

50TH ANNUAL
ONSTM
Congress



CELEBRATING
YESTERDAY
**TRANSFORMING
TOMORROW**

Agenda

Show Management Team
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Floorplan & Exhibitor Schedule
Registration & Housing
Exhibitor Services Kit
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Post-Show Wrap Up

Show Management Team



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*Exhibits & Sponsorship
Coordinator*



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Coordinator*



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Sales Manager (1-E)



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Exhibitor Resources Page

ONS
Oncology Nursing Society

About ONS Congress Contact Us

ONS Congress
Exhibitor Resources

This is your one-stop-shop for everything you need to know related to your booth at ONS Congress.

Submit a Booth Application Exhibitor FAQs

Click the (+) sign for more information!

- Learning Hall Schedule +
- Learning Hall Floor Plan +
- 10' X 10' Booth Inclusions +

<https://www.onssponsorships.org/ons-congress/exhibitor-resources/>

Sponsorship Opportunities

ONS Congress Sponsorships Optimize Your Impact and Build an Onsite Presence

We're excited to offer you an extensive menu of opportunities to help you connect with oncology nursing professionals beyond your exhibit booth! Click on each category below to view specific offerings.

Submit a Sponsorship Application

Looking for a Brief Overview of Sponsorships?

View Opportunities by Alphabetical Order

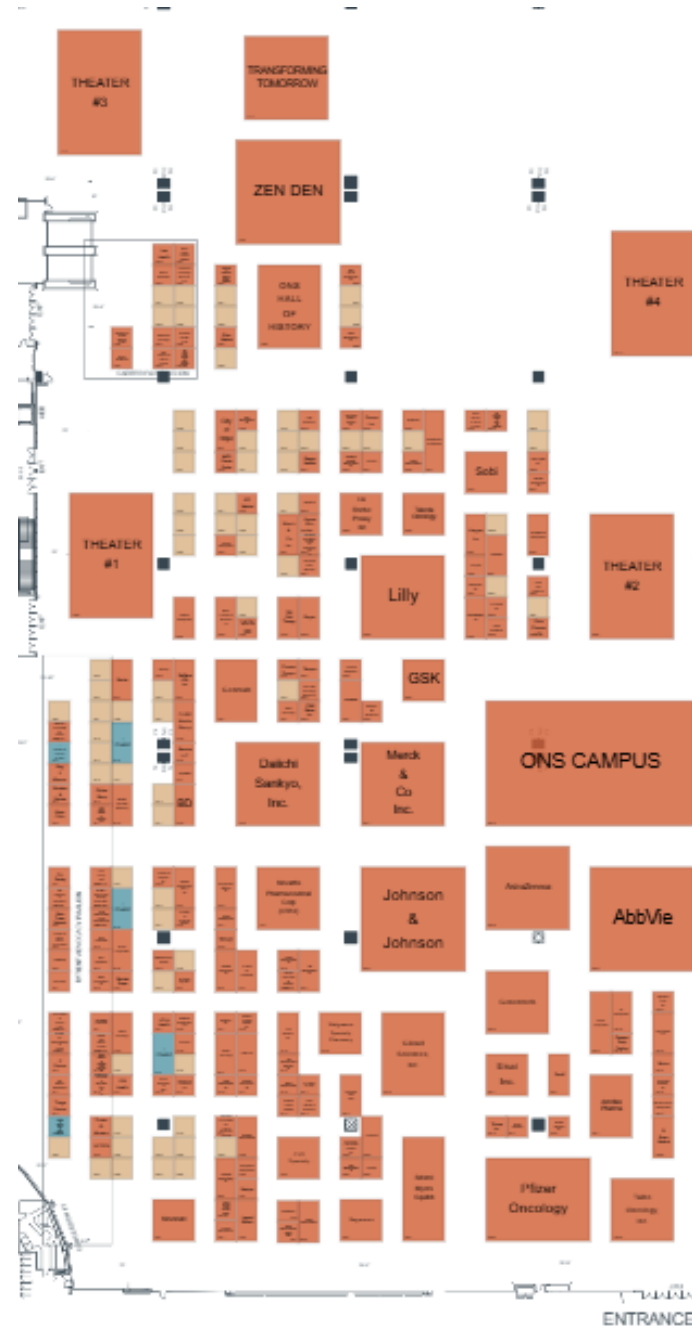
View Opportunities by High to Low Spend

<https://www.onssponsorships.org/ons-congress/sponsorships/>

Colorado Convention Center



Floorplan



Exhibitor Schedule

MOVE-IN:

Monday, April 7	2:00 pm – 5:00pm <i>(Targeted move-in only)</i>
Tuesday, April 8	8:00 am – 5:00 pm
Wednesday, April 9	8:00 am – 5:00 pm

SHOW HOURS:

Thursday, April 10	11:00 am – 3:00 pm
Friday, April 11	11:00 am – 3:00 pm
Saturday, April 12	11:00 am – 3:00 pm

MOVE-OUT:

Saturday, April 12	3:00 pm – 10:00 pm
Sunday, April 13	8:00 am – 12:00 pm

Registration & Housing

Exhibitor Portal

Confirmed exhibitors may register for badges and reserve hotel rooms through the [Maritz Exhibitor Portal](#).

