

Hi

We're super excited to see you soon at the **Alabama EMS Conference!** Please review the important setup details, schedules, and event information below.

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## **Set-Up Information**

- **Booth Setup:** Monday, 12:00–5:00 p.m. / Tuesday, 8:00–10:00 a.m.
  - **Truck Setup:** Sunday, starting at 10:00 a.m.
    - Trucks may be staged on the side of the building or in the front parking lot on **Sunday**.
    - *Please note:* If trucks arrive late, there is a risk of losing your designated spot, as the show layout is built around truck placement. Please reach out if scheduling does not allow for this.
    - The City of Orange Beach has requested this earlier setup time—thank you for understanding!
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## **Vendor Hall Hours**

- **Tuesday:** 10:00–11:00 a.m. (Dedicated Vendor Hall Time) & 2:00–4:00 p.m.
  - **Wednesday:** 11:00 a.m.–3:00 p.m.
  - **Thursday:** 9:00 a.m.–1:00 p.m. (Breakdown begins at 1:00 p.m.)
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## **Social Events**

### **Monday**

- *Meet & Greet* – Sponsored by EEP  
👤 Mile Marker | 🕒 6:30 p.m. | Free and open to all

### **Tuesday**

- *Prayer Breakfast* – 8:00 a.m. at Mile Marker (\$10 sign-up)
- *5K Run/Walk* – \$25 sign-up
- *Glass Bottom Boat Excursion* – (\$35)

### **Wednesday**

- *Milky Way Mixer* (Supper & Band) – Villaggio / Ginny Lane (\$25)  
Sponsored by Stryker

## Thursday

- *Glass Bottom Boat Excursion* – (\$35)
  - *Awards Dinner* – 6:30 p.m. at Perdido Beach Resort  
Sponsored by Ambulance Billing Service & Zoll
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## Lunch Sponsors

- **Tuesday:** Alabama EMS Association
  - **Wednesday:** Mobile County EMS
  - **Thursday:** *Available for sponsorship!* Contact us if interested.
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## Door Prizes

You're welcome to contribute door prizes!  
Drop them off in the lobby for drawings or award them directly at your booth.

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## Booth Themes

This year's theme is “**Space and 50 Years!**”  
The Vendor Hall will be space-themed, and booths will be judged for *Best Booth Design*.

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## Scavenger Hunt

Each participating booth will have a **rocket** to show participation.  
Attendees will ask for your password, which they'll enter in the event app to play. Email us for changes.

**Your Scavenger Hunt Password:** helicopter

## Participant Verification

Please **verify your participant and booth staff names** prior to the event to ensure smooth check-in.

Currently Registered:

- Name changes made **before the event** can be submitted via email.
- **At-the-door name changes** will require a **\$150 admission fee** per change.

We appreciate your cooperation in helping us streamline the registration process.

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### **Event App & Lead Retrieval**

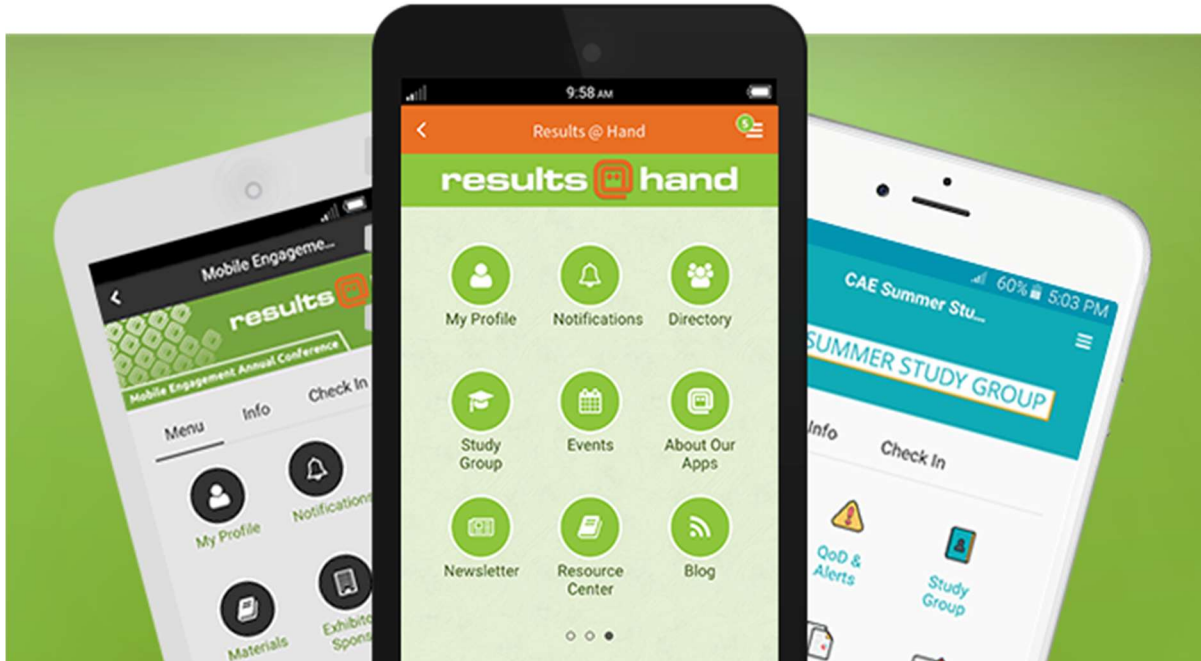
- If you purchased **lead retrieval**, you'll receive a separate email with access instructions.
  - Lead retrieval can still be added upon request. Participant of Lead Retrieval: No
  - Please ensure your **event app listing** is updated — instructions are attached below.
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Please don't hesitate to reach out if you need anything. We can't wait to see you soon and appreciate your support in making this conference a success!

