

The Conference Center at the Milstein Family Heart Center Exhibit Space and Information Form and Fact Sheet

Event name: Aortovascular Summit 2016: A Multidisciplinary Team Approach

Event date: Thursday, September 29 – Friday, September 30, 2016

Time: Day-1: 11:00AM – 5:45PM Day-2: 7:00AM – 5:00PM

Exhibitor name: _____

Primary contact: _____

Phone: _____ Cell: _____ E-mail: _____

On-site representative: _____ Cell: _____

On-site representative: _____ Cell: _____

Standard Exhibitor set-up includes: One (1) 5 ft x 2 ft table (suitable for a table-top display) and 2 chairs. All exhibitors are responsible for **providing their own tablecloth**.

The Conference Center does not provide running water or drainage in exhibit areas, nor are the use of open flames or chemicals or open food items permitted.

All exhibitors are responsible for the removal of all exhibit-related materials. The Conference Center will not be responsible for any materials that remain unshipped within 24 hours of the close of exhibit hours. Exhibitors will be charged \$250 for the disposal of any materials not removed. The Conference Center staff will arrange for the pick-up of items after the conclusion of the event (via Fed Ex or UPS) only if a pre-paid return address label is provided.

***Set-up on 9/29:** All exhibitors may start setting up at 9:45AM and must be set-up by 10:45AM. Registration opens at 11:00AM. **Set-up on 9/30:** All exhibitors may start setting up at 6:00AM and must be set-up by 6:50AM. Registration opens at 7:00AM.*

***Security:** For those exhibiting on both-days, exhibits may remain set-up overnight and we will be hiring a security guard. However, we strongly urge any small electronic devices or valuables are NOT left behind.*

***Breakdown:** All exhibits must be removed at the close of the meeting. Please note the last scheduled break on day-1 is 3:50PM and on day-2 is at 3:00PM, so you may start breaking down as early as then.*

Returning Exhibit Related Materials:

By FedEx/UPS: Please have a pre-paid address label and drop off at the Conference Center.

ALL Vendors must call and make arrangements for their carrier to pick up the boxes/display cases. Space is limited and items should be picked up immediately following the event.

Additional Exhibit Requests:

Standard Electric Please indicate: No. of outlets: _____ Total amps required: _____

All exhibitors must provide their own power strips and extension cords.

***Note:** Wireless internet is provided to guests at no charge by joining the "guest-net" network.*

Vivian & Seymour Milstein Family
Heart Center

The Conference Center at the Milstein Family Heart Center Exhibit Space and Information Form and Fact Sheet

Event name: Aortovascular Summit 2016: A Multidisciplinary Team Approach

Shipping:

#of Items to be shipped to The Conference Center: _____ Date/Time of Arrival: _____

Shipping Instructions:

All Packages MUST be labeled as outlined below or they will NOT be accepted

Jamie Murphy
NewYork-Presbyterian Hospital, Heart Center
Conference Center, First Floor (1-601)
173 Fort Washington Avenue
New York, NY 10032
Tel: 212-305-5600
Event Name: Aortovascular Summit 2016
Event Date: 9/29 - 9/30/16

Delivery Date:

We suggest scheduling items to arrive 2-days prior to the event date on **Tuesday, September 27, 2016**. This will allow time for us to confirm shipments have arrived prior to the event date. Space is limited in the Catering Office, so we do NOT recommend deliveries any earlier than the week of September 26th.

Please provide any **tracking information** available to the event manager, Annmarie Tarleton, when available.

Finally, please remember to **bring your own tablecloth**. All items pre-shipped to the conference center will be at your exhibit space upon arrival. **In the case any items have not arrived as scheduled, we suggest having your tablecloth and some materials carried in with you.**

Please send completed form to Annmarie Tarleton via e-mail (at3004@cumc.columbia.edu) or via fax (212-304-7811)