

**┌ NewYork-Presbyterian**  
**└ Columbia University Medical Center**

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

---

**EVENT NAME:**

**CATCH-UP 2017:**

**8<sup>th</sup> Annual Cardiac Assist Device Therapy Course**

Event date: Thursday, April 21 & Friday, April 22, 2017

Time: Thursday, April 21, 2017: 7:00am-6:30pm Friday, April 22, 2017: 7:30am-3:30pm

Exhibitor name: \_\_\_\_\_

Primary contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

On-site representative: \_\_\_\_\_ Cell: \_\_\_\_\_

On-site representative: \_\_\_\_\_ Cell: \_\_\_\_\_

**Standard Exhibitor set-up includes:** One (1) 3 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 4/21/17:: All exhibitors may start setting up at 6:15AM and must be set-up by 7:00AM. Registration opens at 7:00AM. We will have overnight security available. Please do not leave any valuables overnight.*

*Breakdown: All exhibits must be removed at the close of the meeting. Please note that the last scheduled break will be on Friday, April 22, 2017 at 1:30pm, so you may start breaking down after 1:30PM.*

**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.*

┌ **NewYork-Presbyterian**  
└ **Columbia University Medical Center**

Event name: CATCH-UP 2017

**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: CATCH-UP 2017  
Event Date: April 21 & 22, 2017

**Delivery Date:**

We suggest scheduling items to arrive 2-days prior to the event date on **Tuesday, April 19, 2017**. 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 April 18, 2017.

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](mailto:at3004@cumc.columbia.edu)) or via fax (914.591.8734)**