



**Spring Advanced Practice Neonatal Nurses Conference
Hyatt Regency Indian Wells - Greater Palm Springs, CA
May 29 - June 1, 2019**

EXHIBIT CONFIRMATION NOTICE

Dear Exhibitor:

Thank you for submitting your exhibit space contract for the Spring National Advanced Practice Neonatal Nurses Conference to be held at the Hyatt Regency Indian Wells in Greater Palm Spring, CA, May 29 - June 1, 2019.

EXHIBIT SCHEDULE:

<u>2019 Exhibit Schedule</u>		
Wednesday, May 29	Exhibit Set-up	1:00 pm - 6:00 pm*
Thursday, May 30	Exhibits Open/Coffee & Tea Service	10:00 am - 11:15 am
	Exhibits Open/Lunch Concessions	12:15 pm - 1:30 pm
	Exhibits Open/Refreshment Break	2:30 pm - 3:30 pm
Friday, May 31	Exhibits Open/Breakfast Concessions	7:00 am - 8:00 am
	Exhibits Open/ Coffee & Tea Service	10:00 am - 11:15 am
	Exhibitor Dismantling	11:15 am - 4:30 pm
Exhibit schedule and floor plan subject to change.		

* All exhibits must be in place by 6:00 pm Wednesday, May 29th.

ENCLOSURES:

Please note the following enclosures relating to your exhibit.

1. Email Confirmation Notice and Invoice information - APNC’s Exhibit Confirmation Notices are being emailed using exhibit service software powered by **Map-Dynamics** (www.map-dynamics.com) Your APNC Email Confirmation Notice has your **Booth Number** and information to access the **National Advanced Practice Neonatal Nurses Conference Exhibit Confirmation Materials**.

APNC emailed an invitation by separate cover for you to edit your online booth. The Log-in that you created to edit your online booth must be re-entered as you created it each time you access your online booth because a “copy & paste” Log-in will not enable online access. All booths are 10’ X 10’. Review the “Information for Exhibitors” page of APNC’s Exhibit Prospectus PDF for full information about your booth and the associated information and services. All APNC Exhibit Confirmation Materials are self-accessible for your direct download and handling. You will find these show materials posted under the “Documents & Links” icon that is located at the top right-hand page of APNC’s Exhibit Hall Floor Map. To access confirmation materials for download, click-on the “Documents & Links” icon and download the materials that appear in the links in the drop-down menu list.

All unpaid booth balances are due immediately. Booth space must be paid in full prior to exhibiting. No onsite payment of booth fees permitted. Any applicable refunds will be issued after the conference. APNC **automatically invoices for unpaid booth balances** and sends them by separate cover email. APNC does not send invoices for booths with a zero balance. If you require an invoice, or need a payment status for your booth, email a written request to: apnc_exhibits@ajj.com **Please note: NNNC-APNC Federal Tax I.D. Number is 94-2755330.**

2. Advertising Opportunities - The **National Advanced Practice Neonatal Nurses Conference Syllabus Book** advertising space order form is posted in "Documents & Links" on the online Exhibit Hall Floor Map noted on page 1 of this Exhibit Confirmation Notice. To reserve conference syllabus ad space, download the form and return the completed ad space reservation form by scan copy attachment to: **lauren.mckeown@ajj.com**

Exhibitor's Advertising Rates: \$500 for a full page (black and white)
\$400 for a half page (black and white)
Color charges additional: 4 Color process cost \$600

Closing Dates: Ad Space Reservations - April 5, 2019 Ad Materials Deadline – April 12, 2019

3. Hotel Room Reservations - You are responsible for making your own hotel reservations. **Exhibitors are reminded that hotel rooms are reserved on a first-come, first-served basis and should plan to make arrangements as early as possible.** All reservations for suites and/or special function space must be made through our office. Contact Rick Gabler at (856) 256-2314.

Official APNC Conference Hotel: Hyatt Regency Indian Wells Resort & Spa
44600 Indian Wells Lane
Indian Wells, California 92210

Make online room reservations through this URL: <https://book.passkey.com/event/49695552/owner/12284/home>

Or, make your reservations online at: https://www.academyonline.org/page/AP_Travel

To make phone reservations dial: (800) 304-9288 and reference the Academy of Neonatal Nursing

Rates: Single/Double Occupancy \$169; Triple/Quad \$189. Additional fees: Taxes, currently 14.25%, and \$0.57 state tourism fee

4. Floor Plan - Booth spaces are 10' x 10'. To locate your assigned booth location, download the floor plan diagram posted under "Documents & Links", or view the **Public Floor Map URL:** <https://shows.map-dynamics.com/sapnnc2019/>
5. Sponsorship Opportunities - Enhance your exhibit presence at the conference by participating as a sponsor. Available sponsorships include: lanyards, Lunch Symposia, speaker sponsorships continental breakfast, coffee breaks and more. Please review the Sponsorship Form enclosed or call Rick Gabler at 856-256-2314 to discuss your interest.
6. Advance Registration for Booth Personnel - **Exhibitors are responsible for submission of booth representative name(s) for pre-registration of exhibitor name badges.** APNC provides three (3) complimentary exhibitor name badges per 10'x10' booth space. Additional Exhibitor Name Badges are available for order at \$75.00 each prepaid. Entrance to the Exhibit Hall is by *Name Badge only*. The Exhibitor Name Badge Pre-Registration Deadline is: **April 5, 2019**.
7. APNC Program Book Description - Deadline for receipt of descriptions to be printed Conference Syllabus Books and for entry of descriptions into Online Booth Records: **April 5, 2019**
 - 1). Log-in to your Online Booth Record;
 - 2). In your Online Booth Record's "Main Record" Tab enter data into the "Description" box
 - 3). Click-on the green "Save Record" Button

