**Exhibit Confirmation Notice**

**ANNA’s 2020 National Symposium**

**April 19-22, 2020 – Orlando, Florida**

**Caribe Royale Orlando**

Dear Exhibitor:

Thank you for submitting your exhibit space contract for the ANNA 2020 National Symposium to be held April 19-22, 2020 in Orlando, Florida. We look forward to working with you in a successful symposium. Exhibits will be open on April 19-21, 2020.

This letter provides all the information you need to plan a successful exhibit with ANNA.

**Please note the following enclosures relating to your exhibit:**

1. General Exhibitor Information (including floorplan). [Click Here](https://shows.map-dynamics.com/anna2020/%22%20%5Ct%20%22_blank) to view the current floor plan.
2. Exhibitor Housing. ANNA has reserved a block of rooms at the Caribe Royale (official hotel) ($159 single/double). You are responsible for making your own hotel reservations.

**Less Than 10 Rooms** – Any companies that require less than **ten (10)** rooms can make reservations directly online through the ANNA Web site – [Click Here](http://annasymposium.org/travel) – or call for reservations and **refer to ANNA 2020 National Symposium**:

Caribe Royale Orlando

Reservations: 800-823-8300

Hotel reservations should be made through ANNA's online reservation link or directly with the hotel via phone. **ANNA 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.**

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Rooms are available until ANNA's room block is filled or until the cut-off date, **March 6, 2020**, whichever comes first. We suggest you make your reservations early. All room are subject to availability.

ANNA will monitor all room requests through regular hotel printouts. Due to a significant number of "no-show" rooms reserved by some exhibitors in the past, we request your cooperation in reserving only the exact number of rooms needed. There have been situations in the past where nurse attendees have been unable to reserve rooms in the hotel, only to have exhibitors cancel rooms later, when it was too late for nurses to make reservations. Thank you in advance for your cooperation.

**Ten (10) or More Rooms** – If **ten (10)** or more rooms are needed, exhibiting firms must fill out the “Room Sub-Block Agreement” included with this confirmation and forward it to Rachel DeAngelo (rachel.deangelo@ajj.com) at ANNA. ANNA will review all requests and notify exhibitors of approval. Once exhibitors are approved, the hotel’s housing coordinator for ANNA will contact you directly to make all arrangements which include the credit card information and the review of appropriate policies. A rooming list of company representatives and one night’s deposit for each room is required. If this information is not received by **March 6, 2020**, the rooms will be put back into the general block.

ANNA expects exhibitors to honor **90%** of the rooms they block for the Symposium. ANNA and the hotel will require exhibitors to sign a Room Sub-Block agreement that outlines the exhibitor’s commitment to utilize all rooms blocked.

1. Online Registration of Booth Personnel. As part of your commercial booth fees, complimentary booth registrations for **three (3) personnel per 10' x 10' booth, or three per 100 square feet**, are included.

Additional company representatives above the allocation may register for $100 each. All badges requested that are more than your allocation must be paid for prior to issuance.

Exhibitors may attend most educational sessions on a space available basis, **excluding** meal functions, the Recognition Luncheon, and corporate-sponsored events. One nurse per booth (full-time employed by your company) may also receive CNE credit for the programs attended. Corporate nurses will receive an exhibitor's badge unless they register separately for the Symposium and pay the Symposium fees.

**NOTE** - Corporate nurses who do not register for the Symposium at full registration rates are not entitled to the tote bags, Recognition Luncheon, and various other special programs/items provided to paid Symposium registrants.

If you wish to provide registrations for nurses (i.e. customers) to attend the Symposium, you must complete the nurse registration form and submit the required registration fees. Registration fees are published within ANNA’s pre-registration brochure. **Companies may not register nurse customers for the $100 exhibitor personnel fee.**

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1. Order form to rent ANNA's list of registrants. The cost for each one-time use is $300.
2. Information about advertising in the ANNA 2020 National Symposium Program Book. **Closing date is January 20, 2020.** The cost for a full-page, black and white advertisement is $1,475; one-half page is $975.
3. Information about participating in the ANNA 2020 National Symposium Registration Stuffer Program. The cost for one piece is $1,475.
4. 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 enclosed form. All requests must be made in writing.
5. Information about advertising in ***Nephrology Nursing Journal*** - March/April Symposium Issue and May/June Post-Symposium Issue. The special March/April issue offers bonus circulation to attendees in Orlando, Florida giving your advertisement "at-show" impact.

