

27th Annual Meeting

October 28-31, 2010

The Ritz-Carlton
Washington, D.C.



**Northeastern
Society
of Plastic
Surgeons**

EXHIBITOR INFORMATION SHEET

EXHIBIT AREA LOCATION

The Exhibit Hall is located in Salon II, adjacent to the scientific sessions, which are held in Salon I on the Ballroom level.

Tabletop displays will include:

- 1- 6' x 30" Skirted Table
- 2- Chairs

NO free standing floor exhibits will be permitted in table top display areas. Standing equipment, such as lithotripters, will be permitted provided it fits in the 6' x 30" space provided. In most cases this would preclude the use of a table.

EXHIBIT HOURS AND DATES*

| | |
|----------------------|--------------------------------------------------|
| Friday, October 29 | 6:30 a.m. – 6:30 p.m. |
| Saturday, October 30 | 7:00 a.m. – 1:30 p.m. 10:00 a.m. – 10:30 a.m. |

*Times subject to change based on final program.

PAYMENT

Final payment for space is due by August 6, 2010.

INSTALLATION OF EXHIBITS

The exhibit area will be available for set-up from 6:00 p.m. – 8:00 p.m. on Thursday, October 28, 2010. All exhibits must be set by 8:00 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

FOOD FUNCTIONS IN THE EXHIBIT AREA

| | | |
|-------------------|-----------------------|------------------|
| Friday, Oct. 29 | Continental Breakfast | 6:30 – 8:30 am |
| | Coffee Break | 10:00 – 10:30 am |
| | | 3:30 – 3:45 pm |
| | Welcome Reception | 5:00 – 6:30 pm |
| Saturday, Oct. 30 | Continental Breakfast | 7:00 – 9:00 am |
| | Coffee Break | 10:00 – 10:13 am |

WELCOME RECEPTION

The Welcome Reception will be held on Friday, October 29, 5:00 – 6:30pm in the Exhibit Hall. All registered exhibitors are invited to attend.

PRESIDENT'S RECEPTION AND DINNER

The President's Reception and Dinner will be held at the Cosmos Club on Saturday, October 30, from 6:00-11:00pm. Each exhibiting company will receive two complimentary tickets. Any additional tickets may be purchased onsite at the meeting.

SCIENTIFIC SESSIONS

All registered exhibit representatives are invited to attend the scientific program on a complimentary basis.

DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 1:30 p.m. on Saturday, October 30, 2010, and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all materials must be removed no later than 2:00 p.m. on Saturday, October 30, 2010.

EXHIBITOR REGISTRATION FORMS

Exhibitor personnel registration forms are available in the online service kit. Additional representatives over the 3 badge per booth allotment will be charged \$100 per badge. Please return by September 30, 2010 for pre-registration of exhibitor personnel. Forms received after that date will be processed onsite.

SHIPPING INFORMATION

Shipments should be accompanied by a delivery ticket showing number of pieces, weight, classification, etc. Shipments may arrive no earlier than Monday, October 25, 2010. Shipments arriving at the Hotel earlier will be turned away:

**Exhibitor Name / NESPS
Contact Name
The Ritz-Carlton Hotel
1150 22nd Street, NW
Washington, DC 20037**

ELECTRICAL / AUDIO VISUAL INFORMATION

Electrical/Audio Visual order forms are available in the online service kit.

NESPS ON-SITE CONTACTS

Donna Gurnett- Executive Director – dgurnett@prri.com
 EJ Weldon – Meeting Manager – ejweldon@prri.com
 Jennifer Gecawicz – Meeting and Exhibits Coordinator – jgecawicz@prri.com

NESPS INFORMATION

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 Suite 221-U
 Beverly, MA 01915

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