

**Subject: Kidney Week 2024 Exhibitor Service Kit Launch!**  
**Sent: June 20, 2024**

On behalf of ASN, thank you for your continued support in the fight against kidney diseases. These newsletters will be sent monthly to the primary contact on file for each organization. Please be sure to forward this to others within your organization who may benefit from this information.

In this newsletter:

1. Exhibitor Service Kit Launch
2. Payment Deadline Reminder
3. Reserve an Exhibitor Office
4. How to login to your Exhibitor Resource Center
5. Exhibitor Prospectus

## EXHIBITOR SERVICE KIT

Place orders with ASN's approved vendors including:

- Freight Management and Shipping
- Booth Furniture and Carpet
- Utilities – electrical, plumbing, etc.
- Wi-Fi and Telecom
- Booth Cleaning
- Food and Beverage
- Audio Visual
- Security
- Temporary Staffing
- Florist

The exhibitor service kit is now available. Access the exhibitor service kit by logging into your [Exhibitor Resource Center](#) and click *Access the Service Kit now*.

Place orders by **Monday, September 30** for best pricing.

## PAYMENT DEADLINE

**DEADLINE: July 12, 2024**

The payment deadline is approaching. Please remit payment for the full balance of your booth by July 12. Due to limited availability in the exhibit hall for 2024, booths that do not meet payment deadlines may be subject to relocation or loss of space. Login to your Exhibitor Dashboard to download your current booth statement and submit payment. Contact Ronny Coombs at [exhibits@asn-online.org](mailto:exhibits@asn-online.org) with questions.

## EXHIBITOR OFFICES

ASN will offer 20X20 constructed offices in [Exhibit Hall E](#) of the convention center where exhibitors may conduct internal or external meetings, use as a touch-down or meal space for your booth staff, or use as an office for your planning team. These offices are the only office space offered inside the convention center. For more information, review the [Exhibitor Office Guidelines](#).

If you are interested in securing an office inside the convention center, please contact Ronny Coombs at [exhibits@asn-online.org](mailto:exhibits@asn-online.org). **Limited availability. First come, first served.**

## EXHIBITOR RESOURCE CENTER

Your Exhibitor Resource Center contains everything you need to know to plan a successful exhibition at Kidney Week 2024. All companies should have received a link to access the resource center and

create an account to log in. Create additional user accounts with the “Users” option in the left-hand navigation panel once you’ve logged in.

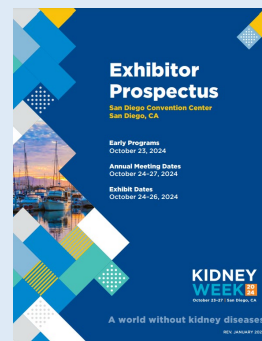
**Create an account here:** [https://kw24.exh.mapyourshow.com/7\\_0/main/login](https://kw24.exh.mapyourshow.com/7_0/main/login)

How can you use your Exhibitor Resource Center?

- **Complete your company profile as soon as possible.**  
Your listing is now public in the [Exhibitor Directory](#) and will default to the information you entered in 2023. I recommend you login and update your profile as soon as possible to ensure your organization is accurately represented online.
- Download a copy of your contract or invoice.
- View the Exhibitor Checklist with all pertinent deadlines.
- See launch dates for Housing, Registration, the Exhibitor Service Kit, and meeting space requests. These will be linked in your resource center directly when they launch.

## EXHIBITOR PROSPECTUS

**KIDNEY WEEK 2024  
Exhibitor  
Prospectus  
Version 2  
Rev February 29, 2024**



[Click here to access the exhibitor prospectus.](#)

Thank you again for your participation at Kidney Week 2024. Please do not hesitate to reach out should you have any questions.

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