



EXHIBITOR INFORMATION SHEET

EXHIBIT DATES & HOURS*

Friday, September 24	12:00 pm – 3:00 pm
Reopens	6:00 pm – 7:00 pm
Coffee Break & Poster Viewing	2:30 pm – 3:00 pm
Welcome Reception*	6:00 pm – 7:00 pm
Saturday, September 25	7:00 am – 10:45 am
Continental Breakfast	7:00 am – 8:00 am
Coffee Break	10:10 am – 10:40 am
Sunday, September 26	7:00 am – 10:00 am
Continental Breakfast	7:00 am – 8:00 am

*In the exhibit hall

LOCATION OF EXHIBITS

The exhibits will be located in Grand Pequot C, immediately adjacent to the Scientific Session in Pequot AB.

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 9:00 am – 12:00 pm on Friday, September 24. 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 26 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.

SCIENTIFIC SESSIONS

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

EXHIBITOR REGISTRATION FORMS

In order to keep wait times at a minimum upon arrival – please pre-register your onsite personnel by September 3. Exhibits include two complimentary registrations. Additional registrations incur a fee of \$100 per person.

SOCIAL EVENTS, EXHIBITORS INVITED

Welcome Reception

Location: Exhibit Hall

Friday, September 24th 6:00 - 7:00 pm.

All registered exhibitors are invited to attend.

President's Reception and 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 25th. The reception will be in the Grand Pequot Foyer at 7:00 pm followed by dinner starting at 7:45 pm in Grand Pequot AB.

HOUSING

Housing arrangements can be made at the following link

<https://meeting.nesurgical.org/Housing/>

The deadline is September 1st.

INBOUND & OUTBOUND SHIPPING

Exhibitor inbound/outbound shipping will be managed by Encore/PSAV. Please read the PSAV shipping instructions in the service kit carefully. Note that PSAV will not handle boxes heavier than 70 lbs UPS Ground. A freight company will need to be arranged; extra fees may apply. Please use the inbound shipping labels in the service kit and make sure you email the inbound shipping form to Lance.newall@encoreglobal.com

There is an outbound shipping form to complete in the service kit to complete for Encore/PSAV to arrange collection of your packaged and labeled outbound shipments after dismantle.

ELECTRICAL & AV RENTAL INFORMATION

Exhibitors requesting power must complete the Order Form in the online Exhibitor Service Kit. Services will be provided by ENCORE.

LEAD RETRIEVAL

You can order lead retrieval with our provider Lead Valu. Please see the order form in the service kit for pricing. The advanced order deadline is September 10.

NESS CONTACT INFORMATION

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