

DIA GLOBAL  
2025 ANNUAL  
MEETING

# Exhibitor Logistics Webinar



**DIA 2025**  
GLOBAL ANNUAL MEETING

WASHINGTON, DC  
**JUNE 15-19**

# Exhibit Hall Schedule DIA Website and Online Resources

# Exhibit Hall Schedule

## Exhibitor Installation:

Saturday, June 14	8:00 AM – 5:00 PM
Sunday, June 15	8:00 AM – 6:00 PM

## Exhibit Hours:

<b>Monday, June 16</b>	10:00 AM – 6:00 PM
Lunch	12:00 AM – 2:00 PM
Reception	4:45 PM – 6:00 PM

<b>Tuesday, June 17</b>	9:00 AM – 5:00 PM
Lunch	11:30 AM – 1:30 PM

<b>Wednesday, June 18</b>	9:00 AM – 4:00 PM
Lunch	11:30 AM – 1:30 PM

## Exhibitor Dismantle:

Wednesday, June 18	4:00 PM – 10:00 PM
Thursday, June 19	8:00 AM – 11:00 AM

- **NO INSTALLATION WILL BE PERMITTED FOR COMPANIES WITH OUTSTANDING BALANCES**
- **ALL EMPTY CRATES AND CONTAINERS MUST BE LABELED FOR REMOVAL BY 5:00PM ON SUNDAY, JUNE 15**
- **ALL EXHIBITORS MUST BE SET BY 8:00AM ON MONDAY, JUNE 16**
- **ALL EXHIBITS MUST BE STAFFED DURING EXHIBIT HOURS**
- **NO DISPLAYS MAY BE DISMANTLED BEFORE 4:00PM ON WEDNESDAY, JUNE 18**
- **PDF SCHEDULE FOUND [HERE](#)**



# Exhibitor Resource Center

- The **Exhibitor Resource Center** (ERC), part of the DIA 2025 Global Annual Meeting website, is the single source for all your exhibitor needs.
- Bookmark [DIAglobal.org/DIA2025ERC](https://DIAglobal.org/DIA2025ERC) for quick and easy access.
- The ERC is updated as new information is received

# Exhibitor Resource Center

## Exhibitor Services and Forms

Order Forms & Submissions needed to prepare for your participation at DIA 2025. *Includes: Freeman, F&B, AV, Lead Retrieval, Internet, and more!*

[View Forms ▶](#)

## Important Dates and Deadlines

Keep on top of all dates and deadlines with this checklist

[Read More ▶](#)

## Sunday Networking Reception

Join in on the fun at Planet Word!

Sunday, June 15: 7-9PM

[Register Online ▶](#)

[Register Group ▶](#)

## Exhibitor Marketing Kit and Sponsorship Opportunities

Additional marketing and advertising opportunities to promote your presence at DIA 2025 prior to and during the event.

[Learn More ▶](#)

## Build Your Exhibit Page for the DIA Mobile App

[View Look Book ▶](#)

[Login Here ▶](#)

## Exhibit Hall Hours

See Exhibit Hall Hours and Activities

[Download PDF ▶](#)

## Exclusive Hotel Rates Available

Book through onPeak by April 25 and receive 10 Exhibit Booth Assignment Points towards your DIA 2026 booth selection.

[Book Now ▶](#)

## Exhibit Personnel Registration

Primary & Secondary Contacts Login to register your company's badges

[Register Now ▶](#)

## Polices and Procedures

Familiarize yourself with exhibiting policies

[Read More ▶](#)



## Freeman Exhibitor Services

Shipping, Material Handling, Carpet, Labor, Furniture, Signage, and More!

Incentive Pricing Deadline: **Monday, May 19**

[Learn More ▶](#)



## Booth Electric

Incentive Pricing Deadline: **Thursday, May 22**

[Learn More ▶](#)



## Lead Retrieval

Early Rate Deadline: **Thursday, March 20**

[Order Online ▶](#)



## Booth Catering Menu

Ordering Deadline to avoid Late Fee: **Friday, May 30**

[View Menu ▶](#)

[Download Order Form ▶](#)



## Internet and Telephone

Incentive Pricing Deadline: **Thursday, May 22**

[More Information ▶](#)

[Download Order Form ▶](#)



## Exhibitor Appointed Contractor (EAC) Intent Form

Submit By: **Friday, May 16**

[Submit Form ▶](#)

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# Policies and Procedures for Exhibiting Companies

- Make sure you and your onsite team are familiar with our exhibiting Policies and Procedures:
  - [Rules & Regulations / Booth Structure Guidelines](#)
  - [Proof of Insurance Information](#)
  - [Exhibitor Hosted Event Policy and Application](#)
  - [Restricted Marketing Zone](#)

# Exhibit Staff Registrations

- Each 10x10 (100 square feet) includes 1 full meeting registration and 3 booth personnel registrations
- Additional booth personnel registrations are included with certain Sponsorship Opportunities
- Once your allotment of complimentary badges is used, additional staff would need to register as standard paying attendees

# Exhibit Staff Registration - continued

- Register your staff using the [Online Registration System](#) (Primary or Secondary Contact person's DIA login required).
- Deadline for all registrations and personnel changes:  
**11:59 PM EDT, Thursday, June 12**
- Recommended to Register by **Thursday, May 15**  
(week prior to the mobile app launching)

## Exhibiting & Advertising Opportunities

Company Name	Event	Start Date	End Date
DIA	DIA 2025 Global Annual Meeting Exhibit	06/16/2025	06/18/2025

- Any new registrations or changes received after June 12, will need to be processed onsite in Washington, DC.



