



EXHIBITOR BULLETIN ♦ MARCH 2008

For the National Teaching Institute & Critical Care Exposition
Chicago, Illinois, May 6-8, 2008 (Exhibit Dates)
From your AACNE Exhibits Team
Randy ext. 366, Heidi ext. 373 and Maribel ext. 509 ♦ 800.394.5995

VIP INVITATIONS

Enclosed you will find ten VIP invitations that you may send to your customers, prospective customers or special guests. If you need additional invitations, please contact Maribel Aguayo at 800.394.5995, ext. 509. We hope you will invite customers and your special guests to enjoy complimentary admission to see your display and one of the leading healthcare tradeshows.

ADVANCE SPACE SELECTION

Watch your mail in mid-March for information on the Advance Space Selection process. Based on priority points, technical exhibitors (only) will be assigned appointment times on Wednesday, May 7, 2008 to select exhibit space for NTI 2009 in New Orleans. We need to receive by mail or fax on or before April 18th, a completed Advance Space Selection Application along with a \$600 deposit and your exhibit choices for NTI 2009. If your representative cannot attend the May 7th selection meeting, the application and deposit that you send by April 18th will serve as your proxy and AACN staff will assign the best available space, using your booth choices as a guide.

TRAVEL AND TRANSPORTATION

For travel and transportation information to Chicago, please go to the NTI website at www.aacn.org/nti. On the left side of the page, under "About NTI", you can click on Transportation and Helpful Tips to find information on air transportation, airport shuttle coupons, rental car discounts, etc.

HOUSING

For hotel information and to book your reservation on-line, please go to...

www.aacn.org/nti > Exhibits Information > Exhibitor Housing Information

Be sure to book early! After March 28, 2008, reservations are subject to availability. If you have any questions, please call the AACN Housing Bureau at 800.340.1840.

MOVE IN

Exhibitor move-in starts Saturday, May 3rd and continues through Monday, May 5th. The hours for move-in are 8am to 5pm daily. If you ship direct to the convention center, shipments must arrive no later than 4pm Monday, May 5th to assure delivery to your exhibit space. Show management provides round-the-clock security. For safety, insurance and for liability reasons, no children under the age of 18 will be allowed in the exhibit hall during move-in or move-out hours. All exhibitor personnel and exhibitor-appointed contractors (EACs) must be 18 or older and have appropriate credentials. The exhibit floor requires extra caution due to the heavy equipment, fork lifts and large crates in the aisles. We ask your cooperation to make the exhibit floor as safe as possible.

SERVICE KIT INFORMATION

The NTI 2008 Online Service Kit can be accessed either from the Exhibits page of the NTI 2008 Web site at www.aacn.org/nti or Freeman's Web site for exhibitors at www.MyFreemanOnline.com.

The Online Service Kit offers exhibitors the convenience of printing individual pages and order forms you need to use (including AACN and Freeman forms as well as all specialty contractor and facility forms), plus the speed and convenience of the Internet for finding NTI 2008 information and related documents any time, day or night. We think you will find the Online Service Kit functional and user-friendly.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on "New User" to create a Login ID and Password.

To access Freeman OnLine® for the NTI without using the link, go to:

<http://www.myfreemanonline.com/fol/show/showMain.jsp?show=90603&referer=s>

and click on "Log In". If you need assistance with Freeman OnLine® please call Freeman's Customer Support Center at 1.888.508.5054.

The AACN Exhibits Team will be available to help any exhibitor requesting personalized help in finding the Online Service Kit and any information desired. If you have any questions about the Online Service Kit, please call the AACN Exhibits Team at 800.394.5995 – Maribel ext. 509, Heidi, ext. 373 or Randy, ext. 366

UNION RULES

Chicago is a strong Union City and we recommend that you get familiar with the union guidelines so you can have a successful exhibit experience. Please check the web site www.mccormickplace.com/exhibitor/how_to_exhibit.html if you have any questions regarding exhibiting at McCormick Place. The web site will provide information about exhibitor guidelines and services such as labor rules, fire regulations, facility regulations, parking and directions, food service and more. The web site will also give you information on working with FOCUS One at McCormick Place. FOCUS One provides utility services including, electrical, plumbing, communication and internet services.

LAST CALL FOR SPONSORSHIPS

NTI 2008 Sponsorships still available for Chicago include...

NTI Map (\$20,000 through SLACK, Inc.)

Large electronic LED signs with program updates near information center and classrooms (\$7,500 per co-sponsor)

Pre-conference Refreshment Breaks (\$15,000 for all 4 or \$4,000 each)

AACN Programs Demo Stage in Registration Area Marketplace (\$5,000)

Mail Home Service for nurse participant shipping (\$4,000)

NTI Participant Highlighters (\$10,000)

NTI Bookstore – open to non-publishing exhibitors (\$8,000)

If you are interested please contact Randy Bauler, CEM, Corporate Relations and Exhibits Director at 800.394.5995, ext. 366.

FINAL BOOTH PAYMENT

Full booth payment for booth space was due February 14, 2008. If you have a balance due, please send payment to arrive no later than March 14, 2008. If you need an invoice or need to determine your balance, please call Maribel at 800.394.5995, ext. 509 to determine your balance or make a credit card payment.