



## EXHIBITOR INFORMATION SHEET

### EXHIBITOR HOURS AND DATES\*

<b>Sunday, May 2</b>	<b>5:00 pm – 7:00 pm**</b>
<b>Monday, May 3</b>	<b>9:00 am – 4:30 pm</b>
<i>Break</i>	<i>9:20 am – 10:00 am</i>
<i>Lunch</i>	<i>12:15 pm – 2:00 pm</i>
<i>Break</i>	<i>3:00 pm – 4:00 pm</i>
<b>Tuesday, May 4</b>	<b>9:00 am – 4:00 pm</b>
<i>Break</i>	<i>10:05 am – 10:40 am</i>
<i>Lunch</i>	<i>12:30 pm – 2:00 pm</i>
<i>Break</i>	<i>3:00 pm – 3:45 pm</i>

- Times subject to change based on final program
- \*\*Welcome Reception from 5:00 – 7:00 pm in Exhibit Hall

### BOOTH ASSIGNMENT / FLOOR PLAN

Please refer to the Floor Plan and Exhibitor List in the online service kit for the location of your booth.

### FINAL PAYMENT

Final payment is due January 15, 2010

### EXHIBITOR GUIDELINES AND REGULATIONS

There is a complete set of exhibitor guidelines and rules and regulations located in the online service kit. Please read through it completely.

### TRAFFIC BUILDING FUNCTIONS IN EXHIBIT HALL

Welcome Reception	Sunday, May 2
Lunch, and Breaks	Monday, May 3
	Tuesday, May 4

### LUNCHEON IN THE EXHIBIT HALL

A bistro-style lunch will be served in the Exhibit Hall at your expense.

### LIST RENTAL

AATS Mailing Lists are available for rental. You may rent labels that will be sent directly to your office or you may rent an electronic format that will be sent through a third party mail house. Please refer to the Mailing List Agreement found in the Service Kit online.

### PROMOTIONAL ITEMS / GIVEAWAYS

Promotional items to be distributed to physician attendees must be in compliance with your company's Advamed and PhRMA guidelines and limited to those items found in a Physician's office and are not routinely produced for sale by the exhibiting company. All items must be submitted to Show Management for approval by March 29, 2010

### EXHIBITOR DESIGNATED CONTRACTORS

All companies subcontracting with Exhibitor Designated Contractors must follow Show Management's Rules and Regulations available in the online Service Kit. EDC forms are also available in the service kit. Please forward service kit link to all of your subcontractors. <http://www.aats.org/annualmeeting/industry.html>

### EXHIBITOR REGISTRATION

Exhibitors may register on line. The link is located in the online service kit. Once on the registration site the password is the last name of the contact listed in our records.

### ANIMAL TISSUE

The use of animal tissue will be considered if a written request is submitted to Show Management detailing the types of tissue, the preservation methods to be used prior to and during the meeting, and the proposed method of disposal either daily and/or at the conclusion of the meeting. This may be done via email to [jgecawicz@prri.com](mailto:jgecawicz@prri.com). Exhibitors may not use microorganisms to demonstrate the efficacy of their product. Under no circumstances may human tissue of any kind be used for demonstration purposes.

Stericycle Inc. has been retained to help dispose of any materials. A phone number, **1-888-259-4712**, is available in the online service kit and **must be called to order disposal services before the meeting.** <http://www.stericycle.ca>

### EXHIBITOR HOUSING

Housing information is located online in the service kit. Please read through it carefully. Room block requests are due January 29, 2010 and rooming lists are due February 26, 2010.

### INSTALLATION OF EXHIBITS

Thursday, April 29	1:00 – 7:00 pm***
Friday, April 30	8:00 am – 7:00 pm
Saturday, May 1	8:00 am – 7:00 pm
Sunday, May 2	8:00 am – 4:00 pm

\*\*\*Only for Booths 900 square feet or more

*All exhibits must be set by 4:00 pm on Sunday May 2<sup>nd</sup> without exception. Assembly during exhibit hours will not be permitted.*

## DISMANTLING OF EXHIBITS

Tuesday, May 4 4:00 – 10:00 pm  
Wednesday, May 5 8:00 am – 3:00 pm

*All exhibits must remain intact until the official closing time of 4:00 pm on Tuesday, May 4<sup>th</sup> and may not be dismantled in whole or in part prior to that time.*

## SHIPPING INFORMATION

Please refer to detailed shipping information in the online service kit. All materials should be scheduled to arrive at the Freeman Decorating Warehouse **no earlier** than **March 29<sup>th</sup>, 2010** and **no later** than **April 23, 2010**. Crated and uncrated shipments are to be consigned to:

### Advance Warehouse Freight:

Exhibiting Company / Booth #  
AMERICAN ASSN FOR THORACIC SURGERY  
c/o Freeman  
61 Browns Line  
Toronto, ON M8W 3S2

### Direct Shipments: (No earlier than April 30, 2010)

Exhibiting Company / Booth #  
AMERICAN ASSN FOR THORACIC SURGERY  
c/o Freeman  
Metro Toronto Convention Centre – North Building –  
Halls A/B  
255 Front Street West  
Toronto, Ontario, Canada M5V 2W6

## ADDITIONAL INFORMATION

American Association for Thoracic Surgery  
900 Cummings Center, Suite 221-U  
Beverly, MA 01915 USA  
Telephone: 978-927-8330 Fax: 978-524-0498  
[jgecawicz@prri.com](mailto:jgecawicz@prri.com) or [ygrunebaum@prri.com](mailto:ygrunebaum@prri.com)

## FREEMAN

49 Simpson Road  
Bolton, Ontario, Canada L7E 2R6  
[FreemanTorontoES@Freemano.com](mailto:FreemanTorontoES@Freemano.com)  
416-252-3361 ext. 284

## MEETING CONTACTS

**American Association for Thoracic Surgery**  
900 Cummings Center, Suite 221-U  
Beverly, Massachusetts 01915 USA

978.927.8330 Telephone  
978.524.0498 Facsimile  
[www.aats.org](http://www.aats.org)

### Show Management

**Yvonne Grunebaum**  
Director, Industry Relations  
[ygrunebaum@prri.com](mailto:ygrunebaum@prri.com)

**Jennifer Gecawicz**  
Exhibits Coordinator  
[jgecawicz@prri.com](mailto:jgecawicz@prri.com)

### Meeting Management

**Jane Pimental**  
Director, Meetings and Conventions  
[jpimental@prri.com](mailto:jpimental@prri.com)

**Amy Doucette**  
Meeting Manager  
[adoucette@prri.com](mailto:adoucette@prri.com)