

ONS Congress 2024 – Exhibitor FAQ Document

When and where is ONS Congress 2024 taking place?

ONS Congress 2024 is taking place on April 24-28, 2024, in Washington, DC, at the Walter E. Washington Convention Center.

What are the show hours?

Thursday, April 25	11:00 AM – 3:00 PM
Friday, April 26	11:00 AM – 3:00 PM
Saturday, April 27	11:00 AM – 3:00 PM

Where is the exhibit hall located within the Walter E. Washington Convention Center?

The exhibit hall will be located on Level 2 of the Convention Center in Halls D & E.

Can I see the floor plan?

You can view our online floor plan and exhibitor listing [HERE](#). The exhibit hall is located on Level 2 of the Walter E. Washington Convention Center.

What are the move-in and move-out times?

Move-In

Monday, April 22	Targeted move-in only (<i>please contact us for approval</i>)
Tuesday, April 23	8:00 AM – 5:00 PM
Wednesday, April 24	8:00 AM – 5:00 PM

All exhibits must be complete by 5:00 PM on Wednesday, April 24.

Exposition Hours

Thursday, April 25	11:00 AM – 3:00 PM
Friday, April 26	11:00 AM – 3:00 PM
Saturday, April 27	11:00 AM – 3:00 PM

All exhibits must be open and staffed during show hours.

Move-Out

Saturday, April 27	3:00 PM – 10:00 PM
Sunday, April 28	8:00 AM – 12:00 PM

Exhibitors are not allowed to break down prior to the close of the show at 3:00 PM on Saturday, April 27, and must be moved out by noon on Sunday, April 28.

Can we move in or move out early?

We will have targeted move-in only on Monday from 2:00pm-5:00pm – you must receive approval from ONS Show Management. Exhibitors cannot begin to dismantle prior to the close of the show at 3:00pm on Saturday, April 27.

Where can I register my booth staff?

Confirmed exhibitors are able to register for badges and reserve hotel rooms [HERE](#); however, only the booth's primary contact will have access to the portal. If you need to change the primary contact, please email onsponsorships@smithbucklin.com.

How many badges are included with my booth?

Three exhibit hall only badges are included with each 10'x10 booth and additional passes can be purchased for \$50. If you have any questions regarding registration, please email Maritz at ONSOCexh@maritz.com.

Do workers need badges for booth set-up and tear down?

No – If you hired an Exhibitor Appointed Contractor (EAC), they can fill out the EAC Form and will receive a wristband onsite.

Where can I find the Exhibitor Services Kit?

The online link to our services kit can be found [HERE](#) and the PDF version can be found [HERE](#). Additional information regarding exhibitor hours, deadlines, floor plan, and sponsorship opportunities can be found on our Exhibitor Resources page [HERE](#). If you have any questions about the kit, please reach out to Shepard Customer Service at orders@shepardes.com.

Who is the General Services Contractor?

Shepard is the official General Services Contractor. Their service desk will be located in the back of the exhibit hall, along with other conference vendors such as lead retrieval, electrical, and more.

What are the rules & regulations regarding booth setup? Do I need to submit a booth rendering for approval?

ONS does not require approval for booth renderings; however, we ask that you follow all IAEE regulations provided in the [Exhibitor Services Kit](#).

Are there any sightline restrictions?

For 10'x10', 10'x20' and 10'x30' booths: the back wall must not exceed 10', the side walls must not exceed 8', and the sidewalls in the first 5' of your booth must be under 4'.

Are there any height restrictions for hanging signs?

For booths 20'x20' and larger, the top of your hanging sign must not exceed 20'.

What is included with my booth?

- 10' x 10' uncarpeted space
- 8' high backwall drape
- 3' high sidewall drape
- 7" x 44" cardstock identification sign
- 3 complimentary registrations for exhibit personnel

Do you have any sponsorship opportunities available?

Please view our [Sponsorship](#) and [Presentation](#) opportunities online and email our Sales Team at ons@smithbucklin.com if you are interested or have any questions.

Can I purchase Lead Retrieval?

Yes – please view the [Exhibitor Services Kit](#) for more information. If you are interested, you can order it [HERE](#).

Is there parking available at the Convention Center?

You can find information on directions and parking on their website [HERE](#).

Is there a mobile app?

Yes – our mobile app provider is Confex. Instructions to update your information will be emailed directly to the primary contact for your company.

Will there be security onsite?

ONS will provide security for the show; however, security of your product is your responsibility. If you have proprietary information or small, valuable equipment, and plan to leave the Learning Hall, please remember to take these items with you when you leave. Please do not leave items of value in your booth overnight and during the installation and dismantling of the show. Please use the main doors and do not prop open the fire exit doors. See ONS Show Management if you have any questions.

Where can I find ONS Show Management onsite?

The ONS Show Management Sales Office will be located at the back of the hall.

How many attendees are expected at ONS Congress 2024?

We are expecting around 3,000 nurses to attend. This number does not include exhibitors or booth personnel.

What are the onsite registration hours?

Wednesday, April 24	10:00 AM – 7:00 PM
Thursday, April 25	6:45 AM – 3:00 PM
Friday, April 26	6:45 AM – 3:00 PM
Saturday, April 27	6:45 AM – 3:00 PM

Registration will be located in the East Salon at the Convention Center.

When and where is ONS Congress 2025 taking place?

The 2025 ONS 50th Annual Congress will take place April 9-13 in Denver, CO.