Dear ONS Exhibitor:

As you continue to plan for the ONS 43nd Annual Congress we wanted to share a few updates and reminders. Please pass this newsletter on to any members of your team who would benefit from this information.

We recommend bookmarking the ONS 43nd Annual Congress Exhibitor Resources Page. On the page you can find the most up-to-date information related to your exhibit in the Learning Hall. As additional information becomes available it will be posted here.

**Upcoming Deadlines**

- **March 21**: Deadline for Lead Retrieval Order Discount
- **March 23**: Hotel rooming list submissions, reservations
- **April 16**: Deadline for hotel reservations name or date changes
- **April 17**: Custom Shepard Rentals Discount

**Exhibitor Services Kit**

Please find the ONS 43nd Annual Congress Exhibitor Services Kit on the Exhibitor Resources Page of the Congress website. The manual is composed of ONS Show Management Forms, Shepard Forms, Housing and Registration information, and Utilities and Additional Services for your ordering needs. Please note: at this time all Congress payments are past due. In order to access the service kit your balance must be paid in full. Please contract pbrayley@smithbucklin.com if you need a copy of your invoice.

**Exhibitor Registration and Housing**

To register for badges and reserve hotel rooms please click here. If you have any questions or need help accessing the website, registering, or booking housing, please e-mail onsocexh@experient-inc.com.

Exhibitor badge registration and housing are integrated into one website. Experient is the official housing provider for 2018 Annual Congress. ONS has worked diligently with the hotels in Washington, DC to establish room blocks for attendees and exhibitors. Improper solicitation of hotel reservations from any company or housing provider other than Experient is not approved by ONS. Reservations made by unaffiliated organizations may appear to be for lower rates; however they may be illegitimate, have unreasonable cancellation or change penalties, or be completely non-refundable. Please be aware of, and report any unauthorized solicitation to ONS.

**Mobile App Instructions**
If you have not already, you will receive an email from Confex (ons@confex.com) with instructions on how to upload your company information to the website and mobile app. Please complete this task at your earliest convenience so that your company is included in this popular attendee tool. If you need this information resent, please contact cionadi@ons.org.

Learning Hall Meeting Rooms • $5,000 per 10x15 space
Looking for a private space to meet with customers and prospects in the Learning Hall?

Each meeting room includes tables and chairs and will be branded with your company graphics. Contact Jennifer Shupe or Amanda Strombeck to reserve space.

Conference Guide Ads are due March 15th!
Printed Conference Guides are distributed to all attendees at registration – the guides are the go-to resource including detailed information on sessions, exhibitors, the learning hall, and all other conference activities and also serves as a notepad for the duration of the conference! Reserve your full page or half page ad today.

NEW - Digital Advertising!

ONS will be utilizing the Washington Convention Center’s state-of-the-art digital signage network and a number of signs in prime locations are available for your message. Contact Jennifer Shupe or Amanda Strombeck to reserve ad space or for additional information.

Contact Us

Contact Jennifer Shupe (312-673-5742) and Amanda Strombeck (312-673-4844) to discuss your goals and help with your plans. Speaking, sponsorship, marketing and advertising opportunities are still available.

Jeannie Weber (312-673-5794) and Mary Gerth (312-673-5594), exhibits and sponsorship coordinators, are your main contacts for all questions once you have contracted your participation.

Thank you,

ONS Show Management