



Exhibitor Information Prospectus



5th Annual ASA/NSAA Joint Conference
April 19-20, 2024
Hilton Cincinnati Netherland Plaza
35 West Fifth St. • Cincinnati, OH • 45202

Exhibit Information

April 19th & 20th, approximately 150-200 surgical assistants will meet in the “Queen City”, downtown Cincinnati, OH at the Hilton Cincinnati Netherland Plaza for the 5th 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 19th, 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 Cincinnati Netherland Plaza, 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 Cincinnati 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 Cincinnati Netherland Plaza.

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 2024 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

Hilton Cincinnati Netherland Plaza is located at 35 West Fifth St., Cincinnati, OH 45202, situated just one block from Duke Energy Convention Center and three blocks from Paul Brown Stadium. Self-parking is available on-site for \$30 per day. Valet parking is available for a fee of \$45.00 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 2024 ASA/NSAA Joint Conference will be held at the Hilton Cincinnati Netherland Plaza, located at 35 West Fifth St., Cincinnati, OH 45202.

Tentative Schedule

Friday April 19th:

12:00—7:00 pm	Registration at the Hilton Cincinnati Netherland Plaza
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 20th:

7:30—9:00 am	Registration at the Hilton Cincinnati Netherland Plaza
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 19th, Breakfast, Lunch, and all breaks on Saturday April 20th. Extra meal tickets are available at cost if requested. The Reception and Lunch will be held onsite at the Hilton Cincinnati Netherland Plaza.

Booth Space at Hilton Cincinnati Netherland Plaza

Exhibit Booth Space at the Hilton Cincinnati Netherland Plaza 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 Cincinnati Netherland Plaza
35 West Fifth St., Cincinnati, OH 45202
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 Cincinnati Netherland Plaza is one block from Duke Energy Convention Center and three blocks from Paul Brown Stadium. The Cincinnati/Northern Kentucky International Airport is 12 miles away. **Reservations with an ASA/NSAA Conference Room Rate of \$179.00 for King may be made via this link:**

[ASA/NSAA Meeting](https://group.hilton.com/rhr9ao) or Group Link: <https://group.hilton.com/rhr9ao>

or from the Hilton Cincinnati Netherland Plaza link on ASA or NSAA's website www.asa-nsaa.org. Reservations are also available by calling 1-513-421-9100 and reference the **2024 ASA/NSAA Joint Conference**. The deadline for this special room rate is Wednesday March 27, 2024.

The historic Hilton Cincinnati Netherland Plaza is a 'must-see' hotel in the heart of downtown Cincinnati. From rare Brazilian rosewood paneling and two-story ceiling murals to stylish guest rooms and the renowned restaurant, Orchids at Palm Court. Shopping at Saks Fifth Avenue, Tiffany & Co. and Macy's are just a skywalk away and the complimentary shuttle to the Horseshoe Casino will make planning evening entertainment convenient and carefree.

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

There's something inviting about the Cincy Region. Here, Midwest friendliness meets Southern charm. This is where a vibrant urban setting gives way to green spaces and waterways. You can sample our world-famous Cincinnati chili or indulge in innovative, buzzworthy local cuisine. Marvel at cutting-edge street art or travel Northern Kentucky's bourbon trail. Discover a region that reveres history yet pursues constant reinvention. Cincy Culture isn't just one thing. But you have to be here to experience it for yourself.

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