallet/skid: **\$100 each**
- Small display: **\$25**
- Large display: **\$50**
- Letters: **No charge**

If your shipment exceeds five boxes, a drayage company may be required. A labor charge may also apply if hotel assistance is required to unload vehicles or move items to storage areas.

Neither AIM nor the Hilton Tampa Downtown assumes any liability or responsibility for lost, stolen, or damaged goods. Responsibility for each exhibitor's goods lies solely with the exhibitor.

Vendor Load In & Set Up

Exhibitors requiring access for load-in must follow Hilton Tampa Downtown's [Vendor Access Procedures](#) included with this Exhibitor Kit. For exhibitors bringing larger displays or equipment, please review the venue access dimensions.

Return Shipping

Exhibitors are responsible for arranging return shipment of their materials.

- Bring your own packing materials and pre-printed return shipping labels.
- Schedule pickup directly with your preferred carrier.
- Provide a completed shipping label for each item being left with the hotel.
- Confirm applicable outbound package handling fees with the hotel.

Package handling fees apply to both incoming and outgoing packages.

Contact AIM

Pre-Conference

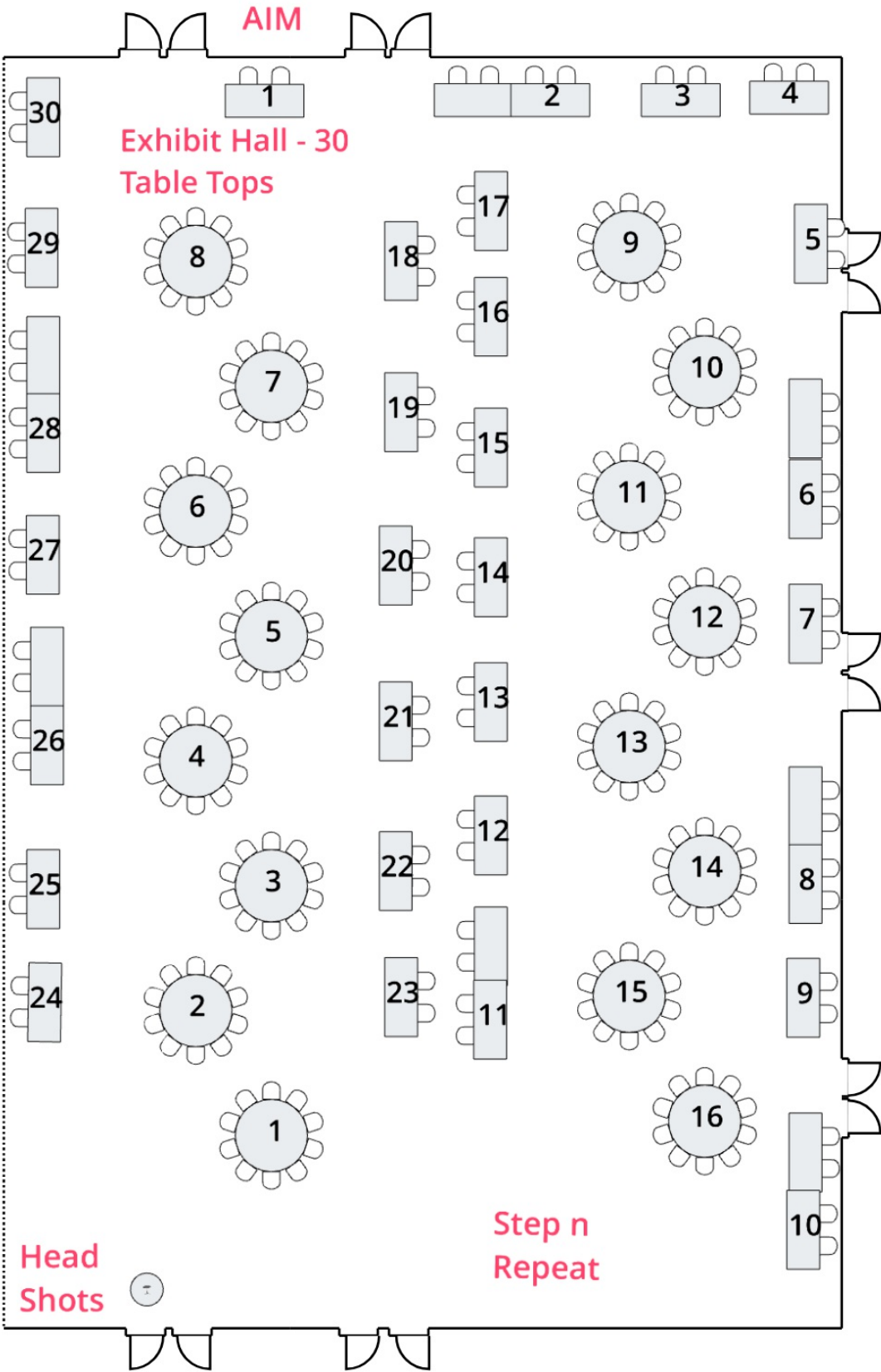
If you have questions about the exhibit hall, booth assignments, or other general questions prior to the conference, please contact AIM.

