

Exhibitor FAQ

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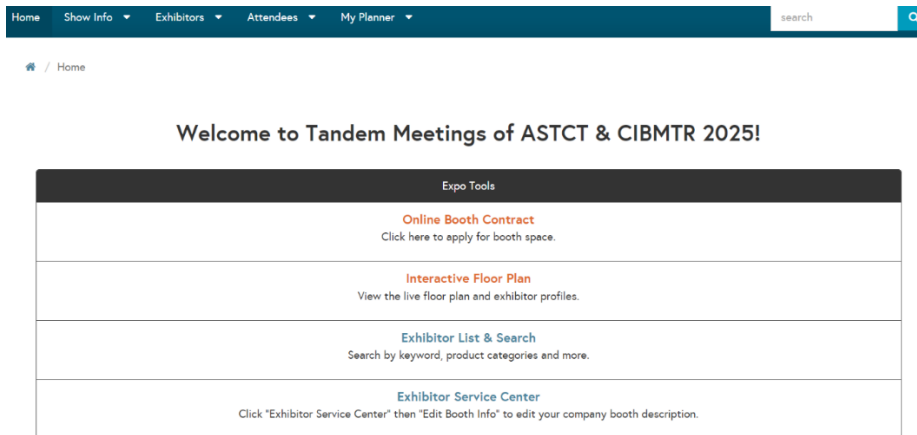
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PRE-MEETING REQUIREMENTS

Booth Selection

[Reserve Your Booth Here!](#)

When you log-in, go to “Home” – “Online Booth Contract”. In there, you will be able to select your booth location.



Floorplan

Looking for an overview of the Floorplan? You can find the Floorplan [HERE!](#)

Kamehameha Hall I, II and III:

Kamehameha I – Exhibitor Meetings Rooms

Kamehameha II – Exhibit Hall

Kamehameha III – Poster Hall

Cancellation Policy

Cancellation of exhibit space must be directed via email to TandemMeetings@mcw.edu, provided that the cancelling Exhibitor obtains confirmation of the Tandem Meetings receipt of the email on or before the cancellation deadline.

For cancellations of space received between the initial Contract submission and Friday, December 6, 2024, Exhibitor is subject to a \$250 administrative fee. Full payment is required, and no refunds whatsoever will be made on cancellations or reductions of space after Friday, December 6, 2024.

TANDEM MEETINGS

Transplantation & Cellular Therapy Meetings
of ASTCT* and CIBMTR*

Exhibitor PLANNER GUIDE

Invoice & Payment Types

The Tandem Meetings will begin invoicing on July 1, 2024. An invoice will be sent to the primary contact for the Exhibit Booth Reservation. Payments are due upon receipt of the invoice.

Payments may be made via Check, Credit Card, or ACH/Wire Transfer. Instructions for submitting payment will be included on your exhibit invoice and sent via email to the person identified on the contract.

Non-profit Pricing

Please contact the TandemMeetings@mcw.edu for non-profit pricing. You must be able to provide a 501(C)3 document for the organization.

Exhibitor Requirements, Registration & Information

- **Registration:** All on-site Exhibitors are required to be registered attendees of the Tandem Meetings.
- **Complimentary Full Meetings Registration Passes:**
 - **Platinum** (\$250,000+) – Includes 6 passes
 - **Gold** (\$100,000+) – Includes 4 passes
 - **Silver** (\$50,000+) – Includes 2 passes
 - **Bronze** (\$20,000+) – Includes 1 pass
 - Complimentary Registration Code(s) will be provided after registration launches to the primary contact for the Exhibit Booth Reservation.
- **Full Meeting vs Exhibitor Only Registration:** Exhibitors may select Industry Full Conference or Exhibitor Only and they will have access to the hall before it opens for purposes of setting up the booth.
- **Registration Badge Required:** All attendees MUST be registered as an attendee of the Tandem Meetings. A Registration Badge is required to enter the Exhibit Hall.
- **Minimum Age for Admission:** Children under the age of 16 are not permitted in the Exhibit Hall at any time. Any attendees or exhibitors arriving with children under 16 will be denied access to the Exhibit Hall with such children without exceptions or refunds.
- Registration coming soon!

Promotion

All promotional materials must be reviewed and approved by Tandem Meetings staff by **Thursday, January 16, 2025**. Failure to adhere to the January 16th deadline could result in a delayed approval/release of materials. Please send all materials to TandemMeetings@mcw.edu to ensure all necessary parties receive the materials for review.

