



**WELCOME & THANK YOU FOR YOUR PARTICIPATION!**

**SETUP: Thursday, March 22, 2018**

Exhibitors may start setting up as early as **7:15am** and should be completed by **7:45am** in time for **8:00am registration** as attendees begin arriving early.

**FOR YOUR SECURITY:** Exhibits will remain set-up throughout the duration of the program. However, high-traffic times will be:

|                   |   |
|-------------------|---|
| 8:00am – 9:00am   | Registration, Breakfast & Vendor Exhibits |
| 10:50am – 11:10am | Break & Vendor Exhibits                   |
| 12:30pm – 1:30pm  | Lunch & Vendor Exhibits                   |
| 3:10pm – 3:30pm   | Break & Vendor Exhibits                   |

You are welcome to sit-in on the lectures when your exhibit area is not busy. We suggest that you do not leave valuables unattended such as electronics; cell phones, i-pads, etc.

**BREAKDOWN:** The afternoon break is scheduled to end at approximately **3:30pm**. Therefore, you may begin breaking down after this break, but are certainly welcome to stay until the end of the program and sit in on the lectures in the auditorium. All exhibits must be removed by the close of the meeting. Event staff will be available to assist you with any questions.

**RETURNING EXHIBIT RELATED MATERIALS:**

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

\* Vendor must make arrangements for FedEx & UPS to pick up the boxes from the Conference Center at NewYork-Presbyterian Hospital, Heart Center, Conference Center, First Floor (1-601), 173 Fort Washington Avenue, New York, NY 10032.

Please be certain pick-ups are scheduled between 9:00AM – 4:00PM when the office is accessible.

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.

**WIRELESS:** Wireless internet is provided to guests at no charge by joining the “guest-net” network.

**Any questions/needs, please visit the main registration table and event staff can assist you. Thank you.**