



**SEPTEMBER 8-10  
2023**

JW MARRIOTT  
WASHINGTON, DC

**40<sup>TH</sup>  
ANNUAL  
MEETING**

nesps.org

## EXHIBITOR INFORMATION SHEET

### EXHIBIT AREA LOCATION

The exhibit hall is located Capitol Ballroom Foyer adjacent to the Scientific Sessions located in the Capitol Ballrooms D, E, F, and G.

Your exhibit fee includes:

- ✓ **One 6' x 30" skirted table and two chairs in the Exhibit Hall**
- ✓ **Recognition of your support in the program, transition slides, and the NESPS newsletter**
- ✓ **Three complimentary exhibitor badge registrations. All registered representatives are invited to attend scientific sessions.**
- ✓ **Two complimentary tickets to the Presidents Reception and Dinner.**

### EXHIBIT HOURS AND FUNCTIONS\*

<b>Friday, September 8</b>	<b>7:00 am – 7:00 pm</b>
Continental Breakfast	7:00 am – 8:30 am
Coffee Break	10:00 am – 10:30 am
Coffee Break	3:30 pm – 4:00 pm
Welcome Reception & Poster Competition**	5:30 pm – 7:00 pm

<b>Saturday, September 9</b>	<b>7:00 am – 3:30 pm</b>
Continental Breakfast	7:00 am – 8:30 am
Coffee Break	10:00 am – 10:30 am
Face time	President Reception/Dinner

*\*Times are subject to change based on 2023 programming.*

*\*\*Welcome Reception in the exhibit hall*

### INSTALLATION OF EXHIBITS

The exhibit area will be available for set-up from 4:00 pm – 7:00 pm on Thursday, September 7, 2023. All exhibits must be set by 7:00 pm on Thursday without exceptions.

### DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 3:30 pm on Saturday, September 9, 2023, and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all materials must be removed no later than 5:30 pm on Saturday, September 9, 2023.

### EXHIBITOR REGISTRATION (DEADLINE Aug 25, 2023)

Exhibiting companies receive three (3) exhibit registrations per table top. Additional exhibit badges may be purchased for \$100 per badge. **A link to the Cvent portal will be e-mailed separately to each company's contact.** A walk-thru on how to complete your staff registration is included as part of the online [service kit](#).

### SOCIAL EVENTS

Welcome Reception 5:30 pm – 7:00 pm  
Capitol Ballroom Foyer | Friday, September 8

Presidents Reception & Dinner\* 6:30 pm – 9:30 pm  
*James Bond Spy Theme* (Black Tie Optional)  
Penn Ave Terrace/Capitol Ballroom | Saturday, September 9  
\*Two tickets per exhibit table

### INBOUND SHIPPING

Please see the shipping instructions included in the online [service kit](#). The Shipping Office in the Marriott is run by Fedex but shipping by Fedex is not mandatory. Shipped materials should arrive no earlier than Monday, September 4<sup>th</sup>. In order to ensure timely delivery, all packages should be addressed as follows:

(Contact Name) (Contact Cell Number)  
(Company Name)  
c/o FedEx Office at Washington DC JW Marriott  
1331 Pennsylvania Avenue NW  
Washington, DC 20004  
NESPS Annual Meeting  
Box \_\_\_ of \_\_\_

### EXHIBITOR SERVICES

You may order power and AV equipment via the JW Marriott's [EventNow](#) portal.

### LEAD RETRIEVAL

Lead retrieval is available through LeadValu. Please refer to the lead retrieval form in the [service kit](#).

### HOUSING

Rooms are reserved at the JW Marriott in Washington, DC. The **housing deadline is August 10, 2023.**

### NESPS CONTACTS

NESPS  
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**REMINDER: EXHIBITOR REGISTRATION DEADLINE:**

AUGUST, 25TH