

**The Conference Center at The Milstein Family Heart Center
NewYork-Presbyterian Hospital
Exhibit Space and Information Form and Fact Sheet**

Event name/date: **Pancreas Symposium 2018: Current Controversies in Benign Pancreatic Disease**
(Thursday, March 22, 2018)

Exhibitor company name: _____

Primary contact: _____

Phone/Cell: _____ E-mail: _____

1) On-site representative: _____ E-mail: _____

Cell: _____

2) On-site representative: _____ E-mail: _____

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. You must arrange for FedEx or UPS to for return shipment and your items must be brought to The Conference Center (address below). Event staff can assist you if needed.

Set-up: All exhibitors may start setting up at **7:15am** and must be set-up by **7:45am** as registration opens at **8:00am**.

Breakdown: All exhibits must be removed immediately after the event or after the last break that concludes at 3:30pm.

Returning Materials:

FedEx and UPS: Please have a pre-paid address label and drop off at The Conference Center. Vendor must make arrangements for FedEx or UPS to pick up the boxes from the Conference Center:

**NewYork-Presbyterian Hospital, Heart Center
Conference Center, First Floor (1-601)
173 Fort Washington Avenue
New York, NY 10032**

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.

Shipping: (NOTE: Shipments will NOT be received before Monday, March 19th)

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

ALL PACKAGES MUST BE ADDRESSED AS FOLLOWS OR THEY WILL NOT BE ACCEPTED:

**Felicia Leon/Evelyn Hernandez
NewYork-Presbyterian Hospital, Heart Center
Conference Center, First Floor (1-601)
173 Fort Washington Avenue
New York, NY 10032
Tel: 212-305-7847**

Event Name: Pancreas Symposium 2018: Current Controversies in Benign Pancreatic Disease

Event Date: 3/22/18

Your Company Name

Kindly return this form by Thursday, March 15th to:

Jessica Mead at jas2134@cumc.columbia.edu & cc cmr2146@cumc.columbia.edu