



**Spring National Advanced Practice Neonatal Nurses Conference  
Low Risk Neonatal Nurses Conference  
Hilton Hawaiian Village Hotel, Honolulu, HI  
April 15 – 18, 2020**

**Exhibit Confirmation Notice**

Dear Exhibitor:

Thank you for submitting your exhibit space contract for the Spring National Advanced Practice Neonatal Nurses Conference (APNC), and Low Risk Neonatal Nurses Conference to be held at the Hilton Hawaiian Village Hotel in Honolulu, HI on April 15-18, 2020.

**2020 Exhibit Schedule:**

<b>Tuesday, April 14<sup>th</sup></b>	<b>Exhibit Set-up</b>	<b>1:00 pm – 6:00 pm</b>
<b>Wednesday, April 15<sup>th</sup></b>	<b>Exhibits Open/ Coffee &amp; Tea Service Refreshment Break</b>	<b>7:00 am – 8:00 am 10:00 am – 11:15 am</b>
<b>Thursday, April 16<sup>th</sup></b>	<b>Exhibits Open/ Coffee &amp; Tea Service Refreshment Break</b>	<b>7:00 am – 8:00 am 9:45 am – 11:00 am</b>
<b>Friday, April 17<sup>th</sup></b>	<b>Exhibits Open/ Coffee &amp; Tea Service Refreshment Break Exhibitor Dismantling</b>	<b>7:00 am- 8:00 am 10:00 am – 11:00 am 11:00 am – 2:00 pm</b>

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

All exhibits must be in place by 6:00 pm, Tuesday, April 14<sup>th</sup>. Exhibits may not be dismantled before 11:00 am, Friday, April 17<sup>th</sup>.

**ENCLOSURES:**

Please note the following enclosures relating to your exhibit.

1. Booth Space Assignment/Email Confirmation Notice and Invoice information — Exhibit Confirmation Notices provided by **the Academy of Neonatal Nursing (ANN)**, for **Spring APNC and Low Risk** are emailed to the designated contact recorded in Section “B” of the completed exhibit application filed with APNC. **The Spring APNC and Low Risk Exhibit Confirmation Email Notice** provides an “Invite” for exhibitor’s self-access editing of their assigned online booth record and exhibitor profile powered by **Map-Dynamics.com**, APNC’s exhibit service software provider.

Confirmed exhibitors are responsible for self-access download, review, completion and return of required show information within deadlines established by APNC. Electronic exhibit confirmation materials show handling information and additional marketing opportunities are posted for download in the Drop-down Menu of the **“Documents and Links” Icon**, located at the extreme top right-hand side of the electronic Coral Ballroom 3 Exhibit Hall Public View Floor-plan map page. To Click-on the icon visit URL: <https://shows.map-dynamics.com/sapnnc2020?publish=1>

APNC’s confirmed exhibitors are responsible for direct self-access entry of data into their Online Booth Record with their (optional) 25-word company description, mandatory exhibit representative’s name badge pre-registration(s), and/or any revisions necessary to contact information appearing in their Spring APNC and Low Risk Online Booth Record.

All unpaid booth balances are due immediately. Spring APNC and Low Risk will automatically Invoice unpaid booth balances and transmit Invoices by separate cover email. Invoices will not be sent for booths with a zero balance. If you require an Invoice, or need a payment status for your booth, please email your written request to: [nnnc\\_exhibits@ajj.com](mailto:nnnc_exhibits@ajj.com). **Booth space must be paid in full prior to exhibiting. No onsite payment of booth fees permitted.** Any applicable refunds will be issued after the conference. Please Note: APNC Tax I.D. Number is 94-2755330.

***Conference and Exhibit Management Representatives:***

*Anthony J. Jannetti, Inc ♦ East Holly Ave, Box 56 ♦ Pitman, NJ 08071-0056 ♦ Phone: 856-256-2342 / Fax: 856-589-7463*

2. Advertising Opportunities - Enhance your presence with an advertisement within APNC's official conference syllabus in Honolulu, HI. The official advertising insertion order form is posted under "**Documents & Links**" **Icon** - see page 1. The applications are also enclosed.

