

**Exhibit Confirmation Notice**

**SUNA Advanced uroLogic Conference**

**Dallas, TX – March 27-29, 2020**

**Hyatt Regency Dallas**

Dear Exhibitor:

Thank you for submitting your exhibit space application for SUNA Advanced uroLogic Conference to be held March 27-29, 2020 at the Hyatt Regency Dallas, in Dallas, TX. We look forward to working with you for a successful conference. Exhibits will be open Friday and Saturday, March 27 & 28.

**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 go to Documents/Links on the floorplan page by [clicking here](https://shows.map-dynamics.com/suna2020/) and click on Additional Badge Request Form **fill out and return to heidi.perret@ajj.com**. no later than March 11, 2020. ***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 and lunch 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](https://www.suna.org/event/2020-advanced-urologic-conference)

**Companies may not register nurse customers for the $80 exhibitor personnel fee.**

**Program Book - Exhibitor Listing.** You will be listed in the 2020 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](https://shows.map-dynamics.com/suna2020/).

**SUNA's list of pre-registrants:** The pre-registrants list (name and addresses ONLY) may be purchased for a one-time usage prior to or following the conference. The cost is $250, the list is sent electronically, and must be PREPAID, go to Documents/Links for the request form, by [clicking here](https://shows.map-dynamics.com/suna2020/). Each exhibiting company will receive onsite a complete master list of all pre-registered attendees.

**SUNA National Office:**

**East Holly Avenue/Box 56 Pitman, New Jersey 08071-0056 Phone 856.256.2375 Fax 856.589.7463**

***Page 2 / SUNA AP Confirmation***

**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 $650 for one piece or $1,100 for two pieces. Additional fees and deadlines are enclosed. The reservation deadline is March 6, 2020 deadline for receipt of pieces to Brede is March 13, 2020. Participation form can be found under Documents/Links by [clicking here](https://shows.map-dynamics.com/suna2020/).

**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 request form found under Documents/Links. All requests must be made in writing.

**Attendee Registration Brochure:**Can be viewed online at the SUNA website: [www.suna.org](https://www.suna.org/event/2020-advanced-urologic-conference)

**Exhibitor Housing:** You are responsible for making your own hotel reservations. **To receive the conference rate $179 single/ double plus current taxes,** this can be done on the SUNA website [www.suna.org](https://www.suna.org/events/2020-advanced-urologic-conference/hotel-travel-information)**,** or you may contact the hotel directly at214-651-1234. All reservations must be made no later than February 27, 2020. 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***](https://www.suna.org/events/2020-advanced-urologic-conference/hotel-travel-information)***. 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 Advanced Practice Conference, please get their phone number and company name and forward to heidi.perret@ajj.com***

**Exhibitor Service Contractor**

Brede Allied 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 407-851-0261 or via email at info@bredeallied.com. ***An electrical order form will be included in the decorator kit, however, if you will be requiring internet service for your booth you must contact PSAV directly at 214-712-7088***.

**Booth Construction**

All exhibit booths are 10' x 10'. Only island exhibitors may exceed 8' in height. Booths include an identification sign. Booth spaces this year ***WILL*** include one 6 ft table and two chairs. You may order additional furnishings by contacting Brede/Allied **directly at 407-851-0261 or via email at info@bredeallied.com**. Refer also to the ***Quick Facts*** found under Documents/Links by [clicking here](https://shows.map-dynamics.com/suna2020/). Booth drapery will be blue, white and green. The hall is carpeted.

We suggest that you carefully review the "Installation/Dismantling" information contained within the decorator kit. 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). **Please ship to arrive no later than March 13, 2020 to the below Advanced Warehouse address**:

**Exhibitor Name/Booth #**

**SUNA 2020 Advanced urologic Conference**

**Brede/Allied**

**c/o YRC**

**12340 East Northwest Highway**

**Dallas, TX 75228**

**SUNA National Office:**

**East Holly Avenue/Box 56 Pitman, New Jersey 08071-0056 Phone 856.256.2375 Fax 856.589.7463**

***Page 3 / SUNA AP Confirmation***

**Exhibit Schedule**

## Exhibit Schedule

Friday, March 27 Exhibitor Set-Up 10:00 am - 4:00 pm

 **Exhibits Open** 4:30 pm - 7:00 pm **Opening Reception**

Saturday, March 28 **Exhibits Open** 8:30 am - 10:30 am **Coffee Break**

 Exhibit Dismantling 10:30 pm - 3:00 pm

**SUNA reserves the right to modify the exhibit schedule.**
**Exhibitors will be notified at that time.**

**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.

**January/February – Advanced uroLogic Conference Issue**

Plan now to reserve space in the **January/February Advanced uroLogic Conference Issue** **of *Urologic Nursing***. Bonus distribution to nurses in Dallas, TX at the SUNA 2020 Advanced uroLogic Conference. The cost for a full page, black and white is $1,765; full page, four color is $3,490.

***Closing date: January 8, 2020 Materials due: January 15, 2020***

**Security**

SUNA will provide 24-hour 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.

**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 Advanced 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