

Exhibitor Fact Sheet for NAACOS Fall 2021 Conference

Exhibitor Application

In order to exhibit at the NAACOS Fall 2021 Conference, your organization must be a business or alliance partner in good standing and you must complete an application.

Meeting Venue

Marriott Marquis Washington, D.C.
901 Massachusetts Ave NW
Washington, DC 20001
Tel: (202) 824-9200

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 plenary and breakout rooms (see exhibit floor plan). All exhibit areas are carpeted. Space assignments will be made beginning August 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, September 29	2:00 pm – 6:00 pm	
Exhibits Open	Thursday, September 30	7:30 am – 6:30 pm	breakfast, mid-morning break, afternoon break between sessions, and evening reception
Exhibits Open	Friday, October 1	7:30 am – 1:00 pm	breakfast, mid-morning break
Exhibitor Dismantle	Friday, October 1	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 one chair.

Booth Spaces

Booth spaces are 10 feet wide by 8 feet deep. One 6ft by 30 inch table with a table cloth and skirt as well as two chairs will be provided. The hotel has a limited number of cocktail rounds and bar stools, and 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. 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 conference. We expect at least 300 attendees onsite and approximately 350 to attend virtually. You will receive a registration list 10 days prior to the conference (September 15, 2021). 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 September 1.

Shipping Instructions

Packages for the hotel will be received up to a maximum of three (3) days prior to the meeting. Exhibitors must go to Fedex Office (i.e., the onsite business center) to sign for packages and pay any fees, then packages will be delivered to your exhibit location. Fedex Office charges fee to receive all packages. Detailed instructions, along with receiving fees, can be found at <https://www.naacos.com/sponsorship-exhibits>.

Please include the following information when shipping:

(Guest Name)
(Guest Cell Number)
NAACOS Fall 2021 Conference
901 Massachusetts Ave NW
Washington, DC 20001
(___) out of (___) packages shipped

Package Handling Fees:

A price guide can be found at <https://www.naacos.com/sponsorship-exhibits>.

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.

Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

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