



36th Annual Meeting
October 4-6, 2019
Fairmont Hotel
Pittsburgh, Pennsylvania



EXHIBITOR INFORMATION SHEET

EXHIBIT HOURS AND FUNCTIONS

Friday, October 4	7:00 am – 4:00 pm
Continental Breakfast	7:00 am – 8:30 am
Coffee Break	10:00 am – 10:30 am
Coffee Break	3:30 pm – 4:00 pm
Welcome Reception	5:15 pm – 7:00 pm
Saturday, October 5	7:00 am – 4:00 pm
Continental Breakfast	7:00 am – 8:30 am
Coffee Break	10:00 am – 10:30 am
Coffee Break	3:15pm – 3:45 pm

EXHIBIT AREA LOCATION

The exhibit hall is located in the Grand Ballroom Foyer immediately outside of the Scientific Sessions located in the Grand Ballroom.

Tabletop displays will include:

- ✓ One 6' x 30" skirted table and two chairs in the Exhibit Hall
- ✓ Recognition of your support in the program, transition slides, and the NESPS newsletter
- ✓ Three (3) complimentary exhibitor badge registrations. All registered representatives are invited to attend scientific sessions.
- ✓ Two (2) complimentary tickets to the Presidents Reception and Dinner.

INSTALLATION OF EXHIBITS

The exhibit area will be available for set-up from 4:00 pm – 6:00 pm on Thursday, October 3, 2019. All exhibits must be set by 6:30 am on Friday, October 4, no exceptions.

DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 4:00 pm on Saturday, October 5, 2019, 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 5:00 pm on Saturday, October 5, 2019.

EXHIBITOR REGISTRATION FORMS

Additional representatives over the 3 badge per booth allotment will be charged \$100 per badge. Please return personnel registration forms by October 12, 2018 for pre-registration of exhibitor personnel.

RESERVE HOUSING

The group reservation deadline is September 5, 2019. To reserve housing, please visit <http://meeting.nesps.org/Housing/>

SECURITY

Please note that the Grand Ballroom Foyer is an open space without continuous security during closed hours. Exhibitors must remove items of value when the exhibits close.

SHIPPING INFORMATION

Shipments will not be accepted earlier than 3 days prior to the start of the meeting, or October 1st. Handling and shipping fees apply. Please complete the credit card authorization form on page 2 of the shipping instructions. Please use the label format below:

Attn: Rebecca Hallman, Corp. Sales and Conference Mngr
 Fairmont Pittsburgh
 510 Market Street
 Pittsburgh, PA 15222

Group: NESPS 2019 Annual Meeting | Oct 4-6
 Group Contact: Edward J Weldon
 COMPANY NAME | ONSITE REP NAME
 Number of Boxes: _____ of _____ (example 1 of 6)

NESPS CONTACT INFORMATION

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