



ASNR23 APRIL 29 – MAY 3 • CHICAGO

TRANSFORMING THE FUTURE OF NEURORADIOLOGY

Exhibitor Rules & Tabletop Display Reference Guidelines

The following Exhibitor Rules & Display Reference Guidelines have been established by American Society of Neuroradiology Show Management. These guidelines are created to promote continuity and consistency among tabletop exhibitors and follow industry tabletop exhibitor standards.

Exhibitor Rules:

- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Exhibitors are encouraged to display promotional items on the tabletop. Table display banners must not exceed 36" in height and 48" in width and/or floor standing display banner stands (behind your table) must not exceed 84" in height and 42" in width.
- Floor standing display banner stands are not permitted in front or on the side of the tabletop. Any pop-up banner MUST be behind your table. There will be approximately 3 feet behind the table which includes the space needed and room for your provided chairs.
- Please do not leave valuables at your tabletop space unattended. Security will be placed outside the hall during the night; however, we ask that no valuable be left in the hall as a precaution.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the hotel except at their tabletop booth.

Tabletop Package Includes:

- Low Cost/Low Maintenance opportunity to participate without having to ship a booth or provide full-time staffing
- Branded tabletop space
- Branding at event and in conference app
- 2 registrations (In-person AND virtual access)

Tabletop Equipment Includes:

- (1) 6' x 30' black draped table
- (2) chairs
- (1) wastebasket
- (1) 7'x 44' one-line identification sign



Exhibitor Deadlines:

- March 6 – Exhibitor Deliverables Due: Payment, Company Information, Add-On bookings (Innovation Theaters)
- March 17 – Innovation Theater Session Information Due to ASNR (if applicable)
- March 30 – Tabletop handouts can be shipped to Freeman's warehouse
- March 31 – Staff Names and Logo Due to ASNR
- April 3 – Freeman discount order deadline; Freeman orders can still be placed after this date at a premium price
- April 10 – CEAVCO (audio visual) discount order deadline; CEAVCO audio visual orders can still be placed after this date at a premium price
- April 24 – Last day to ship to Freeman's warehouse & receive discounted shipping rates
- April 25 – April 28 – Shipments to Freeman's warehouse accepted at a premium rate
- April 28 – GES (power) discount order deadline; GES power orders can still be placed after this date at a premium price

For additional equipment/signage and detailed instructions, please view the [Freeman Online Exhibitor Service Kit](#).

Looking forward to seeing you in Chicago!