

Annual  
Conference  
& Expo  
New Orleans  
June 12-15



**EXHIBITOR PROSPECTUS**  
EXPO JUNE 12-14



# BE SEEN AT THE WORLD'S LARGEST ANNUAL GATHERING OF HR PROFESSIONALS & BUSINESS EXECUTIVES

## THE SHRM ANNUAL CONFERENCE & EXPO 2022 SNAPSHOT

**15,000**

In-Person and  
Virtual Attendees

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Presidents

CHROs

CIO/CDIO

Senior Vice Presidents

Vice Presidents

Directors

**and more**

**500+**

Exhibiting  
Companies  
In-Person

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**The latest**

HR products and  
services



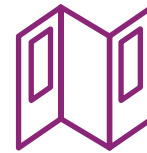
POSITION YOUR  
ORGANIZATION  
FACE-TO-FACE  
WITH HR DECISION-  
MAKERS & BUSINESS  
EXECUTIVES.

**LAUNCH**  
new products and services

**COLLECT**  
high-quality sales leads

**BUILD**  
brand awareness

**CULTIVATE**  
customer relationships



This year's Expo will showcase companies displaying and selling **THOUSANDS OF THE NEWEST PRODUCTS AND SERVICES**. This is where all facets of the human resource profession will be on display:

