



ANR
2025

May 25-28, 2025
Washington DC

ADVANCES IN NEUROBLASTOMA RESEARCH MEETING

Discovering **C**ures

EXHIBITORS TECHNICAL MANUAL

INTRODUCTION

Dear Exhibitors of ANR 2025,

On behalf of the Organizing Committee, we would like to thank you again for your invaluable support to the 2025 Meeting that will be held in Washington, DC, on May 25-28, 2025.

This Exhibitor Technical Manual is designed to assist you in preparing for a successful event and contains important information for the smooth flow of the exhibition. Please forward this manual to everyone who is working on this project, including your stand builder (*if any*), considering the content that is related to their duties for this Exhibition, and let us know if you need any further information or assistance.

We are looking forward to welcoming you to Washington and wish you a successful Meeting and Exhibition.

Kind Regards,

ANR 2025 Organizing Secretariat

Mr. Jason Alexander

Industry Liaison & Sales Associate

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MEETING & CONTACT DETAILS

MEETING WEBSITE

<https://anr2025.org>

MEETING DATES & DESTINATION

25-28 May, 2025 / Washington DC

VENUE

The Westin Washington DC Downtown,
999 Ninth Street NW, Washington DC 20001, USA

MEETING ORGANIZING SECRETARIAT, PCO

Kenes Group, M+ Office



Project Manager

Mr. Veysel Guzel

E: vguzel@kenes.com

Sponsorship & Exhibition

Mr. Jason Alexander

E: jalexander@kenes.com

Scientific Program Coordinator

Ms. Mojca Rodic

E: mrodic@kenes.com

Registration & Accommodation

Ms. Pinar Eresici & Ms. Ilayda Damar

E: anrregistration@kenes.com



EXHIBITION DETAILS

EXHIBITION FLOORPLAN

The Exhibition floorplan has been designed to maximize the Exhibitors' exposure to the delegates. Please note that the exhibition will take place at **Potomac Ballroom Foyer**.

EXHIBITION TIMETABLE

Setup:	May 24, 2025, Saturday	/ 11:00 AM – 18:00 PM
Exhibition	May 25, 2025, Sunday	/ 08.00 AM – 18:15 PM
Dates &	May 26, 2025, Monday	/ 07.30 AM – 19:40 PM
Hours:	May 27, 2025, Tuesday	/ 07.30 AM – 13:05 PM
	May 28, 2025, Wednesday	/ 07.30 AM – 17:10 PM
Dismantling:	May 28, 2025, Wednesday	/ 15.20 PM – 18:00 PM

** Hours are subject to change*



EXHIBITION DETAILS & ORDERS

- All exhibitors should be at their booth 30 minutes before the official opening hour.
- Each Exhibition Space comes with complimentary 10amp power/electricity, 1 x Table + 2 x Chairs.
- Maximum allowed height for all Exhibition Booths is 12 feet.
- Empty crates and packaging material must be removed/stored after setup and all aisles must be clear of exhibits and packaging materials to allow for cleaning, no later than 18:00 PM on May 24, 2025, Saturday.
- Any equipment, display aid, or other material left behind on May 28, 2025, Wednesday, after 18:00 PM will be considered discarded and abandoned.
- It is the exhibitors' responsibility to dispose of all materials after dismantling. Any charges incurred for waste removal will be reflected to the exhibitor.
- The exhibitor assumes all responsibility for the information provided to them in this manual and assumes the risk for the use of third-party service providers listed in this document.
- Please contact our Exhibition Services Provider, **Encore**, for any additional exhibition orders, such as extra electricity, internet, LED banners & lighting, any special AV requirements, etc, for your booth. You can visit the ANR 2025 event page on the **Encore** website [HERE](#) for further info & ordering.
- All catering orders must be sent to the Meeting Organising Secretariat (Mr. Jason Alexander / jalexander@kenes.com)

DELIVERY & SHIPMENT DETAILS

- Exhibitors can deliver their materials to the hotel as early as they like before the event, however the hotel's storage fees will be applied – please check the **FedEx Exhibitors Shipping Instructions Document** [HERE](#) for details.
- Please kindly also check the same **FedEx Exhibitors Shipping Instructions Document** for your deliveries info and pay attention to all details & instructions included in it. Should you need any further assistance or information, please kindly reach out to the **FedEx Office Business Center** (usa5041@fedex.com) who will be responsible for the deliveries in The Westin Washington DC Downtown. Contact number is also in the same **FedEx Exhibitors Shipping Instructions Document**.
- In addition to the steps in the FedEx Exhibitors Shipping Instructions Document, please also complete & print the following **Mailing Label** and add to all your shipments. You can download the Mailing Label [HERE](#).



VENUE

The Westin Washington DC Downtown
999 Ninth Street NW,
Washington DC 20001, USA

Please note that our
office work for ANR
2025 will be finished
as of Friday, 16 May,
2025 at 17:00 (GMT
+ 03:00)

Looking forward to
welcoming you to
Washington!

