



September 29, 2022

## Exhibitor Newsletter

On behalf of ASN, thank you for your continued support in the fight against kidney diseases. This exhibitor newsletter was sent to the primary contact on file only. 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>

### REGISTRATION

Skip the lines at Kidney Week and register your attendees in advance here: [https://events.jspargo.com/asn22/Public/e\\_Login.aspx?ID=97339&sortMenu=107001](https://events.jspargo.com/asn22/Public/e_Login.aspx?ID=97339&sortMenu=107001)

Register Online

If you do not have your password, email Kelly Deering at [Kelly.Deering@spargoinc.com](mailto:Kelly.Deering@spargoinc.com) to request it.

For a tutorial on how to register your attendees, please watch the webinar online here: [https://youtu.be/Y\\_w5-NVm-wY](https://youtu.be/Y_w5-NVm-wY)

For information on how many complimentary badges you receive and what is included in each type of registration please see pages 11-12 of the Exhibitor Prospectus or [view the Exhibitor Registration FAQs online here.](#)

### VACCINATION VERIFICATION

**Badges may not be picked up unless the attendee's vaccination is verified!**

Once your attendees are registered, be sure to have them upload their vaccination verification information using the same email address you used to register them here: [https://mgl.ud.net/fmi/webd/asn\\_vax](https://mgl.ud.net/fmi/webd/asn_vax)

Attendees may pick up their own badge or you can pick-up the badges for all attendees with verified vaccinations at the registration desk in the Orange County Convention Center, West Building, Lobby D.

### EXHIBITOR ADVISORY COMMITTEE

Join the Kidney Week 2022 Exhibitor Advisory Committee and impact change at future Kidney Weeks to come. Meet with ASN onsite at Kidney Week to give feedback and ideas to enhance the attendee experience at future annual meetings. [Click here for more information.](#)

Apply Online

## UPCOMING DATES AND DEADLINES

### September 30, 2022:

Installation Extension Request Deadline – Confirmed install dates are located on page 3 of the Exhibitor Prospectus. If you require additional time to install your booth, please email [rcoombs@asn-online.org](mailto:rcoombs@asn-online.org) to request after-hours access to the exhibit hall.

### October 10, 2022:

GES Price Increase Deadline – Be sure to order GES services by Monday, October 10, 2022 for the best prices.

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](http://www.ges.com) with additional questions.

Service Manual

## LIVE FLOORPLAN

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

## ANCILLARY EVENTS

All 24-hour hold space at the Hyatt Regency Orlando is SOLD OUT. There is still meeting space available for individual meetings. Please submit your meeting requests online using the ancillary event application here: <https://www.asn-online.org/education/kidneyweek/ancillary/>.

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.

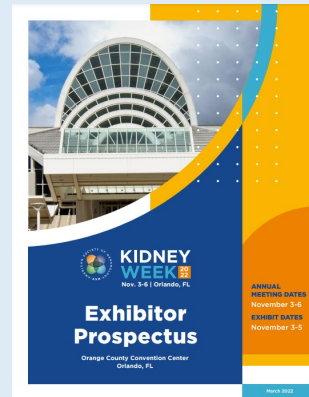
## KIDNEY WEEK 2023 SPACE SELECTION

2023 space selection will not take place onsite at Kidney Week 2022. Companies with ASN Priority Points accumulated in 2020, 2021, and 2022 will be contacted by a member of the ASN exhibit sales team regarding 2023 space selection. All appointments will be assigned based on Priority Point ranking and held via phone or online self-selection with access to the online sales portal and floor plan. Please have your IT department add [exhibits@asn-online.org](mailto:exhibits@asn-online.org) and the [asn-online.org](http://asn-online.org) domain to your safe sender list to ensure you receive the appointment date and time assignment email. This email will be sent in January 2023 with appointments slated to start in late February 2023. Detailed instructions will be emailed to the primary contact on-file. If you need to change the primary contact on file, please email [exhibits@asn-online.org](mailto:exhibits@asn-online.org).

# KIDNEY WEEK 2022 EXHIBITOR PROSPECTUS

Version 4

Updated September 13, 2022



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

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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