**Exhibit Confirmation Notice**

**ANNA’s 2018 National Symposium**

**April 15-18, 2018 – Las Vegas, Nevada**

**Westgate Las Vegas Resort**

Dear Exhibitor:

Thank you for submitting your exhibit space contract for the ANNA 2018 National Symposium to be held April 15-18, 2018 in Las Vegas, NV. We look forward to working with you in a successful symposium. Exhibits will be open on April 15-17, 2018.

This letter provides all the information you need to plan a successful exhibit with ANNA.

**Please note the following enclosures relating to your exhibit:**

1. General Exhibitor Information (including floorplan). [Click Here](https://shows.map-dynamics.com/anna2018/) to view the current floor plan.
2. Exhibitor Housing. ANNA has reserved a block of rooms at the Westgate Las Vegas Resort (official hotel) ($105 single/double). You are responsible for making your own hotel reservations.

Hotel reservations should be made through ANNA's online reservation link – [Click Here](http://annasymposium.org/travel) – or directly with the hotel via phone. ANNA does not use a housing agency to handle hotel reservations, and no one will call and ask you to make your hotel reservations by phone.

Rooms are available until ANNA's room block is filled or until the cut-off date, **March 15, 2018**, whichever comes first. We suggest you make your reservations early. All room are subject to availability.

ANNA will monitor all room requests through regular hotel printouts. Due to a significant number of "no-show" rooms reserved by some exhibitors in the past, we request your cooperation in reserving only the exact number of rooms needed. There have been situations in the past where nurse attendees have been unable to reserve rooms in the hotel, only to have exhibitors cancel rooms later, when it was too late for nurses to make reservations. Thank you in advance for your cooperation.

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Any companies that require less than **ten (10)** rooms can make reservations directly online through the ANNA Web site – [Click Here](http://annasymposium.org/travel) – or call for reservations and **refer to ANNA 2018 National Symposium**:

Westgate Las Vegas Resort (Official Hotel)

Reservations – 800-635-7711

If **ten (10)** or more rooms are needed, exhibiting firms must fill out the “Room Sub-Block Agreement” included with this confirmation and forward it to Jordyn Armata (jordyn.armata@ajj.com or fax 856-589-7463) at ANNA. ANNA will review all requests and notify exhibitors of approval. Once exhibitors are approved, the hotel’s housing coordinator for ANNA will contact you directly to make all arrangements which include the credit card information and the review of appropriate policies. A rooming list of company representatives and one night’s deposit for each room is required. If this information is not received by March 8, 2018, the rooms will be put back into the general block.

ANNA expects exhibitors to honor **90%** of the rooms they block for the Symposium. ANNA and the hotel will require exhibitors to sign a Room Sub-Block agreement that outlines the exhibitor’s commitment to utilize all rooms blocked.

1. Online Registration of Booth Personnel. As part of your commercial booth fees, complimentary booth registrations for **three (3) personnel per 10' x 10' booth, or three per 100 square feet**, are included.

Additional company representatives above the allocation may register for $100 each. All badges requested that are more than your allocation must be paid for prior to issuance.

Exhibitors may attend most educational sessions on a space available basis, **excluding** meal functions, the Recognition Luncheon, and corporate-sponsored events. One nurse per booth (full-time employed by your company) may also receive CNE credit for the programs attended. Corporate nurses will receive an exhibitor's badge unless they register separately for the Symposium and pay the Symposium fees.

**NOTE** - Corporate nurses who do not register for the Symposium at full registration rates are not entitled to the tote bags, Recognition Luncheon, and various other special programs/items provided to paid Symposium registrants.