# Exhibit Staff Registrations – continued

The table below shows the number of badges included with each booth size. Keep in mind additional badges may be included with certain marketing and industry support opportunities purchased.

Booth Size	Full Meeting	Booth Personnel	Total Badges
10x10 or 100 sq ft	1	3	4
10x20 or 200 sq ft	2	6	8
10x30 or 300 sq ft	3	9	12
20x20 or 400 sq ft	4	12	16
20x30 or 600 sq ft	6	18	24
20x40 or 800 sq ft	8	24	32
30x30 or 900 sq ft	9	27	36
20x50 or 1000 sq ft	10	30	40

# Access to Exhibit Hall

- EACs or staff who are present to oversee booth installation do not need to be registered for the meeting.
  - Installation/Dismantle wristbands will be available by request at the Exhibitor Hall Entrances.
  - Preregistration is not required.
  - Wristbands will provide access to the Exhibit Hall on Saturday and Sunday for Installation and Wednesday after 4:00PM for Dismantle.
- Staff registered as speakers or attendees may access the Exhibit Hall to help with installation by requesting a wristband or an Exhibitor Badge holder from the Exhibitor Registration Desk.
- No one under the age of 18 is permitted in the Exhibit Hall during installation, show hours, or dismantle. No exceptions will be made.

# Early Move-in Available

- Early move-in is available to exhibitors with booths 400 square feet or larger.
- Freeman will accommodate early move-in beginning at **8:00 AM** on Friday, June 13 at no additional charge.
- Shipping to the advanced warehouse is required to take advantage of this early move-in courtesy.
- Prior notification is required by emailing [DIA@Smithbucklin.com](mailto:DIA@Smithbucklin.com).

# Authorized Vendors List

- Please refer to the [Authorized Vendors](#) page for service providers and contact information.
- Every year we hear of numerous unauthorized companies soliciting our exhibitors so it's a good idea to check the Authorized Vendors page or contact [Americas.Exhibits@DIAglobal.org](mailto:Americas.Exhibits@DIAglobal.org) for verification before entering into an agreement with a vendor.
- DIA will be unable to assist in resolving any issues that may arise from using an unauthorized vendor.



# Official Show Contractors

Service	Provider		Service	Provider
Audio Visual	SPL		Internet	Smart City
Booth Cleaning	Aramark		Labor	Freeman
Carpeting	Freeman		Lead Retrieval	Maritz (formerly CDS)
Custom Booth	Freeman		Material Handling	Freeman
Custom Graphics	Freeman		Onsite Operations	Smithbucklin
Electric	Hi-Tech Electric		Plumbing	Hi-Tech Electric
Food & Beverage	Aramark		Rigging	Hi-Tech Electric
Furniture	Freeman		Telephone	Smart City
Hotel Reservations	onPeak			

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# Booth Inclusions and Guidelines

# Booth Details – What's Included?

- Each inline booth includes:
  - 8' high back drape (blue and white)
  - 3' high side dividers (blue)
  - (1) 7" x 44" ID Sign

# Booth Structure Guidelines

- DIA will be strictly enforcing the IAEE booth structure guidelines found in our [Rules & Regulations](#).
- All booth displays must adhere to the rules.  
**NO EXCEPTIONS will be made.**
- A thorough inspection of all booths will occur throughout installation and any company not adhering to the guidelines will be required to correct any violations at their own expense.
- Any portion of the exhibit with visible unfinished sides or back exposed must be draped off at the Exhibitor's expense.



# Booth Structure Guidelines - continued

## Inline Booths

- 10x10, 10x20, 10x30, etc.
- Max height of 8ft (2.44m) in the rear half of the booth space
- Max height of 4ft (1.22m) in front portion of booth
- Display materials must not be arranged so as to not obstruct sight lines of neighboring booths

## Island Booths

- 20x20, 20x30, 20x40, etc.
- Island booths have aisles on all 4 sides
- Max height of 20ft (6.1m) including hanging signage
- Must have ample sight lines to assure adjacent exhibits are visible

# Booth Structure Guidelines - continued

- Exhibitors with an island booth must submit a scaled floor plan and elevation diagram (including rigging and hanging signage) to DIA for approval by **May 16**.
- Diagrams must be submitted via email to [DIA@smithbucklin.com](mailto:DIA@smithbucklin.com)

# Liability Insurance

- Comprehensive general liability insurance is required for all exhibiting companies, as well as for EACs.
- Companies outside the US and Canada and companies that are self-insured or government entities may submit a written statement of their coverage or self-insured status.
- Additional information may be found in the [Exhibitor Resource Center](#).