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

On Site Support

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.

Revised 10/6/26



5 Feet



Hilton Tampa Downtown

Exhibitor Marketing Kit

Easy Ordering

As the exclusive Technology Provider of Hilton Tampa Downtown, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#)

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

- EventNow is only available more than two days prior to event load in. If ordering within two days, contact your onsite team



Offers a wide range of solutions for any exhibitor including:

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Station
- LED Lighting
- LED Banner
- Flipchart Packages
- Power and Internet Connectivity Packages

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment.



After the show, Encore picks up your rental equipment.



Need assistance or products/solutions not offered in EventNow?

Call your on-site contact directly:

Nicolas Arevalo

Director of Event Technology

nicolas.arevalo@encoreglobal.com

M 1 813-546-7198

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

What else can we do?

Experiential Exhibits



Led Walls

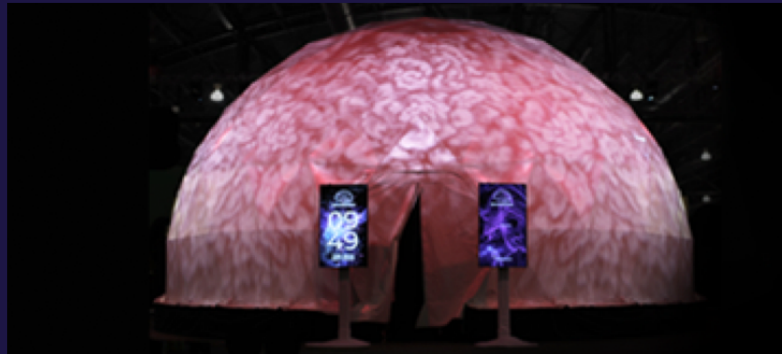


Lighting Solutions

Projection

Video Solutions

And More!



Special Notes

- If your requirements are not covered by the options listed on the EventNow page, please contact us. We would be happy to work with you to develop a customized solution tailored to your specific needs.

At Encore, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

Encore Event Infrastructure Services follows industry standards such as OSHA, ANSI and ESTA. Accurate technical information for all event infrastructure items must be provided 21-days in advance to allow Encore the best possible opportunity to ensure your event's success.

Popular Packages

> Flip Chart Package	\$96
> Meeting Room Projector Pkg	\$700
> PC Audio Package with Small Speaker System	\$675
> Post-It Flip Chart Package	\$115
> Power Strip and Extension Package	\$57
> Projector Support Package	\$170

Audio

> Analog Mixer 12 - 23 Ch	\$280
> Digital Mixer 12 - 23 Ch	\$460
> Self-Powered Speaker 12"-15"	\$205
> Wireless Microphone	\$260

Scenic

> Drape Per Foot starting at	\$22
> sTILER Panel 2'x2' 20 Count Scenic Tile Kit	\$775