If you wish to provide registrations for nurses (i.e. customers) to attend the Symposium, you must complete the nurse registration form and submit the required registration fees. Registration fees are published within ANNA’s pre-registration brochure. **Companies may not register nurse customers for the $100 exhibitor personnel fee.**

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1. Order form to rent ANNA's list of registrants. The cost for each one-time use is $300.
2. Information about advertising in the ANNA 2018 National Symposium Program Book. **Closing date is January 19, 2018.** The cost for a full-page, black and white advertisement is $1,475; one-half page is $975.
3. Information about participating in the ANNA 2018 National Symposium Registration Stuffer Program. The cost for one piece is $1,475.
4. Reservation for function space. If you would like to reserve a function space, requests for this space must be made through our office by completing the enclosed form. All requests must be made in writing.
5. Information about advertising in ***Nephrology Nursing Journal*** - March/April Symposium Issue and May/June Post-Symposium Issue. The special March/April issue offers bonus circulation to attendees in Las Vegas, NV giving your advertisement "at-show" impact. In addition, all advertisers will receive a mounted copy of their advertisement on an "As Advertised in ***Nephrology Nursing Journal***" standing board.

 Closing dates for space reservations are:

March/April - Symposium Issue February 15, 2018

May/June - Post Symposium Issue April 16, 2018

***Nephrology Nursing Journal*** is the exclusive official journal of the ANNA Symposium. No other magazine represents ANNA or can be considered an “ANNA Symposium Issue.”

[Click Here](https://annanurse.org/corporate/advertising-opportunities) for the 2018 Rate & Date Sheet.

1. Summary of deadlines and dates.
2. Program for sessions, topics, and activities. [Click Here](http://www.annasymposium.org/welcome).

**Optional 50-Word Description**

We encourage you to [Click Here](https://shows.map-dynamics.com/anna2018/) to include a 50-word description of your products and services for the Symposium Program book. Deadline for receipt is **January 19, 2018**.

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**Exhibit Schedule**

The exhibit schedule is as follows:

## Exhibit Schedule

Friday, April 13 Brede Exhibitor Services Move-In 8:00 am - 8:00 pm

 Island Exhibitors Move-In 4:00 pm - 8:00 pm

Saturday, April 14 Exhibitor Move-In 8:00 am - 5:00 pm

Sunday, April 15 Exhibitor Move-In 8:00 am - 2:00 pm\*

 **Exhibits Open 5:45 pm - 8:15 pm Grand Opening Reception**

Monday, April 16 **Exhibits Open 8:45 am - 10:15 am Coffee Break**

 **Exhibits Open 2:30 pm - 4:00 pm Refreshment Break**

Tuesday, April 17 **Exhibits Open 8:45 am - 10:30 am Coffee Break**

 Dismantling 10:30 am - 5:00 pm

\* All exhibitors' empty crates must be removed and clear of the aisles by 2:00 pm on Sunday, April 15. Exhibitors may set-up within their booths until 5:00 pm. ANNA reserves the right to modify the exhibit schedule. If exhibit booths are not in the process of being set-up by 4:00 pm on Sunday, ANNA will “force” the set-up. Exhibitor will be charged applicable labor fees for set-up.

**Exhibitor Service Contractor**

Brede Exposition Services/Allied Division has been selected to serve as the official service/drayage contractor. The link to Brede’s service kit will be e-mailed to your attention in mid-January 2018. For exhibitor-related questions, set-up information, shipping and drayage, please contact Brede at 407-851-0261. All questions regarding furnishings, shipping, labor, electricity and physical logistics should be directed to Brede Exposition Services/Allied Division.

**Booth Construction**

Exhibit spaces do not include any furnishings, electricity, etc. Arrangements for these items must be made through Brede Exposition Services/Allied Division (407-851-0261). ANNA will provide all linear booths with an identification sign. Booth drapery will be red, white, and black. The exhibit hall is carpeted.

We suggest that you carefully review the "Installation/Dismantling" information contained within the exhibit prospectus. Also, pay close attention to the work rules and procedures as outlined by Brede Exposition Services/Allied Division in their service kit.

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**Security**

ANNA will provide security service for the exhibit hall to control admission and to serve as a deterrent to theft. However, ANNA is not responsible for any losses incurred by exhibitors. Exhibitors must make arrangements to safeguard valuable property.

