



Save the Date

99TH ANNUAL MEETING

NEW ENGLAND SURGICAL SOCIETY

SEPTEMBER 21-23, 2018
WESTIN PORTLAND HARBORVIEW
PORTLAND, ME

EXHIBITOR INFORMATION SHEET

EXHIBIT DATES & HOURS*

Friday, September 21	12:00 pm – 3:00 pm
Coffee Break & Poster Viewing	2:30 pm – 3:00 pm
Welcome Reception*	6:00 pm – 7:00 pm

*Located in Ballroom Mezzanine

Saturday, September 22	7:00 am – 10:35 am
Continental Breakfast	7:00 am – 8:00 am
Posters of Distinction Session	7:00 am – 7:45 am
Coffee Break	10:15 am – 10:45 am

Sunday, September 23	7:00 am – 10:00 am
Continental Breakfast	7:00 am – 8:00 am

*Times subject to change based on final program.

LOCATION OF EXHIBITS

The exhibits will be located in the Longfellow Room, just below the Scientific Sessions located in the Grand Ballroom.

Tabletop displays will include:

- ✓ 8' x 30" Table
- ✓ Two (2) Chairs
- ✓ Two (2) Exhibitor Badge Registrations
- ✓ Program Guide Listing

Each space is a **TABLETOP ONLY** display. No free standing floor displays will be permitted. Standing equipment may be used in lieu of a table, but requests must be sent in writing to the Society's office for approval.

INSTALLATION OF EXHIBITS

The exhibit hall will be available for set-up from 8:00 am – 11:00 am on Friday, September 21, 2018. All exhibits must be set by 11:00 am without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 10:00 am on Sunday, September 23rd 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 1:00pm.

WELCOME RECEPTION

The Welcome Reception will be held in the Ballroom Mezzanine on Friday, September 21st from 6:00 - 7:00 pm. All registered exhibitors are invited to attend.

PRESIDENT'S RECEPTION & DINNER

Two (2) complimentary tickets, per exhibit space, will be given to registered exhibitors to attend the President's Reception & Dinner, to be held on Saturday the 22nd. The reception will be in the Ballroom Mezzanine at 7pm followed by dinner in the Grand Ballroom.

ELECTRICAL INFORMATION

Exhibitors requesting power or AV equipment, must complete the Order Form in the online Exhibitor Service Kit.

HOUSING

Housing arrangements can be made at the following link <http://nesurgical.org/meeting/Housing/>. The deadline is August 20th.

SCIENTIFIC SESSIONS

All registered exhibit representatives are invited to attend the scientific program on a complimentary basis. The Scientific Sessions will be held in the Grand Ballroom.

EXHIBITOR REGISTRATION FORMS

Exhibitor personnel registration forms are available in the online service kit. Additional representatives over the 2 badge per booth allotment will be charged \$100 per badge. Please return by September 7, 2018 for pre-registration of exhibitor personnel. Forms received after that date will be processed onsite.

SHIPPING INFORMATION: The hotel will accept and store shipments no earlier than September 18th. All shipments including outgoing, must be prepaid. There are no onsite shipping services available. Please address all shipments exactly as follow:

The Westin Portland Harborview
 ATTN: NESS 18 Annual Meeting, Morgan Lucier
 157 High Street
 Portland, ME 04101
 Company name & onsite contact: _____
 Cell: _____
 Table Number: _____

NESS CONTACT INFORMATION

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