

Dear AMSN Exhibitor:

Thank you for submitting your application for exhibit space at the **Academy of Medical‑Surgical Nurses 28th Annual Convention** to be held September 26-29, 2019 at the Hilton Chicago in Chicago, IL. We are looking forward to working with you on a successful exhibit presentation.

Please note the following information pertaining to your exhibit:

***Any unpaid balances are due immediately***. If you should need an invoice for your booth balance, please contact Heidi Perret at heidi.perret@ajj.com

***AMSN Convention Program Book/Mobile App:*** Your company will be listed in the AMSN Convention Program book by company name, address, website address and booth number. This information will be taken directly from the exhibitor application. You can however, include a write up and company logo (300 dpi jpg file) by signing into MapDynamics, to be used on the interactive floorplan and on the mobile app

***Advanced Registration for Booth Personnel*** – ***Exhibit Badges*:**

As part of your exhibit fee, you are entitled to three (3) complimentary exhibitor badges per booth (10’x10’). You **must NOW** register them online using the MapDynamics link that was sent out to you originally. Additional booth personnel badges may be purchased for $75 each. you can use the form found in MapDynamics under Documents & Links by [clicking here](https://shows.map-dynamics.com/amsn2019/). Advance exhibitor registration information must be received no later than **September 9, 2019** **in order to be pre-registered,** after this date you will need to register onsite.All additional badges must be **PREPAID**.

***List of Attendees Order Form:*** AMSN will sell its registration list of attendees for $500 (one time usage). you can use the request form found in MapDynamics under Documents & Links by [clicking here](https://shows.map-dynamics.com/amsn2019/). *This list contains only mailing addresses, no email addresses are provided.*

***Exhibit Floor Plan:*** You can view the floorplan for your booth location by [clicking here](https://shows.map-dynamics.com/amsn2019/).

***Function Space Request Form:*** Exhibitors requiring meeting space during the convention will need to fill out the Function Space Request Form found below and also on MapDynamics under Documents and Links.

***Marketing Opportunities***

Enhance your presence at the 28th Annual Academy of Medical‑Surgical Nurses Convention by taking advantage of these marketing opportunities.

***Convention Program Book Advertisement*:** Let the attendees know about your products and services with an advertisement in the official AMSN Convention Program Book for Chicago, IL. All space commitments are due no later than August 14, 2019 with all ad materials due no later than August 21, 2019***.*** For more information, use the space commitment form found in MapDynamics under Documents & Links by [**clicking here**](https://shows.map-dynamics.com/amsn2019/)..

***Sponsorship Opportunities*:** Please view the sponsorship form found in MapDynamics under Documents & Links by [clicking here](https://shows.map-dynamics.com/amsn2019/). for additional opportunities for you to expand your exposure to the AMSN Annual Convention attendee and support AMSN.

***Advertising on the* MedSurg Nursing Journal *website*:** See form found in MapDynamics under Documents & Links by [clicking here](https://shows.map-dynamics.com/amsn2019/).

*AMSN confirmation letter – pg 2*

***Exhibitor Service Contractor***

The Academy of Medical‑Surgical Nurses provides you with exhibit space, pipe & drape and an identification sign only. ***Please note: AMSN does not provide any complimentary furnishings, electricity, labor, drayage, etc., for your exhibit booth.***

All furnishings and services should be obtained from the official service/drayage contractor, ***Brede Exposition Services***. Their service kit link will be emailed to you shortly. if you need to contact them, they can be reached via email ***csarizona@brede.com*** , phone number is 602-275-5900. All shipments should be consigned and directed to the service contractor at the following address, and must be received no later than September 19, 2019***:***

,

TO: Company Name & Booth #

 Brede Exposition Services c/o Source One

160 Eisenhower Lane North

Lombard, IL 60148

FOR: AMSN 28th Annual Convention

Stevens Salon D

September 26–29, 2019

 ***2019 Exhibit Schedule***

**Thursday, September 26** Set Up8:00 am – 5:00 pm

 **Exhibits Open 6:30 pm – 8:45 pm**

 (O*pening Reception)*

**Friday, September 27 Exhibits Open 9:15 am – 11:15 am**

 (Coffee Break)

**Exhibits Open 1:45 pm – 3:30 pm**

 *(Refreshment Break)*

 Exhibit Dismantle 3:30 pm

**The Opening Reception, Coffee Break and Refreshment Break will all be held in the Exhibit Hall.**

***Attendee Registration Brochure:*** Can be viewed online at the AMSN website: [www.amsn.org](http://convention.amsn.org/register)

***Hotel Reservations:*** A block of rooms have been secured at the Hilton Chicago at the special convention rate of **$199** single/double. The hotel rates are subject to all applicable state and local taxes. You are responsible for making your own hotel reservations. **To receive the convention rate,** you can make your reservations directly online [www.amsn.org](http://convention.amsn.org/travel) **click Convention**, **scroll down to Hotel & Travel** or by contacting the hotel directly **at 877-865-5320**.The con rates are available through August 23, 2019. Reservations received after this date will be accepted on a space and rate available basis.

***Important Notice:*** *Hotel reservations should be made through the AMSN reservation link at the Hotel and Travel (/travel) section of the AMSN Annual Convention Website* or *directly with the hotel. AMSN does* not *use a housing agency to handle hotel reservations, and no one will call and ask you to make your hotel reservations by phone. Anyone who calls you or sends an email to you who wants to make your reservation is working a SCAM. Hang up or delete the email and do not give them any information.*

*AMSN confirmation letter – pg 3*

***Other Exhibitor Information***

* All booths are 10’ x 10' unless otherwise noted.
* Admission to the exhibit area is by badge only. Security services will be provided, however, each exhibitor must make provisions to safeguard their goods from the time they are placed in their booth until they are removed by the exhibitor. Neither AMSN, nor the Hilton Chicago are responsible for any loss incurred by exhibitors.
* AMSN Exhibit Hall is smoke free.
* Ceiling height in the Exhibit Hall is 13’. Except along the far right wall from the entrance, where the ceiling height is 8.2” [Click here](https://shows.map-dynamics.com/amsn2019/) to view the floorplan. Hall is carpeted. Drape coloring is teal and white.
* The July/August Convention issue of ***MedSurg Nursing***, AMSN’s official journal, will be distributed onsite to attendees. **Let them know you will be there by running an ad in this issue!** See the space commitment form found in MapDynamics under Documents & Links by [clicking here](https://shows.map-dynamics.com/amsn2019/).
* AMSN will produce a dedicated Convention Program Book for the 28th Annual Convention. This guide will highlight exhibitor’s listing, floor plans, Program-at-a-Glance, and much more. It will be distributed onsite to all attendees.
* If you wish to obtain meeting space, during the 28th Annual AMSN Convention, kindly fill out the request form found in MapDynamics under Documents & Links by [clicking here](https://shows.map-dynamics.com/amsn2019/)

We are delighted to have you exhibit with us in Chicago, we look forward to working with you on a successful event.

Sincerely,



Rick Gabler

Director of Marketing

856-256-2314

Rick.gabler@ajj.com

**AMSN Marketing Representative:**

**Anthony J. Jannetti, Inc. East Holly Avenue/Box 56 Pitman, New Jersey 08071-0056
Phone 856.256.2300 Fax 856.589.7463**