



# 79<sup>th</sup> Annual Meeting

New England Section of the American Urological Association

October 21-23, 2010

The Westin Providence • Rhode Island Convention Center • Providence, Rhode Island



## EXHIBITOR INFORMATION SHEET

### EXHIBIT HALL LOCATION

The exhibit hall is located in the Ballroom A adjacent to the scientific sessions held in Ballroom B/C. Space for both booths and table top displays is available.

### Booth display will include:

Pipe and Drape  
1 – 6' x 30" Skirted Table  
2- Chairs

### 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 lithotriptors, 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 21	4:00 p.m. – 5:30 p.m.
Friday, October 22	7:30 a.m. – 11:00 a.m. 4:30 p.m. – 6:00 p.m.
Saturday, October 23	7:00 a.m. – 11:00 a.m.

\*Times subject to change based on final program.

### PAYMENT

Final payment for space is due by July 9, 2010.

### INSTALLATION OF EXHIBITS

The exhibit hall will be available for set-up from 11:00 a.m. – 3:30 p.m. on Thursday, October 21, 2010. All exhibits must be set by 3:30 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

### FOOD FUNCTIONS IN THE EXHIBIT HALL

<b>Thursday, Oct. 21</b>	Welcome Reception	4:00 – 5:30 p.m.
<b>Friday, Oct. 22</b>	Continental Breakfast	7:30 – 8:00 am
	Coffee Breaks	10:30 – 11:00 am
	Attendee Reception	4:45 – 6:00 pm
<b>Saturday, Oct 23</b>	Continental Breakfast	7:00 – 8:00 am
	Coffee Break	10:10 – 10:40 am

### WELCOME RECEPTION

The Welcome Reception will be held in the exhibit hall on Thursday October 21, 4:00 – 5:30 p.m. All registered exhibitors are invited to attend.

### ATTENDEE RECEPTION

All registered exhibitors and sponsors are invited to attend the Halloween Themed reception at the Exhibit Hall on Friday, October 22, 4:45 – 6:00 pm.

### SCIENTIFIC SESSIONS

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

### DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 11:00 a.m. on Saturday, October 24, 2010, 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 4:00 p.m. on Saturday, October 24, 2010.

### HOTEL RESERVATION FORM

A Hotel reservation form is located in the service kit online at <http://neaua.org/Hotel-Area-Information.cgi>

### 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, 2010 for pre-registration of exhibitor personnel.

### SHIPPING INFORMATION

Freeman will accept crated, boxed or skidded materials beginning **Tuesday, September 21, 2010** at the above address. Materials arriving after **October 14, 2010** will be received at the warehouse with an additional after deadline charge.

### Warehouse Shipping Address:

New England Section, American Urological Assn  
Exhibiting Company Name:  
Booth #:  
C/O Freeman  
617 George Washington Highway  
Lincoln, RI 02865

Shipments sent directly to show site will be accepted starting **Thursday, October 21**. Shipments arriving before this date will be refused by the facility.

### Show Site Shipping Address:

New England Section, American Urological Assn  
Exhibiting Company Name:  
Booth #:  
C/O Freeman  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903

### OUTBOUND SHIPPING – important!

If you are shipping out via an express courier, there are no pick-up services on Saturday. You will need to make arrangements to have your shipment picked up on Monday at the Providence Convention Center.

### NE SECTION, AUA ON-SITE CONTACT

Yvonne Grunebaum – Director of Industry Relations

### NE SECTION, AUA INFORMATION

900 Cummings Center  
Suite 221-U

Beverly, MA 01915

Telephone: (978) 927-8330 FAX: (978) 524-0498

e-mail: [jgecawicz@prri.com](mailto:jgecawicz@prri.com) website: [www.neaua.org](http://www.neaua.org)