

FAQs Frequently Asked Questions

DEADLINES for Philadelphia Meeting Partners

DUE Thursday, January 14, 2026

Application Materials

Artwork & Logo

Digital Ad Artwork and Logo Virtual/Mobile App Artwork, Sample Flyers or Brochures

ARTWORK SPECIFICATIONS

- See Artwork Specifications and Guidelines Button

VENUE & ACCOMODATIONS

- Philadelphia Marriott: <https://book.passkey.com/event/50994715/owner/4125/home/>

EXHIBIT BOOTHS

- Booths can be ordered through January 21, 2026 contingent upon availability.
- Exhibit booth location requests are assigned in the order of application and payment receipt and overall flow.
- Contact Alliance for Shipping and Electrical details and any other needs.
- Booth space is 10 x 10 feet. Included is one 6-foot draped table, two side chairs, and a wastebasket. Signage is the responsibility of the exhibitor.
- Security will be provided overnight though the airwalls cannot be locked and is open to the public all day and night. INS is not responsible for lost or stolen items left in booths unattended. Review Security in our Policies & Procedures attached.
- No other exhibitor services are provided by INS.
- INS is not giving out bags this year so any flyers or brochures will be placed on tables throughout the conference venue.

Individuals with exhibitor badges are eligible to attend all activities of INS meetings with the exception of continuing education workshops, which require an additional fee, and meetings at which INS members may vote. Exhibitors who wish to attend continuing education workshops need to register and pay for CE courses using the meeting registration.

Onsite Exhibit Dates: Wednesday, February 4 through Saturday, February 7, 2026.
Exhibitors are welcome to start earlier or stay longer should they feel it is advantageous for them.

Date Time Exhibitor Move-In: Wednesday February 4, 2026 11 AM – 2 PM

Exhibit Hours (As of 12.11.25 – subject to change slightly)

Wednesday February 4, 2026 2 PM – 4:30 PM

Thursday February 5, 2026 8:30 AM – 10:45 AM; 12:45 PM – 5:30 PM

Friday February 6, 2026 9:30 AM – 12:45 PM; 1:45 PM – 5:00 PM

Saturday February 7, 2026 8:30 AM – 12:45 PM

Exhibitor Move-Out: Saturday February 7, 2026 12:45 PM – 2:15 PM

On-site exhibit hours are finalized as of January 28, 2026. All registered exhibitors will be notified by email of any change in published exhibit hours. We strongly suggest you leave nothing personal or of great value in the exhibitor hall as it is open to the public 24 hours a day. General hotel security will be available during the day and INS will hire security overnight to help secure exhibitor items though this alone is not a guarantee for the safety of your exhibit items.

Overnight Security hours will be as follows:

Wednesday February 4, 2026 to Thursday February 5, 2026 4:30 PM – 8:30 AM

Thursday February 5, 2026 to Friday February 6, 2026 5:30 PM – 9:30 AM

Friday February 6, 2026 to Saturday February 7, 2026 5:00 PM – 8:30 AM

Exhibitor Services Provide by:



SHIPPING

- Special Instructions for Shipping Conference Flyers will be emailed separately.

- Sample mailing piece artwork is due a minimum of 2 weeks prior to desired deployment date.

- MAILING LISTS will be provided in excel format.

All mailing list rentals are for one-time use only and may only be used to send material pre-approved by INS. Mailing lists may not be stored or kept (in part or whole) for future uses or altered in any way. Unauthorized uses are subject to additional fees and possible legal action. Additional uses may be rented by contacting the INS office.

CANCELLATIONS Returned Payment, Cancellation, & No-Show Policy: All returned check payments are subject to a \$30 processing fee. All cancellations must be received in writing and are subject to a \$50 administrative fee. Any cancellations received on or after January 21, 2026 will be refunded minus 50% of the total cost. No refunds available for cancellations received on or after January 28, 2026. Exhibitors who fail to show at the meeting will forfeit all monies paid.