

Dear ASBMR Exhibitor,

Thank you for your participation in the ASBMR 2017 Annual Meeting taking place September 8 – 11, 2017 in Denver, Colorado at the Colorado Convention Center. We look forward to having a successful meeting with you!

Below is some information to assist you as you prepare to exhibit at the ASBMR 2017 Annual Meeting:

### **Exhibitor Service Kit**

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:

August 7<sup>th</sup> – GES will begin accepting advanced freight at warehouse

August 18<sup>th</sup> – Deadline to receive discount rates on orders through GES

September 5<sup>th</sup> – Deadline for freight to be received at GES Warehouse without incurring fees

September 7<sup>th</sup> – GES will begin accepting freight at show site

### **Discovery Hall Schedule**

Below you will find the ASBMR 2017 Discovery Hall schedule:

#### Exhibitor Move-in

Thursday, September 7                      8:00 am – 5:00 pm

Friday, September 8                         8:00 am – 2:00 pm

#### Exhibit Hall Hours

Friday, September 8                         5:00 pm – 7:00 pm

Saturday, September 9                      9:30 am – 4:30 pm

Sunday, September 10                      9:30 am – 4:30 pm

Monday, September 11                      9:30 am – 2:30 pm

#### Exhibitor Tear Down

Monday, September 11                      3:00 pm – 9:00 pm

### **Program Description**

Please click [here](#) to submit your 50-word company description for the onsite program by **Monday, July 24**. After this date, we cannot guarantee your company's information will be published in the on-site program or meeting mobile application.

**Exhibitor Registration**

New this year, all exhibiting companies will receive one complimentary full conference registration per company. Additionally, your company will receive four complimentary exhibit personnel badges per 100 square feet of booth space, as well as access to discounted full conference badges.

All exhibitors have been sent separate email with a link and password to register for your allotted badges. If you have not received your link and password, please email [exhibits@asbmr.org](mailto:exhibits@asbmr.org).

**Hotel Reservations**

ASBMR has contracted with five hotels near the Colorado Convention Center to provide housing for participants of the ASBMR 2017 Annual Meeting. Rates range from \$209 - \$242 per night. The deadline to book rooms at this discounted rate is **Tuesday, August 8, 2017** (after this date, rooms are based on availability).

For more information and to make your room reservation, please click [here](#).

**Unauthorized Housing Vendors**

As an attendee at the ASBMR Annual Meeting, you may be contacted by phone or email by outside housing companies to secure hotel reservations for the conference. The intent is to convince you that the offer is made on ASBMR's behalf, or that the soliciting company is a viable alternative to going directly to the hotel. These companies are not affiliated or working in partnership with ASBMR, and reservations made through these companies for our meeting cannot be guaranteed.

ASBMR has contracted directly with the hotels listed on the official website. They, along with the [ASBMR International Housing Department](#) are the only official representatives that can guarantee your reservation. Making your reservation in the ASBMR room block also enables us to fulfill our contracts with the hotels and helps ensure that ASBMR Annual Meeting is a success. To learn more, please visit the [Unauthorized Housing Vendors](#) page.

Please contact [housing@asbmr.org](mailto:housing@asbmr.org) with any questions.

**Support Opportunities**

Become a supporter of the ASBMR 2017 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 or need any additional information, 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 Denver!

Sincerely,

Brittany Jackson  
ASBMR Exhibits Manager