



## ONS 2025 SPACE SELECTION POLICIES AND PROCEDURES

We are excited to assist you in selecting space for the ONS 50th Annual Congress, April 9-13, 2025, in Denver, CO! Please find the following policies and procedures to participate in the space selection process:

1. ONS Show Management must have a completed 2025 Application for Exhibit Space for your company to select space. **If you did not provide your signed contract by the pre-Congress deadline, an electronic copy of the contract must be filled out and signed by an authorized representative at your space selection appointment.**

2. Space selection is based on a priority point system. Priority points are awarded to exhibitors according to the following guidelines:

### Exhibit Participation:

- 1 point for each 10'x10' booth for the current year (non-cumulative)
- 1 point for exhibiting at past Congress events (cumulative, beginning with 2014). This includes the virtual editions of ONS Congress and ONS Bridge.

### Sponsorship and Event Participation:

Sponsorship and event participation points are non-cumulative and are based solely on current year sponsorship investment:

Sponsorship/Event Investment	# of Points
\$50,000+	5
\$25,000 - \$49,999	4
\$15,000 - \$24,999	3
\$5,000 - \$14,999	2
\$4,999 and under	1

### Corporate Council:

The ONS 2024 Corporate Council members receive 5 points.

3. Space Selection takes place during the ONS 49th Annual Congress in the Show Management office in the exhibit hall at the Walter E. Washington Convention Center on Thursday, April 25 – Saturday, April 27. The Show Management office is located in the back of the Learning Hall. Companies will select based on their priority point total. **Please see the Space Selection Day/Time document, located in the Exhibitor Welcome Kit, which lists the day and time you should plan to select your space.**

4. If more than one company shares the same number of priority points, selection order is determined based on receipt date/time of contract.

5. **Each participating company should have one representative present at the space selection.** If your company is unable to provide a representative during the correct time slot, simply submit your application and indicate as such. Show Management will assign the best available booth space that is consistent with the size and space preferences indicated on your exhibit space application. If your company arrives after your space selection time, your company will be placed at the end of the current point category.

6. Exhibitors will have a maximum of 5 minutes to select booth space.

7. In the event that you wish to relocate to a different booth or area which was occupied during the space selection process, you should submit a written request to relocate to [ons@smithbucklin.com](mailto:ons@smithbucklin.com). We will review these requests and will contact you if occupied space becomes available.

8. After the on-site space selection is complete, all future booth space assignments are made on a first-come, first-served basis. Please choose booth space carefully. Booth space selected is subject to all rules and regulations noted in the exhibit space application, including but not limited to the cancellation policy.

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## 2025 FLOOR PLAN NOTES

- The Learning Hall is located in Halls D-F on the upper level of the Colorado Convention Center.
- The main entrance to the hall is labeled “ENTRANCE” at the bottom of the floor plan leading into Hall F.
- The ONS Campus is located in the right center of the Learning Hall and is labeled as such.
- Presentation theaters are labeled and are reserved for exhibitor non-CNE presentations during Learning Hall hours. These are hard-wall structures.
- Patient Advocacy booths are located on the left-hand side of the Learning Hall marked ‘PATIENT ADVOCACY PAVILION’. To qualify as a Patient Advocacy Booth your organization must provide proof of 501(c)(3) status. Patient Advocacy organizations are those that provide resources and support for patients, survivors, and care providers. Eligibility for this rate is subject to ONS approval. All companies that qualify for this rate must select space in this pavilion.
- Hospital Nurse Recruitment booths are located on the back left-hand side of the Learning Hall marked ‘CAREER FAIR PAVILION’. All companies that contract at this booth type must select space in this pavilion.
- The ‘ZEN DEN’ is located at the back of the Learning Hall. Fun and relaxing activities for the nurses will take place in this area. The ‘ONS BOUTIQUE’ booths located on either side of the Pavilion are reserved for companies that offer products for nurses.
- The large square black icons indicate columns that vary in size.
- Each booth square is a 10’x10’ booth and may be combined with others to form larger booths. Two booths may be combined vertically to form a 10’x20’, not horizontally (no end cap booths).
- All aisles are 10’ wide. When combining booths, you may not cross into any aisle marked as ‘mandatory.’

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## SMITHBUCKLIN OFFICE LOCATION

Space Selection takes place in the exhibit hall at the Walter E. Washington Convention Center in the Show Management office located in the back of the Learning Hall (up the stairs).

Thank you and we look forward to a successful event!

ONS Show Management