

Exhibitor Fact Sheet for NAACOS Spring 2023 Conference

Exhibitor Application

In order to exhibit at the NAACOS Spring 2023 Conference, your organization must be a business or alliance partner in good standing and you must complete an application (sponsor or exhibitor).

Communication from NAACOS

All communication from NAACOS regarding exhibit space and sponsorships will only be to the individual listed on the exhibit/sponsor application.

Meeting Venue

Hilton Baltimore Inner Harbor
401 W Pratt Street
Baltimore, MD 21201

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 and booths are located in the foyer. All exhibit areas are carpeted. Space assignments will be made beginning March 15. Priority will be given to preferences of conference sponsors, and then to exhibitors in the order that applications are received.

Display Hours & Activities

			Dedicated Activities in Foyer/Ballroom
Exhibitor Set Up	Wednesday, May 3	2:00 pm – 6:00 pm	
Exhibits Open	Thursday, May 4	7:30 am – 6:30 pm	breakfast, mid-morning break, lunch service, afternoon break between sessions, and evening reception
Exhibits Open	Friday, May 5	7:30 am – 1:15 pm	breakfast, mid-morning break, lunch service
Exhibitor Dismantle	Friday, May 5	1:00 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 tablecloth with skirt for the table along with two chairs.

Booth Spaces

Booth spaces are 10 feet wide by 8 feet deep. One 6 ft by 30 inch table with a tablecloth and skirt as well as two chairs will be provided. If you would like other furniture options, contact Emily Perron at eperron@naacos.com.

AV, Electricity, WIFI

Audio visual equipment can be rented from Encore for a fee. Order forms and a price guide can be found at <https://www.naacos.com/sponsorship-exhibits>. Electricity is also available through Encore 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 Encore 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.

Lead Gen

Lead generation is provided to all exhibiting business partners through our conference app, Whova. Exhibiting business partner attendees will receive instructions on how to use and access the lead generation one week prior to the start of the conference.

Attendees and Advance Registration List

Approximately 650+ health care executives from the ACO community will attend the in-person conference and another 100+ will attend virtually. You will receive a registration list at the conclusion of the conference. The list includes name, title, affiliation and postal addresses. NAACOS does not share email addresses.

Exhibitor Directory

The conference app will 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/>. If you would like a different description included in the exhibitor directory for the conference, please send a new description (75 words max) to eperron@naacos.com by April 15.

Shipping Instructions

Packages for the hotel will be received up to a maximum of three (3) days prior to the meeting. Return shipping charges for items received outside of this window are the responsibility of the shipper.

Please include the following information when shipping:

(Guest Name)

(Guest Cell Number)

NAACOS Spring 2023 Conference, May 3-5

401 W Pratt Street

Baltimore, MD 21201

(___) out of (___) packages shipped

Package Handling Fees:

Please find the package handling fees in the Shipping Instructions document.

Outgoing Packages

Please find the outgoing instructions in the Shipping Instructions document.

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 Emily Perron at eperron@naacos.com