



Subject: Kidney Week 2026 Upcoming Deadlines

Sent: August 10, 2026

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

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UPCOMING DEADLINES – ALL EXHIBITORS

WEDNESDAY, AUGUST 12, 2026

- **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. You'll need to create an ASN website login, it's free to do so and allows you to manage your form submissions. Submit your form [here](#).
- **Certificates of Insurance (COI)** are due. Submit your COI to RainProtection, ASN's insurance management company, using the submission form and sample COI [here](#). All exhibitors must submit a COI.
- **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, AUGUST 26, 2026

- **Housing Deposits** are due. You must upload a completed hotel payment authorization form to the [ASN Kidney Week Housing Center](#) by August 26, 2026 at 11:59 PM EDT. If the form is not received by the deadline, the rooms will be released. All payments are non-refundable as of 11:59 PM EDT on August 26, 2026. Credit card payments will be processed by the hotel directly on or after September 1, 2026. Once the credit card has been charged by the hotel, it cannot be changed. No refunds will be issued. Contact ASN's Housing Center at asnhousing@spargoinc.com with questions.

WEDNESDAY, SEPTEMBER 9, 2026

- **Company Profile and Descriptions** are due. Update your listing information in the [Exhibitor Dashboard](#). If you purchased a [Featured Listing](#) upgrade, submit your logo and PDF document as soon as possible to give us ample time to test these before the mobile app launches. [View your Exhibitor Listing here](#). Changes made after September 9 are not guaranteed to be reflected in the mobile app.

View additional details and deadlines in your [Exhibitor Dashboard](#).

UPCOMING DEADLINES – ISLAND BOOTHS ONLY

WEDNESDAY, AUGUST 12, 2026

- **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.
- **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](#).

WEDNESDAY, SEPTEMBER 9, 2026

- **Extended Installation Request Forms** are due. Companies that require additional time to install their booth must complete and submit the [Extended Installation Hours Request Form](#). Submitting this form does not guarantee approval. Your final install schedule will be communicated to you by September 30.

View additional details and deadlines in your [Exhibitor Dashboard](#).

REGISTRATION

Exhibitor Registration is open. To enter the exhibit hall during **Exhibitor-Only Hours**, booth staff MUST have one of the available Exhibitor badge types: **Exhibitor-Full-Meeting** or **Exhibit-Hall-Only**. To receive an exhibitor badge type, booth staff must be registered in your Exhibitor Registration Portal.

There are 4 ways to register your booth staff:

- Send them your custom registration link and **approve their registration** after they submit
- Register them yourself with their ASN email address or member ID
- Convert their existing Individual Attendee registration into an Exhibitor registration
- Submit a list of fifty (50) or more delegates for upload

All the above options are accessible in your registration portal. View the [Registration Webinar](#) for a detailed walk-through of the registration process.

Read more about **complimentary badge allotments, exhibitor-only hours, and registration policies** on page 13 of the [Exhibitor Prospectus](#).

EXHIBITOR OFFICE HOURS

Attend the upcoming Exhibitor Office Hours for First Time Exhibitors. During this meeting we will review ASN exhibitor policies, deadlines, submission processes, registration, housing, and more. A calendar invitation has been shared with all first-timers, but all exhibitors are welcome to join using the information below. Please feel free to forward this invitation or share the login information below to other team members.

Topics:

- First Time Exhibitors

Date: Wednesday, August 19, 2026

Time: 3:00 PM – 4:00 PM Eastern Time

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

Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting ID: 227 726 068 063 009

Passcode: d26MR6Ve

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

QUICK LINKS

[Exhibitor Website](#) *Everything you need in one place*

[Exhibitor Prospectus](#) *Includes all Exhibitor Rules and Regulations*

[Exhibitor Dashboard](#) *Access Registration, Housing, Deadlines, Payments, and Booth Orders*

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

Ronny Kay, CMP, CEM
Sr. Exhibits Manager
American Society of Nephrology
1401 H Street NW, Suite 900
Washington, DC 20005
Direct: 202-640-4663
rkay@asn-online.org
www.asn-online.org/exhibit