Advertising

We offer additional branding opportunities throughout the Hawai'i Convention Center. Opportunities are available for purchase through the Tandem Meetings, including:

- [Registration Bag Inserts](#)
- Email Blast Support – Coming Soon!
- Mobile App Push Notifications – Coming Soon!
 - Price: \$2,000 per push notification.
 - Each session is allowed a maximum of two push notifications.

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- Text must be 140 characters or less, links are allowed and do not count against your character limit.
- Push notification text must be submitted for review by **Friday, January 24, 2025**, to TandemMeetings@mcw.edu. No changes permitted after January 31, 2025.
- With the text, please include the preferred date/time for release of the push notification. Note that times are approximate and could fluctuate +/- 15 minutes.

Signage

Hanging signs are permitted in all peninsulas, modified peninsulas, split islands and island booths to a maximum height of (17') (5.18 m) to the top of the sign. Hanging signs are NOT permitted in the inline or perimeter booths.

New for 2025: The Hawai'i Convention Center is committed to sustainable practices and will not allow the use of polystyrene core for signage. Failure to follow this rule could result in a penalty fee.

Tandem Meetings Reference

When referring to the Tandem Meetings please use "Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR", "Tandem Meetings of ASTCT & CIBMTR", or "Tandem Meetings".

Pre-Meetings Mailing List

Included in the Platinum, Gold and Silver Benefits is the one-time use of the 2025 Tandem Meetings pre-registration mailing list. The excel file will be emailed to your primary contact for the Exhibit Booth Reservation mid-January 2025. This file will contain names, physical mailing address and organization name for all attendees who provide consent to share their information for marketing purposes and will be GDPR compliant.

Rigging

This will need to be ordered through OnStage Hawaii at the Hawai'i Convention Center.

Certificate of Insurance (COI)

Please find the Rules and Regulations: [here](#)

*Insurance pg. 4

EAC Form

The Tandem Meetings does not require an EAC Form.

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Exhibitor Portal

This log-in is specifically for the [online floorplan](#).

Exhibitor HUB

Upload your company logo, company description, social media, company URL! Your information will pull directly into the online agenda and mobile app.

ON-SITE MEETING DETAILS

Move-in / Move-out

- **Move-in:** Tuesday, February 11, 2025 - 8:00am – 5:00pm
 - If an exhibit booth is not set up by 5:00pm HST on Tuesday, February 11, the 2025 Tandem Meetings reserves the right to cancel such space, to re-assign such space to another Exhibitor, or to make such other use of the space as deemed necessary or appropriate.
- **Early Move-in:** Available for booths over 400 sq ft (20x20) or larger.
 - Early move-in MUST be approved by the Tandem Meetings.
- **Move-out:** Saturday, February 15, 2025 - 12:00pm – 8:00pm
 - All freight must be removed from the Facility by 8:00pm HST on Saturday, February 15, 2025.

****No part of an exhibit shall be removed during the Exhibit Hall hours without special permission from the Tandem Meetings.*

Exhibit Hall Hours

Please note, all attendees and exhibitors are required to exit the hall at closing time for cleaning and security reasons.

- Wednesday, February 12, 9:00am - 3:00pm; Welcome Reception 6:30pm – 7:30pm
- Thursday, February 13, 9:00am - 3:00pm
- Friday, February 14, 9:00am - 3:00pm
- Saturday, February 15, 9:00am - 12:00pm

Agenda

Coming Soon!

WiFi/Hotspot

Internet is provided by the Tandem Meetings for all attendees. If you require additional internet, then you would need to order from the convention center.

Food & Beverage

Coming soon!

On-site Assistance

Please contact TandemMeetings@mcw.edu or Freeman Exhibitor Services.

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Shipping and Materials

All materials sent to the Tandem Meetings should be clearly labeled. Shipping labels for both the Advance Warehouse and Hawai'i Convention Center will be provided in the Fall. All materials must be clearly labeled using the provided shipping labels to ensure they are delivered to the correct area of the Tandem Meetings (i.e., registration bag inserts, marketing materials). Any materials not properly labeled will be left with the Convention Services contractor, and the exhibitor will be responsible for locating their own items.

POST-MEETING DELIVERABLES

Post-Meetings Mailing List

The 2025 Tandem Meetings post-registration mailing list will be made available for a one-time purchase. The excel file will be emailed upon purchase. This file will contain names, physical mailing address and organization name for all attendees who provide consent to share their information for marketing purposes and will be GDPR compliant.

Meeting Stats

Exhibitors will receive the Tandem Meetings Highlights by the end of February 2025. This will include information on registrants, educational tracks, abstracts, registration types and more!