CE/CME FOR ADVANCED PRACTICE PROVIDERS

NPACE 2027

Exhibitor & Sponsor Kit

Chicago, IL

August 16-19, 2027

ABOUT THIS GUIDE

Thank you for considering sponsoring or exhibiting with NPACE!

We're excited about the opportunity to have your company represented at our conference.

This guide outlines the basic exhibitor and sponsor information that is beneficial to know ahead of the event.

The NPACE team will send out various email communications and reminders to you in the months and weeks leading up to the in-person conference you register to attend.

Please take a moment to review the information provided. If you have any questions, don't hesitate to reach out to our Business Development Coordinator, Emily Eddins, at eeddins@npace.org

EXHIBITOR SCHEDULE

EXHIBIT SCHEDULE IS SUBJECT TO CHANGE CLOSER TO THE EVENT – SCHEDULE UPDATES WILL BE SENT VIA EMAIL.

The Exhibit Hall is open beginning at 7 A.M. each day with breakfast taking place in the exhibit hall during the first time featured each day. Times listed below are unopposed exhibit hours.

Exhibitor Move-In
Monday, August 16th, 12:00-3:00 PM

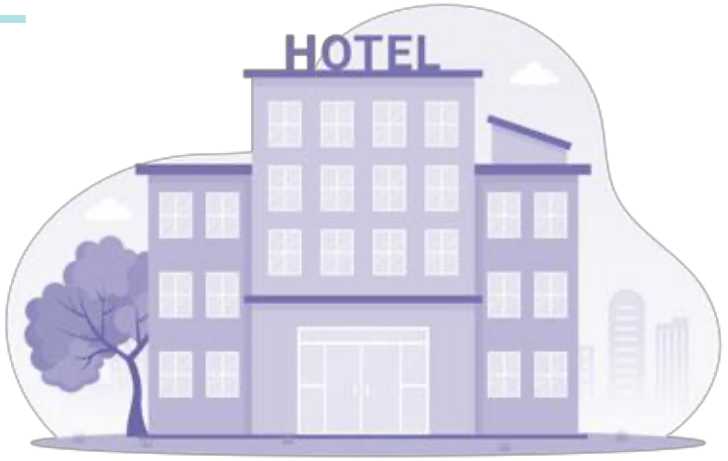
Exhibitor Move-Out
Thursday, August 19th, 3:00-4:30 PM

Exhibit Schedule

Tuesday, August 17th	Wednesday, August 18th	Thursday, August 19th
7:00-8:00 AM	7:00-8:00 AM	7:00-8:00 AM
8:45-9:15 AM	8:15-8:45 AM	8:15-8:45 AM
10:15-10:30 AM	10:15-10:30 AM	10:15-10:30 AM
11:30-12:00 PM	12:00-12:30 PM	12:00-12:30 PM
12:45-1:15 PM	1:15-1:45 PM	1:15-1:45 PM
2:15-2:30 PM	3:15-3:30 PM	3:15-3:30 PM
3:30-3:45 PM		

HOTEL INFORMATION

InterContinental Chicago Magnificent Mile
505 N Michigan Ave
Chicago, IL 60611



Meeting Room Location – Grand Ballroom
Exhibit Hall Location – Renaissance & Toledo Ballroom (5th Floor)

Hotel Room Reservations – NPACE has a block of hotel rooms available at a discounted rate for the event at the InterContinental Chicago Magnificent Mile.

Please book your hotel rooms using the link below:

RESERVE HOTEL ROOM BLOCK HERE

The room block rate expires on **July 23, 2027**, and there is no guarantee NPACE can extend the room rate beyond this date. The hotel WILL SELL OUT, do not wait to book your room!

BADGE REGISTRATION

All on-site staff from your team must complete the badge registration form linked HERE once registered.

All staff that will be in attendance must complete this form by **Friday, July 2, 2027.**

When arriving onsite, please visit the registration desk to retrieve your badge for the event and check in.

There will be signage throughout the hotel to direct you to the NPACE conference space.

EXHIBIT ASSIGMENTS

Exhibit assignments will be made upon retrieving your badge at the registration desk.

REQUIRED EXHIBITOR & SPONSOR INFORMATION

EXHIBITORS

Virtual Exhibit Hall

- Attendees can view exhibitor information through the conference website and mobile app
- Please submit your company information for display **HERE** no later than **Friday, July 2nd**

SPONSORS

Session Information

- Please submit your program title, speaker name, credentials, and bio, slide deck, and any additional program materials (pre-test, post-test, evaluations, polling questions, files, links, etc) **HERE** by **Friday, July 2nd**
- Please note that missing this deadline may result in your program details being excluded from printed materials and onsite signage. All A/V needs for sponsored programs are provided by NPACE

SHIPPING & RECEIVING

All shipping and receiving costs will be directly handled between you and the hotel.