**CHILD CARE/ELDER CARE**

**DIVERSITY, EQUITY & INCLUSION**

**DRUG/ALCOHOL TESTING**

**EMPLOYEE COMPENSATION & BENEFITS**

**EMPLOYEE ENGAGEMENT & RECOGNITION**

**EXECUTIVE SEARCH & RECRUITMENT**

**GLOBAL COMMUNITY**

**HEALTH, FINANCIAL AND MENTAL  
WELL-BEING**

**HUMAN RESOURCE TECHNOLOGIES**

**MANAGEMENT CONSULTING**

**RELOCATION**

**SAFETY**

**SEMINARS, COURSES & EDUCATIONAL  
PROGRAMS**

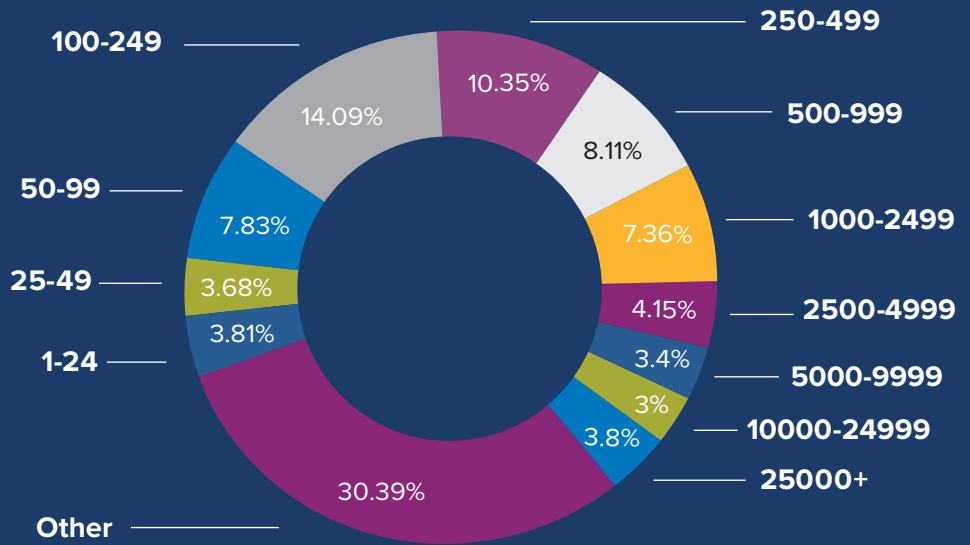
**TEMPORARY/CONTRACT PERSONNEL**

**TRAINING & DEVELOPMENT**

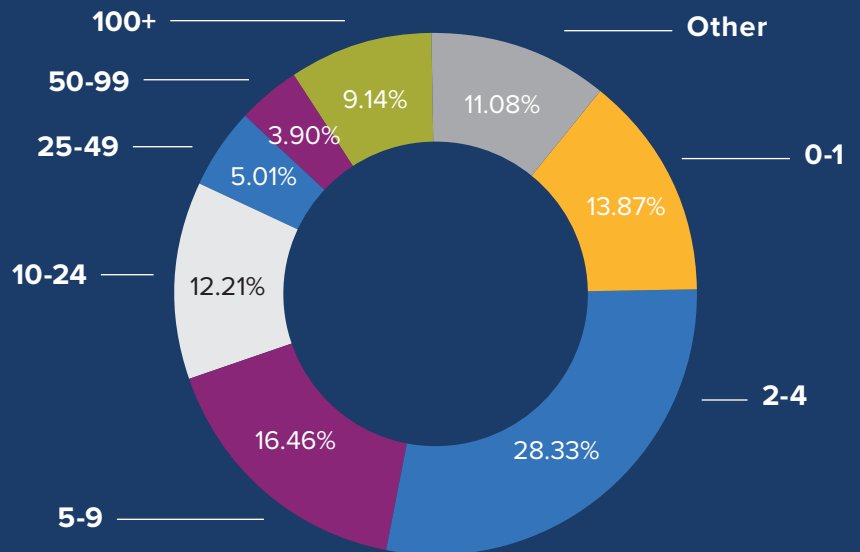
# WHO ATTENDS

based on 2020 data

## Company Size



## Department Size



155,000  
Followers



265,000  
Fans



447,800  
Followers



199,749  
Members



16.9K  
Followers



70 Reporters &  
Bloggers



24,000  
Exhibitor Guides



13,400  
Unique Users



1,63,706  
App Views





**1,076**

international delegates from

**80+**

countries



**84%**

are decision-makers or have influence over their organization's purchasing decisions



**43%**

are a director or above



**50%**

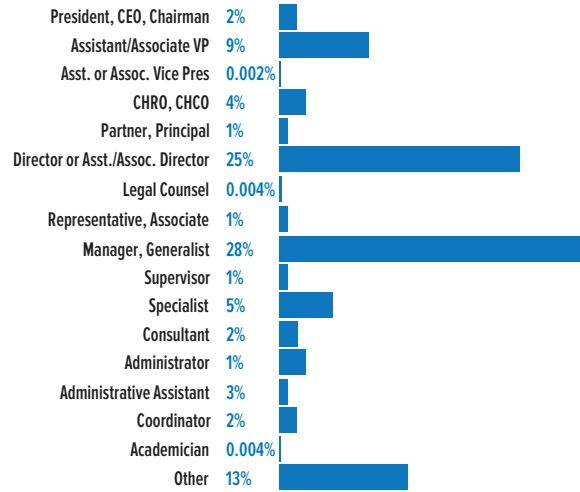
attended the 2018 Expo to gather HR solutions and search for vendors