# Fire and Safety Guidelines

- The WEWCC maintains strict adherence to fire and safety guidelines as laid out in the *Fire Department Regulations* portion of the [Freeman Service Manual](#).
- Booth construction and decoration materials must be fire retardant.
- Exhibitor must have a copy of the Certificate of Flame Resistance onsite for all floor covering, curtains, and rigged signage (unless provided by Freeman, in which case, Freeman will have the certificate on hand).



# Photography and Video Recording

- Photography and video recording is permitted in your booth, however, permission must be granted by the subject.
- [Notification of Intent to Use an EAC](#) form is required. This must be submitted by **May 16**.

# Exhibitor Appointed Contractors

- Exhibitors may order labor through Freeman for Installation and Dismantle
- Exhibitors may hire an Exhibitor Appointed Contractor (EAC)
  - An EAC or Non-official Contractor is a company, other than the official contractors listed in the Exhibitor Service Manual, that is providing a service (I&D Labor/Supervision, A/V, etc.) and requires access to your booth during Installation and Dismantle.
  - The exhibiting company must submit an [Intent to Use an EAC form](#) – found in the [Exhibitor Resource Center](#) by Friday, May 16.
  - The EAC must provide proof of insurance.

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# Freeman Services



- Provides access to ordering services for the event
- Login is based on company credentials
- 10% discount for online ordering
- Advance Discount Deadline: **Monday, May 19**

### **Contact Information –Call or Text**

US or Canada: (888) 508-5054

International: 1 (817) 210-4869

Chat: [Ping us!](#) 8am-5pm CT M-F

Submit order forms [email](#)

Important Links: [Quick Facts](#) and [Freeman Online](#)

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# Shipping - Freeman

- Freeman will be accepting advanced warehouse shipments **Thursday, May 15** through **Friday, June 13**.
- Shipments received at the warehouse after **Monday, June 9** will be received with an additional 'after deadline' surcharge.
- Warehouse materials are accepted Monday-Friday between 8:00 AM and 3:00 PM.
- Direct shipments to the Walter E. Washington Convention Center will be accepted starting **Saturday, June 14**. Shipments received before this date may be refused by the facility or may incur holding fees (any charges incurred for early freight are the responsibility of the exhibitor).
- Freeman manages all incoming shipments. Information on handling fees may be found in the [Freeman Service Manual](#).

# Material Handling Services - Freeman

- This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers.
- An exhibitor may move the material that is hand carriable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.
- Acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.
- 9th Street & Mt. Vernon Place is the designated entrance for exhibitors who wish to hand-carry materials to their booth.

# Installation & Dismantle Labor Services

- Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. *You may install and/or dismantle your exhibit display if two persons, who is a full-time employee, can accomplish the task in an hour or less without the use of tools.* Exhibitors may work in booths 10' x 10' or smaller without the use of union labor.
- If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor, Freeman.

# Marshalling Yard


All common carriers and van lines are required to check-in at the marshalling yard prior to being directed to the Walter E Washington Convention Center.

Convention Center Marshalling Yard

9900 Business Pkwy  
Lanham, MD 20706

Detailed directions may be found in the  
Freeman Service Manual.

# Booth Flooring Required - Freeman

- Carpeting/Floor Covering is not included
- DIA will carpet the aisles in midnight blue 
- It is the responsibility of each exhibitor to carpet or provide their own flooring for their entire booth
- Freeman will automatically lay carpet in booths that are not yet covered by **12:00 NOON on Sunday**, unless prior notification has been received by DIA or Freeman that the exhibitor will be providing their own flooring. The exhibitor will be invoiced by Freeman for this service at the onsite rates.
- Carpet/Floor Covering may be ordered through Freeman

# Arrival Checklist

- **Check your booth!**
- Verify the correct booth location **BEFORE** setting up.
- Ensure all packages and freight are present.
- Make sure your electrical and/or internet has been installed (if ordered).
- Carpet ordered through Freeman should already be installed.
- **If something is not correct or you have questions, please go to the Service Desk.  
We are there to HELP!**



# Electric & Plumbing– Hi-Tech Electric

- Electric is not included with your booth package
- Electric and plumbing services may be ordered from Hi-Tech Electric.
- Please refer to the UL label on each piece of equipment that will be in your booth to order the correct power on the electrical order form.
- Unless otherwise specified on a scaled floor plan, electrical drops for inline booths will be along the back drape of the booth. Floor plans noting power locations are required for all island booths
- Advanced Discount Deadline: **May 22<sup>nd</sup>**

# Rigging/Sign Hanging – Hi-Tech Electric

- Hi-Tech Electric provides overhead and ground supported rigging and lighting services
- More information: [Rigging](#)
- Advanced Discount Deadline: **May 22<sup>nd</sup>**

# Food and Beverage – Aramark



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- Aramark holds the exclusive rights to all food and beverage within the WEWCC
  - All F&B arrangements should be made directly with the catering office – this includes any food or beverage related prizes or giveaways.
- If approval is granted to bring food or beverage that is not supplied by Aramark, corkage fees will apply.
- Aramark requires that a WEWCC bartender dispense all alcoholic beverages.
- Individually wrapped, bite-sized chocolates, candies, or mints are acceptable in small bowls, however, large candy displays would need to be ordered through Aramark.

