

Greetings ASBMR Exhibitors!

The ASBMR 2018 Annual Meeting will be here before we know it! I want to make sure you are all prepared and have a successful show with us. Please take a moment to read through the information below:

### **Exhibitor Service Kit**

The Exhibitor Service Kit is now LIVE! Please take a moment to familiarize yourself with the Exhibitor Service Kit provided GES, which contains order forms for exposition-related services.

You can access the Online Exhibitor Service Kit [here](#).

It is important that the order forms in the manual be completed and returned prior to the deadline dates to ensure the lowest pricing and availability of products and services. Please reference each form for specific due dates, below are some important service kit deadlines:

### **Important Dates and Deadlines**

**August 15<sup>th</sup> – Lead Retrieval Advance Deadline**

**August 27<sup>th</sup> – [New Product Form](#) and [Exhibit Hall Raffle Participation Form](#) due (if applicable)**

**August 31<sup>st</sup> – Deadline to reserve rooms at the ASBMR room rate**

**August 31<sup>st</sup> – Ancillary Meeting Application Deadline**

**September 6<sup>th</sup> – GES Discount Deadline**

**September 10<sup>th</sup> – Promotional Item Giveaway Approval form due (if applicable; see attached)**

### **Ancillary Meetings**

Is your company interested in hosting an event during the ASBMR 2018 Annual Meeting? If your company would like to obtain meeting space, please review and complete the attached Ancillary Meeting Application. All requests shall be reviewed weekly and approved on a first-come, first-serve basis. Space is limited, so please submit requests as soon as possible. All applications are due on or by **Friday, August 31**. After this date, all applicants will incur a late fee.

### **Hotel Reservations**

ASBMR has contracted with five hotels near the Palais des congrès de Montréal to provide housing for participants of the ASBMR 2018 Annual Meeting. Rates range from \$190 - \$269 per night. The deadline to book rooms at this discounted rate is **Friday, August 31<sup>st</sup>**. For more information and to make your room reservation, please click [here](#).

**PLEASE READ: Unofficial, third-party websites posing as ASBMR are a cybersecurity risk and can result in identity theft. We highly recommend that you only use the links provided on ASBMR's official housing site to securely book your room online. Click [here](#) to learn more.**

### **ASBMR Exhibit Hall Raffle**

The Exhibit Hall Raffle is a great way to generate traffic for your booth. There are two ways you can participate:

1. Exhibitors can participate by indicating they want to be included on the ASBMR Exhibit Hall Raffle Card
2. In addition to being included on the raffle card, exhibiting companies may participate by providing prizes to be given away at the raffle drawing.

**IMPORTANT:** If you wish to have your company's name included on the Exhibit Hall Raffle Card, you must complete this form by **Monday, August 27<sup>th</sup>**. If you do not complete the form, your company WILL NOT be included on the Exhibit Hall Raffle.

Please refer to the attachment for more details.

If you have any questions regarding the enclosed materials, please do not hesitate to contact me.

On behalf of ASBMR, I would like to thank you for your support. We look forward to seeing you in Montréal!

Sincerely,

Brittany Jackson, ASBMR Exhibits Manager  
202-367-2340