

**Subject: Kidney Week 2024 Upcoming Deadlines**  
**Sent: August 7, 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.

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## UPCOMING DEADLINES

### Wednesday, August 21, 2024

Booth Layout, Exhibitor Appointed Contractor, Certificates of Insurance, and Presentation Form Deadlines

- Design layouts for island (400 sq. ft. and larger) and multilevel booths are due. Email your booth design to [exhibits@asn-online.org](mailto:exhibits@asn-online.org).
- Exhibitor Appointed Contractor forms are due. Submit your form [here](#).
- Certificates of Insurance from exhibitor appointed contractors (400 sq. ft. and larger) are due. Submit your certificate [here](#).
- Promotional Items Distribution requests are due. Download the [Exhibitor Media Kit](#) for more information.
- Booth presentation requests (1,600 sq. ft. and larger) are due. Submit your form [here](#).

### Wednesday, August 28, 2024

Giveaway Request Form deadline

- All giveaways **must** be **educational in nature and less than \$10 in value**. This policy applies to all exhibitors and no exceptions will be made. Please review the guidelines in full and submit your giveaway request form [here](#).

## EXHIBITOR OFFICE HOURS

Attend the upcoming Exhibitor Office Hours on August 14<sup>th</sup> for first time exhibitors. First time exhibitors have received a calendar invitation. All exhibitors are welcome to attend. Use the information below to join or if you would like the calendar invitation forwarded to you, please reply to this email.

**Topic:** First Time Exhibitors

**Date:** Wednesday, August 14, 2024

**Time:** 1:00 PM – 2:00 PM Eastern Time

### Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting ID: 250 449 810 902

Passcode: tisNna

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

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

## **CHECKLIST**

A comprehensive checklist can be found in your Exhibitor Dashboard. This is your personal checklist where you can track which items you have completed and what remains to be done. To “clear” an item from your checklist, you must click into the checklist and then mark the item complete.

View [a brief instruction guide here](#) on how to access your checklist, add your own items, and mark items complete.

## **QUICK LINKS**

### **Exhibitor Website:**

<https://www.asn-online.org/exhibit>

### **Exhibitor Dashboard/Resource Center (incl. Delegate Registration Access):**

[https://kw24.exh.mapyourshow.com/7\\_0/main/login](https://kw24.exh.mapyourshow.com/7_0/main/login)

### **Past Newsletters & Office Hours Recordings:**

<https://www.asn-online.org/education/kidneyweek/exhibit/newsletters.aspx>

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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