

August 30, 2023

Subject: Kidney Week 2023 Exhibitor Newsletter – Deadlines today!

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. Upcoming Deadlines
2. FAQ of the Week
3. How to place booth orders
4. Directory Listing
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6. Office Hours Invite
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UPCOMING DATES AND DEADLINES

- TODAY! August 30:** Booth Layout, EAC, COI, Giveaways, and Presentation forms due.
- September 13:** Early Rate Registration deadline.
- September 29:** Online listing content and extended installation hours request form due.
- October 10:** GES Booth Orders deadline.
- October 11:** Submit booth promotional materials for review.

Access all forms and direct links to items due in your exhibitor checklist after logging into your [Exhibitor Dashboard](#). Find a full list of all deadlines on page 6 of the Exhibitor Prospectus linked below.

For your convenience find direct links to all items due today below.

- Submit EAC and COI forms [here](#).
- Submit Giveaway Requests [here](#).
- Submit Presentation Requests [here](#).

FAQ of the Week!

My booth staff also need full conference badges and they have chosen to register for those on their own. How can I get them access to the exhibit hall during set-up, tear down, and pre/post show hours each day?

Option 1: After they have registered, you may email asnregistration@spargoinc.com ahead of time with a list of names and emails and have them moved over into your exhibitor portal.

In this instance badges will not be mailed; they must be picked up onsite and they will be labeled “Exhibitor Full Conference.” The company name will be displayed on their badge.

Option 2: You can wait until arrival onsite and have the badges switched over in-person.

In this instance you may have to wait in a line onsite. The attendee’s original badges may be mailed to them.

It is totally up to you which works best for you and your team. Keep in mind that they must have an “Exhibitor” badge type to enter the exhibit hall during set-up, dismantle, and pre/post show each day. There is no additional cost to move registrants into your exhibitor portal if they have already paid their registration fees.

Reminder! If you are using your complimentary allotments, you **MUST** register them in the exhibitor portal.

You can find all of this information and more in the FAQ [here](#).

ORDERS

Place orders for your booth now to save! You can locate all relevant forms in the Exhibitor Service Kit here: <https://ordering.ges.com/083600997> including:

- Shipping to Kidney Week
- Carpet, furniture, lighting, graphics, and displays through GES.
- Additional Show Services:

Exclusive Providers

- **Electrical, Internet, Telecom, Utilities, and Rigging** – PCC
- **Catering** – Aramark

Recommended Providers

- **Photography** – Larry Young
- **Floral** – Rose 4 U Florist
- **Audio Visual** – Freeman AV
- **Security** – Summit Security Services
- **Temporary Staffing** – Philly Temps & Perm Staffing Solutions
- **Lead Retrieval** – SPARGO Inc.

DIRECTORY LISTING

The Kidney Week 2023 Exhibitor List is available online: https://kw23.mapyourshow.com/8_0/explore/exhibitor-alphalist.cfm#. Please login to your Exhibitor Dashboard to enter your online listing information. This information will appear in your online listing now and on the mobile app beginning in October.

REGISTRATION

The exhibitor registration portal is open. You can access registration by clicking the Registration tile in your Exhibitor Dashboard. Early Registration rate deadline is September 13 for all Full Conference registrations. Find a full list of pricing [here](#).

- [Review the Exhibitor FAQ here.](#)
- [View the recorded Exhibitor “Office Hours” – Registration Webinar here.](#)

OFFICE HOURS

Topic: Mobile App Listing

When: Wednesday, September 6 at 12:00 PM ET

Invite: [Click here to join the meeting](#)

Meeting ID: 243 526 921 959

Passcode: sFjhGC

QUICK LINKS

Exhibitor Resource Center and Dashboard Login: <https://www.asn-online.org/exhibit>

Ancillary Event Request Form: <https://www.asn-online.org/education/kidneyweek/ancillary/>

Exhibitor Service Kit: <https://ordering.ges.com/083600997>

Exhibitor Prospectus: https://www.asn-online.org/education/kidneyweek/2023/KW23_Exhibitor_Prospectus.pdf

Past Newsletters: <https://www.asn-online.org/education/kidneyweek/exhibit/newsletters.aspx>

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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