



EXHIBITOR INFORMATION SHEET

EXHIBIT AREA LOCATION

The Exhibit Hall is located in Talbot A-C, adjacent to the scientific sessions, which are held in Talbot E-H on the Ballroom level.

Tabletop displays will include:

- 1- 6' x 30" Skirted Table
- 2- Chairs

NO free standing floor exhibits will be permitted in table top display areas. Standing equipment, such as lithotripters, will be permitted provided it fits in the 6' x 30" space provided. In most cases this would preclude the use of a table.

EXHIBIT HOURS AND DATES*

Thursday, October 20	5:00 p.m. – 7:00 p.m.
Friday, October 21	6:30 a.m. – 12:30 p.m.
Saturday, October 22	6:30 a.m. – 4:00 p.m.

*Times subject to change based on final program.

SCIENTIFIC SESSIONS

All registered exhibit representatives are invited to attend the scientific program on a complimentary basis.

PAYMENT

Final payment for space is due by August 5, 2011.

INSTALLATION OF EXHIBITS

The exhibit area will be available for set-up from 2:00 p.m. – 5:00 p.m. on Thursday, October 20, 2011. All exhibits must be set by 5:00 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

FOOD FUNCTIONS IN THE EXHIBIT AREA

Thursday, October 20

Welcome Reception 5:00 – 7:00 pm

Friday, October 21

Continental Breakfast 6:30 – 7:30 am
Coffee Break 10:05 – 10:30 am

Saturday, October 22

Continental Breakfast 6:30 – 7:30 am
Coffee Break 10:40 – 11:10 am
3:15 – 3:45 pm

WELCOME RECEPTION

The Welcome Reception will be held on Thursday, October 20, 5:30 – 7:00pm in the Exhibit Hall. All registered exhibitors are invited to attend.

PRESIDENT'S RECEPTION AND DINNER

The President's Reception and Dinner will be held at the on Saturday, October 22, from 7:00-11:00pm. Each exhibiting company will receive two complimentary tickets. Tickets will be available for pick up at the NESPS Registration desk.

DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 4:00 p.m. on Saturday, October 22, 2011, and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all materials must be removed no later than 6:00 p.m. on Saturday, October 22, 2011.

EXHIBITOR REGISTRATION FORMS

Exhibitor personnel registration forms are available in the online service kit. Additional representatives over the 3 badge per booth allotment will be charged \$100 per badge. Please return by September 30, 2011 for pre-registration of exhibitor personnel. Forms received after that date will be processed onsite.

SHIPPING INFORMATION

Shipments should be accompanied by a delivery ticket showing number of pieces, weight, classification, etc. Shipments may arrive no earlier than Friday, October 14, 2011. Shipments arriving at the Hotel earlier will be turned away:

Exhibitor Name / NESPS

Contact Name

**The Ritz-Carlton, Amelia Island
4750 Amelia Island Parkway
Amelia Island, FL 32034**

Package handling fee is \$10.00 per box, outgoing.

NESPS ON-SITE CONTACTS

Lindsay Desantis: Executive Director -
ldesantis@prri.com

EJ Weldon: Meeting Manager - ejweldon@prri.com

Taylor Baumgartner: Meeting Coordinator –
tbaumgartner@prri.com

NESPS INFORMATION

NESPS Annual Meeting
500 Cummings Center, Suite 4550
Beverly, MA 01915

Telephone: (978) 927-8330 **FAX:** (978) 524-0461
Jennifer Gecawicz: Exhibits Coordinator

