



Exhibitor Information Prospectus



~~2nd Annual~~ ASA and NSAA Joint Conference
April 23-24, 2021 | Hilton Orlando Buena Vista Palace

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April 23-24, 2021
Hilton Orlando Buena Vista Palace
1900 E. Buena Vista Dr. • Lake Buena Vista, FL • 32830

Exhibit Information

April 23rd & 24th, approximately 200 surgical assistants will attempt to meet again in Lake Buena Vista, FL at the Hilton Orlando Buena Vista Palace for the 2nd Joint Conference of the Association of Surgical Assistants and the National Surgical Assistant Association. The attendees will come highly motivated to participate in the cutting-edge educational programs. They also look forward to the technical exhibits as a logical extension of their educational experience. Current thinking and innovative products and services go hand-in-hand to help surgical assistants provide the best support to the surgeon and care for their patients. ASA and NSAA sponsor this meeting to provide a continuing educational experience and promote advancements in the surgical assistant profession. The information presented through the programs and exhibits is not verified or endorsed by the ASA or NSAA. Exhibitors and their presenters are solely responsible for content.

Exhibit Space

Standard exhibitor space includes one (6') table and 2 chairs. Tables must be covered. Exhibit Space not claimed or occupied after 6:00 pm Friday, April 23rd, for which no special arrangements have been made with the ASA or NSAA, may be reassigned without obligation to refund exhibit fees or to assign the exhibitor to another space. Exhibitors may not assign, sublet, or apportion to others the whole or any part of their exhibit space.

Exhibit Space Policies

These requirements are not intended to unduly restrict exhibit design or utility but are presented to create and maintain an open atmosphere at the exhibit expo. When designing exhibits, good judgment and consideration for neighboring exhibitors and attendees should be included.

- All exhibits must conform to and enhance the professional, educational, and instructional atmosphere the conference.
- Exposed parts of any display must be finished so as not to be objectionable to other exhibitors, or to the ASA or NSAA.
- Exhibits must render a safe assembly during installation, dismantling, and exhibition periods.
- Signs will be permitted but must have their own support.
- Live or video demonstrations may not be objectionable to neighboring exhibitors, or to the ASA or NSAA.

Care of Exhibit Space

Exhibitors must, at their expense, maintain and keep booths and exhibits in clean and good order. All space occupied by an exhibit must be surrendered in the same condition as it was at the commencement of occupation. Exhibitors are responsible for removal of excess debris, bulk quantities of printed material, and any items other than those that can be easily swept up. Exhibitors and their designated agents shall be responsible for the cost of removing any excess waste, as deemed by the Hilton Orlando Buena Vista Palace, the ASA and the NSAA, at the prevailing rate being charged to ASA and NSAA.

Storage of Crates and Boxes

Storage of crates, boxes, or any packing material behind the booth is prohibited by the City of Lake Buena Vista Fire Code regulations and will be strictly enforced. Such items will be considered refuse and disposed of accordingly. Exhibitors who require "access storage" for literature or products should make arrangements for this service directly with the Hilton Orlando Buena Vista Palace.

Exhibitor Badge Policy

Badges will be held for pick up on-site at the registration desk. Exhibitors' badges are not to be issued to individuals who wish to gain admittance for the purpose of contacting other exhibitors. The official 2021 ASA/NSAA Conference Badge must be worn at all times while in the conference area. No other ribbons or stick-on novelty items are allowed to be affixed to these Exhibitor badges. Additional company badges are permitted.

Parking

The Hilton Orlando Buena Vista Palace is located at 1900 E. Buena Vista Drive, Lake Buena Vista, FL 32830, situated just a short walk to Disney Springs™ - a truly amazing place. Overnight on-site self-parking is offered at a reduced rate of \$22.00 per night. Valet parking is available for a fee of \$30.00 per day. Parking is the responsibility of the individual guest unless otherwise noted. If these rates should change prior to your arrival the prevailing rate will apply. The Hotel is in no way affiliated with other off-site parking lots or assumes any liability for vehicles using those parking facilities.

Schedule of Events

All functions of the 2021 ASA/NSAA Joint Conference will be held at the Hilton Orlando Buena Vista Palace is located at 1900 E. Buena Vista Drive, Lake Buena Vista, FL 32830.

Schedule

Friday April 23rd:

12:00—7:00 pm	Registration at the Hilton Orlando Buena Vista Palace
7:30—3:30 pm	Simulation Workshop (Offsite)
1:00—3:30 pm	NSAA Specialty Workshops
4:00—5:00 pm	NSAA Business Meeting/ASA Business Meeting
5:30—6:30 pm	Keynote Address:
6:30—8:00 pm	Reception with Exhibitors

Saturday April 24th:

7:30—9:00 am	Registration at the Hilton Orlando Buena Vista Palace
7:30—7:45 am	Breakfast with Exhibitors
7:45—8:00 am	Joint Welcome
8:00—10:00 am	Scientific Presentations
10:00—10:20 am	Professional Networking (Break with Exhibitors)
10:20—12:30 pm	Scientific Presentations
12:30—1:30 pm	Luncheon
1:30—3:30 pm	Scientific Presentations
3:30—4:00 pm	Professional Networking (Break with Exhibitors)
4:00—5:00 pm	Legislative Round Table on Current Issues & Trends

Meals and Lodging

Exhibitors will receive (2) meal tickets per booth space purchased at \$1,000. This will include the Reception on Friday April 23rd, Breakfast, Lunch and all breaks on Saturday April 24th. Extra meal tickets are available at cost if requested. The Reception and Lunch will be held at the Hilton Orlando Buena Vista Palace.

