

## **GENERAL INFORMATION**

The main entrance to the exhibit hall is the adjacent doors of Halls H and I doors in the New Orleans Ernest N. Morial Convention Center.

### **Exhibit Venue:**

900 Convention Center Blvd,  
New Orleans, LA 70130

### **Exhibit Hall Layout:**

- Posters: Hall G
- Exhibits: Hall H – I
- Career Fair: Hall I
- Exhibitor Spotlights: Hall H
- Plenary Session: Hall J

### **Important Dates and Deadlines:**

#### **Friday, July 7: Contracts/Refunds**

- Exhibit applications submitted after this date must be accompanied by payment in full.
- Last day to cancel exhibit space or to downsize booth space at the 50% cancellation penalty. After this date, all cancellations or downsizes are subject to a 100% fee.

#### **Friday, July 14: Product Descriptions Deadline**

- Due date for descriptions of organizations and products to appear in the Mobile App.

#### **Wednesday, August 2: Ancillary Event**

- Ancillary event request deadline.

#### **Tuesday, August 15: Exhibitor Housing Group Deadline**

- Exhibitor Group Housing requests.
- Names are due by Tuesday, August 15 or rooms without names will be cancelled.

#### **Friday, August 25: Booth Layout, Exhibitor Appointed Contractor, Certificates of Insurance, Giveaways, and Presentation Form Deadlines**

- Design layouts for island and multilevel booths (400 sq. ft. and larger).
- Exhibitor Appointed Contractor forms.
- Certificates of Insurance from exhibitor appointed contractors (400 sq. ft. and larger).
- Promotional Items Distribution request.
- Booth presentation request (2,000 sq. ft. and larger).

#### **Tuesday, September 26: Advanced Registration List Order Form Deadline**

#### **Friday, September 29: Installation Request Deadline**

- Exhibitor Installation should be completed no later than 4:30 p.m. on Wednesday, November 1, 2017. If special circumstances necessitate additional time for installation, exhibitors must submit a written request by September 29, 2017 to Rasheena Wilson at [rwilson@asn-online.org](mailto:rwilson@asn-online.org).

#### **Friday, September 29: Exhibitor Individual Hotel Reservations**

- Individual Exhibitor Hotel Reservations

#### **Thursday, November 2: ASN Scientific Exposition Opens**

- ASN Scientific Exposition Opens.
- ASN Kidney Week 2018 Priority Point Space Selection begins onsite at Kidney Week 2017.

#### **Saturday, November 4: ASN Scientific Exposition Closes**

- ASN Scientific Exposition Closes.
- 2018 Priority Point Space Selection Appointments End onsite at Kidney Week 2017; remaining booth space becomes available on a first-come, first-served basis.