

BE GUTSY

 **DDW2025**
Digestive Disease Week®

MAY 3-6, 2025 | SAN DIEGO, CA

Digestive Disease Week® (DDW) Business Suite Resource Guide

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Overview

Only Industry Supporters who have secured booth space will be eligible to secure a Business Suite. Industry Supporters who have secured a Business Suite must comply with the following guidelines as well as the DDW® Industry Supporter Policies.

What's Included

There are three suite sizes available in both Hall A and Hall H: 10x10, 10x20, and 20x20. Each business suite includes the following:

- 8' Hardwalls with combination locking door
- 5' reception area with reception desk
- Carpet
- Company ID sign
- Complimentary Wi-Fi
 - This will be the general Wi-Fi accessible by all attendees and supporters throughout the building.

DDW will only provide the unfurnished suite and a general internet connection for the entire meeting. If Industry Supporters wish to add furniture, catering, branded graphics, electric, A/V, or have a dedicated wi-fi connection for their suite, they must do so at their own cost using the official DDW vendors. Additional information will be available in the Industry Supporter Service Manual.

Assignment of Space

Business Suite assignments will be emailed by DDW starting Dec. 13, 2024. DDW will assign business suites after orders are placed. We cannot guarantee that if you purchase multiple business suites they will be placed together. Due to the layout of the business suites, requests for locations or moves may not be fulfilled. All suite placements are final.

Access

Hours of Operation

Business Suites will be available for use on the following days and times:

- **Friday, May 2 at 2 p.m.**
 - Supporters will gain access to the business suites on Friday, however supporters cannot conduct meetings with attendees in suites on Friday. They may conduct internal meetings or use them as offices. Attendees will not have access to business suites until Saturday.
- **Saturday, May 3 – Monday, May 5: 7:00 a.m. – 6:00 p.m.**
- **Tuesday, May 6: 7:00 a.m. – 4:00 p.m.**

Badges

All attendees will need to have a badge to be able to access the business suites. Additionally, we request that you are clear to your attendees whether your business suite is in Hall A or Hall H.

Guidelines

Set Up/Dismantle

All business suite labor, material, and services will remain under the control of the General Service Contractor, Freeman. Exhibitor Appointed Contractors (EAC) may be used for internal set-up only. Business suites will be fully constructed by Friday, May 2 at 2 p.m. and you may start the internal set-up of your suite at that time.

All items must be removed from the suite no later than 4:30 p.m. on Tuesday, May 6.

Relocation

DDW retains the exclusive right to revise the floor plan and/or relocate any assigned Industry Supporters as necessary. The supporter will be notified after the suite is relocated. While every effort will be made to ensure that Industry Supporters have the best suite assignment possible, DDW does not guarantee that the Industry Supporter will not be placed next to a competitor.

Vendor Information

Branding/Graphics

You will be able to brand the exterior and interior walls of the business suites. All branding must be secured through our General Service Contractor, Freeman. You will be provided a Business Suite Upgrade Information sheet which will include more information about branding, as well as provide a Freeman contact to reach out to for more information.

Shipping and Freight

Materials may be shipped to the advance warehouse or direct to show site. Please be sure to label your shipments with the appropriate business suite number. Materials received will be delivered inside your business suite once the build is complete. Industry Supporters will be responsible for any handling fees if shipments for business suites are mislabeled and delivered to the supporter's booth.

Catering

Companies are permitted to have food and beverage service within business suites. All catering orders must be placed through the exclusive provider of the convention center. Catering menus and order forms will be available in the Industry Supporter Service Manual.

Cleaning/Porter Service

All cleaning/porter service you require for your business suite must be ordered through the official vendor. More information will be available in the Industry Supporter Service Manual.

