



Quick Reference Guide

Meeting Dates: October 18–22
Exposition Dates: October 19–21
Location: Pennsylvania Convention Center

Find all the information you need to plan for the show in this document, or navigate through by topic on the [Exhibitor Resources page](#). Use the [Checklist](#) to stay on track with all exhibit deadlines!

Exhibit Hall

- The exposition is located in Halls C-E
- View the [Floor Plan](#) to find your booth and see who is exhibiting

Exhibitor Schedule

Exhibitor Move-in	
Tuesday, October 15	12:30 – 4:30 p.m.
Wednesday, October 16	8 a.m. – 4:30 p.m.
Thursday, October 17	8 a.m. – 6 p.m.
Friday, October 18	8 a.m. – 4:30 p.m.
Exhibit Hours	
Saturday, October 19	9:30 a.m. – 5 p.m.
Sunday, October 20	9:30 a.m. – 6 p.m.
Monday, October 21	9:30 a.m. – 1:30 p.m.
Exhibitor Move-out	
Monday, October 21	1:30 – 6 p.m.
Tuesday, October 22	8 a.m. – 4:30 p.m.

What's Included with your Booth?

10' x 10' Commercial Booth

- 8' High Gray Back Drape
- 3' High Gray Side Drape
- Identification Sign (<300 sq. ft.)*

*Booth >300 sq. ft. Identification Sign available upon request.

The Exhibit Hall is not carpeted. Show Management requires all exhibitors provide flooring for their booth. All booth flooring must be secured to the floor with double-sided tape to prevent a tripping hazard. The aisles will be carpeted as follows:

Main Aisle: Gray
Exhibitor Headquarters Rooms: Gray
All Other Aisles: No Carpeting

Material handling, labor, furniture rental for islands, and all other vendor services are not included.

Register for your Exhibitor Badges

Each exhibiting company receives (2) full conference badges per 10'x10' square feet of space. Badges are required to access conference sessions and the exhibit hall on show days. Wristbands will be available for access on set-up days. To register using the complimentary badges please login to the [Exhibitor Portal](#) and click on the register booth staff link. Additional badges can be purchased through the same link in the exhibitor portal – the registration system will simply ask you to pay for any additional badges above and beyond the complimentary ones that come with your booth space.

Rules, Regulations and Labor Jurisdictions

Be sure to review the [booth display guidelines](#) to ensure a smooth setup experience. Also review the [labor jurisdictions](#) so that you are aware of what your staff are permitted to set-up. Exhibitors using contractors other than Freeman [must register](#) all "Exhibitor Appointed Contractors" requiring access to the show floor during set-up or tear down by **Thursday, September 19**.

Liability Insurance

All exhibitors are required to carry liability insurance with [required coverage limits](#) and may not exhibit without providing proof of insurance. Submit your Certificate of Insurance (COI) to ASA in the [Exhibitor Portal](#) by September 19. Exhibitors using an Exhibitor Appointed Contractor (EAC) to set-up/dismantle their booth (other than Freeman) must have their EAC [submit a COI](#) to Tradeshow Logic by September 19. If you need event insurance, it can be purchased through [Rainprotection Insurance](#).

Connect with Attendees

Online Directory Listing and ASA[®] My Meeting App

The Online Directory and Mobile App are THE places attendees go to see who is exhibiting at the show and learn more about their products and services. Your directory listing automatically includes company contact information and your booth number. You may also add a company description and product categories. [Log in to the Exhibitor Portal](#) to update your information now! Login information was emailed to the primary booth contact, and they may give additional team members access from the Exhibitor Portal.

Marketing Toolkit

We have compiled a variety of tools and resources to help you realize your goals at ANESTHESIOLOGY® 2024! Find event logos, personalized email signatures, social media templates, industry media contacts and more in the [Marketing Toolkit](#).

Social Media

Join us and share your experience with the official meeting hashtag: **#ANES24**.

Track Leads

Lead retrieval can be purchased through Maritz, the official registration and lead retrieval partner of ANESTHESIOLOGY 2024. [Click here](#) to order.

Important Dates

Review the [Exhibitor Checklist](#) for the full list of deadlines.

Official Vendors

Official ANESTHESIOLOGY 2024 vendors include:

General Service Contractor: [Freeman](#)

Labor, material handling, shipping, furniture, product storage, carpet and cleaning

September 17 - Advance Order Discount Deadline

Phone: 888-508-5054

[Order Online](#)

Internet: Pennsylvania Convention Center

September 23 - Discount Deadline

Phone: 215-418-2190

[Email](#)

[Order Online](#)

Audio-Visual Equipment: Encore Global

Phone: 1-800-966-4498

[Email](#)

[Order Online](#)

Photography: Kasia Vetter Photography

Phone: 847-815-5216

[Email](#)

[Order Online](#)

Electric, Compressed Air, Water: Pennsylvania Convention Center

September 23 - Discount Deadline

Phone: 215-418-2190

[Email](#)

[Order Online](#)

Catering/Food Prep: Aramark

September 19 - Discount Deadline

Phone: 215-418-2210

[Email](#)

[Order Online](#)

Registration: Maritz

864-208-2104

[Email](#)

Hotel Reservations: [OnPeak](#)

Liability Insurance: Rain Protection

[Order Here](#)

Exhibitor Warnings

Please be aware of solicitations from vendors not affiliated with the The ANESTHESIOLOGY Annual Meeting. If a company is not an official event vendor, ASA cannot guarantee the legitimacy of their claims. ASA have already received several reports of third-party hotel scammers, so be on the lookout! If you are solicited by any group other than the official vendors listed above, please contact your exhibits manager, nic.kreger@tradeshowlogic.com.