

**Exhibit Confirmation Notice**  
**SUNA Advanced uroLogic Conference**  
**Chicago, IL – March 21-23, 2019**  
**Hyatt Regency Chicago**



Dear Exhibitor:

Thank you for submitting your exhibit space application for SUNA Advanced uroLogic Conference to be held March 21-23, 2019 at the Hyatt Regency Chicago, in Chicago, IL. We look forward to working with you for a successful conference. Exhibits will be open Thursday and Friday, March 21 & 22.

**Exhibitor Information**

Please note the following information relating to your exhibit:

**Any unpaid balances are due immediately.** If you should need an invoice for any unpaid balance please contact: Heidi Perret at [heidi.perret@ajj.com](mailto:heidi.perret@ajj.com).

**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 go to Documents/Links on the floorplan page by [clicking here](#) and click on Additional Badge Request Form **fill out and return to [heidi.perret@ajj.com](mailto:heidi.perret@ajj.com)** no later than March 5, 2019. ***All additional badges must be prepaid and can be purchased for \$80 each.***

Exhibitors may attend most educational sessions on a space availability basis, **excluding any pre-con sessions, the special corporate-sponsored breakfast and lunch symposiums and other food and beverage functions. Corporate nurses will receive an exhibitor's badge and will not receive CE credit unless they register separately for the Conference and pay the standard conference fees.**

Corporate nurses who do not register for the Conference at full registration rates are not entitled to the tote bags and various other items provided to fully paid conference registrants.

If you wish to provide registrations for nurses to attend the Conference, you must complete the nurse registration form and submit the required registration fees, can be found on [www.suna.org](http://www.suna.org)

**Companies may not register nurse customers for the \$80 exhibitor personnel fee.**

**Program Book - Exhibitor Listing.** You will be listed in the 2019 Attendee Program Book by Company name, address, booth number and website address, this information will be taken directly off your submitted booth application.

**Floorplan of exhibit hall:** Can be viewed by [clicking here](#).

**SUNA's list of pre-registrants:** The pre-registrants list may be purchased for a one-time usage prior to or following the conference. The cost is \$250, the list is sent electronically and must be prepaid, see form below. Each exhibiting company will receive onsite a complete master list of all pre-registered attendees.

**SUNA's Registration Delivery Program:** As a service to exhibitors, SUNA will include your product literature and sales brochures in the attendees' registration materials. The cost is \$650 for one piece or \$1,100 for two pieces. Additional fees and deadlines are enclosed. The reservation deadline is March 23, 2018 deadline for receipt of pieces to Freeman is March 13, 2019.

**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 request form found under Documents/Links. All requests must be made in writing.

**Attendee Registration Brochure:** Can be viewed online at the SUNA website:  
[www.suna.org](http://www.suna.org)

**Exhibitor Housing:** You are responsible for making your own hotel reservations. **To receive the conference rate \$169 single/ double plus current taxes**, this can be done on the SUNA website [www.suna.org](http://www.suna.org), or you may contact the hotel directly at 312-565-1234. All reservations must be made no later than February 18, 2019. Reservations made after this date will be subject to space and rate availability.

*As always, it is your own responsibility to make your own hotel reservations with the conference hotel, information is up online at [www.suna.org](http://www.suna.org). But be aware that SUNA HAS NOT enrolled the help of any housing bureau. If you are approached by someone trying to sell you a hotel room for the SUNA Conference, please get their phone number and company name and forward to [heidi.perret@ajj.com](mailto:heidi.perret@ajj.com)*

### Exhibitor Service Contractor

Freeman has been selected to serve as the official service/drayage contractor. Details about online ordering will be emailed to the contact person on your exhibit application shortly. For all exhibitor-related questions, set-up information, furnishings, shipping and drayage, labor, electricity and physical logistics please contact Freeman directly at 773-473-7080. They now offer FreemanOnline Mobile App. **To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.**