# Food and Beverage – Aramark

- Bottles of wine or other alcoholic beverages may NOT be provided as gifts or booth prizes. No alcoholic beverages are permitted to leave the WEWCC even if they are unopened.
- If you are unsure about a food or beverage related idea or item you wish to give away, please contact Aramark directly.  
[wewccexhibitorders@aramark.com](mailto:wewccexhibitorders@aramark.com)
- Aramark will be strictly enforcing policies regarding the exclusivity of food and beverage service and no exceptions will be made. It will be the sole responsibility of the exhibitor to remove any unapproved food and beverage items, including aspects that effect booth structure.
- Ordering Deadline: **Friday, May 30**
- [View Menu](#)

# Booth Cleaning - Aramark

- Vacuuming and trash removal services are not included with your booth package.
- **Aramark is the exclusive cleaning contractor.** No other individuals—including exhibitor-appointed contractors and booth personnel—are allowed to perform these services.
- Booth cleaning may be ordered onsite if needed, however, higher rates may apply.
- To learn more and place your booth cleaning order, go to <http://wewcc.aramarkcafe.com>
- Questions? Email: [aramarkeys@aramark.com](mailto:aramarkeys@aramark.com)





# Internet & Telephone – Smart City Networks

- Internet and telephones may be ordered from the Smart City Networks website or calling 1-888-446-6911
- Though a free Wi-Fi service will be provided in all Lobbies and Meeting Rooms, if internet service is needed in your booth, internet will need to be ordered through Smart City
- Payment must be received in full before services are activated
- Advanced Discount Deadline: **May 22**
- [More information found here](#)

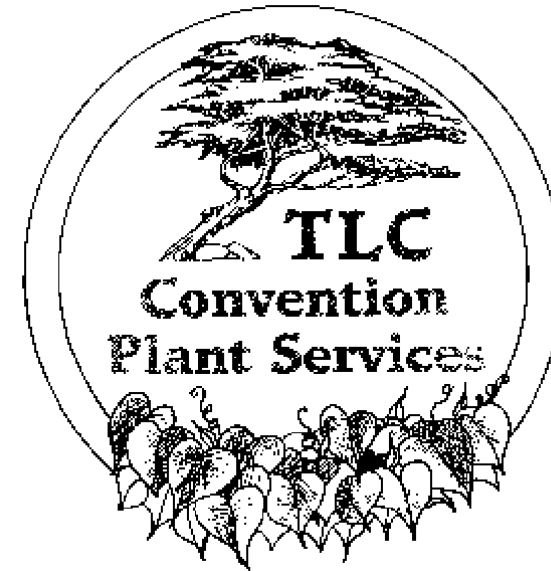


# Audio Visual & Computer Rental – SPL

- SPL offers a variety of audio visual and computer rental options
- Exhibitor is responsible for arranging and providing the necessary electrical needs for any AV ordered
- A representative from your company must be present at the time of delivery to ensure proper set-up and delivery verification
- Advanced Discount Deadline: **May 16, 2025**
- Online Ordering: <https://www.splchicago.com/dia-exhibitor>

# Booth Floral

- Flowers and plants are available to order through TLC Convention Plant Services
- Download Order Form [Here](#)



# Housing - onPeak

- ▶ onPeak is the **ONLY** official hotel partner for DIA 2025. Please be aware that if other companies contact you for booking, they are not authorized by DIA.
- ▶ onPeak provide the best rates, allows flexibility in changes and payment, and helps you manage your group bookings.

[Click Here to Book](#)



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# Housing – onPeak – continued

- Review your room block and release any rooms you will not be utilizing
- **Friday, April 25**
  - Guest Names are due to onPeak for Hotel Bookings
  - Reservations need to be made by this date in order to receive 10 additional points towards your DIA 2026 booth selection ranking
  - Last day to cancel rooms with no penalty.
    - Starting April 26, rooms cancelled will incur a cancellation fee of one-night's room and tax to the credit card on file.
- **Friday, May 23**
  - Deadline to book hotel rooms within the DIA Room Blocks