Shared Bandwidth

> Simple Wi-Fi Internet - Up to 3Mbps per User	\$19
> Simple Wi-Fi - Up to 3Mbps (<25/User)	\$19
> Simple Wi-Fi - Up to 3Mbps (26-50/User)	\$16
> Simple Wi-Fi - Up to 3Mbps (51-100/User)	\$12
> Simple Wired Internet Connection - Up to 3Mbps	\$210
> Superior Wi-Fi Internet - Up to 5Mbps per User	\$29
> Superior Wi-Fi - Up to 5Mbps (<25/User)	\$29
> Superior Wi-Fi - Up to 5Mbps (26-50/User)	\$24
> Superior Wi-Fi - Up to 5Mbps (51-100/User)	\$17
> Superior Wired Internet Connection - Up to 5Mbps	\$245

Power Drop Single Phase

> Venue Power Drop Single Phase 20 Amp	\$155
--	-------

Power Distribution Equipment

Small Meeting

> Conference Speaker Phone	\$235
> Laptop Computer	\$315

Video

> Logitech MeetUp w/ Laptop	\$777
> Logitech Rally Plus w/ Laptop	\$1,245
> Meeting Owl w/ Laptop	\$745
> Monitor - 50"-59"	\$750
> Monitor - 70"-79"	\$1,420

Lighting

> Accent Light and Fixture	\$60
> LED Accent Light Package	\$965
> LED Wash Light	\$95

Dedicated Bandwidth

> Basic (web/email) - 100 attendees - 10Mbps	\$2,625
> Basic (web/email) - 200 attendees - 20Mbps	\$4,545
> Basic (web/email) - 300 attendees - 30Mbps	\$5,770
> Advanced (mobile apps/training) - 200 attendees - 40Mbps	\$6,995
> Advanced (mobile apps/training) - 300 attendees - 60Mbps	\$9,860

Power Drop Three Phase

> Venue Power Drop Three Phase 60 Amp	\$535
> Venue Power Drop Three Phase 100 Amp	\$925
> Venue Power Drop Three Phase 200 Amp	\$1,840

Labor Rates

> Labor starting at	\$135/hr
> Dedicated In-Room Operator (General)	\$160/hr
> Dedicated In-Room Operator (General)	\$160/hr

> Distro's Large Frame 100A-400A \$450

Pricing is in effect as of January 1, 2026 and is subject to change without notice. Price List is based on Daily Rental Rate. All Encore solutions may be subject to our property's standard service fee and all rates are subject to applicable sales tax. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation, and services charges that may apply. ©2026 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.

