



19th National Neonatal Nurses Conference
22nd National Mother Baby Nurses Conference
Fall National Advanced Practice Neonatal Nurses Conference
Caribe Royale Orlando Hotel, Orlando, FL
September 11 – 14, 2019

Exhibit Confirmation Notice

Dear Exhibitor:

Thank you for submitting your exhibit space contract for the 19th National Neonatal Nurses Conference (NNNC), 22nd National Mother Baby Nurses Conference (MBNC), and Fall Advanced Practice Neonatal Nurses Conference (Fall APNC) to be held at the Caribe Royale Orlando Hotel in Orlando, FL on September 11-14, 2019.

<u>2019 Exhibit Schedule:</u>		
Wednesday, September 11th	Exhibit Set-up	9:00 am – 4:00 pm
	Exhibits Open/Refreshment Break	5:30 pm – 7:00 pm
Thursday, September 12th	Exhibits Open	9:00 am – 2:00 pm
	<ul style="list-style-type: none">• Refreshment Break @ 9:15 am – 11:15 am• Box Lunch for Attendees @ 12:15 pm – 2:00 pm	
Friday, September 13th	Exhibits Open/Refreshment Break	9:00 am – 11:15 am
	Exhibitor Dismantling	11:15 am – 5:00 pm
* Exhibit schedule and floor plan subject to change		

All exhibits must be in place by 4:00 pm, Wednesday, September 11th. Exhibits may not be dismantled before 11:15 am, Friday, September 13th.

ENCLOSURES:

Please note the following enclosures relating to your exhibit.

1. Booth Space Assignment/Email Confirmation Notice and Invoice information — Exhibit Confirmation Notices provided by **the Academy of Neonatal Nursing (ANN)**, for **19th NNNC, 22nd MBNC, and Fall APNC** are emailed to the designated contact recorded in Section "B" of the completed exhibit application filed with NNNC. **The 19th NNNC, 22nd MBNC, and Fall APNC's Exhibit Confirmation Email Notice** provides an "Invite" for exhibitor's self-access editing of their assigned online booth record and exhibitor profile powered by **Map-Dynamics.com**, NNNC's exhibit service software provider.

Confirmed exhibitors are responsible for self-access download, review, completion and return of required show information within deadlines established by NNNC. Electronic exhibit confirmation materials show handling information and additional marketing opportunities are posted for download in the Drop-down Menu of the **"Documents and Links" Icon**, located at the extreme top right-hand side of the electronic Grand Sierra Exhibit Hall Public View Floor-plan map page. To Click-on the icon visit URL: <https://shows.map-dynamics.com/fapnnc2019/>

NNNC's confirmed exhibitors are responsible for direct self-access entry of data into their Online Booth Record with their (optional) 25-word company description, mandatory exhibit representative's name badge pre-registration(s), and/or any revisions necessary to contact information appearing in their 19th NNNC, 22nd MBNC, and Fall APNC Online Booth Record.

All unpaid booth balances are due immediately. 19th NNNC, 22nd MBNC, and Fall APNC will automatically Invoice unpaid booth balances and transmit Invoices by separate cover email. Invoices will not be sent for booths with a zero balance. If you require an Invoice, or need a payment status for your booth, please email your written request to: **nnnc_exhibits@ajj.com**
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. Please Note: NNNC Tax I.D. Number is 94-2755330.

Conference and Exhibit Management Representatives:

Anthony J. Jannetti, Inc ♦ East Holly Ave, Box 56 ♦ Pitman, NJ 08071-0056 ♦ Phone: 856-256-2342 / Fax: 856-589-7463

(NNNC Confirmation Letter: Page 1 of 5)

2. Advertising Opportunities - Enhance your presence with an advertisement within NNNC's official conference syllabus in Orlando, FL. The official advertising insertion order form is posted under "**Documents & Links**" **Icon** - see page 1.

Rates are: \$775 for a full page (black and white)
\$575 for a half page (black and white)
Color charges additional: 2nd color \$500; four color \$725
Closing date for reserving space: July 19, 2019
Materials deadline: July 26, 2019

3. Hotel Room Reservations - You are responsible for making your own hotel reservations, special conference rates are available plus applicable taxes. **Reservations made after August 12, 2019 are subject to space and rate availability.** The Caribe Royale Orlando is the designated headquarters hotel for the conferences. Per night room rates are \$129 Double Queen/ Standard King +\$25 triple/quad plus applicable taxes (*taxes are currently 12.5% + \$3.00 occupancy fee*). Features of the resort service package may be found on the Conference Section of the Academy of Neonatal Nursing's website under Travel & Hotel Information. To receive our special conference rates phone **Reservations at 888-591-1234 and refer to the National Neonatal Nurses Conference (NNNC), or make reservations online at: <https://cariberoyale.reztrip.com/ext/promoRate?property=1515&mode=b&pm=true&sr=333389&vr=3>**

All reservations for suites and special function space must be made through our office. Contact Beth Meehan at 856-256-2300 ext. 2368. Return completed Function Space Request Form for approval to FAX No.: 856-589-7463; Attention: Beth Meehan, Conf. Mgr.