# Lead Retrieval

## ***XPress Leads***

PC / tablet

Printer



Handheld

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# XPress Connect App

## Lead Detail Screen

Time and date stamp

Name, company,  
badge

Contact title  
Address  
Phone  
Email

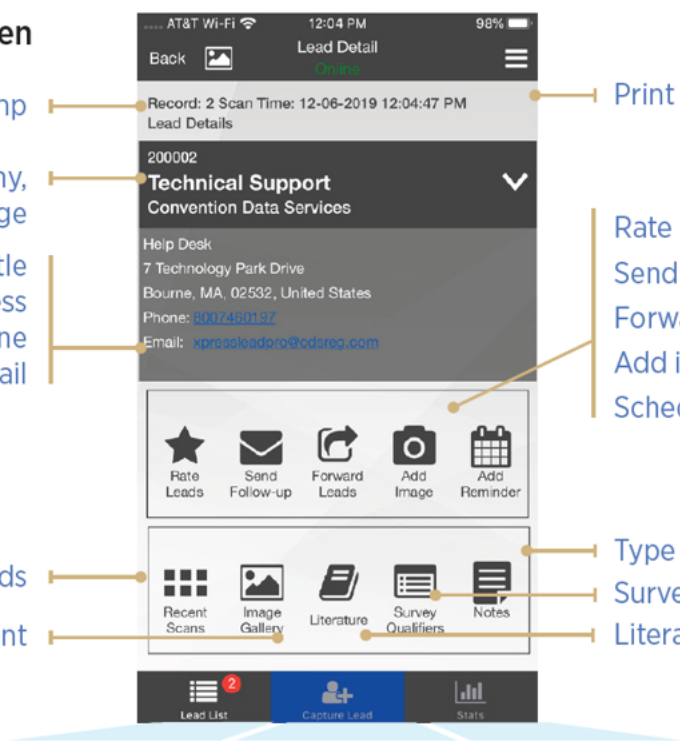
Print lead

Rate this lead  
Send email follow-up  
Forward lead  
Add image  
Schedule appointments

Review recent leads

Image count

Type or record notes  
Surveys and qualifiers  
Literature Fulfillment





# Exhibitor Education

Education Center

How to Videos

Task List

Pre-show Set Up

Manage licenses

Manage devices

Download leads – LIVE

The screenshot shows the XPress Leads Convention Data Services dashboard. The top navigation bar is blue with the XPress Leads logo on the left and a user profile icon on the right. Below the navigation bar is a sidebar menu with sections for 'MAIN MENU' and 'SETUP TOOLS'. The main content area is a grid of 12 tiles, each with an icon and a title. The tiles are: 'Additional XPress Connect App', 'Downloads', 'Devices & Licenses', 'Custom Sales Qualifiers', 'Text Alerts', 'Literature Fulfillment', 'Email Follow-Up', 'VIP Training', and 'Dashboard'. The right sidebar contains a 'Lead Retrieval Solutions' banner, a 'Task List' section with a checklist, and an 'Event Summary' section.

**XPress Leads**  
CONVENTION DATA SERVICES

1858411 - SMS oTesting

**MAIN MENU**

- Home
- Education
- Dashboard
- Account
- Downloads
- Devices & Licenses

**SETUP TOOLS**

- Qualifiers & Surveys
- VIP Alerts
- Email Follow-Up
- Text Message Alerts
- Literature Fulfillment

**Additional XPress Connect App**  
Need additional licenses? Give all your staff the ability to capture and collect leads anywhere at the event.

**Downloads**  
Download and search your scanned leads file anytime from any connected device.

**Devices & Licenses**  
Need additional licenses? Give all your staff the ability to capture and collect leads anywhere at the event.

**Custom Sales Qualifiers**  
Collect the exact information your sales team needs to close the deal using built in custom questions.

**Text Alerts**  
Send automatic text messages to the appropriate sales representative when a lead from their territory is scanned in the booth.

**Literature Fulfillment**  
Send up to 20 PDF's or video links to your scanned leads that quickly gives your prospects the information they need to make a purchase decision.

**Email Follow-Up**  
Set up a pre-formatted email and use your device's email client to send a follow up to your scanned leads (App and PC only).

**VIP Training**  
Upload a VIP list and receive a custom alert on your device when one of your VIPs is scanned.

**Dashboard**  
Get the most out of your lead retrieval and exhibiting efforts with instructions and tips.

**Lead Retrieval Solutions**  
Order online or call 1-800-746-9734.  
[Order Now!](#) [Learn More](#)

**Task List**  
Below is a list of features that may need your attention.

- ✗ Follow-Up Email
- ✓ Register Device
- ✓ Qualifiers & Surveys
- ✓ Text Message
- ✓ Send Literature
- ✓ VIP Invite

**Event Summary**

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## **Advance Lead Retrieval Discount Deadline is May 1st**

**With Questions, Please Contact Us  
[xpressleadpro@maritz.com](mailto:xpressleadpro@maritz.com)  
(800) 746-9734**

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# Marketing and Sponsorship

# Sponsorship

- Increase your company's exposure with an assortment of Sponsorship Opportunities!
- Earn 1 booth selection point for every \$1,000 spent in official sponsorship opportunities by April 25.
- <https://www.DIAexhibits.org/sponsorship-opportunities>



**Sara Kolovitz**

Sales Director (Companies 1-L)  
+1.312.673.4779

[skolovitz@smithbucklin.com](mailto:skolovitz@smithbucklin.com)



**Andrew Haigh**

Sales Director (Companies M-Z)  
+1.312.673.5442

[ahaigh@smithbucklin.com](mailto:ahaigh@smithbucklin.com)

