

Exhibitor Information



Join ASA and NSAA next year for the
6TH ANNUAL JOINT ASSOCIATION CONFERENCE

EMBASSY SUITES BY HILTON GRAPEVINE DFW AIRPORT NORTH
2401 BASS PRO DRIVE
GRAPEVINE, TX
APRIL 25 & 26, 2025



Prospectus

Exhibit Information

April 25th & 26th, approximately 125-150 surgical assistants will meet in “Big D”, Dallas Texas at the Embassy Suites by Hilton Grapevine DFW Airport North for the 6th 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 25th, 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 of 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 the 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 Embassy Suites Grapevine DFW Airport North, 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 Town of Grapevine Fire Code regulations and will be strictly enforced. Such items will be considered refused and disposed of accordingly. Exhibitors who require “access storage” for literature or products should plan for this service directly with the Embassy Suites Grapevine DFW Airport North.

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 2025 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

Embassy Suites Grapevine DFW Airport North is located at 2401 Bass Pro Drive, Grapevine, TX, situated just three miles from DFW International Airport. It is next door to the Bass Pro Shop, a mile from Grapevine Mills mall including the Dallas LEGOLAND. Historic downtown Grapevine is a ten-minute drive. Self-parking is available on-site for \$20 per day with In/Out privileges. Valet parking is not available. If these rates 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 2025 ASA/NSAA Joint Conference will be held at the Embassy Suites Grapevine DFW Airport North, located at 2401 Bass Pro Drive, Grapevine, TX 76051.

Tentative Schedule

Friday April 25th:

12:00—7:00 pm	Registration at the Embassy Suites Grapevine DFW Airport North
7:00—4:30 pm	Hands-on Workshops
5:00—5:30 pm	ASA/NSAA State of the Associations Meeting
5:30—6:30 pm	Keynote Address:
6:30—7:30 pm	Reception with Exhibitors

Saturday April 26th:

7:30—9:00 am	Registration at the Embassy Suites Grapevine DFW Airport North
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 25th, Lunch, and all breaks on Saturday April 26th. Extra meal tickets are available at cost if requested. The Reception and Lunch will be held onsite at the Embassy Suites Grapevine DFW Airport North.

Booth Space at Embassy Suites Grapevine DFW Airport North

Exhibit Booth Space at the Embassy Suites Grapevine DFW Airport North 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.

Exhibit setup/breakdown times are as follows:

Exhibit Dates and Times:

Setup:

Friday, April 25: 1pm to 5 pm
Saturday, April 26: 7 am to 5 pm

Show Hours:

Friday, April 25: 5 to 7:30 pm
Saturday, April 26: 7:30 am to 5 pm

Move out:

Saturday, April 26: 5 pm

Shipping/Packages

The Receiving Department will accept boxes/packages for arrival at a maximum 48 hours prior to group arrival and must be marked with the responsible party's name, Group Name, and “**Hold for Arrival Date of (Day and Date)**”. There will be a handling charge.

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 to have your boxes returned to your company. 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)*
Embassy Suites Grapevine DFW Airport North
2401 Bass Pro Drive
Grapevine, TX 76051
(Group Name: Association of Surgical Assistants/National Surgical Assistant Association)

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

Hotel Information

The Embassy Suites Grapevine DFW Airport North is located at 2401 Bass Pro Drive, Grapevine, TX, situated just three miles from DFW International Airport. It is next door to the Bass Pro Shop, a mile from Grapevine Mills mall including the Dallas LEGOLAND. Historic downtown Grapevine is a ten-minute drive. The Cowboys Golf Course is only 1.5 miles away. The hotel offers complimentary shuttle service to and from the Dallas/Fort Worth International Airport between 6am and 10:30pm every ½ hour. **Reservations with an ASA/NSAA Conference Room Rate of \$189.00 for King may be made via this link:**

[ASA/NSAA Joint Conference](#) or Group Code: **SRP-90D**

or from the Embassy Suites Grapevine DFW Airport North link on ASA or NSAA's website www.asa-nsaa.org. Reservations are also available by calling 1-972-724-2600, option #1 and reference the **2025 ASA/NSAA Joint Conference**. The deadline for this special room rate is Thursday April 3rd, 2025.

Embassy Suites Grapevine DFW Airport North's amenities include complimentary made-to-order breakfast, Digital Key Room access, Indoor Pool, and Fitness Center. Quench your thirst with your favorite drink at the bar/lounge.

Centrally located in Dallas-Fort Worth, Grapevine offers Texas-sized fun in a small, welcoming community with an authentic, relaxed atmosphere. Enjoy spectacular family resorts, kid-friendly attractions, a charming, walkable Main Street, lake activities and year-round festivals and events, all within a 3-mile radius.

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