**Rates are:** \$775 for a full page (black and white)  
\$575 for a half page (black and white)  
Color charges additional: 2<sup>nd</sup> color \$500; four color \$725  
**Closing date for reserving space: February 28, 2020**  
**Materials deadline: March 6, 2020**

3. Hotel Room Reservations - You are responsible for making your own hotel reservations, special conference rates are available plus applicable taxes. A block of rooms has been secured at the special rates of \$239 resort view, \$259 partial ocean view, \$279 ocean view. There is an additional person charge (3<sup>rd</sup> and 4<sup>th</sup>) of \$50 per person, per night. This rate is subject to applicable state and local taxes, currently 14.962%. To receive the conference rate, make your reservations online at [www.academyonline.org](http://www.academyonline.org) or call for reservations at (808)-949-4321 and refer to the:

Advanced Practice Neonatal Nurses Conference

<https://www.hilton.com/en/hi/groups/personalized/H/HNLHVHH-AGN-20200408/index.jhtml>

Low Risk Neonatal Nurses Conference

<http://www.hilton.com/en/hi/groups/personalized/H/HNLHVHH-AGU-20200408/index.jhtml>

**Reservations made after Tuesday, March 17, 2020 will be subject to space and rate availability.** All reservations for suites and special function space must be made through our office. Contact Michelle Watson at 856-256-2300 ext. 2318.

**Conference Hotel: Hilton Hawaiian Village**  
2005 Kalia Rd,  
Honolulu, HI 96815

4. Floor Plan – You can access the electronic floor plan viewer for Coral Ballroom 3 at URL:  
<https://shows.map-dynamics.com/sapnnc2020?publish=1>  
Or, you may enter your I.D. and Password (*i.e., that you created from your Confirmation Email "Invite" Notice to edit your Online Booth Record*) into **ANN's** Spring APNC and Low Risk Log-in page. Once automatically redirected to the Map-Dynamics Event Manager "My Shows" page – select and click-on the meeting link for Spring APNC and Low Risk for auto-redirect into the Event Dashboard, then click-on "Public Map View" for redirect into an electronic viewer for Exhibit Hall: Coral Ballroom 3.
5. Special "Registration Delivery Program" in Attendee Packets - Take advantage of this special program and reach each attendee with your important message. This is a great opportunity to provide the important marketing exposure your company needs. To take advantage of this offer, complete the enclosed form. The cost is \$600 for one piece. The maximum size of your promotional material is 8" x 11" and 1,500 pieces are required. For more information, see the enclosed **Registration Delivery Program** form.
6. Sponsorship and Corporate Member Opportunities - Enhance your exhibit presence at the Conference by participating as a sponsor. See the enclosed Sponsorship Opportunities form. There are still many sponsorships available including **room key cards, educational sessions, coffee breaks, and lunch**. Maximum acknowledgement and recognition is also available as an ANN 2020 Corporate Sponsor which offers opportunities that will enhance your company's visibility to thousands of neonatal nurses, who look to the Academy of Neonatal Nursing each year for their educational needs, when your organization becomes a neonatal specialty partner through The Academy of Neonatal Nursing's 2020 Corporate Sponsor Program. To become a designated ANN Corporate Member of Distinction please call Rick Gabler – APNC Exhibit Manager, at (856) 256-2314 to discuss options.
7. Advance Registration Form for Booth Personnel – Exhibitors are responsible for completing data entry pre-registration of their Booth Representative's Badge Names into the "**In the Booth**" **Tab** of their Online Booth Record by: **March 13, 2020**; Up to three (3) company representative name badges are included with each 10' x 10' exhibit booth. All additional company representatives beyond the allotment are charged \$75 each per badge. Submit and pay for additional name badge orders using instructions on the Additional Name Badge Order Form for "Pre-Registration for Additional Exhibitor Name Badge Orders" posted in the "**Documents & Links**" **Icon's** Drop-down Menu List. Return completed Additional Name Badge Order Forms with prepayment, by Visa or MasterCard only, to FAX# 856-589-7463 or email a scan copy to: [nnncbadge@ajj.com](mailto:nnncbadge@ajj.com)
8. Attendee Registration List Order Form - The registration list of attendees is available at a cost of \$450 (one time usage). Please see enclosed form for details.