Warm regards,  
**Alabama EMS Conference Team**

## **Portal Instructions for Alabama EMS Conference 2025 Sponsors and Exhibitors**

Sign in to the **ConferenceBeat Event App** for the **Alabama EMS Conference 2025** now to manage your organization's profile, add promotional materials, and more!



## Step 1: Access the Portal from the Web!

You can access the app from your web browser with the following

URL: <https://app.resultsathand.com/alems25>. The portal is best viewed from a computer or tablet.

*Web app works on most browsers (current version), including: Google Chrome, Firefox, Apple Safari, Microsoft Edge*

## Step 2: Login

Once you've opened your event, **Sign In** with the email address you used for registration. After entering your email address, create a passcode to secure your profile.

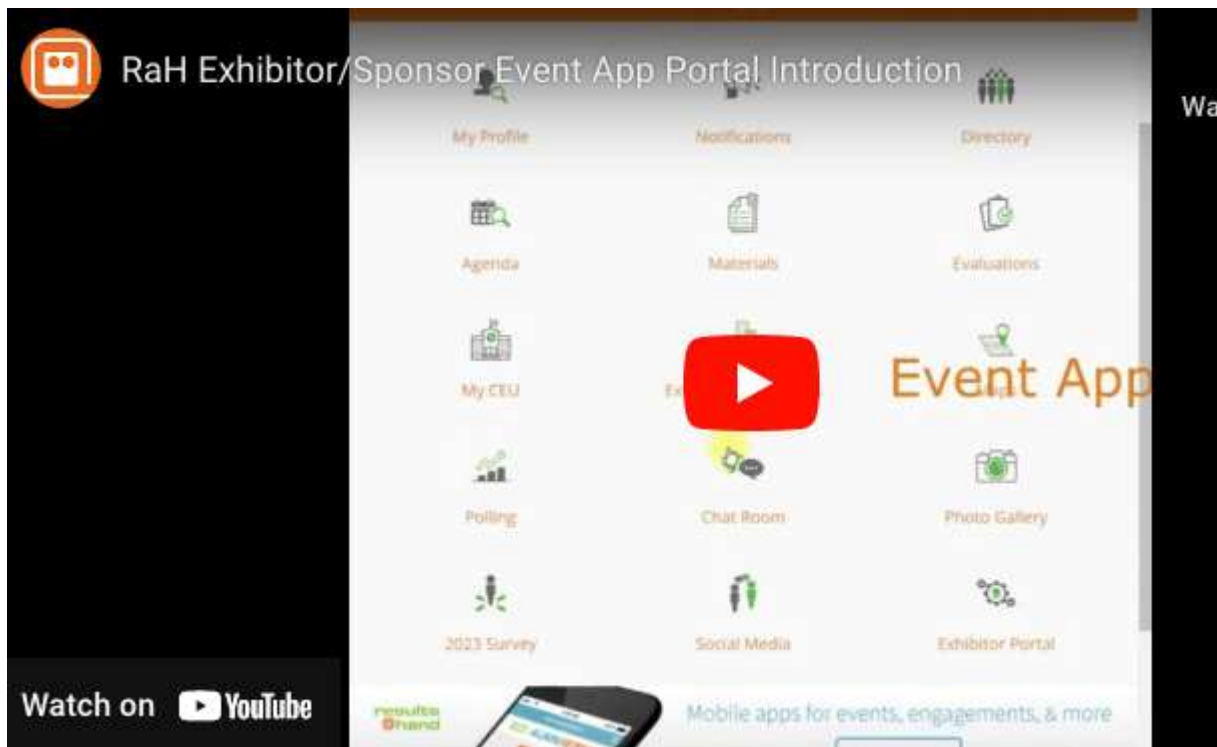
## Step 3: Access the Exhibitor and Sponsor Portal

Select the Portal icon from the homescreen:



In the portal, you can edit company profile details, download a list of event attendees, name company representatives, upload promotional materials, and add questions to games.

### Portal Introduction



For a more detailed video overview of the Exhibitor / Sponsor Portal, please view our [Exhibitor Event App Portal Tutorial](#).

Read our [PDF instructions](#) for detailed instructions on the Exhibitor and Sponsor Portal and available permissions.

# Need App Support or Have Questions?

- Check the side navigation menu for **app FAQs**
- Fill out the **support form** under Support on the side navigation menu