Closing dates for space reservations are:

March/April - Symposium Issue February 17, 2020

May/June - Post Symposium Issue April 15, 2020

***Nephrology Nursing Journal*** is the exclusive official journal of the ANNA Symposium. No other magazine represents ANNA or can be considered an “ANNA Symposium Issue.”

[Click Here](https://annanurse.org/corporate/advertising-opportunities) for the 2020 Rate & Date Sheet.

1. Summary of deadlines and dates.
2. Program for sessions, topics, and activities. [Click Here](http://www.annasymposium.org/welcome).

**Optional 50-Word Description**

We encourage you to [Click Here](https://shows.map-dynamics.com/anna2020/) to include a 50-word description of your products and services for the Symposium Program book. Deadline for receipt is **January 20, 2020**.

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**Exhibit Schedule**

The exhibit schedule is as follows:

## Exhibit Schedule

Friday, April 17 Brede Exhibitor Services Move-In 8:00 am - 8:00 pm

 Island Exhibitors Move-In 4:00 pm - 8:00 pm

Saturday, April 18 Exhibitor Move-In 8:00 am - 5:00 pm

Sunday, April 19 Exhibitor Move-In 8:00 am - 2:00 pm\*

 **Exhibits Open 5:45 pm - 8:15 pm Grand Opening Reception**

Monday, April 20 **Exhibits Open 8:45 am - 10:15 am Coffee Break**

 **Exhibits Open 2:30 pm - 4:00 pm Refreshment Break**

Tuesday, April 21 **Exhibits Open 8:45 am - 10:30 am Coffee Break**

 Dismantling 10:30 am - 5:00 pm

\* All exhibitors' empty crates must be removed and clear of the aisles by 2:00 pm on Sunday, April 19. Exhibitors may set-up within their booths until 5:00 pm. ANNA reserves the right to modify the exhibit schedule. If exhibit booths are not in the process of being set-up by 4:00 pm on Sunday, ANNA will “force” the set-up. Exhibitor will be charged applicable labor fees for set-up.

**Exhibitor Service Contractor**

Brede Exposition Services/Allied Division has been selected to serve as the official service/drayage contractor. The link to Brede’s service kit will be e-mailed to your attention in mid-January 2020. For exhibitor-related questions, set-up information, shipping and drayage, please contact Brede at 407-851-0261. All questions regarding furnishings, shipping, labor, electricity and physical logistics should be directed to Brede Exposition Services/Allied Division.

**Booth Construction**

Exhibit spaces do not include any furnishings, electricity, etc. Arrangements for these items must be made through Brede Exposition Services/Allied Division (407-851-0261). ANNA will provide all linear booths with an identification sign. Booth drapery will be red, white, and blue. The exhibit 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 Exposition Services/Allied Division in their service kit.

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**Security**

ANNA will provide security service for the exhibit hall to control admission and to serve as a deterrent to theft. However, ANNA 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 each day. 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.

**ANNA Pre-Registration List/Lead System**

Each exhibiting company will receive one complete master list of all pre-registered attendees as of April 6, 2020 (date approximate). Companies may use this list for capturing leads without having to write out numerous names and addresses. Pre-registration lists on labels for one-time use are available for purchase for $300. This list may be purchased prior to or following the Symposium. See order form enclosed.

**Lead Retrieval System**

ANNA will be using a lead retrieval developed by ExpoBadge. Pre-registered attendees as of April 6, 2020 (date approximate) will be provided with bar coded badges. 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 Brede’s online exhibitor service kit.

**Guest Passes for Exhibit Hall Only**

ANNA will provide each company with one (1) guest pass per 10’ x 10’ booth for guest admission to the exhibit hall only. These passes do not permit the bearer to attend any sessions or social events. These passes may be used at your discretion for professional guests only. Badges will indicate "Guest of Your Company." Upon registration, you will be given your guest passes and asked to sign a receipt for same. ANNA is not responsible for distributing these passes individually to your guests.