Admission to the exhibit area is by badge only. Exhibitors will be permitted into the exhibit hall 45 minutes prior to opening and must be out of the hall within 30 minutes of closing each day. There will be no exceptions to this policy. Sales meetings and client meetings will not be permitted within the exhibit hall beyond the times outlined above.

**ANNA Pre-Registration List/Lead System**

Each exhibiting company will receive one complete master list of all pre-registered attendees as of April 5, 2018 (date approximate). Companies may use this list for capturing leads without having to write out numerous names and addresses. Pre-registration lists on labels for one-time use are available for purchase for $300. This list may be purchased prior to or following the Symposium. See order form enclosed.

**Lead Retrieval System**

ANNA will be using a lead retrieval developed by ExpoBadge. Pre-registered attendees as of April 6, 2018 (date approximate) will be provided with bar coded badges. Exhibitors will have the opportunity to rent equipment for onsite scans of attendee information that can be stored to a disk or available for printouts. More details will be available with Brede’s online exhibitor service kit.

**Guest Passes for Exhibit Hall Only**

ANNA will provide each company with one guest pass per 10’ x 10’ booth for guest admission to the exhibit hall only. These passes do not permit the bearer to attend any sessions or social events. These passes may be used at your discretion for professional guests only. Badges will indicate "Guest of Your Company." Upon registration, you will be given your guest passes and asked to sign a receipt for same. ANNA is not responsible for distributing these passes individually to your guests.

**No Smoking Policy**

There is to be no smoking within the exhibit hall at any time inclusive of move-in and move-out.

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**ANNA Exhibitor Policies**

As outlined within the exhibitor prospectus, ANNA has numerous policies regarding its exhibit hall. It is impractical to reiterate all rules and regulations here, but exhibitors are reminded to review these policies once again. All exhibitors are expected to adhere to all rules, regulations, and policies governing ANNA's Symposium.

We look forward to working with you in making the ANNA 2018 National Symposium a successful event for all concerned! Please contact us if we may provide additional information. Thank you.

Sincerely,



Tom Greene Mike Cunningham

Director of Marketing Executive Director

ANNA National Office ANNA National Office

856-256-2367/FAX 856-589-7463 856-256-2312/FAX 856-589-7463

tom.greene@annanurse.org mike.cunningham@annanurse.org

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Enclosures

2018 National Symposium

**April 15-18, 2018 – Las Vegas, Nevada**

**Advance Registration Exhibit Personnel**

**Please Pre-Register Exhibit Personnel by March 15, 2018!**

To facilitate your registration on-site, please register the names of company representatives who will be in attendance per the instructions below. As stated in the exhibit prospectus, each company is entitled to **three (3)** exhibit badges per booth or three (3) per 100 square feet. For additional badges over your allotment, the cost is $100 for each company representative.

**NOTE** –If you wish to provide registrations for nurses to attend the Symposium, you must complete the nurse registration application and submit the required registration fees. **Companies may not register nurses for the $100 exhibitor fee.**

**Please complete and email this form to** **annabadge@ajj.com**(Telephone – 856-256-2300)**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibiting Company Name** |  | **Booth #** |  |

|  |
| --- |
| **Additional Booth Personnel – $100/Each** |
| **Representative** | **Email Address** |
|  |  |
|  |  |
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|  |  |
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|  |  |

**Payment Information** (ANNA Tax ID No. 23-7189008)**:**

**Payment by Check (Payable in US Funds) to:**

ANNA National Symposium

Postal – Box 56, Pitman, NJ 08071-0056

UPS/Overnight Service – 200 East Holly Avenue, Sewell, NJ 08080

**Full Payment by Credit Card:**

|  |  |
| --- | --- |
| **Name on Credit Card** |  |
| **Credit Card Number** |  |
| **Expiration Date** |  | **Security Code** |  |
| **CC Billing Street No.** |  | **CC Billing Zip Code** |  |
| **Amount Authorized to Charge to Credit Card** |  |
| **Signature** |  |

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**AMERICAN NEPHROLOGY NURSES ASSOCIATION**

**2018 National Symposium – April 15-18, 2018**

**Las Vegas, NV**

**Westgate Las Vegas Resort**

## Exhibit Schedule

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**Headquarters Hotel:**

Westgate Las Vegas Resort

3000 Paradise Road

Las Vegas, NV 89109

Telephone: 800-635-7711

**Drayage Address for Exhibit Materials:**

To: ANNA National Symposium

ABF Freight

c/o Brede/Allied Convention Service, Inc.