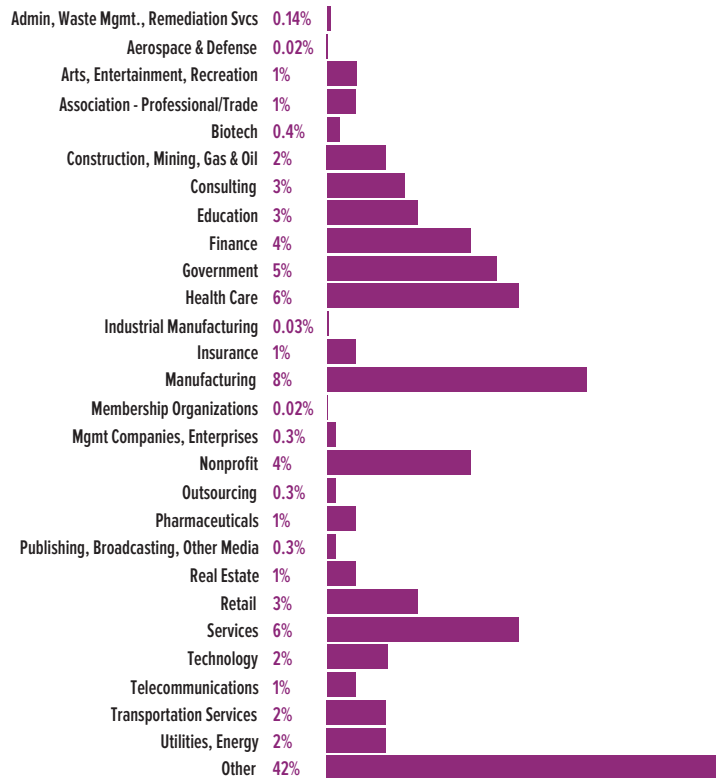
**30%**

are multinational

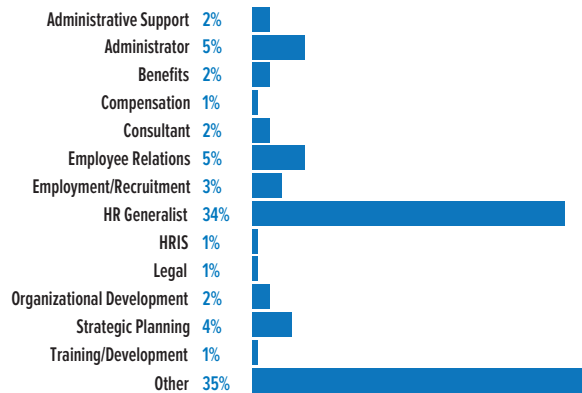
## TITLE



## INDUSTRY



## FUNCTION



# SCHEDULE

Subject to change

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**Friday, June 10** 12:30 p.m.–6:00 p.m. Exhibitor Registration & Move-In

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**Saturday, June 11** 8:00 a.m.–6:00 p.m. Exhibitor Registration & Move-In

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**Sunday, June 12**

8:00 a.m.–7:00 p.m. Exhibitor Registration

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8:00 a.m.–Noon Exhibitor Move-In  
All exhibits **MUST** be set by noon on Sunday

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3:45 p.m.–6:45 p.m. **Expo Open**  
**Grand Opening Reception in the Expo**

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**Monday, June 13**

9:00 a.m.–4:00 p.m. Exhibitor Registration

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10:00 a.m.–4:00 p.m. **Expo Open**

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10:00 a.m.–10:30 a.m. Coffee Break in the Expo

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11:45 a.m.–1:30 p.m. Lunch in the Expo Hall

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2:45 p.m.–3:30 p.m. Refreshment Break in the Expo

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**Tuesday, June 14**

9:00 a.m.–2:00 p.m. Exhibitor Registration

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10:00 a.m.–2:00 p.m. **Expo Open**

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10:00 a.m.–10:30 a.m. Coffee Break in the Expo

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11:45 a.m.–1:30 p.m. Lunch in the Expo Hall

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1:45 p.m.–2:00 p.m. Grand Prize Drawing in the Expo

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2:00 p.m. **Expo Closes**

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*Exhibitors may begin dismantling at 2:00 p.m. on Tuesday, June 14 and must be completed by 6:00 p.m. on Wednesday, June 15.*

# SPACE

Capitalize on the Bustling Show Floor.

## WHAT COMES WITH YOUR BOOTH RENTAL?

- 8'-high draped backwall, 3'-high draped sidewalls
- One complimentary full-conference exhibitor registration (per 10'x10')
- Four booth-personnel registrations—access to the SHRM Expo only
- Complimentary exhibitor training webcast
- Exclusive, nonconflicting Expo hours to meet attendees
- Networking opportunities that include lunches, receptions and refreshment breaks
- Complimentary Expo passes to offer clients and prospects
- Complimentary company name listing in attendee marketing brochures (subject to print deadlines) and conference app
- Company listing and 50-word company description in SHRM Exhibitor & Sponsor Resource Guide (subject to print deadlines)
- 24-hour Expo perimeter security

Exhibit space rental does NOT include any furnishings or utilities and must be ordered a la carte. Pricing and order forms will be included in the Exhibitor Services Kit, which will be available online in early March 2022.

