

Exhibitor Fact Sheet for NAACOS Spring 2018 Conference

Exhibitor Application

In order to exhibit at the NAACOS Spring 2018 Conference, your organization must be a business or alliance partner in good standing and you must complete an application.

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.

Exhibit Location

The exhibitor tables are located in the foyers outside of the plenary and breakout rooms (see exhibit floor plan). All exhibit areas are carpeted. Space assignments will be made beginning February 1. Priority will be given to preferences of conference sponsors, and then to exhibitors in the order that applications are received.

Display Hours & Activities (preliminary)

			Dedicated Activities in Foyer
Exhibitor Set Up	Wednesday, April 25	2:00 pm – 6:00 pm	
Exhibits Open	Thursday, April 26	7:30 am – 6:30 pm	breakfast, mid-morning break, lunch service, afternoon break between sessions, and evening reception
Exhibits Open	Friday, April 27	7:30 am – 1:00 pm	breakfast, mid-morning break, lunch service
Exhibitor Dismantle	Friday, April 27	1:30 pm – 4:00 pm	

Exhibitors are responsible for setting up and removing their displays.

Display Tables

Your exhibit is one 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 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. If you would like other furniture options, contact Jennifer Muldoon at jennifer@naacos.com for a referral to a local furniture rental company.

AV, Electricity, WIFI

Audio visual equipment can be rented from PSAV for a fee. Order forms and a price guide can be found at <https://www.naacos.com/sponsorship-exhibits> Electricity is also available through PSAV for a fee. There is no guarantee that your table or booth will be located near an electrical outlet.

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. WIFI can be rented through the Hilton using the form at the above link.

Give-away Policy

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

New “Passport Program”

All exhibitors will participate in a program designed to draw attendees throughout the exhibit hall. NAACOS will be giving every ACO participant who visits approximately half of the exhibitors a \$25 Amazon gift card. There is no charge to exhibitors to participate and exhibitors will automatically be included. Please contact jennifer@naacos.com, if you do not want to participate.

Attendees and Advance Registration List

Approximately 650 health care executives from the ACO community will attend the conference. You will receive a registration list 10 days prior to the conference (April 16, 2018). The list includes name, title and affiliation. NAACOS does not share email addresses. You will receive a final list with postal addresses following 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 26.

Shipping Instructions

Exhibitor materials may arrive as early as Monday, April 23. 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 4/25 to Key Foyer, exhibit # ____

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

Package Handling Fees:

UPS charges handling fees for inbound and outbound packages.

Package Handling	
Inbound and Outbound	
Security fee per day, per item after first 3 days plus (+) handling fee	5.00
Letter over 1 oz.	3.00
1-10 lbs.	5.00
11-30 lbs.	10.00
31-50 lbs.	20.00
51-75 lbs.	40.00
76-100 lbs.	60.00
101+ lbs.	100.00
Pallets	250.00

Outgoing Packages

At the end of the conference, packages must be left on top of the exhibit table for pick up. Packages must meet all of the criteria:

- Package is secured with packing tape or strapping material
- Package is labeled with carriers shipping information
- Carriers shipping label is filled out completely and clearly – including payment information

Security

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

Additional Questions?

Please contact Jennifer Muldoon at Jennifer@naacos.com