



June 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.

Friday, July 12	Final Payment Deadline & 100% Cancellation Penalty
Friday, July 26	Company Profile and Product Description Deadline *
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 essentials 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 link below to access the Exhibitor Service Kit.

[Access Service Kit](#)

Registration - It pays to secure registration early!

Exhibitor Registration will open Wednesday, June 26. Registration will be available for those who have made a payment towards their booth. Spargo, Inc. will reach out to exhibitors with their credentials to register.

Don't miss this upcoming deadline

The deadline to submit your company/product description is Friday, July 26! This information will be included in the Mobile App. After the deadline, changes will not be able to be made.

Submit your information through the Spargo, Inc. [exhibitor website](#).

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:

Beware Imposter Housing and Registration Scams!

Be on the lookout for websites and emails impersonating official ASN sites. Sometimes called room poachers or pirates, these companies misrepresent themselves in order to get your credit card or bank account information. In some cases, these companies will claim to be registering you or reserving hotel rooms for your group when in fact, they are only stealing your payment information. The safest way to register for Kidney Week and reserve housing is through the official ASN website here: <https://www.asn-online.org/education/kidneyweek/>

Source: Meetings and Conventions, Cheryl-Anne Sturken, 11/01/2013

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