

**Exhibit Confirmation Notice
SUNA uroLogic Conference
Lake Buena Vista, FL
September 20-23, 2019
Disney's Coronado Springs Resort**



Dear Exhibitor:

Thank you for submitting your exhibit space application for SUNA uroLogic Conference to be held September 20-23, 2019 in sunny Florida at Disney's Coronado Springs Resort. We look forward to working with you for a successful conference. Exhibits will be open both Saturday and Sunday, September 21 and 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.

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 **click** on [Documents/Links](#) and **click** on the **SUNA Additional Badge Request Form fill out and return to heidi.perret@ajj.com**. no later than September 3, 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, lunch, and dinner 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

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 \$200, the list is sent electronically and must be prepaid, see form under [Documents/Links](#). Each exhibiting company will receive onsite a complete master list of all pre-registered attendees.

Advertising form SUNA uroLogic Conference Program Book: Closing date is August 13, 2019 for all space commitments. Ad materials are due no later than August 20, 2019. All program book ads must be prepaid. **Help us celebrate our 50th Anniversary by running an ad in the program book.** All program book ads must be PREPAID.

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 \$950 for one piece or \$1,450 for two pieces. Additional fees and deadlines are enclosed. The reservation deadline is August 29, 2019 deadline for receipt of pieces to Brede/Allied is September 5, 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 form found under Documents/Links by [clicking here](#). All requests must be made in writing.

Attendee Registration Brochure: Can be viewed online at the SUNA website: www.suna.org

Exhibitor Housing: You are responsible for making your own hotel reservations. **To receive the conference rate \$189 single/ double plus current taxes**, this should be done on the SUNA website www.suna.org, or you may contact the hotel directly at 407-939-4686. **All reservations must be made no later than Monday, August 19, 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. 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

Exhibitor Service Contractor

Brede/Allied Convention Services 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 Brede/Allied directly at either 407-851-0261 or info@bredeallied.com.

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 Brede/Allied directly at either 407-851-0261 or info@bredeallied.com. Booth drapery will be blue & teal. 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 Brede/Allied in their service kit (to be emailed to you shortly).

**Advanced Warehouse shipping address:
SUNA Annual Conference
Exhibitor Name/Booth #
Brede Allied
2502 Lake Orange Drive
Orlando, FL 32837**

Advanced shipments can be received at the above advanced warehouse up until Thursday September 5, 2019, after that date a deadline charge will be applied.

Exhibit Schedule

The exhibit schedule is as follows:

Exhibit Schedule			
Friday, September 20	Exhibitor Set-Up	12:00 pm	- 5:00 pm
Saturday, September 21	Exhibits Open	9:15 am	- 10:45 am
	Exhibits Open	2:30 pm	- 4:00 pm
Saturday, September 22	Exhibits Open	9:30am	- 11:00 am
	Exhibit Dismantling	11:00am	- 4:00 pm

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.

September/October - Conference Issue

Plan now to reserve space in the **September/October 2019 Conference Issue of *Urologic Nursing***. Bonus distribution to nurses in Lake Buena Vista at the SUNA 2019 uroLogic Conference. The cost for a full page, black and white is \$1,765; full page, four color is \$3,490. **Closing date is August 26, 2019 with materials due September 3, 2019.**

Security

SUNA will provide 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.

Lead Retrieval System

SUNA will be using a computerized lead retrieval service developed by ExpoBadge Incorporated. Exhibitors will have the opportunity to rent equipment for onsite scans of attendee information that can be stored to a disk or available for printouts. More details will be available with the Brede/Allied online exhibitor service kit and also under [Documents/Links](#).

No Smoking Policy

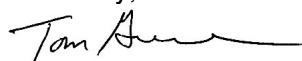
There is to be no smoking within the exhibit hall at any time inclusive of move-in and move-out.

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 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

Celebrating
50
YEARS
1969-2019