# EXHIBITOR OPPORTUNITIES

In Person

## EXHIBIT SPACE COSTS

10' x 10'

In-line booth \$5,600

10' x 10'

Corner booth \$6,100

10' x 20'

Two in-line \$11,200

10' x 20'

One corner,

One in-line \$11,700

Island Booths:

20' x 20' \$24,800

20' x 30' \$36,200

20' x 40' \$47,600

30' x 30' \$53,300

30' x 40' \$70,400

30' x 50' \$87,500

40' x 40' \$93,200

50' x 50' \$144,500

## Floor Plan

Visit the current floor plan online

[https://shrm22.mapyourshow.com/8\\_0/exhview/index.cfm](https://shrm22.mapyourshow.com/8_0/exhview/index.cfm)

# BEYOND THE BOOTH

## Build Your Brand Beyond Your Booth!

With a variety of opportunities to highlight, educate and entertain, SHRM22 provides a variety of ways to drive attendees to your booth.

### ENHANCED DIGITAL LISTING

With an upgraded listing, attendees can see your company description, download your marketing brochure, read the latest information about your company and access your social media links, all while viewing the online floor plan or conference app. In 2019 the conference mobile app was downloaded more than 17,000 times and opened more than 1 million times! Conference attendees indicated that the app was the resource they used the most to learn about specific exhibitors, so make sure that your complete company information is included by upgrading your listing. **Cost: \$500**

Please note that the Enhanced Exhibitor Listing will be included for free on all sponsorship opportunities.

### What's Included?

#### Online Floor Plan

- 50-word company description
- Company logo
- Product categories
- Press release (1)
- Social media links

#### Conference Mobile App

- 50-word company description
- Enhanced designation in exhibitor list
- Company logo
- Social media links

### CONFERENCE MAIL LISTS

Reach the coming year's registrants with a conference "mailing list", available only to official SHRM22 exhibitors. You can target attendees using your specific demographics to direct qualified leads to your booth! The lists are intended for one-time use in conjunction with the SHRM Annual Conference & Expo 2022. More information on renting the lists will be available in the Exhibitor Services Kit.

# APPLY NOW TO SECURE BOOTH SPACE

## BOOK YOUR IN-PERSON BOOTH

1. Visit [https://shrm22.mapyourshow.com/8\\_0/exhview/index.cfm](https://shrm22.mapyourshow.com/8_0/exhview/index.cfm)
2. Determine your desired booth size and location
3. Review the Rules & Regulations for Exhibitors
4. Complete our NEW Online Exhibit Space Application
5. Submit your 50% deposit with your contract

## YOUR EXHIBIT SALES TEAM

Emile K. Davis, CEM  
Director, Exhibits & Sponsorships  
+1.703.535.6102  
[emile.davis@shrm.org](mailto:emile.davis@shrm.org)

Jackie Gronske, CEM  
National Accounts Manager  
+1.703.842.5132  
[jackie.gronske@shrm.org](mailto:jackie.gronske@shrm.org)

Dennis Rugbart  
Sr. Exhibits Specialist  
+1.703.535.6112  
[dennis.rugbart@shrm.org](mailto:dennis.rugbart@shrm.org)





**The SHRM22 Expo  
Application & Contract for Exhibit Space**

**Society for Human Resource Management  
SHRM Annual Conference & Expo 2022**

Ernest N. Morial Convention Center  
900 Convention Center Blvd.  
New Orleans, LA 70130 | June 12-15, 2022

**Payment Schedule & Cancellation Policy:**

A deposit of 50% of the total fee for the booth space (also referred to herein as "exhibit space") is due with each contract (\$1,000 per 10'x10' space rented is nonrefundable). Full payment for exhibit space is due on or before February 25, 2022. After February 25, 2022, full payment must accompany all contracts. All cancellations and requests for refunds must be in writing. Cancellations received before December 17, 2021, will result in SHRM retaining \$1,000 per 10'x10' space rented. Cancellations received between December 17, 2021, and February 25, 2022, will result in SHRM retaining 50% of the total fee for the booth space. No requests for refunds will be granted after February 25, 2022. SHRM reserves the right to resell the exhibit space without notice or refund after February 25, 2022. SHRM reserves the right to deny or cancel exhibit space to companies that have overdue account balances with SHRM or any of its affiliates.

