

FAQs

Frequently Asked Questions

DEADLINES for San Diego Meeting Partners

Due Date	Item Due
Thursday, January 25, 2024	Application Materials, Artwork & Logo DUE Digital Ad Artwork and Logo DUE Virtual/Mobile App Artwork DUE Sample Flyer or brochure for bag insert DUE

ARTWORK SPECIFICATIONS

- New York City Artwork Specifications and Guidelines attached

VENUE & ACCOMODATIONS

- New York Marriott Marquis Times Square - <https://the-ins.org/meetings/new-york-2024/hotel/>

EXHIBIT BOOTHS

- Booths can be ordered through February 1, 2024 contingent upon availability
- Exhibit booth location requests are assigned in the order of application and payment receipt and overall flow.
- Shipping and Electrical details are attached and for any other needs contact the hotel.
- Booth space is 10 feet wide. Included is one 6-foot draped table, two side chairs, and a wastebasket. Signage is the responsibility of the exhibitor.
- Security will be provided overnight though the foyer is open to the public all day and night. INS is not responsible for lost or stolen items left in booths unattended. Review Security in our Policies & Procedures attached.
- No other exhibitor services are provided by INS.

Individuals with exhibitor badges are eligible to attend all activities of INS meetings with the exception of continuing education workshops, which require an additional fee, and meetings at which INS members may vote. Exhibitors who wish to attend continuing education workshops need to register and pay for CE courses using the Meeting registration.

Onsite Exhibit Dates Wednesday, February 14 through Saturday, February 17, 2024 (subject to change). Exhibitors are welcome to start earlier or stay longer should they feel it is advantageous for them.

	Date	Time
Exhibitor Move-In	Wednesday February 14, 2024	10 AM - 2 PM

Exhibit Hours	Wednesday February 14, 2024	2:15 PM - 6:15 PM
	Thursday February 15, 2024	8 AM - 1:15 PM
		2:15 PM - 5:15 PM
	Friday February 16, 2024	8 AM - 11:45 AM
		1:45 PM - 5:00 PM
	Saturday February 17, 2024	8 AM - 12:15 PM
Exhibitor Move-Out	Saturday February 17, 2024	12:15 PM - 2:15 PM

On-site exhibit hours are finalized as of February 6, 2023. All registered exhibitors will be notified by email of any change in published exhibit hours. We strongly suggest you leave nothing personal or of great value in the exhibitor hall as it is open to the public 24 hours a day. General hotel security will be available during the day and INS will hire security overnight to help secure exhibitor items though this alone is not a guarantee for the safety of your exhibit items.

Overnight Security hours will be as follows:	Wednesday February 14, 2024 to Thursday February 15, 2024	6:15 PM - 8:00 AM
	Thursday February 15, 2024 to Friday February 16, 2024	5:15 PM - 8:00 AM
	Friday February 16, 2024 to Saturday February 17, 2024	5:00 PM - 8:00 AM

SHIPPING

- Special Instructions for Shipping Conference Bag Inserts is attached.

MAILING LISTS

- Will be provided in excel format.
- **Sample mailing piece** artwork is due a minimum of 2 weeks prior to desired deployment date.

- All mailing list rentals are for one-time use only and may only be used to send material pre-approved by INS. Mailing lists may not be stored or kept (in part or whole) for future uses or altered in any way. Unauthorized uses are subject to additional fees and possible legal action. Additional uses may be rented by contacting the INS office.

CANCELLATIONS

Returned Payment, Cancellation, & No-Show Policy:

All returned check payments are subject to a \$30 processing fee. All cancellations must be received in writing and are subject to a \$50 administrative fee. Any cancellations received on or after February 1, 2024 will be refunded minus 50% of the total cost. No refunds available for cancellations received on or after February 7, 2024. Exhibitors who fail to show at the meeting will forfeit all monies paid.