PLEASE NOTE: Descriptions entered into Online Booth Records after the deadline may not be published; Online Booth Record descriptions exceeding 25 Words are not picked-up for print in APNC's Conference Syllabus Books.

8. Neonatal Network - Advertising opportunities for the 2019 March/April "Advanced Practice Conference" issue of **Neonatal Network**, The Journal of Neonatal Nursing are available. This issue of Neonatal Network, the official publication of the Academy of Neonatal Nursing, will include extra distribution onsite in Greater Palm Springs.
Extended ad space deadline: February 1, 2019; **Extended ad materials deadline:** February 8, 2019.
9. Attendee Registration List Order Form - The registration list of attendees is available at a cost of \$450 (one-time usage). Please see enclosed form for details.
10. Special "Registration Delivery Program" in Attendee Packets - Take advantage of this special program and reach each attendee with your important message. This is a great opportunity to provide the important marketing exposure your company needs. To take advantage of this offer use the **Registration Delivery Program** form.
11. Attendee Brochure - The National Advanced Practice Neonatal Nurses Conference Attendee Brochure is posted in "Documents & Links" in your online booth. Download the PDF to review sessions and schedules.

EXHIBITOR SERVICE CONTRACTOR

Levy Exposition Services Inc. has been selected to serve as the official service/drayage contractor. You can access order forms to review and download or order online and save time. Levy Exposition Services Inc. will directly email confirmed exhibitors with instructions for order placement with them. Levy Exposition Services Inc.'s service kit contains important deadlines. Please take time to review the service kit to take advantage of advanced pricing deadlines, shipping deadlines and other important show handling information.

If you have questions regarding order placements, custom items, or would just rather speak with a live exhibitor service representative use the following contact information to reach them:

Levy Exposition Services Inc.
Suite 271, 14900 – Interurban Avenue S.
Seattle, WA 98168

Online Ordering: www.levyshow.com
Phone: (253) 437-0031, Fax: (253) 437-0032
Email: operations@levyshow.com

All 10' x 10' booths include **pipe, drape, and identification sign** only. Any extras such as tables, chairs, electricity, etc. must be ordered through Levy Exposition Services Inc. The exhibit hall is carpeted, and the drapery colors are teal and white. Ceiling height is 9' 6".

Please note that there are certain rules and regulations that must be followed by exhibitors for freight handling and booth erection and dismantling. Please consult the Levy Exposition Services Inc. decorating kit for details.

All questions regarding service kit orders for furnishings, shipping, labor, electricity and physical logistics should be directed to Levy Exposition Services Inc. at phone number (253) 437-0031, or email operations@levyshow.com.

SHIPPING INFORMATION

We recommend you ship your materials as indicated within the information secured from Levy Exposition Services Inc. The Advanced Warehouse shipping address for APNC is as follows:

TO: Exhibitor Name/Booth # _____
c/o Liberty CFS NV
18298 Slover Ave.
Bloomington, CA 92316

FOR: NAPNNC
Hyatt Regency Indian Wells
May 29 - 31

Lead retrieval is available through ExpoBadge, Inc.: [Click here to access the order form.](#)

Website: www.expobadge.com

Online orders: [NAPNNC 2019](#)

Fax: 714-632-8345

Phone: 800-490-9941

SECURITY

Admission to the exhibit area is by badge only. Security service will be provided. However, neither Anthony J. Jannetti, Inc., APNC, nor the Portland Downtown Waterfront Marriott are responsible for any losses incurred by exhibitors. Exhibitors must make provisions to safeguard their goods from the time they are placed in their exhibit booth until they are removed by the exhibitor.

NO SOLICITATION POLICY

The show floor will be strictly policed to eliminate solicitation of exhibitors by other exhibitors and third parties. Individuals who fail to observe the No Solicitation Policy will be removed from the exhibition floor and jeopardize the participation of the exhibitor they represent.

We look forward to working with you in making the National Advanced Practice Neonatal Nurses Conference a successful event for all. Please contact Lauren McKeown, Exhibit Coordinator at (856) 256-2432; lauren.mckeown@ajj.com, or me, for any additional information.

Sincerely,



Rick Gabler, Exhibit Manager

Phone: 856-256-2314 Fax: 856-589-7463

SAVE THE DATE

19th National Neonatal Nurses Conference, 22nd National Mother Baby Nurses Conference & Fall National Advanced Practice Conference
Caribe Royal • Orlando, FL • September 11-14, 2019 • Expected Attendance = 1,500+ Nurses