

**Exhibit Confirmation Letter**  
**NSNA 37<sup>th</sup> Annual MidYear Career Planning Conference**  
**Hyatt Regency O'Hare • Chicago, Illinois**  
**October 31<sup>st</sup>- November 2<sup>nd</sup>, 2019**

Dear Exhibitor:

Thank you for submitting your exhibit space contract for the NSNA 37<sup>th</sup> Annual MidYear Career Planning Conference to be held in Chicago, IL from October 31 - November 2, 2019. This is your Exhibit Confirmation Packet. We look forward to working with you in a successful conference!

2019 Exhibit Schedule*		
<b>Thursday, October 31</b>	Exhibit Set-Up	1:00 pm - 5:00 pm
<b>Friday, November 1</b>	Exhibit Set-Up	8:00 am - 10:00 am
	Exhibits Open	11:00 am - 2:00 pm
	Exhibits Open	3:30 pm - 5:00 pm
<b>Saturday, November 2</b>	Exhibits Open	10:45 am - 12:45 pm
	Dismantling	12:45 pm - 3:00 pm

*\*Exhibit schedule and floor plan subject to change*

All exhibits must be in place by 10:00 am, Friday November 1, 2019. Exhibits may not be dismantled before 12:45 pm, Saturday, November 2, 2019.

Enclosures — Please note the following materials relating to your exhibit assignment confirmation and additional marketing opportunities.

1. Email Confirmation Notice and Invoice information — This is your NSNA Exhibit Confirmation Letter. Your NSNA Exhibit Confirmation **Email Notice** contains your Booth Number Assignment. All unpaid booth balances are due immediately. NSNA automatically invoices unpaid booth balances and sends them by email. NSNA does not send invoices for booths with a zero balance. If you require an invoice, or need a payment status for your booth, email your written request to: nsna\_exhibits@ajj.com  
Any refunds will be issued after the conference. All reassignments requested by an exhibitor, which can be accommodated, are subject to an additional \$200.00 administrative fee. To enable onsite release of your booth, NSNA requires full prepayment prior to your representative(s) arrival for booth set-up. NSNA does not permit onsite payment of booth fees. All booth cancellations are subject to NSNA's "Cancellation" clause located under the "Exhibitor Information" section of the exhibit prospectus.
2. Exhibit Floor Plan — All booths are located in the Hyatt Regency O'Hare Grand Ballroom D-H in Rosemont, IL. Each booth includes an ID sign, 6-foot draped table, two chairs, and a wastebasket. All booths are 10'x10' on the enclosed floor plan. View the Grand Ballroom D-H electronic floor plan here:  
<https://shows.map-dynamics.com/nsnamidyear2019?publish=1>
3. Hotel Room Reservations — You are responsible for making your own hotel reservations. The hotel being used by NSNA is the Hyatt Regency O'Hare, Rosemont, IL Request **the NSNA/National Student Nurses Association room block when phoning (847) 696-1234 to make room reservations.** Room reservations must be made by phone or over the internet by the room reservation cut-off date: September 20, 2019. Requests for rooms after received after September 20, 2019 will be filled on a first-come, first-serve basis and rates are subject to change. Please make your room reservations early. Click for: [Hyatt Regency O'Hare- Online Room Reservations](#)

3. Exhibitor Advance Registration Instructions — NSNA provides three (3) complimentary exhibitor name badges per 10'x10' booth space. Additional NSNA Exhibitor Name Badges can be purchased for \$75.00 each pre-paid. To order additional badges, return your completed NSNA 37th MidYear Conference Additional Name Badge Order Form accompanied by prepayment to: [nsnabadge@ajj.com](mailto:nsnabadge@ajj.com); Or by fax to 856-589-7463.

Entrance to NSNA's 37th Annual MidYear Career Planning Conference Exhibit Hall is by Name Badge only. Exhibitors are responsible for pre-registration of booth representative name(s) for badges. **Deadline for NSNA's Exhibitor Name Badge pre-registration is October 5, 2019.** After October 5, 2019, all Booth Representatives whose names have not been pre-registered must register onsite in Chicago.

Exhibitor Name Badge Pre-registrations must be entered into your assigned NSNA 37th Annual MidYear Career Planning Conference Online Booth Record housed on Map-Dynamics by reuse of the Log-in you created when accepting the NSNA 37th Annual MidYear Career Planning Conference's emailed "invite" to edit your online booth record. Please note: Log-in information must be re-entered exactly as created since "copy and paste" of Log-in information will not enable access to your online booth record.

