



Subject: Kidney Week 2025 Booth Construction Policy Change
Sent: May 30, 2025

On behalf of ASN, thank you for your continued support in the fight against kidney diseases. These newsletters will be sent periodically to the primary contact on file for each organization. Please be sure to forward this to others within your organization who may benefit from this information.

In this newsletter:

1. Inline Booth Construction Policy Change and Prospectus Update
2. Exhibitor Dashboard
3. Exhibitor Service Kit Reminder
4. Exhibitor Office Hours

INLINE BOOTHS

The inline booth construction policy has been updated to more closely align with the [IAEE Guidelines for Display Rules and Regulations](#).

Previous Policy:

Booth Structure > Booth Configurations, Page 9

- No side rails may exceed **over three feet** or counters may exceed 42 inches in height.
- Backgrounds are limited to eight feet in height and must not protrude more than five feet from the back wall. No exhibit construction can exceed **the height of the side rail except** in the back one-half of the booth, as noted above.

New Policy:

Booth Structure > Booth Configurations, Page 9

- No side rails or counters may exceed **four feet** in height.
- Backgrounds are limited to eight feet in height and must not protrude more than five feet from the back wall. No exhibit construction can exceed **four feet** except in the back one-half of the booth, as noted above.

KIDNEY WEEK 2025 Exhibitor Prospectus

Version 3
Rev May 2025



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

EXHIBITOR DASHBOARD

Your Exhibitor Dashboard contains everything you need to know to plan a successful exhibition at Kidney Week 2025. All company primary contacts have received a link to access the dashboard and create an account to log in.

Create an account here: https://kw25.exh.mapyourshow.com/7_0/main/login

How can you use your Exhibitor Dashboard?

- **Complete your company profile as soon as possible.**
Your listing is now public in the [Exhibitor Directory](#) and will default to the information you entered in 2024. Login and update your profile as soon as possible to ensure your organization is accurately represented online.
- Create additional user accounts with the "Users" option in the left-hand navigation panel once you've logged in.
- Download a copy of your contract or invoice.
- View the Exhibitor Checklist with all pertinent deadlines.
- Access Housing, Registration, the Exhibitor Service Kit, and meeting space requests.

EXHIBITOR SERVICE KIT

ASN has partnered with Freeman as the Official Service Contractor for Kidney Week 2025. The Freeman Online Exhibitor Service Kit is now available.

Access the exhibitor service kit by logging into your [Exhibitor Dashboard](#) and clicking the *Access the Service Kit* button.

Place orders by **Monday, October 6** for best pricing.

EXHIBITOR OFFICE HOURS

Attend the upcoming Exhibitor Office Hours on June 18. Use the information below to join. A calendar invitation has been shared with all exhibitor contacts. Please feel free to forward the invitation or share the login information below to other team members as needed.

Topic: Exhibitor Dashboard
Exhibitor Service Kit
Placing Booth Orders

Date: Wednesday, June 18, 2025

Time: 2:00 PM – 2:45 PM Eastern Time

Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting ID: 223 850 940 535 1

Passcode: FH2Qe2ya

[Download Teams](#) | [Join on the web](#) | [Learn More](#)

This webinar will be recorded and posted on the ASN website [here](#).

Thank you again for your participation at Kidney Week. Please do not hesitate to reach out should you have any questions.

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