## DIA 2025 Partner Levels

DIA Partner Levels	Diamond	Gold	Silver
	\$70,000+	\$50,000+	\$30,000+
Complimentary Meeting Room in Convention Center	x		
Recognition on Front Page of Mobile App	x	x	
Podium Acknowledgement during Opening Plenary	Logo on slide	Logo on slide	
Complimentary Full Meeting Registration(s)	3	2	1
Discount on Full Meeting Registrations for your company	20%	15%	10%
Pre-Show Sponsor Spotlight Email	Logo and description	Logo Only	Logo Only
Xpress Connect Plus Handheld Package (Lead Retrieval)	1		
Sponsor Ribbons for your team	x	x	x
Onsite Signage Recognition	x	x	x
Priority Points (in addition to sponsorship points)	6	4	2

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# Exhibitor Marketing Kit

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- Take a look at the [Exhibitor Marketing Kit](#) for some additional ways to promote your presence at DIA 2025. Here you will find:
  - [Social Media Toolkit](#)
  - Media & Press Information
  - DIA 2025 branded graphics for use in your print and/or digital marketing efforts.



# Exhibitor Social Media Toolkit

## Select an image:



## Select a message:

Excited to be exhibiting #DIA2025! Come visit me at Booth [XXX] and shape the future of healthcare. Make a plan to attend this transformative event and connect with me on the exhibit hall floor!

#DIA2025

I'm thrilled to be exhibiting with [Company Name] at #DIA2025! This event is packed with cutting-edge insights and collaboration opportunities that will transform how we approach medical product development. Register and make a plan to visit me at Booth [XXX] - let's make an impact together!

#DIA2025

Looking forward to exhibiting at #DIA2025! With industry leaders gathering to tackle key challenges in healthcare, this is the event to be at. If you're focused on medical product innovation come visit me at Booth [XXX] and let's drive change!

#DIA2025

## Share:



Excited to be exhibiting #DIA2025! Come visit me at Booth [XXX] and shape the future of healthcare. Make a plan to attend this transformative event and connect with me on the exhibit hall floor!

#DIA2025

Share on LinkedIn

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# Exhibitor Invite Program

- New for this year!
- Each exhibiting company will be able to invite 1 of their customers or prospective customers to receive a free registration.
- Stay Tuned! More details will be sent out in the coming weeks.



# Restricted Marketing Zone

- Keep in mind while developing your marketing strategy that there is a [Restricted Marketing Zone](#) in place.
- All marketing activities must be approved by DIA, regardless of location.
- DIA reserves the right to halt any unapproved marketing activity and required the removal of any unapproved advertising materials.