Hilton Tampa Downtown

211 N. Tampa Street, Tampa, FL 33602

Printed on 12/12/2025



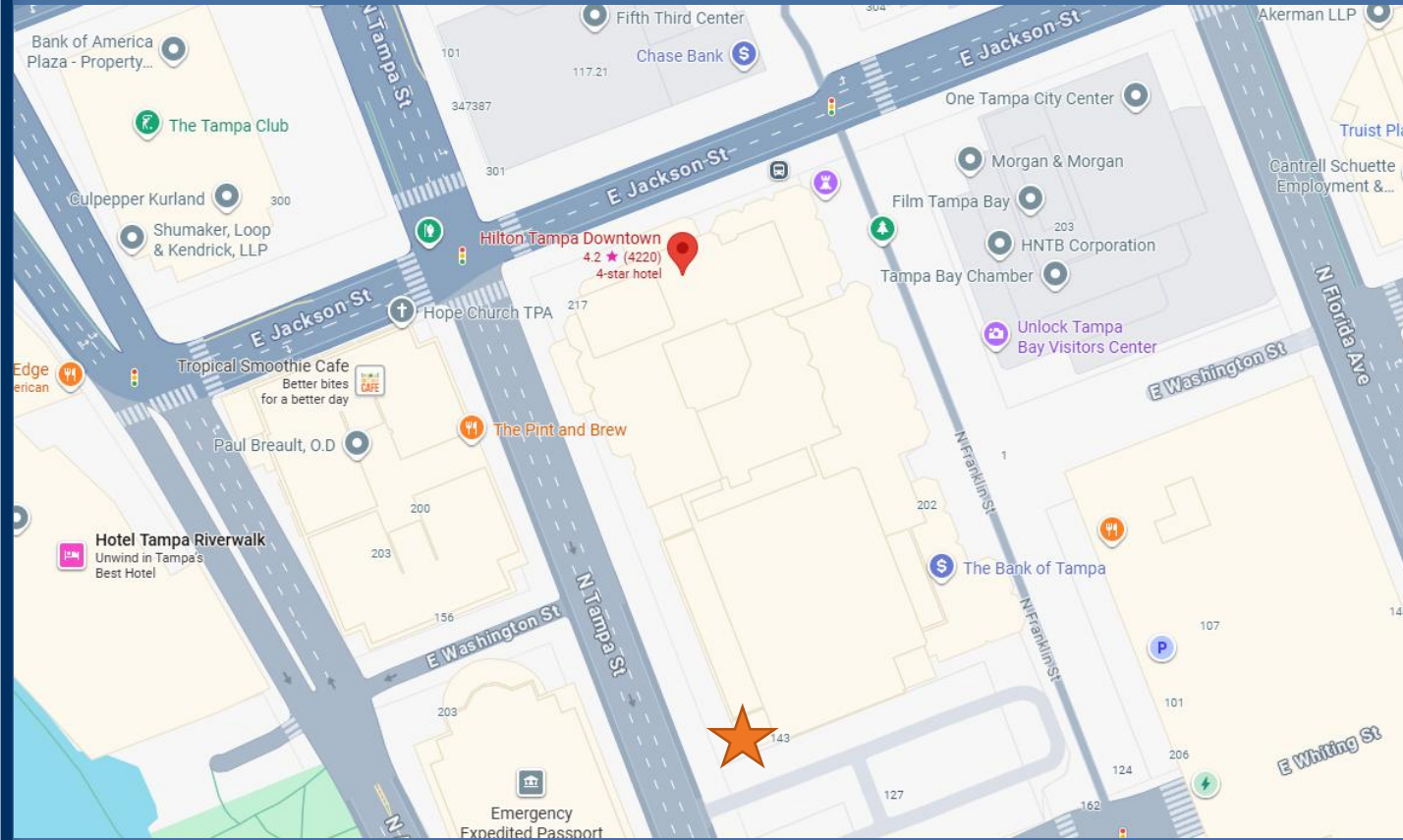


Vendor Load-in Information



Freight Elevator Location

- All vendors must unload using the Freight Elevator, located on N Tampa St., after the Main Entrance to the Hotel, on the left. Indicated on the map as the orange star.
- The Loading Dock is not accessible to vendors.
- Freight Elevator Size:
 - Height 11'
 - Long 19'5"
 - Wide 9'8"
 - 10,000lbs max capacity
 - Hydraulic
 - 9' 7 ¾" wide x 10' 7 ¾" high (door)
- A lift gate is required for trucks, Freight Elevator door is flush with the street.
- Length of Driveway is 30' (28 ft truck with lift gate max)
- The Freight Elevator will exit onto the 2nd Floor of the Main Meeting Space, behind Bayshore VII

