



**Subject: Kidney Week 2025 Upcoming Deadlines**  
**Sent: August 6, 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.

#### **UPCOMING DEADLINES – ALL EXHIBITORS**

##### **WEDNESDAY, AUGUST 27, 2025**

- **Exhibitor Appointed Contractor Forms** are due. If you are using a vendor other than those on the approved vendor list for Kidney Week, you **MUST** submit an EAC form to grant access for your vendor to Kidney Week. Submit your form [here](#).
- **Certificates of Insurance Forms** are due. All exhibitors must submit a COI. Email your COI to [exhibits@asn-online.org](mailto:exhibits@asn-online.org).
- **Giveaway Request Forms** are due. All giveaways **must** be **educational in nature and less than \$10 in value**. This policy applies to all exhibitors and no exceptions will be made. Please review the guidelines in full and submit your giveaway request form [here](#).

##### **WEDNESDAY, SEPTEMBER 3, 2025**

- **Housing Deposits** are due. A non-refundable deposit equal to two night's room and tax, per room, is due. After September 3, 2025, at 11:59 pm EDT, cancellation or shortening of the stay to less than two nights, will result in a forfeit of the deposit. Once the credit card has been charged by the hotel, it cannot be changed. No refunds will be issued. Request a hotel room block [here](#) or manage your existing hotel reservations [here](#).

#### **UPCOMING DEADLINES – ISLAND BOOTHS ONLY**

##### **WEDNESDAY, AUGUST 27, 2025**

- **Booth Layout, Line Drawings, or Renderings** are due. All booths 400sf and larger and multilevel booths are required to submit a layout. Email your booth design to [exhibits@asn-online.org](mailto:exhibits@asn-online.org).
- **Booth Presentation Request Forms** are due. Only booths 1,600 sq. ft. and larger are eligible to host in booth presentations. Submit your form [here](#).

Find more information on upcoming deadlines in your [Exhibitor Dashboard](#) checklist.

Looking ahead? The next deadline is **SEPTEMBER 26, 2025: [Extended Installation Hours Request Forms](#), [Company Profile and Descriptions](#)** for the mobile app, and [Promotional Materials](#) for review will be due.

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

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