

Greetings ASBMR Exhibitors!

Thank you for your participation in the ASBMR 2018 Annual Meeting taking place September 28 – October 1, 2018 in Montréal, Canada at the Palais des congrès de Montréal. We look forward to a successful meeting with you!

Below is some information to assist you as you prepare to exhibit:

### **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**

**July 20<sup>th</sup> – 50-word company description due for the onsite program; logo will be included in conference mobile application**

**NEW - July 30<sup>th</sup> – Lead Retrieval Early Bird Deadline**

**NEW - August 2<sup>nd</sup> – Deadline to receive early registration rates**

**NEW - 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**

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

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

### **Program Description**

If you have not already done so, please click [here](#) to submit your 50-word company description for the onsite program, as well as your company logo for the conference mobile application, **by Friday, July 20**. After this date, we cannot guarantee your company's information will be published.

### **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.

**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](#).

**Exhibitor Registration**

As an exhibitor, your company receives four complimentary exhibit personnel badges per 100 square feet of booth space and access to discounted full conference badges. You will be sent a separate email with a link and password to register for your allotted badges once your booth payment has been processed. If you do not receive the link, please email [exhibits@asbmr.org](mailto:exhibits@asbmr.org).

**Support Opportunities**

Become a supporter of the ASBMR 2018 Annual Meeting! Put your name in front of key decision-makers and heighten your visibility in the industry. To view the Corporate Supporter Kit, please click [here](#). You may also contact Deb Kroll at [dkroll@asbmr.org](mailto:dkroll@asbmr.org) to learn more about the support opportunities that are still available.

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