NNNC Room Rates plus any applicable tax (*Current tax rate: 12.5% + \$3.00 occupancy fee*): \$129 Double Queen/ Standard King +\$25 triple/quad;

Conference Hotel: Caribe Royale Orlando
8101 World Center Dr.
Orlando, FL 32821

4. Floor Plan – You can access the electronic floor plan viewer for Grand Sierra Ballrooms D-1 at URL: <https://shows.map-dynamics.com/fapnnc2019/>
Or, you may enter your I.D. and Password (*i.e., that you created from your Confirmation Email "Invite" Notice to edit your Online Booth Record*) into **ANN's** 19th NNNC, 22nd MBNC, and Fall APNC Log-in page. Once automatically redirected to the Map-Dynamics Event Manager "My Shows" page – select and click-on the meeting link for 19th NNNC, 22nd MBNC, and Fall APNC for auto-redirect into the Event Dashboard, then click-on "Public Map View" for redirect into an electronic viewer for Exhibit Hall: Grand Sierra Ballrooms D-1.
5. **BACK This Year! Exhibit Hall Presentation Theaters:** Looking for a way to educate attendees about your latest products and services in a classroom setting? Reserve a time slot in our exhibit hall presentation theater for your non-CNE program, product demonstration, workshop, product training session, focus group, or other activity. These presentations are a great way to reach a live audience to generate interest in your product and drive traffic to your booth. The exhibit hall presentation theater is comprised of a stage, basic A/V equipment, and seating for approximately 100 attendees. You'll be assigned a 30-minute time slot during which you can hold your event. Time slots are available on a first come – first served basis. The **Exhibit Hall Presentation Theater Schedules and Presentation Theater Reservation Form** are enclosed. **Cost - \$3,000 per time slot.**
6. 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, complete the enclosed form. The cost is \$1,200 for one piece or \$1,800 for two pieces. The maximum size of your promotional material is 8" x 11" and 1,500 pieces are required. For more information, see the enclosed **Registration Delivery Program** form.
7. Sponsorship and Corporate Member Opportunities - Enhance your exhibit presence at the Conference by participating as a sponsor. See the enclosed Sponsorship Opportunities form. There are still many sponsorships available including **room key cards, educational sessions, coffee breaks, and lunch.** Maximum acknowledgement and recognition is also available as an ANN 2019 Corporate Sponsor which offers opportunities that will enhance your company's visibility to thousands of neonatal nurses, who look to the Academy of Neonatal Nursing each year for their educational needs, when your organization becomes a neonatal specialty partner through The Academy of Neonatal Nursing's 2019 Corporate Sponsor Program. To become a designated ANN Corporate Member of Distinction please call Rick Gabler - NNNC Exhibit Manager, at (856) 256-2314 to discuss options.
8. Advance Registration Form for Booth Personnel – Exhibitors are responsible for completing data entry pre-registration of their Booth Representative's Badge Names into the "**In the Booth**" **Tab** of their Online Booth Record by: **August 12, 2019**; Up to three (3) company representative name badges are included with each 10' x 10' exhibit booth. All additional company representatives beyond the allotment are charged \$75 each per badge. Submit and pay for additional name badge orders using instructions on the Additional Name Badge Order Form for "Pre-Registration for Additional Exhibitor Name Badge Orders" posted in the "**Documents & Links**" **Icon's** Drop-down Menu List. Return completed Additional Name Badge Order Forms with prepayment, by Visa or MasterCard only, to FAX# 856-589-7463 or email a scan copy to: nnncbadge@ajj.com

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. NNNC Program Book Description & Virtual Exhibit Hall - A product and/or service description along with a contact name and email address, for attendees to utilize in making appointments to your booth, will appear in the Virtual Exhibit Hall Exhibitor Listing and in printed Conference Syllabus Books distributed onsite to all conference attendees. Log-in to your self-accessible Online NNNC Booth Record by using the **Exhibit Confirmation “Invite” Email** sent to your company’s designated exhibit contact from “Section B” of the completed exhibit application.

Company Descriptions:

Deadline for receipt of descriptions to be printed Conference Syllabus Books and for entry of descriptions into Online Booth Records: **August 2, 2019.**

Descriptions for NNNC’s printed conference syllabus books have a 25-word limit.

- 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

Booth Appointments:

- 1). Log-in to your Online Booth Record;
- 2). In your Online Booth Record’s “Custom Fields” Tab enter info into section “For Booth Appts. contact: Name & Email Address”
- 3). Click-on the green “Save Record” Button

PLEASE NOTE: Descriptions and appointment contact information entered into Online Booth Records after July 19, 2019, may not be published; Online Booth Record descriptions exceeding 25 Words are not picked-up for press print in NNNC’s Conference Syllabus Books. NNNC does not guarantee press print of company descriptions which aren’t received by July 19, 2019.

