#

**2020 Annual Convention**

# March 18 - 21, 2020

 **Crowne Plaza Denver Airport ~ Denver, CO**

**Exhibit Space Confirmation**

**Dear Exhibitor:**

Thank you for submitting your exhibit space contract for the DNA Annual Convention to be held March 18 – 21, 2020 at the Crowne Plaza Denver Airport Convention Center. We are delighted to confirm your participation. Exhibits will be open Wednesday March 18 and Thursday March 19, 2020.

**Information**

Please note the following information pertaining to your exhibit.

***Unpaid balances*** are due immediately. Any refunds will be issued after the Convention.

***Advanced Registration for Booth Personnel*** – **Exhibit Personnel** **Pre-Registration** – As part of your exhibit fee, two (2) complimentary exhibitor registrations for personnel per booth (10’x10’) are included. Additional badges may be purchased for $75 each and must be PREPAID. [Click on Documents/Links](https://shows.map-dynamics.com/dna2020/) on the floorplan page for the Additional Badge form.

***Floorplan –*** can now be viewed by [clicking here](https://shows.map-dynamics.com/dna2020/) for your booth location.

***Logo & Write up*** – we ask that you supply us with a logo (300 dpi in a .jpg format) along with a 50 word write up, to be viewed online and on the mobile app, no later than January 24, 2020

***Registration Delivery –***Your literature inserted in the attendee bags. [Click on Documents/Links](https://shows.map-dynamics.com/dna2020/) on the floorplan page for a participation form.

***Sponsorship Opportunities*** – Enhance your presence at the DNA Convention. [Click on Documents/Links](https://shows.map-dynamics.com/dna2020/) on the floorplan page for a participation form.

**Exhibit Services Contractor**

Brede Allied 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 early January. All shipments must arrive at the advanced warehouse no later than March 3, 2020, to avoid an after deadline charge. For exhibitor-related questions, set-up information, shipping and drayage, please contact Brede/Allied Convention Services at 407-851-0261 or via email at info@bredeallied.com. All questions regarding furnishings, shipping, labor, electricity and physical logistics should be directed to Brede/Allied.

 **ADVANCED SHIPPING/DRAYAGE ADDRESS**:

 **To: DNA 2020**

 Brede/Allied

 @YRC

 14700 Smith Road

 Aurora, CO 80011

 **FOR:** **Exhibiting Company & booth #**

**Booth Construction**

Each exhibit space is 10x10 and includes a company ID sign, and pipe/drape. It does ***not*** include any furnishings, electricity, etc. Arrangements for these items must be made through Brede. Booth drapery will be included. The hall is carpeted.

**Exhibit Schedule**

 Tuesday, March 17 Exhibitor Set-up 12:00 pm - 5:00 pm

 Wednesday, March 18 **Exhibits Open 10:15 am - 12:15 pm Grand Opening**

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

 Thursday, March 19 **Exhibits Open 9:00 am - 10:30 am Coffee Break**

 **Exhibits Open 2:00 pm - 3:00 pm Refreshment Break**

Exhibit Dismantling 3:00 pm - 7:00 pm

*\*\*DNA reserves the right to modify this schedule. Exhibitors will be notified at that time.*

**Hotel Room Reservation Information**

A block of rooms have been reserved for attendees of the DNA Annual Convention at the Crowne Plaza Denver Airport. Please note that rooms at the group rate are limited and may be sold out before the cut-off date: February 10, 2020**.** Rooms may still be available after the cut-off date, but not at the group rate. All rates are subject to prevailing state and local occupancy taxes.

**Crowne Plaza Denver Airport Convention Center**

**15500 East 40th Avenue**

**Denver, CO 80239**

**1-866-378-1583 / Refer to the DNA Annual Convention to receive the special convention rate**

**Please note: Hotel rate is $139 single/double + tax**

**Reservations can be made online directly:** [**www.dnanurse.org**](https://www.ihg.com/crowneplaza/hotels/us/en/find-hotels/hotel/rooms?qDest=15500%20East%2040th%20Avenue,%20Denver,%20CO,%20US&qCiMy=22020&qCiD=15&qCoMy=22020&qCoD=22&qAdlt=1&qChld=0&qRms=1&qRtP=6CBARC&qIta=99801505&qGrpCd=DNA&qSlH=DENAU&qAkamaiCC=US&qSrt=sBR&qBrs=re.ic.in.vn.cp.vx.hi.ex.rs.cv.sb.cw.ma.ul.ki.va.ii&qAAR=6CBARC&qWch=0&qSmP=1&setPMCookies=true&qRad=30&qRdU=mi&srb_u=1&qSHBrC=CP&icdv=99801505)

### *DNA* ***does* not** *use a housing agency to handle hotel reservations, no one will call and ask you to make your hotel reservations by phone. Anyone who calls/or sends an email who wants to make your reservation is fraudulent.*

### **Security**

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

**Convention Exhibitor Policies/Miscellaneous**

As outlined within the exhibit prospectus, DNA has numerous policies regarding its exhibit hall. It is impractical to reiterate all rules and regulations here, but exhibitors are reminded to once again review the policies contained within your exhibit prospectus. All exhibitors are expected to adhere to all rules, regulations, and policies governing the DNA Annual Convention.

We look forward to working with you to make the DNA Annual Convention a successful event for all concerned! Please contact us if we may provide additional assistance.

Sincerely,



Tom Greene

Corporate Relations Manager

phone: 856-256-2367 / fax: 856-589-7463 / tgreene@dnanurse.org

*DNA Annual Convention. P O Box 56 Pitman, NJ 08071 P: 856-256-2300 F: 856-589-7463*