

June 21, 2023

Subject: Kidney Week 2023 Exhibitor Newsletter – Service Kit and Ancillary Request Form Launch

On behalf of ASN, thank you for your continued support in the fight against kidney diseases. This exhibitor newsletter will be issued bi-monthly and will include deadlines, important dates, and updates for Kidney Week 2023. Please forward these messages to your onsite booth contact so they are also informed.

In this newsletter:

1. Exhibitor Dashboard Update
2. Exhibitor Checklist Access
3. Exhibitor Service Kit Launch
4. Ancillary Event Request Form Launch
5. Upcoming Deadlines
6. Exhibitor Prospectus Link
7. Housing Update

EXHIBITOR DASHBOARD

Exhibitors who have paid their booth deposit have already received login information for your exhibitor dashboard. In the dashboard you can access a copy of your contract and invoice, update your directory listing, locate housing information, access the exhibitor service kit, and more.

If you cannot locate your login information, please check your spam and junk mail folders. Be sure to add service@mapyourshow.com to your safe sender list. Email exhibits@asn-online.org to have your login information resent.

EXHIBITOR CHECKLIST

The Exhibitor Checklist can now be found in your exhibitor dashboard. Review each item in the checklist and complete all necessary items by the due date listed.

- Inline Booths and Island Booths have different requirements. Filter the category to your booth type to see deadlines that apply to you.
- The checklist evolves as new deadlines and details are available. Please check back regularly.

EXHIBITOR SERVICE KIT

The exhibitor service kit is live. View the service kit online here: <https://ordering.ges.com/083600997>.

- You cannot place orders until your booth deposit is received.
- If you have multiple booths, be sure to place orders under the correct booth **number**.
- The facility is not carpeted; flooring is mandatory for all booths. You may order through GES or provide your own.
- When placing your orders, the company name displayed may not exactly match your published booth name. This company name will not be published. As long as the booth number matches, your orders will be processed accurately.

ANCILLARY REQUEST FORM

The ancillary event application is now open and can be found on the ASN Website here: <https://www.asn-online.org/education/kidneyweek/ancillary/>.

What is an Ancillary Event?

Any event attended by Kidney Week participants; including but not limited to those hosted by exhibitors, corporate supporters, or participants of Kidney Week; occurring in Philadelphia, PA, over the official meeting dates and/or the meeting shoulder dates; and is determined to be related to nephrology, medicine, or the pharmaceutical industry. If any combination of these conditions is met, the ASN ancillary event policy must be followed regardless of the location of the event.

Events may not be publicized until you receive approval from ASN to host your event. Please do not contact hotels directly to secure meeting space; you must receive approval to host your event before proceeding with event planning. Violation of the Ancillary Event Guidelines is cause for loss of priority points. Contact meetings@asn-online.org with questions.

UPCOMING DATES AND DEADLINES


June 21, 2023:	Exhibitor Service Kit Release and Ancillary Event Application Opens
July 14, 2023:	Final Payment Deadline & Cancellation Penalty
August 2, 2023:	Exhibitor Registration Portal Opens
August 30, 2023:	Booth Layout, Exhibitor Appointed Contractor, Certificates of Insurance, Giveaways, and Presentation Form Deadlines

Find a full list of all deadlines on page 6 of the Exhibitor Prospectus linked below. Always be sure to access the prospectus using the link rather than downloading a copy, as changes will be made periodically.

**KIDNEY WEEK 2023 EXHIBITOR
PROSPECTUS**

Version 3

Updated May 19, 2023



[Click here to access the prospectus.](#)

HOUSING

Housing block assignments have been sent to all exhibitors who requested a block. To submit a new block request or make changes to your existing request contact SPARGO, Inc. at asnhousing@spargoinc.com directly.

As always, you may contact me at the information below with any questions. Thank you again for your participation in Kidney Week 2023. We look forward to another great annual meeting.

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