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Logistics Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**EXHIBIT SPACE**

10'x10' in-line \$5,600 Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total Sq.  
Feet 10'x10' corner \$6,100

**ENHANCED EXHIBITOR LISTING**  
 \$500 includes an upgraded company listing on both the Online Exhibitor Directory & Floor Plan and the Conference App. Full payment due with contract.

Preference in Booth Locations. (No guarantees are made with respect to location. If your booth choices are not available, we will assign you a booth that is closest to your selection.)

1ST \_\_\_\_\_ 3RD \_\_\_\_\_ 5TH \_\_\_\_\_ 7TH \_\_\_\_\_  
2ND \_\_\_\_\_ 4TH \_\_\_\_\_ 6TH \_\_\_\_\_ 8TH \_\_\_\_\_

To help us in assigning your booth space, please list the names of competitors you do not wish to be near: \_\_\_\_\_

Please check this box if you have selected a corner booth but are open to an in-line booth in a better location.

Briefly describe the types of products or services to be displayed or promoted in your booth. \_\_\_\_\_

To view an updated floorplan, go to <http://annualexpo.shrm.org>

**We, the above-signed company, having read and agreed to the Terms and Conditions on the reverse side hereof, hereby offer to contract for exhibit space and services for the SHRM22 Expo, sponsored by the Society for Human Resource Management, scheduled June 12-15, 2022, at the Ernest N. Morial Convention Center in New Orleans, LA. Booth will not be assigned unless this Application & Contract is signed by company.**

Company \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
ACCEPTED BY SHRM \_\_\_\_\_  
Booth Assigned \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT**

All contracts received on or prior to February 25, 2022, must be accompanied by a 50% deposit. After February 25, 2022, full payment must accompany all contracts. See above and reverse for complete cancellation and payment policy.

Form of Payment

- Check Enclosed (Please make check payable to SHRM.)
- Wire Transfer
- Credit Card Payment through Map Your Show

Please direct any inquiries to:

**Emile Davis**, CEM, Director, Exhibits & Sponsorships  
+1-703-535-6102; [emile.davis@shrm.org](mailto:emile.davis@shrm.org)

**Jackie Gronske**, CEM, National Account Manager  
+1-703-852-5132;  
[Jackie.gronske@shrm.org](mailto:Jackie.gronske@shrm.org)

**Dennis Rugbart**, Senior Exhibits Specialist  
+1-703-535-6112; [dennis.rugbart@shrm.org](mailto:dennis.rugbart@shrm.org)

Send Application and Deposit to:

Attn: **Jackie Gronske**, CEM, National Account Manager  
SHRM  
1800 Duke St.  
Alexandria, VA 22314  
Or e-mail [jackie.gronske@shrm.org](mailto:jackie.gronske@shrm.org)

**Or by Fax:** +1-703-535-6477  
credit card payments only)

**SHRM USE ONLY**

Total Cost: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Balance Due: \_\_\_\_\_  
Check #: \_\_\_\_\_  
Date: \_\_\_\_\_