There will be specific shipping instructions shared in the email communications that are sent your way in the months and weeks ahead of the conference once registered.

PAYMENT

If offline payment was selected during registration, outstanding payments can be made using the credit card form on the next page.

Payment via check is also available. Please mail check payable to:

NPACE
209 West Central St Ste 228
Natick, MA 01760

If your company needs an invoice to process payment, please reach out directly.

All fees are due by Friday, July 2nd.

CE/CME FOR ADVANCED PRACTICE PROVIDERS

One-time Credit Card Payment Authorization Form

Sign and complete this form to authorize NPACE to make a one-time debit to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only. It does not provide authorization for any additional unrelated debits or credit to your account.

Please complete the information below:

I, _____ authorize NPACE to charge my credit card in the amount of $_____ on or after _____. This payment is for
(amount) *(date)*

_____
(description of goods/services/conference)

Signature _____

Date _____

I authorize the above names business to charge the credit card indicated on this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company: so long as the transaction corresponds to the terms indicated on this form.

Card Type: **(please circle)**	Amex	Visa	Mastercard	Discover

Cardholder name: _____

Billing Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Account Number: _____

Expiration Date: _____

CV# _____

FAQs

Please reference the next page for frequently asked exhibitor questions!

EXHIBITOR FAQS

1. What do I receive with my exhibitor registration? Is lead retrieval included?

i. Badges for up to 4 staff members to attend
ii. One 6' table (unless you've selected the two table Friends of NPACE option)
iii. Two Chairs
iv. Waste removal for empty boxes cartons
v. Carpeting – All exhibits take place in ballrooms or ballroom foyers in carpeted areas!
vi. Free WiFi
vii. Lead Retrieval – Lead retrieval is available with pricing as follows:
1. $500 – Initial license
. 2. $250 – Additional license(s)
3. Lead retrieval is conducted through the NPACE onsite event app that can be downloaded directly to your device of choice (CVENT lead capture.) Companies purchasing lead retrieval will receive access information 1-2 weeks prior to the event start date.

2. When will I receive conference information?

Roughly 2 months out from the conference, the NPACE team will begin to send pertinent conference informaiton such as hotel details, exhibit hall schedules, badge registraiton information, and more.

3. Do I need to order any furniture for my exhibit booth? Is electrical included?

a. NO! Everything is included for you to arrive onsite at a NPACE event and set up your exhibit booth without having to go through any 3rd party ordering site for exhibit furniture

b. Electrical access is venue dependent, occasionally exhibitors will need to order electrical outlets for their booth directly with the venue. The pre-conference logistics email will alert you to electrical access for each individual event.

4. How does shipping/receiving work?

Each individual venue NPACE works with has different shipping and receiving protocols. More often than not, the onsite venue FedEx/UPS or business center will handle all shipping & receiving needs and will deliver your items directly to your exhibit booth. Shipping contacts and processes for each venue will be provided ~2 months ahead of the conference. Any costs associated with shipping and receiving will be handled between you and the venue shipping contacts.

5. How do I know my booth # or where my booth is? What do I do when I arrive onsite?

a. NPACE exhibit halls typically have 30-50 table top exhibits and will assign booth numbers to companies based on the type of exhibit booth they registered for and when they registered for the event. If you want the best location, the Friends of NPACE booth is worth it!

b. Upon arrival at the venue, visit the NPACE registration desk to receive your conference badge. NPACE staff will show you to your booth when you arrive onsite.

6. When is payment due? How does NPACE accept payment?

Payment is due 30-days prior to the event start date and can be received by credit card, check or ACH wire transfer. Credit card payments over $5,000 will incure a 3% credit card processing fee.

7. What happens if I can't be onsite for the entire event?

No problem at all! You are allowed to swap out reps for your booth throughout the duration of the event to ensure your booth is adequately staffed.

8. Food & Beverage

NPACE provides breakfast and coffee breaks to exhibitors on the exhibit days at each event. Lunch is not provided unless specified onsite by NPACE staff at each individual event.

9. Room Blocks/Hotel Rooms

NPACE has room blocks at each venue available for exhibitors to take advantage of. It is highly encouraged to book your hotel rooms as soon as you register to exhibit as NPACE room blocks typically sell out at each event. If there is a charge for parking onsite, the exhibitor will be responsible for the parking fees incurred.

PRODUCT THEATER FAQS

1. Why should my company choose NPACE for product theaters?
NPACE prides itself on providing the most seamless product theater experience in the industry. With a hands-on approach and the goal of making the program as easy as possible on the sponsor, we ensure you work with the same team of people from the beginning of the process through the day of the program, and post-program. Our team will ensure all needs for your program are taken care of and will go above and beyond for all needs. As we like to say, if you are there on the day of your program with your speaker, staff and slide-deck, we'll have the rest ready to go!

