



Newsletter Sent: September 1, 2021

Thank you for your continued support of Kidney Week! See below for updates, upcoming deadlines, and resources for preparing for Kidney Week in-person and virtually.

### [Exhibitor FAQ](#)

Tip: Always access the FAQ from the link instead of downloading it. Any changes to the FAQ will be highlighted in the weekly newsletters.

#### **IMPORTANT FLOORPLAN UPDATE**

Please note there have been changes to the floorplan. You may view the updated floorplan by clicking below. The booth spaces added are premium locations and will go quickly so I urge you to act quickly.

### [Exhibit Hall Floorplan](#)

If you wish to relocate your booth to one of the added booths, please contact Emily Dowling by email at [emily.dowling@spargoinc.com](mailto:emily.dowling@spargoinc.com).

#### **VIRTUAL BOOTH**

Virtual booth content must be uploaded to Lennd by Friday, October 8<sup>th</sup>. Access to Lennd will be available beginning Thursday, September 2<sup>nd</sup>. Begin preparing your profile content now. Find collateral specs on page 10 of the Exhibitor FAQ.

Please note the preview shown on the Lennd site does not match the ASN Virtual Event Platform exactly. If you require an exact match you will need to develop your own. A template of the exact booth layout is not yet available but will be added to the Exhibitor FAQ when it becomes available.

#### **REGISTRATION**

Registration will now launch on Wednesday, September 8. You will receive your login details from SPARGO, Inc. via email. Contact the registration center at [asnregistration@spargoinc.com](mailto:asnregistration@spargoinc.com) with questions.

#### **UPCOMING DEADLINES**

**Tuesday, September 14, 2021:** Hotel Room Names Due and 100% non-refundable deposit deadline

**Friday, September 17, 2021:** Full Housing Reservation Fee Charged

**Wednesday, September 29, 2021:** Booth Layout, Exhibitor Appointed Contractor, Certificates of Insurance, Giveaways, Installation Extension Requests, and Presentation Form Deadlines

View all deadlines on pages 7-8 of the [Exhibitor Prospectus](#).

#### **OFFICE HOURS**

No office hours are scheduled for this week. Please join us next week on September 9<sup>th</sup>.

**Scheduled for:** Thursday, September 9, 2021 at 1:00 p.m. EST

**Topics of Discussion:** Demonstration of Lennd, Open Q&A

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

Thank you for your support of ASN, Kidney Week, and the kidney health community. We look forward to working with you on a great exhibition this fall.

Sincerely,

*Ronny Coombs, Senior Coordinator for Meetings and Exhibits*