



FREQUENTLY ASKED QUESTIONS

What is the address of the Convention Center?

San Diego Convention Center
111 Harbor Drive
San Diego, CA 92101

When will the ASN Scientific Exposition open?

Thursday, October 25, 2018

9:30 a.m. – 2:30 p.m.

Welcome Reception

6:30 p.m. – 7:30 p.m. (unopposed time)

Friday, October 26, 2018

9:30 a.m. – 2:30 p.m.

Saturday, October 27, 2018

9:30 a.m. – 2:30 p.m.

Unopposed Exhibit Time

9:30 a.m. – 10:30 a.m. Daily
6:30 p.m. – 7:30 p.m. Thursday, Oct. 25

When can I set up and dismantle my booth?

Installation

Tuesday, October 23, 2018

8:00 a.m. – 4:30 p.m.

Wednesday, October 24, 2018

8:00 a.m. – 4:30 p.m.

Dismantling

Saturday, October 27, 2018

2:30 p.m. – 8:00 p.m.

Sunday, October 28, 2018

8:00 a.m. – 12 noon

All exhibitors must adhere to the stated hours and complete installation no later than 4:30 p.m. on Wednesday, October 24, 2018.

Where will the exhibits be located and when will the floor plan be posted?

The ASN Kidney Week 2018 exhibits will take place in Halls A – C of the San Diego Convention Center in San Diego, CA. The floor plan will be posted on the ASN website at www.asn-online.org/kidneyweek and Spargo website <http://events.jspargo.com/asn18/Public> in October 2018.

Who is the general services contractor?

Global Experience Specialists (GES) is the official contractor for ASN. GES manages exhibit set-up, dismantling, furnishing, shipping and all other related services at the exposition.

How do I apply?

Complete the application, available in October 2017 on the Spargo website at <http://events.jspargo.com/asn18/Public>. ASN will not accept payment by credit card. Exhibit applications submitted after Friday, June 29, 2018 must be accompanied by full payment.

For Application Questions

Call 800-564-4220

Send Application:  703-563-2691

 exhibitcontracts@spargoinc.com

Mail Check Payment to:

ASN Kidney Week 2018
P.O. Box 890658
Charlotte, NC 28289-0658

Overnight Check Payment to:

ASN Kidney Week 2018
BB&T Remittance Processing,
Attn: Box 890658
5130 Parkway Plaza Boulevard,
Charlotte, NC 28217

Booth Cancellation and Downsizing

All cancellations of exhibit space must be received in writing by ASN. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If ASN receives a written request for cancellation of space between January 12 – June 28, 2018, the exhibitor will incur a 50% cancellation penalty and the exhibitor will be eligible for a refund minus 50% of the total booth cost. Any cancellations received in writing on or after June 29, 2018 will incur a 100% cancellation penalty and the exhibitor will not be issued any monies received by ASN for cancelled space and any monies not paid will still be owed. Failure to make payments does not release the contracted or financial obligations of the exhibitor. All refunds will be processed after the annual conference.

What does my payment include?

Your payment includes the cost of the physical space rental only. Exhibitors are responsible for the costs of carpeting and furniture obtained through our general services contractor, Global Experience Specialists.

Is carpet required?

Exhibitors must carpet their booths by 4:30 p.m. on Wednesday, October 24, 2018. **There are no exceptions to this rule.**



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What are the show colors for the exhibit hall?

The carpet color will be blue jay and the pipe and drape will be navy, burgundy and white.

Who handles shipping?

GES must receive and process all shipments to Kidney Week 2018. Information on shipping methods and rates will be included in the exhibitor services manual. Exhibitors are prohibited from sending advance freight to the San Diego Convention Center. To ensure proper handling and receiving, do not address shipments for delivery to the San Diego Convention Center prior to Tuesday, October 23. There are no provisions to accept freight at the convention center prior to this date.

What if I wanted to do a booth presentation with speakers?

A 2,000 square foot (minimum) booth is required for audience generating activities. An outline of the program, list of speakers, and a schematic of the booth (including dimensions, heights, etc.) showing the location of all booth activities must be submitted in writing to ASN to rwilson@asn-online.org by Friday, August 17, 2018. The presentation area must be centrally located within the booth. Presentations must meet the standards of ASN and compliment but not duplicate the ASN Scientific Program. Amplified sound is prohibited with booth presentation(s). ASN Kidney Week faculty members, council and planning committee members are prohibited from making booth presentations.

Are exhibitors required to register the individuals who will staff the booth?

Yes, all exhibitors are responsible for registering each individual attending the meeting. Exhibitor registration and housing links will be communicated to you via email.

How many badges are allotted to each company?

ASN allots four exhibit hall only badges per 100 square feet for exhibit space reserved, up to a maximum of 150 badges. Exhibitors may request additional exhibit-hall-only badges for a fee of \$125 per badge during the online registration process. Full-meeting badges are also available.

What are priority points?

The priority point system recognizes companies that support the Society and its activities. ASN encourages all new companies to participate. Priority points determine exhibit hall placement and help determine placement for group housing blocks.

Do I have priority points?

If you exhibited or provided support for ASN's Kidney Week in 2015, 2016 or 2017, you have accumulated priority points. Points earned for these 3 years will be added together to represent your priority point total that will be used to determine the assignment order for the Kidney Week 2018 meeting. Please contact **Rasheena Wilson** at rwilson@asn-online.org for your priority point standing.

What kinds of giveaways are permitted?

ASN supports the ethical codes of conduct on interactions with healthcare professionals including, but not limited to, Advanced Medical Technology Association (AvaMed) Code of Ethics on Interaction with Health Care Professionals; the American Medical Association (AMA) Gifts to Physicians from Industry Ethical Opinion 8.061111; the Pharmaceutical Research and Manufacturers of America (PhRMA) Code on Interactions with Healthcare Professionals; the Council for Medical Specialty Societies (CMSS) Code for Interactions with Companies; U.S. Food and Drug Administration (FDA); the Office of Inspector General Compliance Program Guidance for Pharmaceutical Manufacturers; and other ethical guidelines and expects all exhibitors at ASN Kidney Week 2018 to be in compliance. All exhibiting companies, regardless of tax status, must demonstrate compliance, to these and subsequent ethical codes. For more information please review the Giveaways Section in Exhibitor Prospectus.

Who is my primary contact for exhibition needs?

Please contact **Rasheena Wilson** at rwilson@asn-online.org for all logistical aspects of the ASN Scientific Exposition.

How can I offer my feedback on my exhibiting experience with ASN?

Exhibitors interested in providing feedback to the Society should apply for a position on ASN's Exhibitor Advisory Committee. The committee may meet up to two times a year, including at ASN Kidney Week. A request for nominations will be emailed to all exhibitors in July 2018. Please contact **Rasheena Wilson** at rwilson@asn-online.org for further information.