**DO NOT DETACH CONTRACT. A SIGNED COPY WILL BE E-MAILED TO YOU.**

## TERMS AND CONDITIONS

1. **Character of the Expo.** The Expo, sponsored by the Society for Human Resource Management (SHRM), is a professional show dedicated to human resource management. SHRM reserves the right to determine the eligibility of any company, product or service, and the right to cancel this Agreement and/or restrict, prohibit or evict any exhibitor or product at any time, if, in the opinion of SHRM, the company/exhibitor, product, or service detracts from the character of the Expo, disparages SHRM (or its services or products), violates any of the following Terms and Conditions, or is otherwise harmful to SHRM (or its services or products) or the Expo in SHRM's sole discretion. In the event of such cancellation by SHRM prior to the move-in date of the Expo, SHRM will refund the total fee for the booth space (also referred to herein as "exhibit fee"). In the event of cancellation, restriction, prohibition, or eviction by SHRM on or after the move-in date of the Expo, SHRM is not liable for refunding the exhibit fee or any other costs incurred by the exhibitor. In particular, and without limitation, excessive audio/ visual attention-getting devices or effects and offensive odors are prohibited. No copyrighted, recorded, or live music may be played or performed in connection with the exhibit.
2. **Terms of Payment.** A deposit of 50% of the total fee for the booth space (also referred to herein as "exhibit space") is due with each contract (\$1,000 per 10'x10' space rented is nonrefundable). Full payment for exhibit space is due on or before February 25, 2022. After February 25, 2022, full payment must accompany all contracts. All cancellations and requests for refunds must be in writing. Cancellations received before December 17, 2021, will result in SHRM retaining \$1,000 per 10'x10' space rented. Cancellations received between December 17, 2021, and February 25, 2022, will result in SHRM retaining 50% of the total fee for the booth space. No requests for refunds will be granted after February 25, 2022. SHRM reserves the right to resell the exhibit space without notice or refund after February 25, 2022. SHRM reserves the right to deny or cancel exhibit space to companies that have overdue account balances with SHRM or any of its affiliates.
3. **Display Regulations.** Exhibitor must comply with all rules in the SHRM Exhibitor Manual (and should review that Manual), as the same may be amended by SHRM in reasonable fashion on reasonable notice to exhibitor, including without limitation the following rules:
  - a. No exhibit may block or interfere with a neighboring exhibit as determined by SHRM.
  - b. In-line exhibits: Maximum backwall height permitted for any booth exhibit will be 8'. Sidewalls of these exhibits may not extend more than 5' from the backwall so as not to box in adjoining exhibitors, with a maximum height restriction of 4' on the front 5' section.
  - c. Open areas or island booths: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 20'. Full use of the island floor space is permitted, as long as no component exceeds the 20' height restriction. Review the exhibitor manual for current rules.
  - d. No nails or screws may be driven into the floor. No damage of any nature may be done to the booth structures nor to any part of the exhibit hall.
  - e. Exhibitors will be charged a fee for any skids, pallets or containers left behind.
  - f. All booth space must be carpeted.
4. **Subleasing and Sharing of Exhibit Space Are Prohibited.** All signs, displays and products in a booth must be related to the exhibitor's company.
5. **Exhibit Space Assignments** are made on the basis of priority, availability and need, with all assignments made in the best interest of the Expo. SHRM reserves the right to alter an exhibitor's assigned space if it is deemed necessary in the best interest of the Expo. Before exercising its discretion, SHRM will consult with the exhibitor.
6. **Sales of Product or Samples** for cash, check or credit card are prohibited on the show floor. Contracts and orders may be written for future delivery of products or services.
7. **Limitation on Room Drops.** Exhibitor may not make any room drops at hotels within the SHRM room block without permission of hotel and SHRM; permission may be conditioned on payment of a fee or may be denied within the discretion of hotel or SHRM.
8. **Displays and Exhibits in Public View** are required to be appropriately finished on all sides and surfaces. If such surfaces remain unfinished at the start of the Expo, SHRM may authorize the official contractor to effect the necessary finishing, and the exhibitor will be required to pay all costs involved.
9. **Exhibit Operation.** Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Hazardous and nuisance-causing giveaways are prohibited. Damage to property caused by an exhibitor will be paid for by that exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building, adjoining displays or the official contractor's display material.