4501 North Lamb

Las Vegas, NV 89115

For: Exhibitors Name / Booth #

**Exhibitor Write-ups (50-words):**

We encourage you to include a 50-word description of your products and services for the Symposium Program book. You can [Click Here](https://shows.map-dynamics.com/anna2018/) to submit your write-up. **The deadline for receipt is January 19, 2018.**

**Exhibitor Badges:**

[Click Here](https://shows.map-dynamics.com/anna2017/)

**Official Exhibit Service Contractor:**

Brede Exposition Services/Allied Division

2502 Lake Orange Drive

Orlando, FL 32837

Phone: 407-851-0261

Fax: 407-859-7616

Email: bherman@bredeallied.com

**Conference and Exhibit Manager**

ANNA National Office

East Holly Avenue/Box 56

Pitman, NJ 08071-0056

Phone: 856-256-2374

Fax: 856-589-7463

Tom Greene, Director of Marketing

E-mail: tom.greene@annanurse.org

Miriam Martin, Marketing Coordinator

Email: miriam.martin@annanurse.org

[Click Here](https://shows.map-dynamics.com/anna2018/) – to View the Current Floor Plan



**Function Space Request Form**

**2018 National Symposium – April 15-18, 2018**

**Westgate Las Vegas Resort**

**Las Vegas, Nevada**

Exhibiting Firm Requesting Space

Contact Person Title

Address

City State ZIP

Phone FAX E-mail

Function or Event Name

Onsite Contact & Phone Number

Function Date(s) and Times(s)

Expected Attendance Meeting Space Set-Up

Purpose

Requested Location: Westgate Las Vegas Resort

Signature Date

***Please return form to: American Nephrology Nurses Association***

***c/o Anthony J. Jannetti, Inc.***

***East Holly Avenue, Box 56***

***Pitman, NJ 08071-0056***

***Attention: Jordyn Armata, Conference Coordinator***

***Phone 856-256-2300 Extension 2390/Fax 856-589-7463***

***E-mail – jordyn.agresta@ajj.com***

**\*\*\* FOR OFFICE USE ONLY\*\*\***

Meeting Approved By Date of Approval

Location Date Assigned

Meeting Room Date/Time

Facility Contact Person Phone

****

**Room Sub-Block Agreement for Ten (10) or More Guest Rooms**

This agreement must be signed by ANNA exhibitors or third parties representing exhibitors to obtain a sub-block of sleeping rooms from official ANNA hotels. This agreement will enable the requested hotel (Westgate Las Vegas Resort & Casino) to reserve a block of rooms for Exhibitor’s use during the dates of the ANNA Symposium. After approval from ANNA of your requested room block, Hotel will submit a formal agreement directly to you for signature. Your arrangements at the assigned hotel will not be considered definite until the agreement is signed.To assist you in planning your room block, please consult with the exhibit prospectus and exhibit confirmation materials. Exhibit move-in occurs on Saturday April 14 and Sunday April 15. The grand opening of exhibits is Sunday, April 15 at 5:45 pm. Exhibits close on Tuesday, April 17 at 10:30 am.

