EXHIBITOR NEWSLETTER | March 2020

› EXHIBIT PERSONNEL CHECK-IN

All exhibit staff must check in at the registration desk before entering the exhibit hall.

Registration desk hours:

*Grand Ballroom Foyer*

- Sunday, 1 March: 1300-1700
- Monday, 2 March: 0730-1800
- Tuesday, 3 March: 0700-1700

› EXHIBITOR BADGE REGISTRATIONS

If your exhibit team has not yet been registered, please do so by Friday, January 21st. After this date, they will need to register onsite. Registering early will help ensure a smooth check-in and reduce the lines at the registration desk.

Exhibit package badge allocations:

- Two complimentary exhibitor badges are included with all table top packages
- Three complimentary exhibitor badges are included with all 10x10 booth packages

Each company can purchase two additional exhibitor badges for $350 each. Any staff required above those allotted per exhibit package must register as a full attendee, incurring full registration fees minus 20% exhibitor discount.

The badge registration form is located on the Exhibitor Resources web page.

› MARKETING YOUR PRESENCE

Market your presence at the 2020 Aseptic Conference. ISPE has provided you with a few tools to help with your promotions. Visit the Exhibitor Resources web page for the downloads. There are graphics for use on your website, LinkedIn, Facebook, email blasts, flyers, and advertisements. They are ready to download today!

Get Social! Use the official conference hashtag in your social media marketing efforts and your message will be retweeted in ISPE’s Twitter feed - #ISPEAseptic
EXHIBIT RULES

Electric **IS NOT** included with the exhibit packages. If you will need power to your booth, you must order it through the hotel. The order form can be found in the Exhibitor Kit or on the Exhibitor Resources web page.

The exhibit space is carpeted, so you are not required to purchase carpet for your exhibit space. However, if you would like a specific color and padding, it can be ordered through Shepard Exposition Services. The available options and order form can be found in the Exhibitor Kit.

10’x10’ booth:

- Displays may not exceed a back wall height of 8’ and no part of the exhibit or equipment may exceed a height of 4’ in the front half of the booth.
- No exhibit is permitted to obstruct the view of adjacent booths.
- All signs must be one sided only and must be set back within the Exhibitors’ space so as not to detract from the overall impact of the exhibit that is directly adjacent.
- Requests to deviate from these guidelines must be submitted in writing to ISPE for approval prior to set-up.

Table top display:

- Materials must be confined to the table top only.
- Nothing will be allowed to hang off, be located underneath, behind, in front, or along side the table.
- The maximum height including lights, signs, etc., of any display shall be 60 inches (1.5m) from the top of the table.
- Operating machinery, if it can fit on top of the table and is unobtrusive, will be allowed. Computer terminals and video monitors will also be permitted.
- Displays obstructing the view of the adjacent exhibit space will not be permitted.

VENDOR HOSTED EVENTS

All organized functions that compete for attendees’ time, during the hours of the Expo Hall, education sessions or ISPE social functions are strictly prohibited. Exhibitor shall not host, sponsor, or participate in any hospitality suites/rooms, social functions, education seminars, outings, group activities, or similar events during the Event or distribute sales or promotional materials, any item with exhibitor’s logo, or gifts to attendee sleeping room doors, meeting rooms, or anywhere else in the hotel and/or exhibit facility except as expressly authorized by ISPE. Violations of this Section will be governed by Section 13 of the exhibit contract. Enforcement of Rules. The applicant is responsible for monitoring the conference schedule and avoiding conflicts. The applicant may also contact a member of the ISPE Exhibit Services Team for approved days and times.
AUTHORIZED VENDOR LIST

With any exhibition there are always multiple vendors and individuals to deal with and it is often hard to remember who to contact. To help you with this, here is a list of the exhibition authorized vendors. These companies are contracted with ISPE for the 2020 Aseptic Conference.

- **Shepard Exposition Services** | *General Services Contractor*
  Phone: (410) 737-9270    Fax: (410) 737-9274    Email: baltimore@shepardes.com

- **Marriott Bethesda North** | *Audio/Visual and Electrical Orders*
  Phone: (301) 822-9200     Email: NBCC@Mariott.com

- **SmartSource** | *Lead Retrieval*
  Phone: (877) 876-4111     Email: drogers@smartsourcerentals.com

We have been notified of a handful of unauthorized companies soliciting our exhibitors, specifically selling attendee lists. ISPE does not provide our attendee data to any third-party organization to sell to exhibitors. If at any time you have doubts as to whether a company has been approved to represent or work for ISPE 2020 Aseptic Conference, please email sales@ispe.org. ISPE will not have the ability to assist you with any issues that may arise from using an unauthorized vendor.

LEAD RETRIEVAL APP

Exhibiting companies have the opportunity to capture and follow-through on sales leads via the lead retrieval mobile app from SmartSource.

Be sure to place your order today! The order form is located on the Exhibitor Resources web page.

For assistance, you can contact Debra Rogers at (877) 876-4111 or via email at drogers@smartsourcerentals.com.

DOWNLOAD THE MOBILE APP

With the ISPE mobile app, you can:
- Stay organized with up-to-the-minute Exhibitor, Speaker, and Event information
- Receive important real-time communication from ISPE
- Share your event photos and experiences
- Connect with other conference mobile app users
- And much, much more!

Be sure to create and publish your profile in the mobile app. You will be able to engage with other conference mobile app users.

Downloading the app is easy!

Search The App Store or Google Play for "ISPE Events".

ISPE EXHIBIT TEAM

If you have any questions or need assistance, contact your ISPE Exhibit Service Team.

- **Exhibit, Advertising & Sponsorship Opportunities**
  Alisa Pachella, Account Manager | apachella@ispe.org | +1-813-739-2274
  Doug Whittemore, Account Manager | dwhittemore@ispe.org | +1-813-739-2272

- **Exhibit Team Registrations, Billing and Payments**
  Diane Munda, Sales Operations Manager | dmunda@ispe.org | +1-813-739-2275
  Barbara Bender, Sales Coordinator | bbender@ispe.org | +1-813-960-2105 ext. 235