9. NNNC Program Book Description & Virtual Exhibit Hall - A product and/or service description along with a contact name and email address, for attendees to utilize in making appointments to your booth, will appear in the Virtual Exhibit Hall Exhibitor Listing and in printed Conference Syllabus Books distributed onsite to all conference attendees. Log-in to your self-accessible Online APNC Booth Record by using the **Exhibit Confirmation "Invite" Email** sent to your company's designated exhibit contact from "Section B" of the completed exhibit application.

**Company Descriptions:**

Deadline for receipt of descriptions to be printed Conference Syllabus Books and for entry of descriptions into Online Booth Records:  
**March 13, 2020.**

**Descriptions for APNC's printed conference syllabus books have a 25-word limit.**

- 1). Log-in to your Online Booth Record;
- 2). In your Online Booth Record's "*Main Record*" Tab enter data into the "*Description*" box
- 3). Click-on the green "*Save Record*" Button

**Booth Appointments:**

- 1). Log-in to your Online Booth Record;
- 2). In your Online Booth Record's "*Custom Fields*" Tab enter info into section "*For Booth Appts. contact: Name & Email Address*"
- 3). Click-on the green "*Save Record*" Button

**PLEASE NOTE:** Descriptions and appointment contact information entered into Online Booth Records after February 28, 2020, may not be published; Online Booth Record descriptions exceeding 25 Words are not picked-up for press print in NNNC's Conference Syllabus Books. APNC does not guarantee press print of company descriptions which aren't received by February 28, 2020.

10. Attendee Brochures – The Spring National Advanced Practice Neonatal Nurses Conference Attendee Brochure, and the Low risk Neonatal Nurses Conference Attendee Brochure are located, for your self-access download, under the Drop-down menu of the "Documents and Links" Icon at the top right-hand side of Coral Ballroom 3 Floor Plan Page at URL: <https://shows.map-dynamics.com/sapnnc2020?publish=1>

**NEONATAL NETWORK ADVERTISING:**

The March/ April issue of *Neonatal Network* will be the designated "Conference" issue for 2020. There will be extra distribution of this issue onsite in Honolulu, HI

By advertising in the March/April "Conference" issue of *Neonatal Network* you will reach over 14,000 neonatal readers (including approximately 8,000 members of the Academy of Neonatal Nursing) with your important message. Your ad will be part of the September issue being distributed onsite, PLUS, your ad will be placed on an advertising board noting "As Advertised in the Neonatal Network" and prominently displayed at your exhibit booth.

The rates and advertising form are posted under the Documents and Links" Icon for your download access.

Note: Closing date is March 6, 2020 for ad space and March 13, 2020 for ad material.

**EXHIBITOR SERVICE CONTRACTOR:**

Levy Exposition Services Inc. has been selected to serve as the official service/drayage contractor. You can access order forms to review and download or order on-line and save time. Levy Exposition Services Inc. will directly email confirmed exhibitors with instructions and a **Show Password** which they'll require for you to be able to access on-line order placement through their website.

Levy Exposition Services Inc. on-line decorating service kit will **not be activated for exhibitor's self-access ordering usage until after January 31, 2020**. Please, **do not place any electronic orders** with Levy Exposition Services Inc. **unless you have received an electronic communication from them** regarding their service kit activation and ordering instructions. Once Levy's Service Kit is available, it will also be posted to be accessible for your download from the Drop-down menu of the "Documents and Links" Icon (*i.e., please refer to note 11. above for download access*).

Confirmed exhibitors who **have not** received **Levy Exposition Services Inc.'s** electronic ordering **instructions by February 14, 2020** are advised to contact **Levy Exposition Services Inc.** directly. Once the on-line service kit has been activated you may print and fax your completed order forms to Levy Exposition Services Inc., if preferred.