Booth Space at the Hilton Orlando Buena Vista Palace

Exhibit Booth Space at the Hilton Orlando Buena Vista Palace will be located in the Citron Foyer East/West space outside the Citron East West Ballroom on the first floor. Registration will also be located in the Citron Foyer East/West space. Exhibitors that will be involved in the “Hands-On” Workshops later that day will be assigned a location for the workshop prior to the conference.

Shipping/Packages

The Receiving Department will accept deliveries no earlier than five days prior to the group’s arrival date from 8:00am - 4:00pm Monday through Friday. To ensure deliveries are accepted, please arrange for all deliveries in advance.

Receiving Charges: There will be a charge of \$15 per box. If shipment arrives on a pallet, there will be a \$150.00 fee to receive pallet. If the use of a forklift for loading or unloading trucks is required, the fee will be \$150.00 per hour. (All pricing is subject to change without notification)

Shipping Charges: There will be a charge of \$15 per box. If shipment arrives on a pallet, there will be a \$150.00 fee to ship the pallet. If the use of a forklift for loading or unloading trucks is required, the fee will be \$150.00 per hour, with a minimum of (4) hours charged. (All pricing is subject to change without notification)

Below is the format for addressing all packages being shipped to the hotel for guests:

Hilton Orlando Buena Vista Palace
1900 East Buena Vista Drive
Lake Buena Vista, FL 32830

Guest/Group Name: _____ Arrival Date: _____

Shipments for exhibits or displays are to be arranged through the Exhibit or Drayage Company. In the event that Exhibitor boxes are received or shipped by the Resort, they will be charged \$15 per box and \$150 per pallet (includes pick-up and delivery to and from meeting area). (All pricing is subject to change without notification).

If the use of a forklift for loading or unloading trucks is required, the fee will be \$150.00/hour for the forklift and driver.

Hotel Information

The Hilton Orlando Buena Vista Palace is just 15 miles from the Orlando International Airport. Usually a 25-minute drive. **Reservations with an ASA/NSAA Conference Room Rate of \$175.00 for Single & Double and \$195.00 for Triple may be made via this link:**

<https://book.passkey.com/e/50100660>

or from the Hilton Orlando Buena Vista Palace link on ASA or NSAA's website. Reservations are also available by calling 1-855-757-4984 and reference the **Joint NSAA / ASA 2021 Meeting**. The deadline for this special room rate is March 24th, 2021.

Experience a relaxing retreat within walking distance to Disney Springs®. The resort features shuttle service to Disney Theme Parks and Disney Springs, delectable dining options, two heated outdoor pools, an arcade and Disney Character Breakfast on Sundays at Covington Mill.

Everything you need for fun and relaxation is right here! Drift down our spiraling Float Lagoon or cool off with the little ones in the Kid's Splash Area. Chill out in a private poolside cabana, or workout in our 24-hour fitness center. Connect with the family in the arcade, or we can connect you with championship Disney Golf.

Imagine watching nightly Epcot fireworks from the comfort of your guest room, or overlooking the expansive Disney Springs® landscape, or enjoying the tranquility of a pool view. The choice is yours. Our newly renovated rooms and suites feature a mini-refrigerator, LCD television, safe, work desk, plush bedding and coffeemaker. Most also offer a private balcony.

At Buena Vista Palace, dining options are designed with you in mind. Start the day with a hearty breakfast or nutritious light bite. Savor American dishes at **LetterPress** and enjoy the eclectic feel of a modern printing shop while enjoying classic American fare. This restaurant features seasonal favorites and cooked to order omelets for breakfast. Lunch and dinner menus feature delightfully plated meals with locally sourced ingredients. While you dine, enjoy the gorgeous views of Blake Lake, the new float lagoon and event lawn. Kick back at **Sunnies** just steps away from the main lobby overlooking the Float Lagoon and relax in their warm and inviting lounge. More than just a lobby bar, **Sunnies** is your escape into the essence of Florida with refreshing beverages and locally sourced seasonal fare. Pull up a chair and enjoy delicious poolside drinks and cuisine at Shades, serving fresh American fare, including the quintessential burger and fries, flatbreads, wraps and more. Plus, enjoy a refreshing cocktail while lounging poolside in the Florida sunshine; or enjoy a quick bite at **Citrus 28** providing gourmet market and café features Starbucks coffee, freshly prepared light meals, gourmet bites and local favorites prepared daily. by our expert culinary team. Guests can take advantage of complimentary Wi-Fi while enjoying the casual seating area.

ASSOCIATION OF SURGICAL ASSISTANTS

6 West Dry Creek Circle
Littleton, CO 80120

Phone: 1-303-694-9130 • Fax: 1-303-694-9169

E-mail: board@surgicalassistants.org • Website: www.surgicalassistant.org

NATIONAL SURGICAL ASSISTANT ASSOCIATION

1775 Eye Street, NW, Suite 1150
Washington, DC 20006

Toll Free: 1-855-270-6722 • Fax: 1-202-587-5610

E-mail: info@nsaa.net • Website: www.nsaa.net