- Search for your company name
- Enter the password that was sent to your company's primary contact
- Exhibitors receive (3) Exhibit Hall Only passes per 10'x10' space
- Exhibitor full conference badges available for purchase

Questions? Reach out to Maritz at ONSOCexh@maritz.com

Registration Hours

- Wednesday, April 9 – 10:00am-7:00pm*
- Thursday, April 10 – 6:45am-3:00pm
- Friday, April 11 – 6:45am-3:00pm
- Saturday, April 12 – 6:45am-3:00pm

**Wristbands will be given out prior to registration opening.*

Exhibitor Appointed Contractors (EACs) will have access during move-in and move-out hours with a wristband and will not have access during show hours.

Booth Package

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

NOTE: Carpet or flooring is required in your booth. Booth spaces without carpet on Tuesday, April 8 at 5:00PM will have it automatically installed at the exhibitor's expense.

Shepard offers an [Econo Booth Package](#):

- (2) chairs
- (1) wastebasket
- (1) table
- 10'x10' carpet

Shepard & Exhibitor Services Kit

Shepard

- Shepard is the Official Services Contractor of 2025 ONS Annual Congress.
- The Shepard Exhibitor Service Center will be in the back of the Learning Hall.
- Other official vendors are listed on the “Exhibitor Services Directory” page in the Exhibitor Services Kit.

Exhibitor Services Kit

- The services kit is composed of ONS Show Management Forms, Shepard Forms, and Utilities and Additional Services for your ordering needs.
 - Event Information > Information

ExhibitorPro Resources

- [ExhibitorPro Login Tutorial](#)
- [Exhibitor Login Guide](#)
- [EAC and Third-Party Registration Process](#)

Shepard Customer Service

- Email: orders@shepardes.com
- Phone: (404) 720-8600

Exhibitor Deadlines

ORDER FORM	DEADLINE DATE
Early Bird Registration Deadline	February 20, 2025
Lead Retrieval Advance Rate Deadline	March 12, 2025
Shepard Custom Rentals Advance Rate Deadline	March 11, 2025
Notice of Intent to Use EAC	March 11, 2025
Advance Warehouse Shipping Starts	March 11, 2025
Audio Visual Advance Rate Deadline	March 14, 2025
Hotel Reservations Cut-Off Date (non-block)	March 18, 2025
Shepard Rentals Standard Deadline	March 20, 2025
Shepard Rigging	March 20, 2025
Internet Advance Rate Deadline	March 21, 2025
Electrical & Utilities Advance Rate Deadline (online only)	March 21, 2025
Sodexo Catering Order Deadline	March 26, 2025
Advance Warehouse Shipping Deadline	March 31, 2025
Sodexo Catering Guarantee Deadline	April 2, 2025
Electrical & Utilities Standard Rate Deadline	April 4, 2025
Direct to Show Site Shipping Begins	April 8, 2025

Shipping Information

Advance Warehouse

Exhibitor Name & Booth Number

ONS Congress

Shepard Exposition Services c/o SAIA

403 S. Airport Blvd.

Aurora, CO 80017

Deliveries must arrive between **March 11**
and **March 31**.

Direct to Show Site

Exhibitor Name & Booth Number

c/o Shepard Exposition Services

Colorado Convention Center

700 14th Street

Denver, CO 80202

Deliveries must not be delivered prior to
April 8 at 8:00am.

Arrival Checklist

- ✓ Begin move-in starting on Tuesday, April 8 at 8:00am
- ✓ Pick up conference badge when registration opens
- ✓ Check shipment
- ✓ Visit Exhibitor Services Desk
- ✓ Set up team meeting with booth staff

2026 Onsite Space Selection

2026 ONS 51st Annual Congress

May 13-17, 2026

San Antonio, Texas

Sign up in Denver for the best booth location!

More information to come...

Post-Show Checklist

- ✓ Dismantle Booth
- ✓ Ensure proper follow up with leads
- ✓ Debrief with staff and capture learnings
- ✓ Send thank you notes
- ✓ Complete post-event exhibitor survey

Important Resources

[Exhibitor Resources Page](#)

[Sponsorship Opportunities](#)

[Floorplan](#)

[Maritz Exhibitor Portal](#)

[Exhibitor Services Kit](#)

[Shipping Labels](#)

[FAQ Document](#)

THANK YOU!

Questions?

Contact Us:

Exhibits & Sponsorships: onsponsorships@smithbucklin.com

Sales: ons@smithbucklin.com

Registration & Housing (Maritz): onsocexh@maritz.com

Exhibitor Services Kit (Shepard): orders@shepardes.com