Upon signing this contract, both you and ANNA will have entered into a binding agreement. ANNA is committed to provide and you are committed to use and pay for all of the accommodations agreed to. Should you not utilize and pay for all of the commitments of this contract, ANNA will suffer damages. Such damages, as outlined in the Hotel agreement, will occur because ANNA will have lost the opportunity to offer your unused rooms to others and is responsible within its hotel contract to pay for rooms blocked. Therefore, you need to agree to utilize and/or pay for 90% of all rooms reserved within your block. Payment for any unused guestrooms (up to 90% of the total rooms reserved) shall be based on the single room rate established for the ANNA Symposium ($105 per night at Westgate Las Vegas Resort & Casino), and as required by the assigned hotel shall be paid directly to Hotel and shall be charged to the credit card listed below.

**Please Note:** Your rooming list with a credit card to guarantee reservations **MUST** be submitted to the requested hotel by Thursday, March 8, 2018. One night’s room and tax will be charged to the credit card on March 8, 2018. **IF YOUR ROOMING LIST IS NOT RECEIVED BY March 8, 2018, THE ROOMS WILL BE WITHDRAWN AND PLACED BACK INTO THE GENERAL ANNA BLOCK.**

**REQUESTED SUB-BLOCK AT: 🞏 Westgate Las Vegas Resort @ $105/Night**

 **Thurs Fri Sat Sun Mon Tues Wed Total Room Exhibitor’s**

 **4/12 4/13 4/14 4/15 4/16 4/17 4/18 Nights Rate Commitment**

**No. of Rooms**

**Requested \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ x $105 = $\_\_\_\_\_ x 90% = \_\_\_\_**

We hereby apply, subject to the terms in this agreement, for a block of rooms (outlined above) at the assigned hotel and we agree to pay for the rooms requested as outlined herein:

|  |
| --- |
| Company |
| Address |
| City / State / Zip |
| Contact Name Title |
| Signature Date |
| Telephone Fax |
| Email |
| Credit Card No. Expiration Date Security Code |

Upon approval of your request, ANNA will send confirmation to you and the hotel. At that time, as mentioned above, the assigned hotel will send you, under separate cover, an agreement for your signature. Exhibitor will coordinate all housing details directly with the hotel, including housing lists and final arrival/departure arrangements.

**Please return form to: Jordyn Armata, Conference Coordinator at the ANNA National Office**

**Phone – 856-256-2430 Fax – 856-589-7463 Email – Jordyn.Armata@ajj.com**

##### 2018 National Symposium

##### April 15-18, 2018 – Las Vegas, Nevada

**Westgate Las Vegas Resort**

#####  Summary of Deadlines and Dates

Upon Confirmation All booth fees must be paid in full.

January 19, 2018 Deadline to reserve advertising space in the National Symposium Program Book.

January 19, 2018 Deadline for receipt of your optional 50-word descriptive write-up for inclusion in the onsite Program Book.

January 26, 2018 Advertising materials are due for the National Symposium Program Book.

February 15, 2018 Deadline to reserve advertising space in the March/April Symposium issue of ***Nephrology Nursing Journal***.

February 16, 2018 Deadline to reserve space in ANNA’s Registration Stuffer Program.

March 2, 2018 Deadline for materials to be received by ANNA for your participation in the Registration Stuffer Program.

March 8, 2018 Deadline for exhibitor sleeping rooms **if a block of ten (10) or more rooms** is needed.

March 15, 2018 Deadline for hotel reservations at the Westgate Las Vegas Resort (official hotel). Note, rooms may sell out prior to this date.

March 15, 2018 Deadline for advance registration for booth personnel.

April 14-15, 2018 Exhibit Set-up Dates.

April 15-17, 2018 Exhibit Dates.

April 16, 2018 Deadline to reserve advertising space in the June Post-Symposium issue of ***Nephrology Nursing Journal***.

April 18, 2018 Applications will begin being accepted for exhibit space at the ANNA 2019 50th Anniversary National Symposium to be held in Dallas, Texas, April 14-17, 2019.

***For more information, please contact***

***Tom Greene, Director of Marketing –*** ***tom.greene@annanurse.org***

***Miriam Martin, Marketing Coordinator −*** ***miriam.martin@annanurse.org***

***Anthony J. Jannetti, Inc. at 856-256-2374***