Dear ONS Exhibitor:

As you continue to plan for the ONS 45th 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 45th 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**
- **February 28**: Hotel rooming list submissions, reservations
- **March 3**: Extra early bird discount for lead retrieval
- **March 18**: Deadline for Lead Retrieval Order Discount (block of 10+)
- **March 27**: Hotel Reservation deadline (non-block), deadline for name/date changes (10+)
- **March 31**: Custom Shepard Rentals Discount
- **April 2**: Notice of Intent to use EAC due (if applicable)

**Exhibitor Services Kit**
Please find the ONS 45th 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 contact 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 2020 Annual Congress. ONS has worked diligently with the hotels in San Antonio 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 clavelle@ons.org.

Conference Guide Advertising
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! Space reservations are due February 14, 2020. Ad materials are due March 1, 2020. Ad space is available beginning at $2,500. Submit your application today.

Registration Bag Inserts
Distribute your advertisement, literature, or sample in the conference bags given to every attendee at Registration. Applications are due by March 1st.

For more information about opportunities to advertise, build brand awareness and drive booth traffic contact Jennifer Shupe or Andrew Haigh.

Contact Us
Contact Jennifer Shupe (312-673-5742) and Andrew Haigh (312.673. 5442) to discuss your goals and we can help you make your participation a success through sponsorships and events.

Cassie Trost (312-673-5578), exhibits and sponsorship coordinator, is your main contact for all questions once you have contracted your participation.

Thank you,

ONS Show Management