



Exhibitor Information Prospectus



4th Annual ASA/NSAA Joint Conference
April 21-22, 2023
Hilton Washington DC Capitol Hill
525 New Jersey Ave. • Washington, DC • 20001

Exhibit Information

April 21st & 22nd, approximately 150-200 surgical assistants will meet in the nation's capital at the Hilton Washington DC Capitol Hill for the 4th 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 21st, 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 Washington DC Capitol Hill, 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 District of Columbia 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 Washington DC Capitol Hill.

Exhibitor Badge Policy

Badges will be held for pick up on-site at the conference 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 2023 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 Washington DC Capitol Hill is located at 525 New Jersey Ave., Washington, DC 20001, situated just a short walk from Union Station. Self-parking is not available. Valet parking is available for a fee of \$55.00 per day with In/Out privileges. 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 2023 ASA/NSAA Joint Conference will be held at the Hilton Washington DC Capitol Hill and located at 525 New Jersey Ave., Washington, DC 20001.

Tentative Schedule

Friday April 21st:

12:00—7:00 pm	Registration at the Hilton Washington DC Capitol Hill
7:00—4:30 pm	Hands-on Workshop
5:00—5:30 pm	ASA/NSAA State of the Associations 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 Washington DC Capitol Hill
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 21st, Breakfast, Lunch, and all breaks on Saturday April 22nd. Extra meal tickets are available at cost if requested. The Reception and Lunch will be held at the Hilton Washington DC Capitol Hill.

Booth Space at the Hilton Washington DC Capitol Hill

Exhibit Booth Space at the Hilton Washington DC Capitol Hill will be located in the Foyer and adjacent to the Ballroom. Registration will also be located in the Foyer. Exhibitors that will be involved in the “Hands-On” Workshops on Friday will be assigned a location for the workshop prior to the conference.

Shipping/Packages

The Receiving Department will accept deliveries no earlier than three (3) business 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.

For pallet deliveries, prior approval must be obtained; otherwise, the hotel reserves the right to refuse delivery. Hotel staff will not assist in breaking down pallets.

The Sales Office must be notified in advance to ensure proper acceptance of these items. Boxes left behind beyond one week, will be discarded. Please make prior arrangements as well for having your boxes returned to your organization. Below is the format for addressing all packages being shipped to the hotel for guests:

Attn: *(include name of on-site representative responsible for boxes)*
Hilton Washington DC Capitol Hill
525 New Jersey Ave., Washington, DC 20001
Association of Surgical Assistants/National Surgical Assistant Association

The hotel will not be held responsible for packages that are not properly labeled.

Hotel Information

Hilton Washington DC Capitol Hill is 3 blocks from the US Capitol and just a short walk from Union Station. Washington National Airport is 5 miles away and Washington Dulles International Airport is 35 miles away. **Reservations with an ASA/NSAA Conference Room Rate of \$209.00 for King may be made via this link:**

[ASA/NSAA Meeting](#)

<https://book.passkey.com/gt/218483736?gtid=f1f6029994dbc8cfd979f0c1eab032c9>

or from the Hilton Washington DC Capitol Hill link on ASA or NSAA's website www.asa-nsaa.org. Reservations are also available by calling 1-202-628-2100 and reference the **2023 ASA/NSAA Joint Conference**. The deadline for this special room rate is Wednesday March 22, 2023.

The Washington Court Hotel is a luxury hotel located in DC's East End, and just a couple blocks from Columbus Circle, Washington Union Station, and the United States Capitol. Gallaudet University is 1.5 miles away, and Reagan National Airport (DCA) is five miles away. Iconic museums, memorials, and parks are just a few minutes away. The hotel features a 4-story sky lit atrium, Italian marble Lobby, and European-styled glass elevators. Original works of art and fine handcrafted furnishings are located throughout the Hotel. Make yourself at home in one of the 265 newly renovated guestrooms featuring Large Italian Marble Bathrooms, Lighted Mirror & Hairdryer, Two Telephones, With Voice Mail Capabilities, Bedside Digital AM/FM Clock Radio, Coffee Maker, Iron & Ironing Board, 37" Flat Screen TV's Featuring Cable Programming & Pay-Per-View Movies & Events.

Additional amenities at this hotel include complimentary wireless Internet access, and a gift shop/newsstand. Quench your thirst with your favorite drink at the bar/lounge. Featured amenities include express check-out, and dry cleaning/laundry services.

Venture outside Hilton Washington DC Capitol Hill and explore Washington D.C. during your stay. Spend a day and acquire some cultural knowledge at Smithsonian National Air and Space Museum located 1.2 km away, where you can explore works of arts and cultural pieces.

ASSOCIATION OF SURGICAL ASSISTANTS

12110 N. Pecos St., Suite 220

Westminster, CO 80234

Phone: 1-720-459-3791

E-mail: office@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

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