

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

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Event name/date: **Columbia Pediatric Heart Valve Symposium: From Bench to Bedside**  
(Thursday, May 31, 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 **6:15am** and must be set-up by **6:45am** as registration opens at **7:00am**.

**Breakdown:** All exhibits must be removed immediately after the event or after the last break that concludes at 4:30pm.

**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 Friday, May 25<sup>th</sup>)

#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: Columbia Pediatric Heart Valve Symposium  
Event Date: 5/31/18  
Your Company Name**

**Kindly return this form by Wednesday, May 23<sup>rd</sup> to:  
Jessica Mead at [jas2134@cumc.columbia.edu](mailto:jas2134@cumc.columbia.edu) & cc [cmr2146@cumc.columbia.edu](mailto:cmr2146@cumc.columbia.edu)**