

Exhibitor Fact Sheet for NAACOS Fall 2018 Conference

Exhibitor Application

In order to exhibit at the NAACOS Fall 2018 Conference, your organization must be a business or alliance partner in good standing and you must complete an application.

Meeting Venue

The Capital Hilton
1001 16th Street NW
Washington, DC 20036
Tel: 202-393-1000

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 July 1. Priority will be given to preferences of conference sponsors, and then to exhibitors in the order that applications are received.

Display Hours & Activities

			Dedicated Activities in Foyer
Exhibitor Set Up	Wednesday, October 3	2:00 pm – 6:00 pm	
Exhibits Open	Thursday, October 4	7:30 am – 6:30 pm	breakfast, mid-morning break, lunch service, afternoon break between sessions, and evening reception
Exhibits Open	Friday, October 5	7:30 am – 1:00 pm	breakfast, mid-morning break, lunch service
Exhibitor Dismantle	Friday, October 5	1:30 pm – 4:00 pm	

Exhibitors are responsible for setting up and removing their displays.

Display Tables

Your exhibit is one table, 6 feet by 30 inches. All of your exhibit materials must fit on top of this table. You may not place pop up signs on the floor. 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 6ft by 30 inch table with a table cloth and skirt as well as two chairs will be provided. The hotel may be able to provide tall cocktail tables and high chairs. If you would like other furniture options, contact Emily Perron at 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.

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 Fall 2018 Conference
October 3-5
Guest's Name that will be retrieving the boxes on-site
The Capital Hilton
1001 16th Street NW
Washington, DC 20036
(____) 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.**Give-away Policy**

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

NAACOS Raffles

In order to draw attendees throughout the exhibit space, NAACOS will provide exhibitors with raffle tickets to give to attendees. NAACOS will collect raffle tickets from the exhibitors and hold raffles on Friday at lunch.

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 (September 24, 2018). 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.

Security

Hotel security will monitor the premises, however, neither NAACOS nor the hotel is responsible for any missing or stolen items belonging to exhibitors.

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 by September 5.

Additional Questions?

Please contact Emily Perron at eperron@naacos.com