10. **Fire Department Regulations and All Other Applicable Laws and Regulations** must be complied with by exhibitor. Display and packing material must be flame-retardant. Electrical equipment must be UL-approved and must be wired by a licensed electrician.
11. **Insurance.** All exhibitors, their contractors and suppliers working in the exhibit hall are required to carry general liability insurance in an amount of at least equal to \$1,000,000 in the aggregate and \$1,000,000 per claim, or, if greater, such amount as may be required by the convention facility and shall supply SHRM with a certificate evidencing such coverage and naming SHRM as an additional insured. All exhibitors are required to waive the right of subrogation by their insurance carriers, if allowed by the insurance carrier, to recover loss sustained under the respective insurance contract for real and personal property. All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the Expo. All exhibitors, their contractors and suppliers working in the exhibit hall are required to carry workers compensation insurance.
12. **Each Exhibitor Shall Indemnify** and hold harmless SHRM and the Expo location for all liability in any way related to exhibitors' exhibit or any act or omission of exhibitor or any of its employees or agents; including, without limitation, infringement of any trademark, copyright or other rights of any third parties, accident or injury to invitees, guests, exhibitors, their agents and employees and including loss or damage to personal property.
13. **Cancellation of Expo.** If SHRM should be prevented from holding the Expo for any reason beyond SHRM control (such as, but not limited to, disease, damage to building, riots, strikes, breach by Expo location, acts of government or acts of God), then SHRM has the right to cancel the Expo or any part thereof, with no further liability to the exhibitor other than a refund of exhibit fees less a proportionate share of the Expo cost incurred.
14. **Expo Location Rules.** Exhibitor shall not cause any violation of the rules of the Expo location.
15. **Food and Beverages** must be purchased from the official concessionaire, unless incident to the exhibitor's product lines.
16. **Gifts and Contests.** SHRM reserves the right to prohibit, limit or discontinue the distribution of gifts, giveaways or similar promotions. There will be no announcements of exhibitors' contests, drawings or winners during the Expo.
17. **Soliciting** outside the confines of the exhibitor's assigned space is prohibited.
18. **Surveys.** You must have a written approval from SHRM in order to conduct any survey at the SHRM Annual Conference & Expo 2022. Requests must be received two weeks prior to the start of the SHRM Annual Conference & Expo 2022. SHRM reserves the right to decline any survey it sees as inappropriate.
19. **Labor and Contractors.** Exhibitors that plan to use outside contractors must notify SHRM in writing 60 days prior to the Expo. Outside contractors are required to supply verification of liability insurance coverage. All labor must have local union clearance.
20. **Competitive Events** that distract from the SHRM Annual Conference & Expo 2022 are prohibited.
21. **Nonexhibiting Companies, Organizations and Individuals** that supply products and services to SHRM exhibitors or that supply products or services to SHRM attendees are prohibited from soliciting or otherwise marketing their products and services at the Conference and at the Expo.
22. **Exhibitor Registration** is limited to sales, marketing, management and special booth personnel. SHRM reserves the right to limit the number of exhibitor personnel.
23. **Installation Show and Dismantling** hours and dates shall be those specified by SHRM. Packing of exhibits prior to the close of the Expo is prohibited. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibits by specified time and date.
24. **Not Assignable by Exhibitor.** This Agreement may not be assigned by the exhibitor absent the written consent of SHRM.
25. **Governing Law and Jurisdiction.** This Agreement shall be governed by the internal laws of Virginia. The parties hereby submit to the exclusive jurisdiction of the state and federal courts in Virginia governing any disputes concerning this Agreement, and further agree that they are subject to personal jurisdiction in Virginia in any such dispute.
26. **Merger Clause.** The parties agree that this Agreement and any other Agreement referred to herein contain the complete agreement between the parties and supersede any prior understandings, agreements or representations by or between the parties, written or oral, that may have related to the subject matter hereof in any way.
27. **Attorney's Fees.** In the event of any dispute concerning this Agreement, the prevailing parties shall be entitled to reasonable attorney's fees.
28. **Amendments to Rules and Regulations.** SHRM will have the full power in the interpretation and enforcement of all contract regulations contained herein, and in the SHRM Exhibitor Manual. The ruling of SHRM shall be final in all instances with regard to use of any exhibit space.

**SHRM offers a variety of sponsorship opportunities for every budget. Browse expanded opportunities online or contact us to discuss solutions for your business needs.**