2. How does NPACE determine time slots and dates for product theaters?
NPACE operates on a first-come, first-served basis for scheduling product theater programs. Product theaters dates/times are confirmed once NPACE and the sponsor company have signed a letter of agreement.

3. How does food and beverage work for product theaters?
The NPACE team will take care of all food and beverage needs for product theater programs so your staff does not have to worry about setting that up or working with the venue on that part of the program. NPACE provides a beautiful buffet breakfast/lunch for all product theater attendees which attendees appreciate much more than the typical boxed lunch. Food & Beverage is not provided for virtual programs.

4. How does A/V work for product theaters?
NPACE works with a fantastic AV provider called CCR who travels with NPACE to our in-person events and manages the broadcast of virtual conferences. Product theater programs take place in the same room as NPACE sessions, so sponsors are able to "plug-in" to the existing AV set up NPACE has for in-person programs. NPACE has an event app where polling, Q&A and sharing of digital resources can easily be shared!

5. How does access for my staff/speakers work for product theaters?
NPACE welcomes as many sponsored program staff members and speakers as needed for product theaters. (This is YOUR program after all!). Once a LOA is signed, NPACE will send information specific to the conference venue to your team including badge registration, hotel room block, logistical needs and anything else you may need while onsite at the conference!

6. Can I have a staff member introduce the speaker and/or screen questions from the audience?
YES! NPACE is happy to moderate the entire program or have a sponsor moderator. Questions for the speaker can be screened by staff prior to being asked to ensure they are appropriate and on-label.

7. Is a deposit required? How does payment work?
Payment terms are outlined in the LOA for product theaters. A 50% deposit is typically due within 30-days of signing the LOA with the remaining 50% due at least 10-weeks in advance of the program date. NPACE is flexible and understands each company may have specific payment needs, please communicate any specific payment needs during the LOA process. If paying by credit card, a 3% processing fee will be charged for all credit card transactions over $5,000.

CE PROGRAM FAQS

1. Why should my company choose NPACE for CE Programs?

NPACE prides itself on providing the most seamless CE program experience in the industry. With a hands-on approach and the goal of making the program as easy as possible on the sponsor, we ensure you work with the same team of people from the beginning of the process through the day of the program, and post-program. Our team will ensure all needs for your program are taken care of and will go above and beyond for all needs. As we like to say, if you are there on the day of your program with your speaker, staff and slide-deck, we'll have the rest ready to go!

2. How does NPACE determine time slots and dates for CE Programs?

NPACE operates on a first-come, first-serve basis for scheduling CE programs. CE program dates/times are confirmed once NPACE and the sponsor company have signed a letter of agreement.

3. How does food and beverage work for CE Programs?

The NPACE team will take care of all food and beverage needs for CE programs so your staff does not have to worry about setting that up or working with the venue on that part of the program. NPACE provides a beautiful buffet breakfast/lunch for all CE program attendees which attendees appreciate much more than the typical boxed lunch. Food & Beverage is not provided for virtual programs.

4. How does A/V work for CE Programs?

NPACE works with a fantastic AV provider called CCR who travels with NPACE to our in-person events and manages the broadcast of virtual conferences. CE programs take place in the same room as NPACE sessions, so sponsors are able to "plug in" to the existing AV set up NPACE has for in-person programs. NPACE has an event app where polling, Q&A and sharing of digital resources can easily be shared!

5. How does access for my staff/speakers work for CE Programs?

NPACE welcomes as many sponsored program staff members and speakers as needed for CE programs. (This is YOUR program after all!). Once a LOA is signed, NPACE will send information specific to the conference venue to your team including badge registration, hotel room block, logistical needs and anything else you may need while onsite at the conference!

6. Can I have a staff member introduce the speaker and/or screen questions from the audience?

YES! NPACE is happy to moderate the entire program or have a sponsor moderator. Questions for the speaker can be screened by staff prior to being asked to ensure they are appropriate and on-label.

7. Is a deposit required? How does payment work?

Payment terms are outlined in the LOA for CE programs. A 50% deposit is typically due within 30-days of signing the LOA with the remaining 50% due at least 10-weeks in advance of the program date. NPACE is flexible and understands each company may have specific payment needs, please communicate any specific payment needs during the LOA process. If paying by credit card, a 3% processing fee will be charged for all credit card transactions over $5,000.

8. Can I have my program recorded and made available for on-demand access?

Yes, NPACE can record your program and make it available to the conference audience for enduring access! NPACE can also host the program on our learning center as an enduring program to attract an additional audience to the program and can also include advertising/promotion if desired.

9. Can my company include NPACE conferences/opportunities in our grant proposal?

Yes, NPACE is happy to provide any information needed to a medical education company to be included in your grant proposal.

QUESTIONS?

Please direct any questions regarding sponsorships or exhibiting at NPACE to:

Emily Eddins, NPACE Business Development Coordinator
eeddins@npace.org
774-270-5445