**180 Dance Party – Monday, April 20, 2020 – 8:00 pm – 10:00 pm**

Exhibitors will be invited to attend the 180 Dance Party – Join colleagues and friends as we celebrate nephrology nursing. Enjoy an evening of music, dancing, and light refreshments with friends and colleagues at the dance party. Admittance to the event will be at no charge.

**No Smoking Policy**

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

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**ANNA Exhibitor Policies**

As outlined within the exhibitor prospectus, ANNA 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 ANNA's Symposium.

We look forward to working with you in making the ANNA 2020 National Symposium a successful event for all concerned! Please contact us if we may provide additional information. Thank you.

Sincerely,

Tom Greene

Director of Marketing

ANNA National Office

856-256-2367/FAX 856-589-7463

tom.greene@annanurse.org

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Enclosures

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**AMERICAN NEPHROLOGY NURSES ASSOCIATION**

**2020 National Symposium – April 19-22, 2020**

**Caribe Royale Orlando**

**Orlando, Florida**

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**Headquarters Hotel:**

Caribe Royale Orlando

8101 World Center Drive

Orlando, FL 32821

Telephone: 800-823-8300

**Drayage Address for Exhibit Materials:**

To: ANNA National Symposium

YRC

c/o Brede/Allied Convention Service, Inc.

2502 Lakeside Drive

Orlando, FL 32837

For: Exhibitors Name / Booth #

**Exhibitor Write-ups (50-words):**

We encourage you to include a 50-word description of your products and services for the Symposium Program book. You can [Click Here](https://shows.map-dynamics.com/anna2020/) to submit your write-up. **The deadline for receipt is January 20, 2020.**

**Exhibitor Badges:**

[Click Here](https://shows.map-dynamics.com/anna2020/)

**Official Exhibit Service Contractor:**

Brede Exposition Services/Allied Division

2502 Lake Orange Drive

Orlando, FL 32837

Telephone: 407-851-0261

Fax: 407-859-7616

Email: bherman@bredeallied.com

**Conference and Exhibit Manager**

ANNA National Office

East Holly Avenue/Box 56

Pitman, NJ 08071-0056

Phone: 856-256-2374

Fax: 856-589-7463

Tom Greene, Director of Marketing

E-mail: tom.greene@annanurse.org

Miriam Martin, Marketing Coordinator

Email: miriam.martin@annanurse.org

[Click Here](https://shows.map-dynamics.com/anna2020/) – to View the Current Floor Plan

##### 2020 National Symposium

##### April 19-22, 2020 – Orlando, Florida

**Caribe Royale Orlando**

#####  Summary of Deadlines and Dates

Upon Confirmation All booth fees must be paid in full.

January 20, 2020 Deadline to reserve advertising space in the National Symposium Program Book.

January 20, 2020 Deadline for receipt of your optional 50-word descriptive write-up for inclusion in the onsite Program Book.

January 27, 2020 Advertising materials are due for the National Symposium Program Book.

February 17, 2020 Deadline to reserve advertising space in the March/April Symposium issue of ***Nephrology Nursing Journal***.

February 17, 2020 Deadline to reserve space in ANNA’s Registration Stuffer Program.

March 2, 2020 Deadline for materials to be received by ANNA for your participation in the Registration Stuffer Program.

March 6, 2020 Deadline for exhibitor sleeping rooms **if a block of ten (10) or more rooms** is needed.

March 6, 2020 Deadline for hotel reservations at the Caribe Royale Orlando (official hotel). Note, rooms may sell out prior to this date.

March 16, 2020 Deadline for advance registration for booth personnel.

April 18-19, 2020 Exhibit Set-up Dates.

April 19-21, 2020 Exhibit Dates.

April 15, 2020 Deadline to reserve advertising space in the June Post-Symposium issue of ***Nephrology Nursing Journal***.

April 22, 2020 Applications will begin being accepted for exhibit space at the ANNA 2021 National Symposium to be held in Orlando, Florida, April 19-22, 2020.

***For more information, please contact***

***Tom Greene, Director of Marketing –*** ***tom.greene@annanurse.org***

***Miriam Martin, Marketing Coordinator −*** ***miriam.martin@annanurse.org***

***Anthony J. Jannetti, Inc. at 856-256-2374***