### Booth Construction

All exhibit booths are 10' x 10'. Only island exhibitors may exceed 8' in height. Booths include an identification sign. Booth spaces **do not** include tables and chairs. You may order furnishings by contacting **Freeman directly at 773-473-7080 or their new Freeman Online Mobile App**. Refer also to the Quick Facts found under Documents/Links by [clicking here](#). Booth drapery gray and white. The 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 Freeman in their service kit (to be emailed to you mid-shortly). **Please ship to arrive no later than March 13, 2019 to the below Advanced Warehouse address:**

**Exhibitor Name/Booth #**  
**SUNA 2019 Advanced urologic Conference**  
**c/o Freeman**  
**2500 West 35<sup>th</sup> Street**  
**Chicago, IL 60632**

## Exhibit Schedule

Exhibit Schedule			
Thursday, March 21	Exhibitor Set-Up	10:00 am - 4:00 pm	
	<b>Exhibits Open</b>	4:30 pm - 7:00 pm	<b>Opening Reception</b>
Friday, March 22	<b>Exhibits Open</b>	8:30 am - 10:30 am	<b>Coffee Break</b>
	Exhibit Dismantling	10:30 pm - 3:00 pm	

**SUNA reserves the right to modify the exhibit schedule.  
Exhibitors will be notified at that time.**

## Advertising Opportunities in *Urologic Nursing*

We encourage you to reserve your advertising space in SUNA's official journal, ***Urologic Nursing***. Reaching close to 4,000 urologic nurses, the official journal offers a powerful component to your marketing program.

### **January/February – Advanced uroLogic Conference Issue**

Plan now to reserve space in the **January/February Advanced uroLogic Conference Issue of *Urologic Nursing***. Bonus distribution to nurses in Chicago, IL at the SUNA 2019 Advanced uroLogic Conference. The cost for a full page, black and white is \$1,765; full page, four color is \$3,490.

**Closing date: January 9, 2019**

**Materials due: January 15, 2019**

## Security

SUNA will provide 24-hour security service for the exhibit hall to control admission and to serve as a deterrent to theft. However, SUNA 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 (except during installation and dismantling). 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.

## No Smoking Policy

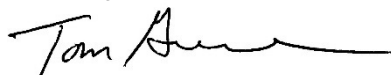
There is to be no smoking within the exhibit hall at any time inclusive of move-in and move-out.

## SUNA Exhibitor Policies

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

We look forward to working with you in making SUNA's Advanced uroLogic Conference a successful event for everyone! Please contact us if we may provide additional information.

Sincerely,



Tom Greene  
Director of Marketing  
856-256-2367 / Fax 856-589-7463  
[tom.greene@suna.org](mailto:tom.greene@suna.org)



**Advanced Practice uroLogic Conference  
Chicago, IL / March 21-23, 2019**

**Exhibit Badges:**

As part of your exhibit fee, you are entitled to three (3) complimentary exhibitor badges per booth (10'x10'). If additional badges are needed, kindly fill out the below and return to [heidi.perret@ajj.com](mailto:heidi.perret@ajj.com) no later than March 5, 2019 **in order to be pre-registered**, after this date you will need to register onsite. **All additional badges must be prepaid and can be purchased for \$80 each.**

Exhibiting Company Name:

Booth #

Additional Booth Personnel

Email addresses\*:

\* email addresses will only be used for our post-con exhibitor survey

Credit card details to be charged: (**SUNA Tax ID No. 93-0696206**)

AMEX

VISA

MC

CC #:

Expiration date:

Security Code:

We authorize SUNA to make the charge of: \$

**(US currency only)**

Name of card holder:

Address: (as per credit card records):

City:

State:

Zip Code:

Email address:

**(needed for receipt)**

Phone #:

Signature of card holder:

Date:

**SUNA National Office:  
East Holly Avenue/Box 56  
Pitman, New Jersey 08071-0056  
[heidi.perret@ajj.com](mailto:heidi.perret@ajj.com)  
Phone 856.256.2375 Fax 856.589.7463**



Advanced Practice uroLogic Conference  
March 21-23, 2019- Chicago, IL

**LIST OF ATTENDEES ORDER FORM**

Please send us the list of attendees from the SUNA Advanced uroLogic Conference. We understand that the cost of \$250 must be **prepaid** before receipt of the list. All list rentals are subject to approval by SUNA which approval may be withheld for any reason or no reason in the sole discretion of SUNA. *Please note: that email addresses are not included in this list.* A sample of the mailing piece is required to process the list order and must accompany your list order request.

Email File to Email address:

February 19

February 26

March 5

March 12

We understand that the list is for **one-time** use only. It is offered for sale only to exhibitors at the 2019 Advanced uroLogic Conference. The list will be delivered to you **after** the Conference unless otherwise requested.

TOTAL AMOUNT ENCLOSED

\$

SUNA Tax ID No. 93-0696206

Exhibiting Company:

Contact:

Title:

Signature:

Date:

**Full Payment by Credit Card**

Visa      MasterCard      AMEX

Name on Credit Card

Credit Card Number

Security Code

Exp Date

Charge Amount

Credit Billing Address street #

zip code

Signature

Heidi Perret, Marketing Coordinator  
Society of Urologic Nurses and Associates, Inc.  
East Holly Avenue / Box 56  
Pitman, NJ 08071-0056  
856-256-2375 / Fax 856-589-7463  
heidi.perret@ajj.com



**Advanced uroLogic Conference  
March 21-23, 2019  
Hyatt Regency Chicago ~ Chicago, IL**

**Application for Registration Delivery Program**

You can include your product literature or sales brochures in the attendee's registration materials.

**Material Size(s):**

- Single Brochure no larger than 8 1/2" x 11"
- One Unit Piece, 4 pages maximum (must be folded to be no larger than 8 1/2" x 11")

**Required Quantity** – 400 pieces

**Pricing:**

- One Piece - \$650 (\$800 for non-exhibitors) / Two Pieces - \$1,100 (\$1,300 for non-exhibitors) **and must be prepaid**

**Deadlines:** Reservation – March 6, 2019 / Material Due Date – no later than March 13, 2019 (see shipping information below)

**Note:** All participating companies must supply a sample piece and shipping information for Registration Delivery Program to the following E-mail address: **heidi.perret@ajj.com by March 13, 2019**

To Include: Shippers Name, Number of Boxes Shipped, Name of carrier, and Tracking Numbers

**YES**, we will participate in the **Registration Delivery Program** during SUNA's 2019 uroLogic Conference as follows:

Number of Items

1. Enclosed is our payment for this service. (SUNA Tax ID No. 93-0696206) \$650 for one piece or \$1,100 for two pieces.
2. We understand that the deadline to commit to this SUNA program is March 6, 2019. 400 pieces to be forwarded to FREEMAN no later than March 13, 2019.

Exhibitor

Address

City State Zip

Phone Email

Contact

Signature Date

**Full Payment by Credit Card** (SUNA Tax ID No. 93-0696206)

AMEX Visa Mastercard

Name on Credit Card

Credit Card Number

Charge Amount Expiration Date Security Code

Billing address on card: Street # Zip Code

Signature

**MAIL APPLICATION WITH PAYMENT TO:**

(Reserve by March 6, 2019)

**SUNA Registration Delivery Program**  
East Holly Ave., Box 56, Pitman, NJ 08071  
Attn: Heidi Perret / 856-256-2375  
Fax 856-589-7463 / heidi.perret@ajj.com

**SHIP MATERIALS TO:**

(Materials must arrive no later than March 13, 2019)  
**SUNA Reg. Delivery Program/Mgmt Freight**  
c/o FREEMAN  
2500 West 35th Street  
Chicago, IL 60632