**Levy Exposition Services Inc.**

- **Order Online at:** [www.levyshow.com](http://www.levyshow.com)
- **Phone:** (253) 437-0031; **FAX:** 253 437 0032
- **E-mail:** [operations@levyshow.com](mailto:operations@levyshow.com)
- **Exhibitor Service Representatives:** (604) 277-1726

All 10' x 10' booths include **pipe, drape, and identification sign** only. Any extras such as tables, chairs, carpeting, electricity, etc. must be ordered through Levy Exposition Services Inc. The exhibit area is carpeted, and the ceiling height is 19'4" to 10'.

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 Levy Exposition Services Inc. decorating kit for details.

**All questions regarding service kit orders for furnishings, shipping, labor, electricity and physical logistics should be directed to Levy Exposition Services Inc. at: Phone (253) 437-0031; Email: [operations@levyshow.com](mailto:operations@levyshow.com)**

**SHIPPING INFORMATION:**

We recommend you ship your materials as indicated within the electronic information available from Levy Exposition Services Inc.

<p><b>Advance Warehouse Shipping Address:</b></p> <p>TO: EXHIBITING COMPANY NAME &amp; BOOTH #  c/o Levy Exposition Services, Inc  94-164 Leokane Street  Waipahu, HI 96797</p> <p>FOR: Spring APNC, Low Risk Neonatal Nurses Conference  Hilton Hawaiian Village Hotel  Exhibit Hall: Coral Ballroom 3  April 15 – 18, 2020</p> <p><b>Notes:</b> Surcharges will apply to any shipments received at the Advance Warehouse after Levy’s receiving cut-off deadline. Refer to Levy’s Online Service Kit to locate deadlines. Advanced Shipments <b>cannot</b> be delivered or received at this facility after Tuesday, April 14<sup>th</sup>, 2020.</p>	<p><b>Direct Ship Address:</b></p> <p>TO: EXHIBITING COMPANY NAME &amp; BOOTH #  Hilton Hawaiian Village  c/o Levy Exposition Services, Inc.  2005 Kalia Rd,  Honolulu, HI 96815</p> <p>FOR: Spring APNC, Low Risk Neonatal Nurses Conference  Hilton Hawaiian Village Hotel  Exhibit Hall: Coral Ballroom 3  April 15 – 18, 2020</p> <p><b>Note:</b> Shipments <b>cannot</b> be delivered or received at this facility sooner than 9:00 AM, Tuesday, April 14, 2020 during move-in hours.</p>
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**NO SOLICITATION POLICY:**

The show floor will be strictly policed to eliminate solicitation of exhibitors by other exhibitors and third parties. Individuals who fail to observe the No Solicitation Policy will be removed from the exhibition floor and jeopardize the participation of the exhibitor they represent.

**SECURITY:**

Admission to the exhibit area is by badge only. Security service will be provided. However, neither Anthony J. Jannetti, Inc., APNC, nor the Hilton Hawaiian Village is responsible for any losses incurred by exhibitors. Exhibitors must make provisions to safeguard their goods from the time they are placed in their exhibit booth until they are removed by the exhibitor.

We look forward to working with you in making the Spring National Advanced Practice Neonatal Nurses Conference, and Low Risk Neonatal Nurses Conference a successful event for all. Please contact Danielle Vellucci, Marketing Coordinator (856) 256-2432, or me, for any additional information.

**ACADEMY OF NEONATAL NURSING 2020 EDUCATIONAL CONFERENCES:**

We are pleased to have you exhibit with us in 2020 for both our educational conferences shown below:

**20<sup>th</sup> National Neonatal Nurses Conference**  
**23rd National Mother Baby Nurses Conference**  
**2<sup>nd</sup> National Advanced Practice Neonatal Nurses Conference**

Bally's Las Vegas Hotel & Casino  
Las Vegas, NV

September 9 - 12, 2020

Sincerely,



Rick Gabler  
**Exhibit Manager**  
856.256.2314/Fax: 856.589.7463

Enclosures  
RG: lm