

**2019 ANNUAL CONVENTION
FEBRUARY 27 - MARCH 2, 2019
MARRIOTT WARDMAN PARK ~ WASHINGTON, DC
EXHIBIT SPACE CONFIRMATION**

Dear Exhibitor:

Thank you for submitting your exhibit space contract for the DNA Annual Convention to be held February 27 -March 2, 2019 at the Marriott Wardman Park in Washington, DC. We are delighted to confirm your participation. Exhibits will be open Wednesday February 27 and Thursday February 28.

INFORMATION

Please note the following information pertaining to your exhibit.

Unpaid balances are due immediately. Any refunds will be issued after the Convention.

Advanced Registration for Booth Personnel – Exhibit Personnel Pre-Registration – As part of your exhibit fee, two (2) complimentary exhibitor registrations for personnel per booth (10' x10') are included. Additional badges may be purchased for \$75 each and must be PREPAID. Click here to access an Additional Badge form.

Floorplan – can now be viewed by [clicking here](#) for your booth location.

Logo & Write up – we ask that you supply us with a logo (300 dpi in a .jpg format) along with a 50 word write up, to be viewed online and on the mobile app.

Registration Delivery –Your literature inserted in the attendee bags. Click on Documents/Links on the floorplan page for a participation form.

Sponsorship Opportunities – Enhance your presence at the DNA Convention. Click on Documents/Links on the floorplan page for a participation form.

EXHIBIT SERVICES CONTRACTOR

Brede Allied 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 early December. All shipments must arrive at the advanced warehouse no later than February 8, 2019, to avoid an after deadline charge. For exhibitor-related questions, set-up information, shipping and drayage, please contact Brede/Allied Convention Services at 407-851-0261 or via email at info@bredeallied.com. All questions regarding furnishings, shipping, labor, electricity and physical logistics should be directed to Brede/Allied.

ADVANCED SHIPPING/DRAYAGE ADDRESS:

To: Exhibitor Name / Booth #

Brede/Allied Convention Services

c/o YRC

7600 Preston Drive

Landover, MD 20785

FROM: Exhibiting Company & booth #

BOOTH CONSTRUCTION

Each exhibit space is 10x10 and includes a company ID sign, and pipe/drape. It does *not* include any furnishings, electricity, etc. Arrangements for these items must be made through Brede. Booth drapery will be included. **The hall is carpeted.**

EXHIBIT SCHEDULE

Tuesday, February 26	Exhibitor Set-up	10:00 am - 5:00 pm	
Wednesday, February 27	Exhibits Open	10:15 am - 12:00 pm	Grand Opening
	Exhibits Open	2:30 pm - 3:30 pm	Refreshment Break
Thursday, February 15	Exhibits Open	9:15 am - 10:30 am	Coffee Break
	Exhibits Open	2:00 pm - 3:00 pm	Refreshment Break
	Exhibit Dismantling	3:00 pm - 7:00 pm	

DNA reserves the right to modify this schedule. Exhibitors will be notified at that time.

HOTEL ROOM RESERVATION INFORMATION

A block of rooms have been reserved for attendees of the DNA Annual Convention at the Marriott Wardman Park.. Please note that rooms at the group rate are limited and may be sold out before the cut-off date: **Monday, January 28, 2019**. Rooms may still be available after the cut-off date, but not at the group rate. All rates are subject to prevailing state and local occupancy taxes.

**MARRIOTT WARDMAN PARK
2660 WOODLEY ROAD, NW
WASHINGTON, DC 2008**

202-328-2000 / Refer to the DNA Annual Convention to receive the special convention rate

PLEASE NOTE: HOTEL RATE IS \$199 SINGLE/DOUBLE + TAX

Reservations can be made online directly: www.2019.dnanurse.org

*DNA **does not** use a housing agency to handle hotel reservations, no one will call and ask you to make your hotel reservations by phone. Anyone who calls/or sends an email who wants to make your reservation is working a SCAM.*

SECURITY

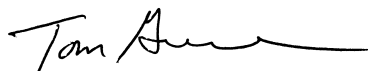
DNA will provide security service for the exhibit hall to control admission and to serve as a deterrent to theft. However, DNA is not responsible for any losses incurred by exhibitors. Exhibitors must make arrangements to safeguard valuable property. Admission to the exhibit area is by badge only.

CONVENTION EXHIBITOR POLICIES/MISCELLANEOUS

As outlined within the exhibit prospectus, DNA has numerous policies regarding its exhibit hall. It is impractical to reiterate all rules and regulations here, but exhibitors are reminded to once again review the policies contained within your exhibit prospectus. All exhibitors are expected to adhere to all rules, regulations, and policies governing the DNA Annual Convention.

We look forward to working with you to make the DNA Annual Convention a successful event for all concerned! Please contact us if we may provide additional assistance.

Sincerely,



Tom Greene
Corporate Relations Manager
phone: 856-256-2367 / fax: 856-589-7463 / tgreene@dnanurse.org