



## EXHIBITOR INFORMATION SHEET

### EXHIBIT HOURS\*

<b>Wednesday, January 17</b> Welcome Reception LOCATION:	<b>No Exhibit Hours</b> 6:00 pm – 7:30 pm (Exhibitors Invited) Northern Sky Terrace
<b>Thursday, January 18</b> Continental Breakfast General Reception	<b>7:00 am – 11:00 am</b> 7:00 am – 8:00 am 6:00 pm – 7:00 pm
<b>Friday, January 19</b> Continental Breakfast Break	<b>6:30 am – 11:00 am</b> 6:30 am – 7:30 am 9:45 am – 10:15 am
<b>Saturday, January 20</b> Continental Breakfast Break	<b>6:30 am – 11:00 am</b> 6:30 am – 7:30 am 10:00 am – 10:30 am

*\*Times subject to change based on final program.*

### EXHIBIT DETAILS

The exhibits will be located in the Kierland 3 on the second floor, next to the scientific session room, which is located in Kierland 4.

**TABLE TOP** exhibit space will include:

- ✓ 1 6' x 30" skirted table top
- ✓ 2 chairs
- ✓ Use of contracted space
- ✓ Daily cleaning
- ✓ Two registrations
- ✓ Listing in Program Guide

Standing equipment in table top exhibit spaces will be permitted provided it fits in the 6' x 30" space. In most cases this would preclude the use of the 6' x 30" table. Equipment larger than the table top exhibit space will not be allowed to be displayed unless the company purchases additional space. Companies bringing in standing equipment must notify Show Management in writing, prior to the meeting.

### EXHIBITOR REGISTRATION

**Wednesday, January 17** **6:30 am – 6:30 pm**

All exhibit personnel must be registered and employed by the Exhibitor or have a direct business affiliation. Each registered exhibitor will be issued an exhibitor badge. Each company is allotted two (2) badges per table top or booth purchased. Additional badges are \$100. *Refunds will not be issued for unclaimed badges.*

### INSTALLATION

The exhibit area will be available for set-up from 1:00pm – 5:00pm on Wednesday, January 17. All exhibits must be set by 5:00 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

### ELECTRICAL AND AUDIO VISUAL NEEDS

Please refer to the Exhibitor Services form in the online service kit for information.

### DISMANTLING

**Saturday, January 20** **11:00 am – 1:00 pm**  
All exhibits must remain intact until the official closing time of 11:00 am and may not be dismantled or removed, in whole or in part, before that time. After close of exhibits, all material must be removed by 1:00 pm.

### SHIPPING INSTRUCTIONS\*

Shipments **must** be received by the hotel no earlier than 3 days prior to the show or Monday, **January 15, 2018**. Packages will be accepted Monday-Friday 7:00 am to 7:00 pm and Saturday-Sunday 9:00 am to 5:00 pm. Please refer to the shipping form in the online service kit for pricing and payment information.

### OUTBOUND SHIPPING INSTRUCTIONS\*

Outbound shipping must be sealed, labeled, and pick-up must be arranged with your shipping carrier or express carrier service. Any boxes left on the exhibit floor without proper arrangements will not be the responsibility of the hotel.

There is a Fedex Business Center located in the hotel's main lobby.

### SAVS CONTACT INFORMATION

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