

**Subject: Kidney Week 2024 Prepare for Exhibitor Registration**  
**Sent: July 8, 2024**

On behalf of ASN, thank you for your continued support in the fight against kidney diseases. These newsletters will be sent bi-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. Preparing for exhibitor registration
2. Exhibitor Office Hours
3. Exhibitor Service Kit Reminder
4. Payment Deadline Reminder
5. Exhibitor Resource Center
6. Exhibitor Prospectus

## EXHIBITOR REGISTRATION

Exhibitor registration launches Wednesday, July 24<sup>th</sup>. Review the Exhibitor FAQ online [here](#) to prepare.

All attendees who will require access to the exhibit hall during exhibitor only hours **MUST** have an exhibitor badge type. Exhibitor only hours include:

- Set-up
- Dismantle
- One and a half (1.5) hours before opening each day
- Two (2) hours after closing each day
- Booth staff during exhibit hall open hours

Attendees without an exhibitor badge type will only be admitted during open hours, 9:30 a.m. – 2:30 p.m., Thursday – Saturday.

### New for 2024!

- Exhibitor administrators will be able to send a registration link to their delegates so that they may create their own registration profile. This eliminates the need to collect personal information from your attendees.
- Exhibitor administrators will also be able to move attendees who have registered themselves into your exhibitor portal to assign them an exhibitor badge.

## COMPLIMENTARY EXHIBITOR BADGES

All exhibiting companies will receive complimentary badges according to their booth size and support level.

Per 100 square feet of space:

- (4) Exhibit Hall Only Badges (no access to sessions)

All booths also receive:

- (1) Full Conference Badge

Additional badges are allotted as follows:

- Booths over 1000 square feet – (1) Additional Full Conference Badge
- Diamond Level Supporters – (3) Additional Full Conference Badges
- Platinum Level Supporters – (2) Additional Full Conference Badges
- Gold Level Supporters – (1) Additional Full Conference Badge

To use your complimentary badges you must register your booth staff in the exhibitor registration portal.

## EXHIBITOR OFFICE HOURS

Attend the upcoming Exhibitor Office Hours on July 24<sup>th</sup> for a full review of the new registration site. All exhibitor contacts will receive a calendar invite.

Topic: Exhibitor Registration  
Date: Wednesday, July 24, 2024  
Time: 11:00 AM – 12:00 PM Eastern Time

### Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting ID: 273 566 708 813

Passcode: 5ioyho

[Download Teams](#) | [Join on the web](#) | [Learn More](#) | [Meeting options](#)

This webinar will be recorded and posted in the following newsletter.

## EXHIBITOR SERVICE KIT

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.

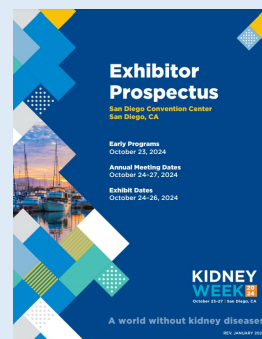
## EXHIBITOR RESOURCE CENTER

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)

## 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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