



## EXHIBITOR INFORMATION SHEET

### EXHIBIT DATES & HOURS\*

<b>Friday, September 13</b>	<b>12:00 pm – 5:00 pm</b>
Coffee Break & Poster Viewing	2:00 pm – 2:30 pm
Welcome Reception*	6:00 pm – 7:00 pm
*Located in Le Caf Conc	<b>All exhibitors encouraged to attend</b>

<b>Saturday, September 14</b>	<b>7:00 am – 10:45 am</b>
Continental Breakfast	7:00 am – 8:00 am
Coffee Break	10:10 am – 10:40 am

<b>Sunday, September 15</b>	<b>7:00 am – 10:00 am</b>
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 Viger A-C Rooms, just below the Scientific Sessions located in the Salle De Bal Ballroom.

Tabletop displays will include:

- ✓ 6' 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 13. 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 15 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 Le Caf Conc (Lower Lobby) on Friday, September 13<sup>th</sup> 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, September 14<sup>th</sup> 2019. The reception will be in Le Caf Conc (Lower lobby) at 7:00 pm followed by dinner starting at 7:45 pm in the Salle De Bal Ballroom.

### ELECTRICAL & AV RENTAL INFORMATION

Exhibitors requesting power must complete the Order Form in the online Exhibitor Service Kit. If AV rentals are needed the AV supplier is through Freeman: Pascal Lachapelle, [pascal.lachapelle@freemanco.com](mailto:pascal.lachapelle@freemanco.com)

### HOUSING

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

### 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 Salle De Bal 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 August 26 for pre-registration of exhibitor personnel. Forms received after that date will be processed onsite.

**SHIPPING INFORMATION:** The Montréal Marriott Château Champlain hotel will accept and store shipments no earlier than September 10<sup>th</sup>. All shipments including outgoing, must be prepaid. There are no onsite shipping services available. Please follow the shipping label format in the Shipping Instructions in the service kit.

### NESS CONTACT INFORMATION

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