

## Exhibitor Fact Sheet for NAACOS Spring 2020 Conference

### Exhibitor Application

In order to exhibit at the NAACOS Spring 2020 Conference, your organization must be a Business or Alliance Partner in good standing, and you must complete the exhibitor application.

### Meeting Venue

Hilton Baltimore Inner Harbor  
401 West Pratt Street  
Baltimore, MD 21201  
Tel: 443-573-8700

### Registration Policy and Badges

NAACOS Business Partners and Alliance Partners are the only non-ACOs that may attend the conference. Partners must pay the prevailing rate to register all staff attending the conference, **even those who are exhibiting**. Partners are limited to a total of two registrations. Exhibit-only attendees are not permitted for free or for a fee.

### Exhibit Location

The exhibitor tables are located in the foyers outside of the plenary and breakout rooms (see exhibit floor plan). All exhibit areas are carpeted. Space assignments will be made beginning February 1. Priority will be given to preferences of conference sponsors, and then to exhibitors in the order that applications are received.

### Display Hours & Activities (preliminary)

			Dedicated Activities in Foyer
Exhibitor Set Up	Wednesday, April 1	2:00 pm – 6:00 pm	
Exhibits Open	Thursday, April 2	7:30 am – 6:30 pm	breakfast, mid-morning break, lunch service, afternoon break between sessions, and evening reception
Exhibits Open	Friday, April 3	7:30 am – 1:00 pm	breakfast, mid-morning break, lunch service
Exhibitor Dismantle	Friday, April 3	1:30 pm – 4:00 pm	

Exhibitors are responsible for setting up and removing their displays.

Please note – you absolutely may not break down on Friday before 12:00 pm ET. There will be a long break on Friday morning and we cannot have boxes and other materials in the pathways while our participants are moving about the exhibit space. Individuals who break down before noon will not be allowed to participate in the fall conference.

### Display Tables

Your exhibit is one table, 6 feet by 30 inches. All of your exhibit materials must fit on top of this table. Pop-up signs may NOT be placed on the floor next to or behind your table. Everything must be on top of the table. The hotel will provide a table cloth with skirt for the table along with two chairs.

### **Booth Spaces**

Booth spaces (available for an additional fee) are 10 feet wide by 6 feet deep. One 6 foot by 30 inch table with a table cloth and skirt as well as two chairs will be provided. If you would like other furniture options, contact Emily Perron at [eperron@naacos.com](mailto:eperron@naacos.com) for a referral to a local furniture rental company.

### **AV, Electricity, WIFI**

Audio visual equipment can be rented from PSAV for a fee. Order forms and a price guide can be found at <https://www.naacos.com/sponsorship-exhibits> Electricity is also available through PSAV for a fee. There is no guarantee that your table or booth will be located near an electrical outlet.

Conference attendees will have access to complimentary WIFI for checking email. The amount of bandwidth for this WIFI is not sufficient for streaming videos or demonstrating web-based products in the foyer. We recommend that exhibitors obtain their own WIFI connection for these purposes. WIFI can be rented through the Hilton using the form at the above link.

### **Give-away Policy**

Exhibitors may hold raffles and/or give away items. NAACOS does not promote these activities and will not announce the winners.

### **Lead Gen**

Lead generation is provided to all exhibiting business partners through our conference app, Whova. Exhibiting business partner attendees will receive instructions on how to use and access the lead generation one week prior to the start of the conference.

### **Attendees and Advance Registration List**

Approximately 650 health care executives from the ACO community will attend the conference. You will receive a registration list 10 days prior to the conference (March 19, 2020). The list includes name, title and affiliation. NAACOS does not share email addresses. You will receive a final list with postal addresses following the conference.

### **Exhibitor Directory**

The conference app will include a directory of exhibitors with short descriptions and website addresses. NAACOS uses the description submitted by companies when they complete the Business Partner application. These descriptions appear on our website at <https://www.naacos.com/partners/> in the column titled "Description." If you would like a different description included in the exhibitor directory for the conference, please send a new description (75 words max) to [eperron@naacos.com](mailto:eperron@naacos.com) by March 6.

### **Shipping Instructions**

Packages for the hotel will be received up to a maximum of three (3) days prior to the meeting. Return shipping charges for items received outside of this window are the responsibility of the shipper.

Please include the following information when shipping:

NAACOS Spring 2020 Conference, April 1-3

Guest's Name who will be retrieving the boxes on-site

Hilton Baltimore Inner Harbor

401 West Pratt Street

Baltimore, MD 21201

(\_\_\_) out of (\_\_\_) packages shipped

Package Handling Fees:

Boxes: \$10 each

Cases/Displays/Trunks: \$25 each

Pallets: \$500 (includes breakdown of pallet and movement of boxes)

Outgoing Packages

Packages considered ready for shipping must meet all of the criteria:

- Package is secured with packing tape or strapping material
- Package is labeled with carriers shipping information
- Carriers shipping label is filled out completely and clearly – including payment information

At the end of the show/ tear down, ready packages must be left on top of the exhibit table for pick up.

**Security**

Hotel security will monitor the premises, however, neither NAACOS nor the hotel is responsible for any missing or stolen items belonging to exhibitors. If you have raffle items or giveaways, we recommend securing them when you are not in your exhibit space.

**Additional Questions?**

Please contact Emily Perron at [eperron@naacos.com](mailto:eperron@naacos.com)