



## August 2019 Exhibitor Newsletter: Deadlines, Dates and More

This exhibitor newsletter will be issued bi-monthly and will include deadlines, important dates, and updates for the 2019 Kidney Week Annual Meeting. Please forward these messages to your onsite booth contact so they are also informed.

### Past Dates and Deadlines

If you have not completed these items, please remedy immediately, no later than August 7, 2019.

- Friday, July 12** Final Payment Deadline & 100% Cancellation Penalty  
Product Description Deadline – Please note in order to submit a description after the deadline you must purchase an [Enhanced Exhibitor Listing](#).
- Friday, July 26**

### Mark your calendar with these important dates.

- Thursday, August 1** Ancillary Application Deadline to promote your event on the mobile app
- Tuesday, August 20** Exhibitor Group Housing Deadline
- Friday, August 30** Booth layout, EAC form, Certificate of Insurance, Giveaway approvals and Presentation form deadline
- Friday, October 4** Exhibitor Individual Hotel Reservations/Installation Request Deadline

## Exhibitor Service Kit is now available

Your booth orders are just a few clicks away. All essential services (electrical, cleaning, photography, A/V, internet, etc.) are embedded in the kit. Don't miss out on the early deadline to receive discounted rates. Please use the button below to access the Exhibitor Service Kit.

[Access Service Kit](#)

## Registration - It pays to secure registration early!

Exhibitor Registration is now open. Registration will be available for those who have paid for their booth. Spargo has sent registration credentials via email, if you do not have these, please contact the ASN Registration Center at [asnregistration@spargoinc.com](mailto:asnregistration@spargoinc.com).

## Don't miss this upcoming deadline

The deadline to submit your Ancillary Event Application and have your event showcased on the Mobile App is today, August 1, 2019. Any application submitted after today will not appear on the mobile app.

[Submit an Application](#)

## Enhanced Exhibitor Listing

Call attention to your exhibitor listing on the Kidney Week mobile app by purchasing an Enhanced Exhibitor Listing. For more details and to secure your Enhanced Exhibitor Listing [click here](#).

## Trade Show Tips:

### Site Lines and Booth Configuration

As you begin to design your booth for Kidney Week, keep in mind the guidelines set forth by the Healthcare Convention Exhibitors Association and honored by the American Society of Nephrology.

Inline booth backgrounds are limited to eight feet in height and must not protrude more than five (5) feet from the back wall.

Island booths should be constructed to allow access from all sides with "transparency" that is an open sight line enabling an attendee to view the surrounding exhibit area through the island booth.

More details can be found on pages 9 and 13-15 of the Exhibitor Prospectus.

[Exhibitor Prospectus](#)

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