4. List of Attendees Order Form – NSNA will sell its registration list of attendees (one-time usage). A sample copy of your mailing piece, prepayment and a completed order form are required to fulfill an order for NSNA's attendee list. Email questions, or requests, for the NSNA 37th Annual MidYear Career Planning Conference Attendee List Order Form to: [nsna\\_exhibits@ajj.com](mailto:nsna_exhibits@ajj.com)

ADVERTISING OPPORTUNITIES - Enhance your presence at the NSNA 37th Annual MidYear Career Planning Conference by taking advantage of these marketing opportunities:

6. Promote your company's products, services and recruitment opportunities with an advertisement in the official NSNA 37th Annual MidYear Career Planning Conference Program Book. This program book is distributed to all student nurses in attendance. Closing date to reserve advertising space: **September 20, 2019.** Deadline to submit program book ad materials: **September 27, 2019.** Please review the NSNA 37th Annual MidYear Career Planning Conference Program Book Ad Space Form and reserve your program book ad space today!
7. Imprint's November/December "Winter Graduation" 2019 Issue!  
[\(2019/2020 IMPRINT Rate Card – is electronically accessible for your convenience\)](#)

This important issue coincides with future job search timing of seniors preparing to graduate in December and January as they start looking for future jobs. Target December and January graduates as they prepare to take the NCLEX licensure exam, continue their employment search, and consider options for RN completion and graduate education. Closing date for ad space reservations and submission of Imprint ad materials is **October 4, 2019.**

**Imprint Page Rates: (Black & White); 3% discount included in check payment rates\***

<b>SIZE</b>	<b>CHECK RATES*</b>	<b>CREDIT CARD RATES</b>
Full Page	\$ 3,710.00	\$ 3,825.00
Junior Page	\$ 2,790.00	\$ 2,930.00
Half Page (H)	\$ 2,590.00	\$ 2,670.00
Half Page (V)	\$ 2,590.00	\$ 2,670.00
1/4 Page	\$ 1,870.00	\$ 1,930.00

**Color charges** (are in addition to above rates):

Second color - \$800.00 for payment by check; Or, \$825.00 for payment by Credit Card  
Four color - \$1,650.00 for payment by check; Or, \$1,700.00 for payment by Credit Card

**Note:** Rates subject to change

8. Attendee Registration Information – Follow links when visiting: <https://www.nsnamidyear.org/>  
You may also download and complete the attendee registration form or view NSNA's Electronic Attendee Registration Information: <https://www.nsnamidyear.org/registration.html>

### EXHIBITOR SERVICE CONTRACTOR

Brede/Allied Convention Services has been selected to serve as the official service/drayage contractor. All 10' x 10' booths include an I.D. Sign, One (1) 6-foot draped table, two (2) chairs, and (1) wastebasket. Any extras such as additional tables, carpeting, and electricity must be ordered through Brede/Allied Convention Services Online decorating service kit.

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 Brede/Allied Convention Services Online self-access decorating service kit for details. You can access forms to review and download or order online and save time.

Once the show kit is available online, Brede/Allied Convention Services will send an email to be confirmed NSNA exhibitors containing their NSNA show password and instructions for online order placements through their website. Confirmed exhibitors who have not received the electronic ordering instructions are advised to contact the Brede/Allied Convention Services Exhibitor Customer Services Department directly.

Discount pricing for advance order placement is available for orders placed through Brede/Allied Convention Services by the Advanced Order Deadline noted in their online self-access service kit.

Direct all general questions regarding service kit access, orders for furnishings, shipping, labor, electricity and physical logistics to Brede/Allied Convention Exhibitor Customer Services at:

**Phone: 407-851-0261 Fax: 407-859-3904 Email: [info@bredeallied.com](mailto:info@bredeallied.com) Website: [www.bredeallied.com](http://www.bredeallied.com)**

### SHIPPING ADDRESS

NSNA has made arrangements with Brede/Allied Convention Services to receive, store, and deliver exhibits directly to the Exhibit Hall on set-up day. Brede/Allied Convention Services charges a fee for this service. Please see their service kit for details and costs. Advance Shipments would need to be prepaid and consigned as follows:

TO: Name of Exhibiting Company and Booth Number  
NSNA MidYear Conference 2019  
Brede/Allied  
@ CCS/YRC  
4108 W. 52<sup>nd</sup> Place  
Chicago, IL 60632

Exhibitors are encouraged to ship all displays early to ensure arrival at least two weeks prior to set-up date (30 days free storage allowed prior to set-up time). **Do not ship materials directly to the Hyatt Regency O'Hare to arrive prior to Thursday, October 31, 2019**, as they do not have facilities for receiving and storing advance exhibit materials. Your shipment will be refused at exhibitor's expense. All shipments must be prepaid. No collect shipments are accepted.

### SECURITY

There will be security at the entrance to the exhibit hall to monitor badges; however, each exhibitor must make provisions to safeguard all property from the time they are placed in your booth until they are removed.

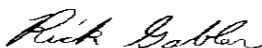
### NATIONAL STUDENT NURSES' 2020 EDUCATIONAL CONFERENCES

Plan to exhibit with us in 2020 for both our educational conferences:

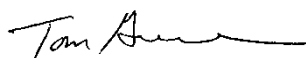
NSNA 68 <sup>th</sup> Annual Convention	NSNA 38 <sup>th</sup> Annual MidYear Career Planning Conference
April 15-19, 2020	October 29 – November 1, 2020
Disney's Coronado Springs Resort	Town & Country
Orlando, FL	San Diego, CA

We look forward to supporting your exhibit and marketing interests with the NSNA 37<sup>th</sup> Annual MidYear Career Planning Conference to assure a successful event for all concerned!

Sincerely,



Rick Gabler, Exhibit Manager  
856-256-2314



Tom Greene, Exhibit Manager  
856-256-2367