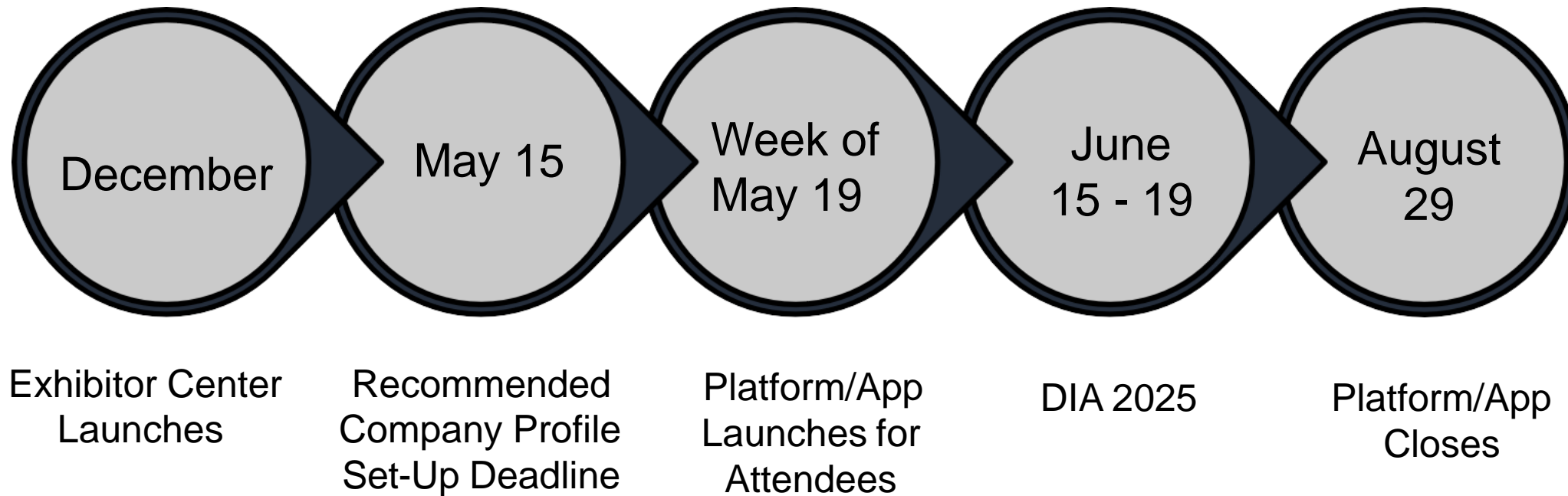
# Exhibitor Events and Meetings

- All events and meetings occurring in conjunction with DIA 2025 at any venue (including DIA hotels and non-hotel venues such as museums, restaurants, night clubs, etc.) require formal approval from DIA.
- The [Event and Meeting Space Application Form](#) must be completed and submitted prior to making arrangements with the venue.
- Approved dates and times are provided on the form. No events may take place during official DIA scheduled activities.
- DIA reserves the right to halt all events and meetings that did not obtain proper DIA approval.
- Requests or questions may be directed to [Americas.Exhibits@DIAglobal.org](mailto:Americas.Exhibits@DIAglobal.org).

# MOBILE APP EXHIBITOR GUIDE



# Mobile App Timeline



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# Login Instructions

Primary, Secondary, and Marketing contacts have received an email from [NAevents@diaglobal.org](mailto:NAevents@diaglobal.org)

This will only provide you access to the Exhibitor Center



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## DIA 2025 Global Annual Meeting

Hello Jane,

We are contacting you with your unique activation link to prepare and highlight your company for the upcoming **DIA Global Annual Meeting**.

You've been given access as either a **Primary, Secondary, or Marketing contact for your company**. Begin to explore and edit your company profile to make it stand out.

**Need to change contacts?** Contact [Americas.Exhibits@DIAGlobal.org](mailto:Americas.Exhibits@DIAGlobal.org)

The directory is currently live on the [DIA website](#).

\*You will be able to make edits & changes at anytime before and during the event\*

**Specifications:**

- **Header Image** 1200x675px (16:9 ratio) image, no larger than 1MB or **Video** via YouTube / Vimeo Stream
- **Logo** 400x200px (2:1 ratio) image, no larger than 1MB

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# Mobile App Specifications

- **Header Image\*** 1200x675px (16:9 ratio) image, no larger than 1MB or **Video\*** via YouTube / Vimeo Stream
- **Logo** 400x200px (2:1 ratio) image, no larger than 1MB
- **Background Image\*** 2560x1600px (16:10 ratio) image, no larger than 1MB
- **Advertisement\*** 1080x1920px (9:16 ratio) image, no larger than 1MB
- **Description** (it can include links)
- **Website URL**
- **Social Media\*** (LinkedIn, X, Instagram, Facebook etc.)
- **Documents & Links\***
  - URL or Upload the document
  - Title of the document (max 80 characters)
  - Description of the document (max 160 characters)
- **Products & Services** (Select Up to 10)
- **Booth Giveaways\*** (List any giveaways that your company will giving out or raffling off)
- **Booth Activities\*** (List any demos, entertainment, F&B that will be in your booth)
- **URL to your company's job postings\***

\*Optional

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# Booth Giveaways & Booth Giveaway Listing

- Giveaways and prizes are permitted
  - Giveaways should be modest in value and be available to all attendees upon request
  - Prizes should not exceed \$1,000 in value
  - It is the responsibility of the exhibitor to notify winners. DIA will **not** utilize the PA system to make these announcements
- Contact [DIA@smithbucklin.com](mailto:DIA@smithbucklin.com) with questions regarding specific giveaways or prizes.
- DIA will be compiling a list of Exhibitor Giveaways and promoting the list to our attendees
- To be included in the list, add your Giveaway to your Swapcard exhibit page by **Thursday, May 15**