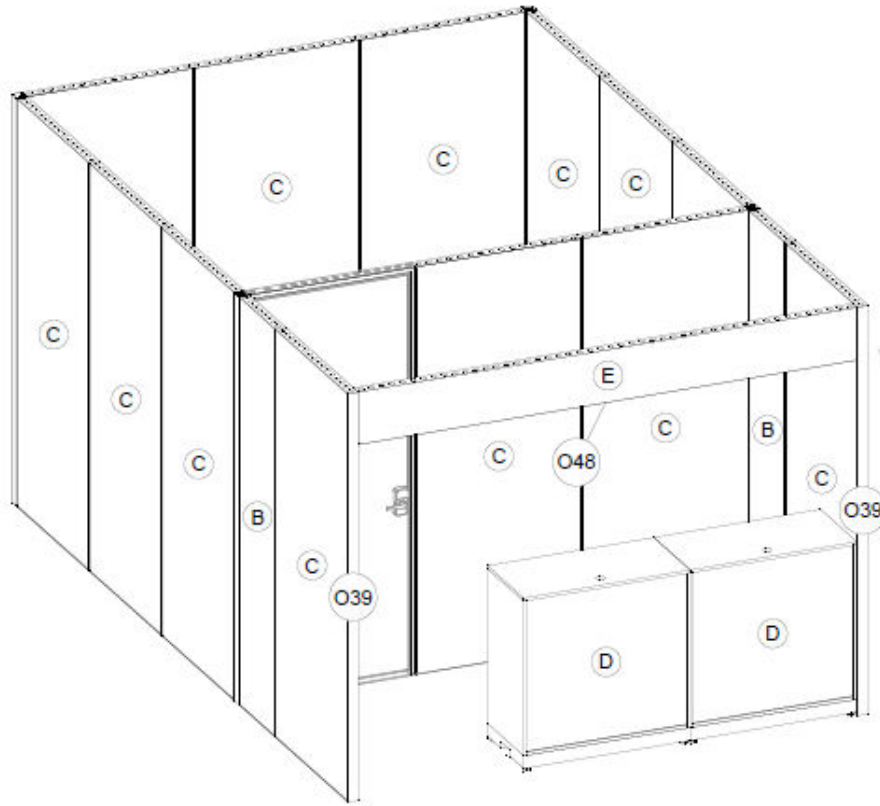
Security

Lockable doors are included with the business suites, but DDW cannot guarantee that each door combination will be unique. For the safety of you and your employees, we recommend that you do not leave valuables unattended. If you wish to change the door combination to a unique code, you will be able to do so onsite at the Freeman Service Desk which may incur an additional fee.

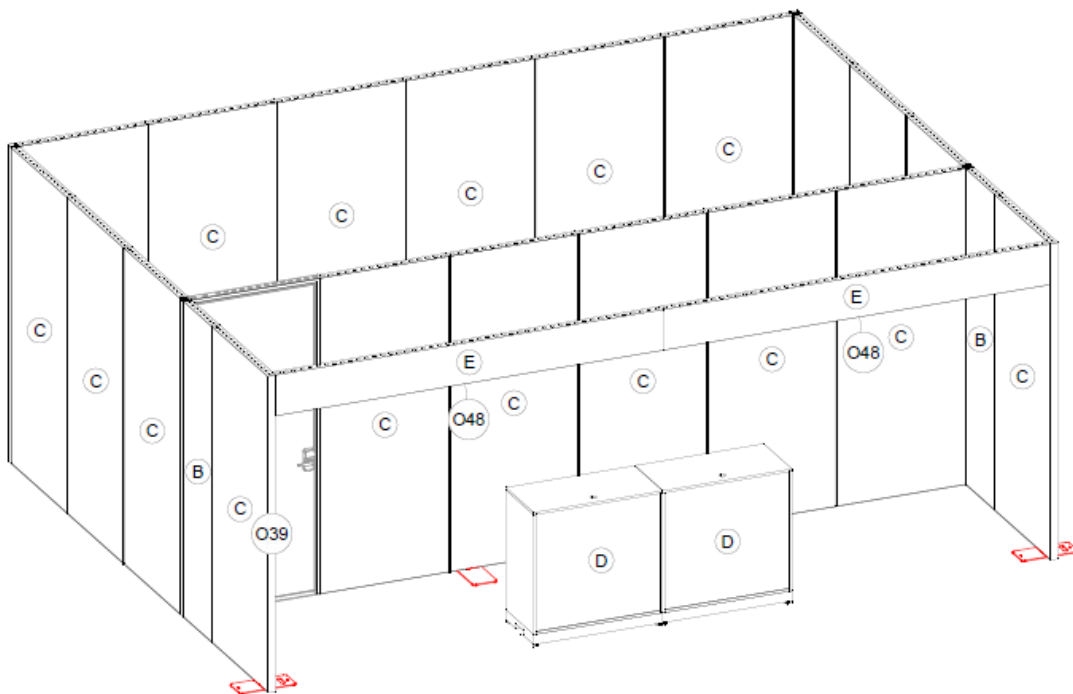
DDW will provide roving security within the Exhibit Hall, however if you wish to order additional security you can do so through the Industry Supporter Service Manual.