11. Attendee Brochures – The 19th National Neonatal Nurses Conference Attendee Brochure, the 22nd National Mother Baby Nurses Conference Attendee Brochure and the Fall Advanced Practice Neonatal Nurses Conference Attendee Brochure are located, for your self-access download, under the Drop-down menu of the “Documents and Links” Icon at the top right-hand side of The Grand Sierra Ballrooms D-1 Floor Plan Page at URL: <https://shows.map-dynamics.com/fapnnc2019/>

NEONATAL NETWORK ADVERTISING:

The September/October issue of *Neonatal Network* will be the designated “Conference” issue for 2019. There will be extra distribution of this issue onsite in Orlando, FL.

By advertising in the September/October “Conference” issue of *Neonatal Network* you will reach over 14,000 neonatal readers (including approximately 8,000 members of the Academy of Neonatal Nursing) with your important message. Your ad will be part of the September issue being distributed onsite, PLUS, your ad will be placed on an advertising board noting “As Advertised in the Neonatal Network” and prominently displayed at your exhibit booth.

The rates and advertising form are posted under the Documents and Links” Icon for your download access.

Note: Closing date is July 19th for ad space and July 26th for ad material.

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 on-line and save time. Levy Exposition Services Inc. will directly email confirmed exhibitors with instructions and a **Show Password** which they’ll require for you to be able to access on-line order placement through their website.

Levy Exposition Services Inc. on-line decorating service kit will **not be activated for exhibitor’s self-access ordering usage until after June 14, 2019.** Please, **do not place any electronic orders** with Levy Exposition Services Inc. **unless you have received an electronic communication from them** regarding their service kit activation and ordering instructions. Once Levy’s Service Kit is available, it will also be posted to be accessible for your download from the Drop-down menu of the “Documents and Links” Icon (*i.e., please refer to note 11. above for download access*).

Confirmed exhibitors who **have not** received **Levy Exposition Services Inc.'s** electronic ordering **instructions by June 14, 2019** are advised to contact **Levy Exposition Services Inc.** directly. Once the on-line service kit has been activated you may print and fax your completed order forms to Levy Exposition Services Inc., if preferred.

Levy Exposition Services Inc.

- **Order Online at:** www.levyshow.com
- **Phone:** (253) 437-0031; **FAX:** 253 437 0032
- **E-mail:** operations@levyshow.com
- **Exhibitor Service Representatives:** (604) 277-1726

All 10' x 10' booths include **pipe, drape, and identification sign** only. Any extras such as tables, chairs, carpeting, electricity, etc. must be ordered through Levy Exposition Services Inc. The exhibit area is carpeted, and the ceiling height is 24'.

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 electronic 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 (253) 437-0031; Email: operations@levyshow.com

SHIPPING INFORMATION:

We recommend you ship your materials as indicated within the electronic information available from Levy Exposition Services Inc.

<p>Advance Warehouse Shipping Address:</p> <p>TO: EXHIBITING COMPANY NAME & BOOTH # Levy Exposition Services, Inc. c/o Liberty CFS NV 2502 Lake Orange Drive Orlando, FL 32830</p> <p>FOR: 19th NNNC, 22nd MBNC and Fall APNC Caribe Royale Orlando Exhibit Hall: Grand Sierra Ballrooms D-1 September 11 – 14, 2019</p> <p>Notes: Surcharges will apply to any shipments received at the Advance Warehouse after Levy's receiving cut-off deadline. Refer to Levy's Online Service Kit to locate deadlines. Advanced Shipments cannot be delivered or received at this facility after Thursday, September 5th, 2019.</p>	<p>Direct Ship Address:</p> <p>TO: EXHIBITING COMPANY NAME & BOOTH # Caribe Royale Orlando c/o Levy Exposition Services, Inc. 8101 World Center Dr, Orlando, FL 32821</p> <p>FOR: 19th NNNC, 22nd MBNC and Fall APNC Caribe Royale Orlando Exhibit Hall: Grand Sierra Ballrooms D-1 September 11 – 14, 2019</p> <p>Note: Shipments cannot be delivered or received at this facility sooner than 9:00 AM, Wednesday, September 11, 2019 during move-in hours.</p>
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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.

SECURITY:

Admission to the exhibit area is by badge only. Security service will be provided. However, neither Anthony J. Jannetti, Inc., NNNC, nor the Caribe Royale Orlando is 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.

We look forward to working with you in making the 19th National Neonatal Nurses Conference, 22nd National Mother Baby Nurses Conference and Fall National Advanced Practice Neonatal Nurses Conference a successful event for all. Please contact Danielle Vellucci, Marketing Coordinator (856) 256-2432, or me, for any additional information.

ACADEMY OF NEONATAL NURSING 2020 EDUCATIONAL CONFERENCES:

We are pleased to have you exhibit with us in 2020 for both our educational conferences shown below:

17th National Advanced Practice Neonatal Nurses Conference

Hilton Hawaiian Village LLC
Honolulu, HI

April 15-17, 2020

**20th National Neonatal Nurses Conference
23rd National Mother Baby Nurses Conference
Fall National Advanced Practice Neonatal Nurses Conference**

Bally's Las Vegas Hotel & Casino
Las Vegas, NV

September 9 - 12, 2020

Sincerely,



Rick Gabler
Exhibit Manager
856.256.2314/Fax: 856.589.7463

Enclosures
RG: lm

