



Exhibitor & Sponsor Know Before You Go Information

2026 HHAC Annual Conference

Conference Center at Ridgeway:

9977 Sky Ridge Ave Suite 401
Lone Tree, CO 80124
<https://www.conferencecenteratridgeway.com/>

Load-In Time

Monday, May 18

1:00 PM – 5:00 PM

OR

Tuesday, May 19

7:00AM – 8:00AM (please note our first session is at 8:30 and will have attendees checking in around 8AM).

Loading & Access

Please note that they can park on level 4 to unload directly into the venue. This way, you can skip the elevators.

Table Assignments

Your table assignment will be clearly indicated and laid out on the tables upon arrival.

Shipped Materials

Any shipped items will be available in the lobby. Exhibitors are responsible for transporting materials from the lobby to their assigned table space. Link [here](#) as well

Delivery:

Charles Schwab
10000 Bellwether Lane
Lone Tree, CO 80124

ATTN: The Conference Center at RidgeGate
MUST INCLUDE THE ATTN LINE FOR DELIVERY

Return:

The Conference Center at RidgeGate
9977 Sky Ridge Ave, Suite 401
Lone Tree, CO 80124

Wi-Fi & Power

Wi-Fi – Name: ConfCenter@RidgeGate

There is no password

Power access is available as indicated in the room layout when you selected your exhibit table.

Table Information

If you booked a Large Table in the Exhibit Lobby: Tables are **5' x 30"** sleek, modern white tables.

If you booked a 30" High Top in the Exhibit Hallway: Tables are **30" diameter** and are cocktail height, modern white tables.

Please note: linens will not be provided.

We provide 1 chair per table unless otherwise noted.

Event Schedule

Please view the full event schedule [here](#):

Exhibitor Engagement Opportunity: Prize Drawing

We encourage exhibitors to bring an item worth at least \$25 in value for a group prize drawing (Wed. May 20 at the end of conference). Suggested items include a gift basket, a gift card, or another fun giveaway. We will be encouraging attendees to visit each exhibitor table to earn entries for the prize drawing, helping drive engagement and traffic to your table.

Tear-Down & Load-Out

Tear Down & Load Out – You can begin tear down at 3:00PM during our closing session. The building will close at 5:30PM. All attendees and exhibitors will need to be packed out by that time.

Return Shipping Instructions

Exhibitors are responsible for arranging return shipping of all materials.

Please bring your own return labels and packing supplies.

All packages must be properly labeled and scheduled for pickup with your carrier.

Return: (same as above)

The Conference Center at RidgeGate

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Lone Tree, CO 80124

Need a Hotel? Please visit this link for discounted rates

<https://www.conferencecenteratridgegate.com/media/v1/456/2025/11/Preferred-Hotels.pdf>