Diagrams

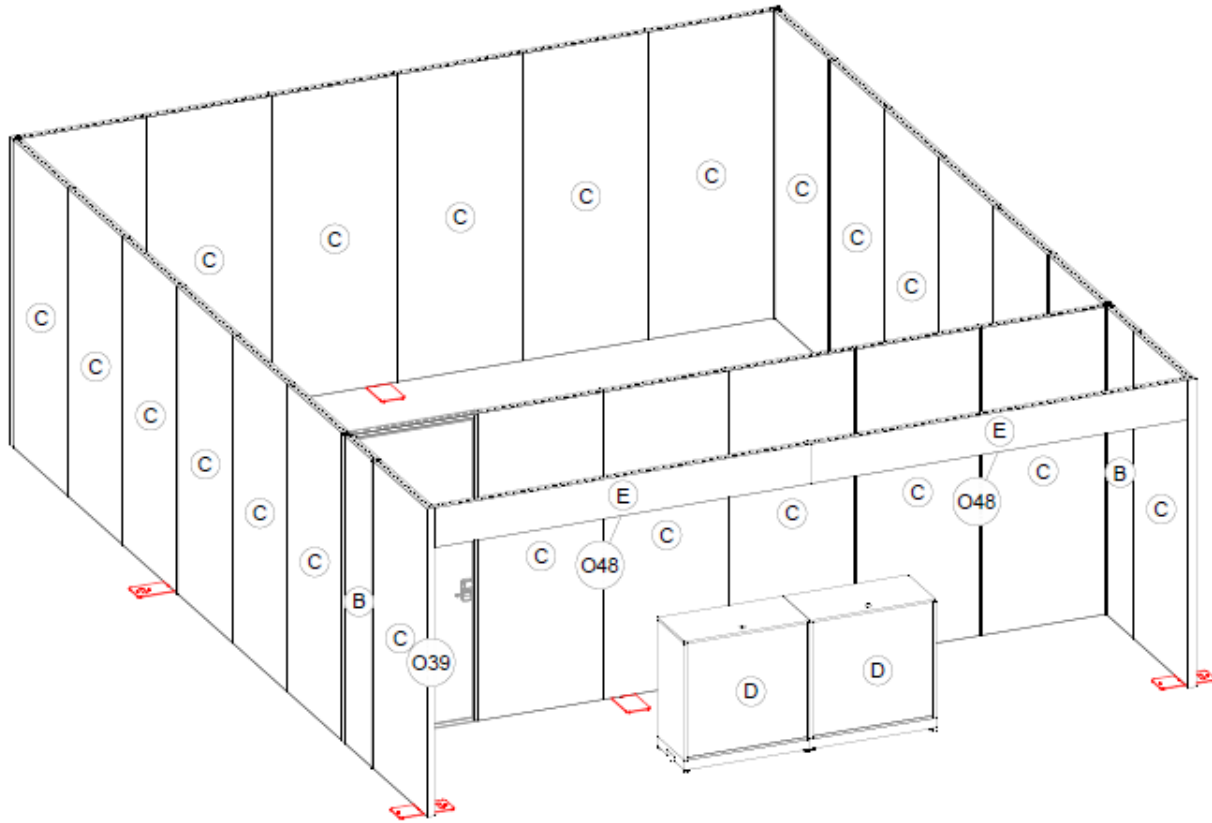
10x10



10x20



20x20



Contact Us

Sales

Company Name: #, A–G

Alisa Streets

Account Manager,
Industry Sales and Operations

astreet@gastro.org

Company Name: H–Z

Tessa Ayala

Senior Account Manager,
Industry Sales and Operations

tayala@gastro.org

Operations/Logistics

Chloe Stein

Coordinator,
Industry Sales and Operations

cstein@gastro.org