

Exhibitor Fact Sheet for NAACOS Spring 2022 Conference

Exhibitor Application

In order to exhibit at the NAACOS Spring 2022 Conference, your organization must be a business or alliance partner in good standing and you must complete an 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 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 March 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 27	2:00 pm – 6:00 pm	
Exhibits Open	Thursday, April 28	7:30 am – 6:30 pm	breakfast, mid-morning break, lunch service, afternoon break between sessions, and evening reception
Exhibits Open	Friday, April 29	7:30 am – 1:15 pm	breakfast, mid-morning break, lunch service
Exhibitor Dismantle	Friday, April 29	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 tablecloth with skirt for the table along with two chairs.

Booth Spaces

Booth spaces are 10 feet wide by 8 feet deep. One 6ft by 30 inch table with a tablecloth and skirt as well as two chairs will be provided. The hotel has a limited number of cocktail rounds and bar stools, but the hotel will order special furniture for exhibitors for a fee. 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 450 health care executives from the ACO community will attend the in-person conference and another 200+ will attend virtually. You will receive a registration list 10 days prior to the conference (April 14, 2022). 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 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 1.

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:

NAACOS Spring 2022 Conference, April 27-29
Guest's Name that will be retrieving the boxes on-site
Hilton Baltimore
401 West Pratt Street
Baltimore, MD 21201
(___) out of (___) packages shipped

Package Handling Fees:

Boxes: \$10 each
Cases/Displays/Trunks: \$25 each
Pallets: \$500 (includes breakdown of pallet and movement of boxes)

Outgoing Packages

Packages considered ready for shipping 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

At the end of the show/tear down, ready packages must be left on top of the exhibit table for pick up.

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