# Exhibitor Directory is live on the DIA Website

## Browse Exhibitors

Exhibitors

DIA 2025 Global Annual Meeting

DIAMond

**IQVIA**

DIAMond  
406

Silver

**AlphaLife Sciences**

Silver  
1941

**ArisGlobal**

Silver  
618

**Certara**

Silver  
1831

**Clario**

Silver  
1906

**Evernorth Health Services**

Silver  
506

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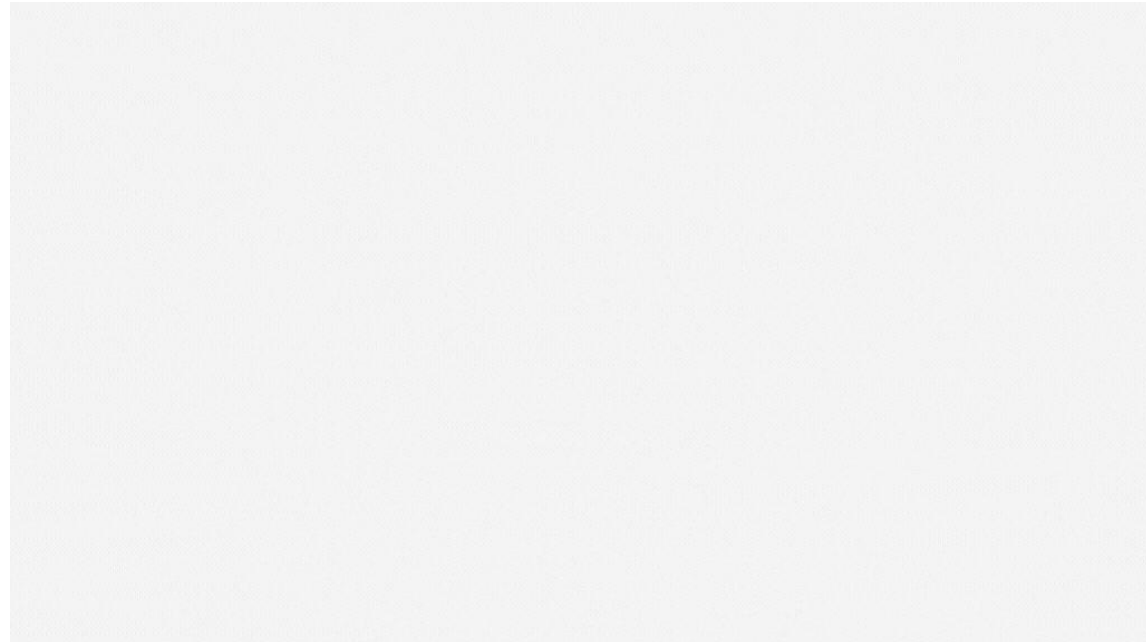
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# Additional Items

# Networking Reception at Planet Word

- **Sunday, June 15 from 7-9pm**
  - Cost is \$100
- **Pre-registration is required**
  - Your team can register individually [online](#)
  - OR
  - You can register others by completing the [registration form](#)
- **Questions?**  
Americas.Exhibits@DIAglobal.org



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# Nationals Baseball at DIA 2025

- Reserved Seating in Section 242 at the Washington Nationals games on Monday, 6/16 and Tuesday, 6/17. Click [here](#) to learn more.
- Interested in hosting an event? [Learn more](#)



# Important Dates and Deadlines

The [checklist](#) can be found in the [Exhibitor Resource Center](#)

□	Friday, April 25	Deadline to earn Hotel Booking Points and Sponsorship Points for DIA 2025 Booth Selection Order
□	Friday, April 25	Guest Names for Hotel Bookings due to <a href="#">onPeak</a> Deadline to cancel or modify Hotel Reservations without penalty
□	Monday, May 1	Advance Discount Deadline for <a href="#">Lead Retrieval</a> (Maritz)
□	Thursday, May 15	Freeman begins to accept crated, boxed, or skidded materials at the Advanced Warehouse
□	Thursday, May 15	DIA Standard Rate Deadline for <a href="#">Attendee Registration</a>
□	Thursday, May 15	Deadline for <a href="#">Exhibitor Personnel Registration</a> in order to be included on the Advanced Attendee List and Access to Mobile App upon launch
□	Friday, May 16	<a href="#">Detailed Floor Plans</a> due from exhibitors occupying an island, split island, peninsula, or modified peninsula exhibit booth space
□	Friday, May 16	<a href="#">Exhibitor Appointed Contractor Information</a> Due
□	Friday, May 16	<a href="#">Proof of Insurance</a> Due
□	Friday, May 16	Advance Rate Deadline for <a href="#">AV Equipment</a> (SPL)
□	Monday, May 19	Discount Price Deadline for <a href="#">Freeman Services</a> (Material Handling, Furniture, Carpet, Labor, and More)
□	Week of May 19	Mobile App will be launched to all registered attendees
□	Week of May 19	Attendee List will be available to Exhibiting Companies
□	Friday, May 23	Deadline to Reserve Hotel Rooms at <a href="#">Exclusive Rates</a> (onPeak)
□	Friday, May 30	<a href="#">Catering</a> Orders Due (Aramark)
□	Thursday, May 22	Incentive Pricing Deadline for <a href="#">Internet &amp; Telephone</a> orders (SmartCity)
□	Thursday, May 22	Incentive Pricing Deadline for <a href="#">Electric</a> , <a href="#">Rigging</a> , and <a href="#">Plumbing</a> orders (HiTech Electric)
□	Friday, May 30	<a href="#">AV Equipment</a> Orders Due (SPL)
□	Monday, June 9	Last day for Advance Freight shipments to arrive at the warehouse without a surcharge ( <a href="#">Freeman</a> )
□	Friday, June 13	Last Day for <a href="#">Exhibitor Personnel Registration</a> and changes. After this date all changes will be processed onsite.

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# Booth Selection for DIA 2026

- Booth selection for DIA 2026 (*Pennsylvania Convention Center — June 14-18*) will take place during the Annual Meeting in Washington, DC.
- Companies will be assigned appointment times based on a points system.
- History, booth size, sponsorship, and booking hotels through onPeak all affect the number of points a company receives.
- Any violations for DIA's Policies and Procedures for Exhibiting Companies will result in a 50% reduction of accumulated points toward future Annual Meeting booth selection.
- Additional information on the points system may be found in the [here](#).

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Email: [DIA@smithbucklin.com](mailto:DIA@smithbucklin.com)