



## Exhibitor Fact Sheet for NAACOS Spring 2025 Conference

### Exhibitor Application

In order to exhibit at the NAACOS Spring 2025 Conference, your organization must be a business or alliance partner in good standing and you must complete an application.

### Meeting Venue

Hilton Baltimore Inner Harbor  
 401 W Pratt Street  
 Baltimore, MD 21201

### Registration Policy and Badges

NAACOS Business Partners, Alliance Partners and Partner Circle are the only non-ACOs that may attend the conference. Partners must pay the prevailing rate to register all staff attending the conference, even those who are exhibiting. Partners are limited to a total of two registrations. ***Exhibit-only attendees are not permitted for free or for a fee.***

### Exhibit Location

The exhibitor tables are located in the foyer (see exhibit floor plan). All exhibit areas are carpeted. Space assignments will be made beginning February 1. Priority will be given to preferences of conference sponsors, and then to exhibitors in the order that applications are received.

### Display Hours & Activities

			Dedicated Activities in Foyer
Exhibitor Set Up	Tuesday, April 22	2:00 pm – 6:00 pm	
Exhibits Open	Wednesday, April 23	7:30 am – 6:00 pm	breakfast, mid-morning break, lunch service, afternoon break between sessions, and evening reception
Exhibits Open	Thursday, April 24	7:30 am – 2:30 pm	breakfast, mid-morning break, lunch service
Exhibitor Dismantle	Thursday, April 24	1:30 pm – 4:00 pm	

Exhibitors are responsible for setting up and removing their displays. NAACOS does not and will not work with third party vendors regarding your organizations booth/table display. It is your responsibility as the exhibitor to share pertinent information with them.

### Tabletop Spaces

Your exhibit is one table, 6 feet by 30 inches. All of your exhibit materials must fit on top of this table. ***You may not place pop up signs on the floor this includes behind the table or in front of the table.*** The hotel will provide a table cloth with skirt for the table along with two chairs. The numbered spaces on the exhibit map are tables.

### Booth Spaces

Booth spaces are 10 feet wide by 8 feet deep. One 6ft by 30 inch table with a table cloth and skirt as well as two chairs may be requested. To request table and chairs or you would like other furniture options, contact Emily Perron at [eperron@naacos.com](mailto:eperron@naacos.com). The lettered spaces on the exhibit map are booth spaces.

**AV, Electricity, WIFI**

Audio visual equipment can be rented from Encore for a fee. [Order forms and a price guide can be found here](#). Electricity is also available through Encore for a fee. There is no guarantee that your table or booth will be located near an electrical outlet.

Conference attendees will have access to complimentary WIFI for checking email. The amount of bandwidth for this WIFI is not sufficient for streaming videos or demonstrating web-based products in the foyer. We recommend that exhibitors obtain their own WIFI connection for these purposes. WIFI can be rented through Encore using the form at the above link.

**Give-away Policy**

Exhibitors may hold raffles and/or give away items. NAACOS does not promote these activities and will not announce the winners.

**Lead Gen**

Lead generation is provided to all exhibiting business partners through our conference app, Whova. Exhibiting business partner attendees will receive instructions on how to use and access the lead generation one week prior to the start of the conference.

**Attendees and Advance Registration List**

Approximately 700 health care executives from the ACO community will attend the in-person conference and another 100+ will attend virtually. You will receive a registration list at the conclusion of the conference. The list includes name, title, affiliation and postal address. NAACOS does not share email addresses.

**Exhibitor Directory**

The attendee folder will include a directory of exhibitors with short descriptions and website addresses. NAACOS uses the description submitted by companies when they complete the Business Partner application. These descriptions appear on our website in the [NAACOS Partner Portal](#). If you would like a different description included in the exhibitor directory for the conference, please send a new description (75 words max) to [eperron@naacos.com](mailto:eperron@naacos.com) by March 1.

**Shipping Instructions**

Please find detailed shipping instructions in the Shipping Instructions.

**Package Handling Fees:**

Please find the package handling fees in the Shipping Instruction

Outgoing Packages

Please find the outgoing instructions in the Shipping Instructions.

**Security**

Hotel security will monitor the premises, however, neither NAACOS nor the hotel is responsible for any missing or stolen items belonging to exhibitors.

**Additional Questions?**

Please contact Emily Perron at [eperron@naacos.com](mailto:eperron@naacos.com)