



August 1, 2022

Exhibitor Newsletter

On behalf of ASN, thank you for your continued support in the fight against kidney diseases. This exhibitor newsletter will be issued every other week and will include deadlines, important dates, and updates for Kidney Week 2022. Please forward these messages to your onsite booth contact so they are also informed. If you would like to view the Newsletters online, you may do so here:

<https://events.jspargo.com/asn22/Public/enter.aspx>

UPCOMING DATES AND DEADLINES

August 10, 2022:

Exhibitor Registration Opens

August 31, 2022:

Product Descriptions, Booth Layout, EAC Forms, Certificate of Insurance, Giveaways, and Presentations Requests Due

September 30, 2022:

Installation Extension Request Deadline – If you require additional time to install your booth, please email rcoombs@asn-online.org to request after hours access to the exhibit hall. Find more information on installation hours on page 3 of the Exhibitor Prospectus.

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.

EXHIBITOR SERVICE MANUAL

The [exhibitor service manual](#) includes information on fire marshal booth review, shipping, furniture, booth accessories, lead retrieval, drayage rates, utility specifications and charges, carpet rental and cleaning, signs, security, telephones/internet, audio/visual equipment, computer rental, photography services, and floral services; including order forms and rate schedules. Contact GES at 800-475-2098 (USA) or 702-515-5970 (international) or www.ges.com with additional questions.

[Service Manual](#)

HOW TO SUBMIT MATERIALS (DUE 8/31)

Product/Organization Descriptions

Login to the exhibitor resource center on the [SPARGO exhibitor website](#). Your login information will be emailed to you with your paid invoice. Email kidneyweek@spargoinc.com to request login information if you have not received it.

EAC Forms

Submit online here: <https://ordering.ges.com/052602090/eacs>

Certificate of Insurance

Submit online here: <https://ordering.ges.com/052602090/coi>

Booth Layout

All island booths, booths over 400 square feet, and multilevel booths email renderings including dimensions and booth graphics to rcoombs@asn-online.org.

Giveaway Requests

Giveaways must be educational in nature and modest in value (\$10 or less). Email details of your giveaway, including images and price point to rcoombs@asn-online.org.

Presentation Requests

Presentations are only permitted in booths 2000 square feet or larger. Audio amplification is not permitted regardless of booth size. Submit details of your presentation including schedule and format to rcoombs@asn-online.org.

Booth Staff Registration

Login to the exhibitor resource center on the [SPARGO exhibitor website](#). Your login information will be emailed to you with your paid invoice. Email kidneyweek@spargoinc.com to request login information if you have not received it.

UPDATED FLOORPLAN

Review the [updated floorplan](#) online. The floorplan can always be accessed on the exhibitor website here: <https://events.jspargo.com/asn22/Public/enter.aspx>.

HOUSING

All contracted exhibitors have received communication from SPARGO, Inc. regarding your housing block request. If your booth is paid in full and you have submitted your block request you should have received your hotel placement.

If you have not submitted your block request please do so as soon as possible. You will not receive your housing assignment until your booth is paid in full.

Contact SPARGO, Inc. at asnhousing@spargoinc.com directly with housing related questions.

CORPORATE SUPPORT CATALOG

The Corporate Support Catalog is available on the ASN website here: <https://www.asn-online.org/partnerships/>. Please direct all support questions to Kara Page, ASN VP of Business Development, at kpage@asn-online.org.

ANCILLARY EVENTS

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 Orlando, FL 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 are 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

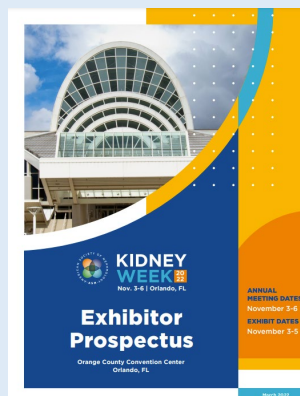
your event before proceeding with event planning. Violation of the [Ancillary Event Guidelines](#) is cause for loss of priority points.

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

KIDNEY WEEK 2022 EXHIBITOR PROSPECTUS

Version 3

Updated July 25, 2022



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

Version 3 updates to the prospectus include:

- Adding links to the exhibitor service manual.

EXHIBITOR “OFFICE HOURS”

Topic: Kidney Week 2022 Registration

Audience: Join me for tutorial of the Kidney Week 2022 registration website and a general Kidney Week Q&A. We will discuss deadlines and where to submit your booth deliverables.

Scheduled for: Wednesday, August 10, 2022 at 1:00 p.m. EST

Access: <https://www.gotomeet.me/RonnyCoombs>

You can also dial in using your phone:
United States (Toll Free): +1 (866) 899-4679
United States: +1 (571) 317-3116

Access Code: 929-170-245

As always, you may contact me at the information below with any questions. Thank you again for your participation in Kidney Week 2022. We look forward to another great annual meeting.

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