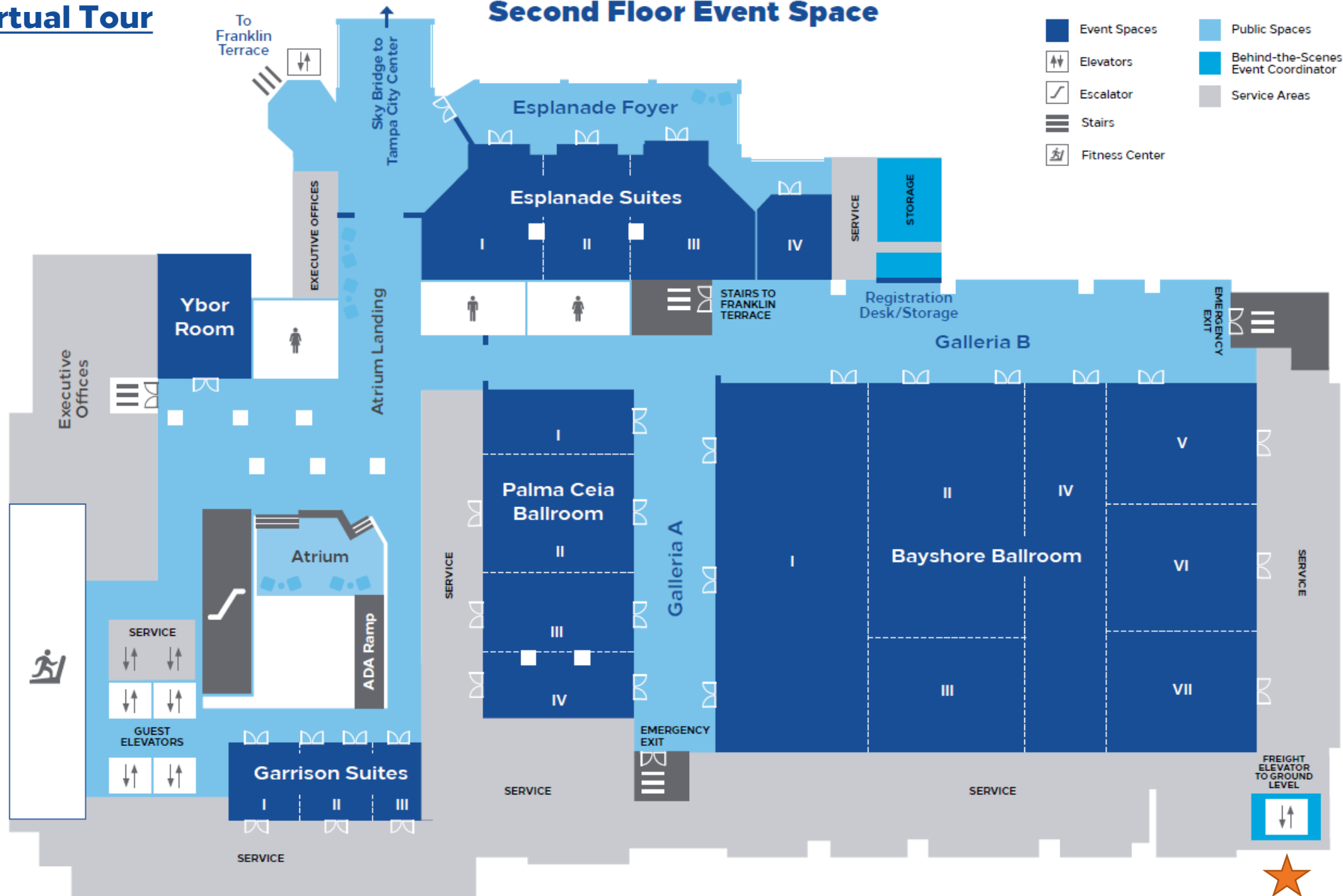


Freight Elevator



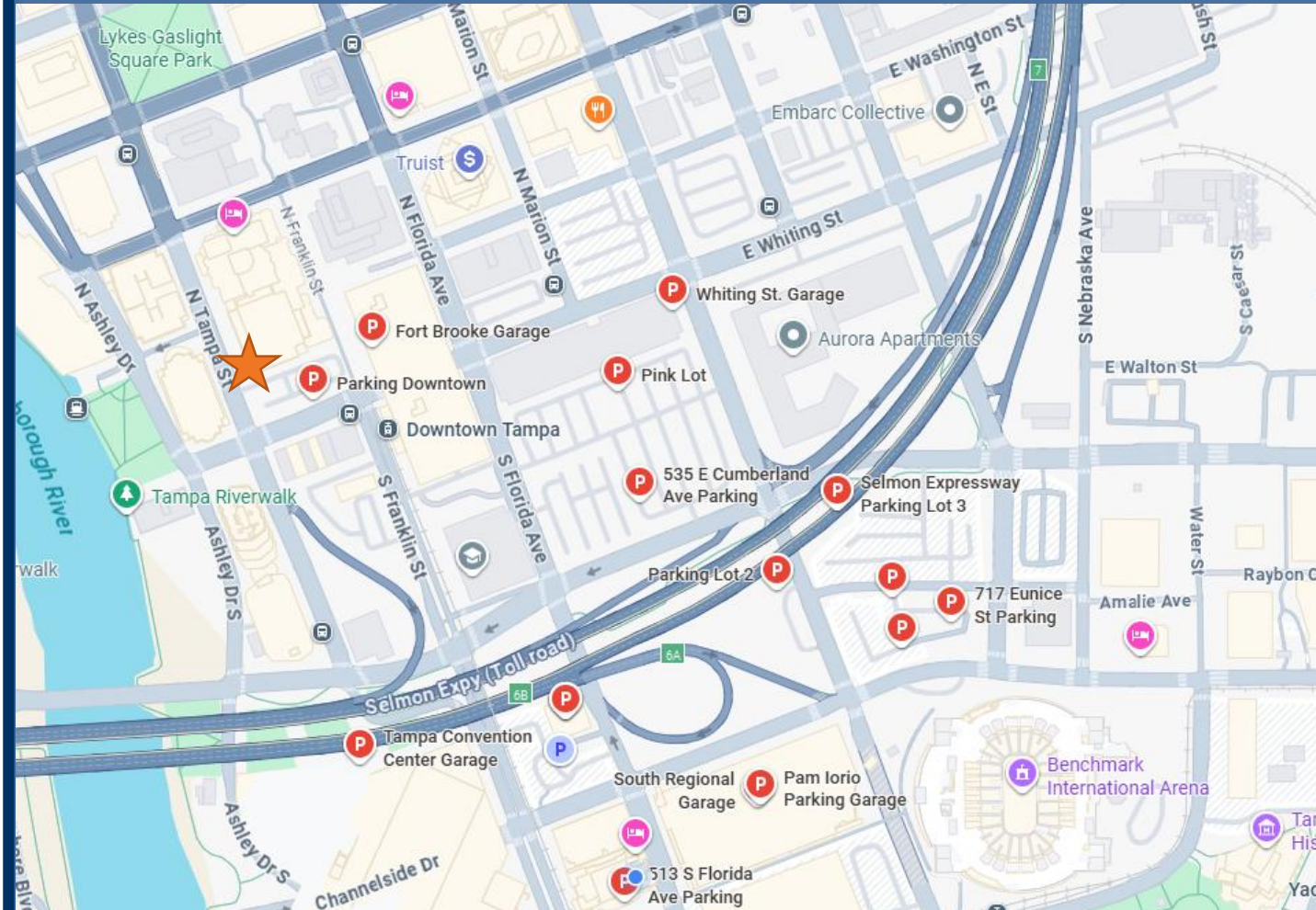
Virtual Tour

Second Floor Event Space



Vendor Load-in Guidelines

- Vendors must provide the Event Manager with a schedule of the load-in seven (7) days prior to the event for approval.
- A signed “Hold Harmless” agreement is required to be sent to your Event Manager prior to load-in, and/or a “Certificate of Insurance” COI on file listing the Hotel as an additional insured.
- Hotel cannot guarantee the freight elevator will be available without a wait.
- Vendor is responsible for all trash and cleanliness.
- Vehicles must be moved immediately after unloading and cannot park on the street.
- Oversized vehicles are recommended to find their own parking in open lots around the city. Vendors are not permitted to park in the Hilton garage.
- Vendors must sign-in and sign-out with Hilton Security.
- Refer to the map for Open Lots and Public Parking Garages, refer to websites for more information:
 - [Parking Garages And Lots | City of Tampa](#)
 - [Home - 717 Parking](#)



Additional Information

- Access Points
 - Bayshore 7 “Barn Door” Entrance: 9’ W x 7’7” H
 - Distance from Freight Elevator to Barn Door: 14’
 - Entrance to Banquet Service Hallway is 6’ wide at the most narrow point
 - Palma Ceia Entrance: 6’5” W x 6’10” H
 - Palma Ceia Hallway at most narrow point is 5’2” wide
- Ceiling Heights:
 - Bayshore Ballroom: 16’7” bottom of soffit height
 - Bayshore Ballroom: 15’4” bottom of lighting height
 - Palma Ceia: 9’11” bottom of soffit height
 - Palma Ceia: 8’9” bottom of lighting height
- Trucks without a lift gate can be received at the Loading Dock with prior approval and scheduled accordingly with the Event Manager.
 - Kitchen Elevator is 10’ L x 8’ H x 6’ W
 - Max Weight is 5,000 lbs
 - Peak delivery times is early AM
 - Length of driveway accommodates a full semi-tractor trailer

