**Exhibitor Fact Sheet for NAACOS Spring 2017 Conference**

**Exhibitor Application**
In order to exhibit at the NAACOS Fall 2016 Conference, your organization must be a business or alliance partner in good standing.

**Meeting Venue**
Hilton Baltimore
401 West Pratt Street
Baltimore, MD 21201
Tel: 443-573-8700

**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.

**Display Location**
The display tables are located in the foyers outside of the plenary and breakout rooms (see exhibit floor plan). The entire area is carpeted. Space assignments will be made beginning February 1. Priority will be given to the preferences of conference sponsors, and then to exhibitors in the order received.

**Display Hours & Activities (preliminary)**

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

Exhibitors are responsible for setting up and removing their displays.

**Display Tables**
Your exhibit is one display 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 display table along with two chairs.

**Booth Spaces**
Booth spaces (available for an additional fee) are 10 feet wide by 10 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. Contact Jennifer Muldoon at jennifer@naacos.com to discuss options.

**AV, Electricity, WIFI**
Electricity and AV equipment can be rented from PSAV for a fee. Order forms and a price guide can be found under "Exhibitor Kit" at http://www.naacos.com/sponsorship-exhibits WIFI is available through the Hilton. 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. Please contact Jennifer Muldoon at jennifer@naacos.com to discuss options.

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

**Shipping Instructions**
Exhibitor materials may arrive as early as Monday, April 3. Any materials sent to the hotel must be marked as follows:

Name (person who will be on-site)
Company Name
NAACOS Spring Conference
C/O Hilton Baltimore
401 West Pratt Street
Baltimore, MD 21201
Attn: Package Room
Deliver on 4/5 to Key South Foyer, exhibit #___

Be sure to include a complete return address and number multiple boxes (eg, 1 of 10, 2 of 10).

For return shipments, exhibitors should pack/label their boxes and leave them at their table location. Boxes will be picked up by 4:00 p.m. on Friday, April 7, and taken to the Hilton's package room for pick up by UPS or Fedex.

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

**Attendees**
Approximately 650 health care executives from the ACO community will attend the conference.

**Exhibitor Directory**
The onsite materials provided to conference participants 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 Jennifer@naacos.com by March 10.

**Additional Questions?**
Please contact Jennifer Muldoon at Jennifer@naacos.com