



Exhibit Confirmation Notice
43rd Annual conference
May 9-12, 2018
Walt Disney World Dolphin Hotel / Lake Buena Vista, FL

Dear Exhibitor:

Thank you for submitting your application for exhibit space for AACN's 43rd Annual Conference to be held May 9-12, 2018. We look forward to working with you on a successful conference. Exhibits will be open on May 10 and 11, 2018.

Exhibit Information

Please note the following information relating to your exhibit.

Any unpaid balances are due immediately. If you should need an invoice for your booth balance, please contact Lauren McKeown, at lauren.mckeown@ajj.com.

Reservations - You are responsible for making your own hotel reservations. Hotel rooms are reserved on a first-come, first-served basis. Exhibitors should plan to make arrangements as early as possible. The cutoff date for reservations is April 6, 2018. Make online hotel reservations directly on the AAACN conference website: conference.aacn.org click on Hotel & Travel for hotel reservation details, or phone the hotel directly at 800-227-1500. Room rates are \$199 single/double per night, plus tax. **Online reservations are preferred.**

Advance registration for booth personnel. As part of your commercial booth fees, you are entitled to three complimentary booth registrations per 10' x 10' booth. If additional badges are needed, please complete the AAACN Exhibitor Badge Form and return to aacnbadge@ajj.com. no later than April 13, 2018. All additional badges must be prepaid and can be purchased for \$25 each.

Floor plan - Can be viewed by [clicking here](#) Exhibits will be located in the Northern Hemisphere Ballroom.

Official Attendee Registration Brochure - Can be found online at: www.aacn.org

Attendee Registration Mailing List - An order form to purchase the list of AAACN's attendees is included. The cost of this list is \$450 and is for **one-time** use only, (the list does not include email addresses or phone numbers). All orders must be prepaid. All exhibiting companies will receive a pre-registration list of attendees on-site.

AAACN Additional Networking Opportunities

Networking is always an important part of the Conference. AAACN invites you and your representatives to join colleagues and friends for the following events as we celebrate ambulatory care nursing:

AAACN Opening Reception/Silent Auction – Wednesday May 9, 7:00 pm – 9:00 pm

Expect an evening of good times, hors d'oeuvres, and great refreshments in Pacific A. Any contributions of item(s) from participating exhibitors to the Silent Auction are welcome! See Participation Form below for more details.

2018 Confirmation Letter

Exhibit services contractor

Brede Allied Convention Services has been selected to serve as the official service/drayage contractor. The service kit will be e-mailed to your attention shortly (make sure to check your SPAM folder). All questions regarding shipping and labor should be directed to Freeman. **Any questions regarding your booth needs please contact the Freeman customer service directly at phone 407-851-0261 or via email at info@bredeallied.com.** Please note advance shipping/drayage address, plan to have your shipment arrive no later than April 25, 2018.

**Exhibiting company name, booth #
AAACN 43rd Annual Conference
c/o Brede/Allied Conv. Services
2502 Lake Orange Drive
Orlando, FL 32837**

EXHIBIT SCHEDULE			
Wednesday, May 9	Exhibitor Set-up	12:00 pm - 5:00 pm	All Exhibitors Set-Up
Thursday, May 10	Exhibits Open	9:15 am - 10:30 am	Refreshment Break
	Exhibits Open	3:00 pm - 4:00 pm	Dessert Break
Friday, May 11	Exhibits Open	7:00 am - 8:00 am	Continental Breakfast
	Exhibits Open	9:30 am - 10:45 am	Refreshment Break
	Exhibit Dismantling	10:30 am - 2:00 pm	

Booth Construction (10'x10')

AAACN will provide all exhibitors with pipe and drape, an identification sign, a 6' draped table and two (2) chairs. Exhibit spaces do not include electricity.

Security

AAACN will have a security guard to check badges upon entering the hall. Exhibitors must make arrangements to safeguard valuable property. AAACN is not responsible for any losses incurred by exhibitors.

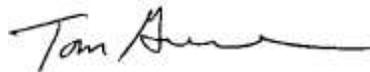
AAACN Exhibitor Policies

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.

As outlined within the exhibitor prospectus, AAACN 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 AAACN's Conference.

We look forward to working with you in making AAACN's 43rd Annual Conference a successful event! Please contact us if we may provide additional information. Thank you.

Sincerely,



Tom Greene
Director of Marketing
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