



EXHIBITOR INFORMATION SHEET

EXHIBITOR HOURS AND DATES*

Sunday, May 8	5:00 pm – 7:00 pm**
Monday, May 9	9:00 am – 4:30 pm
<i>Break</i>	9:20 am – 10:00 am
<i>Lunch</i>	12:15 pm – 2:00 pm
<i>Break</i>	2:45 pm – 3:55 pm
Tuesday, May 10	9:00 am – 4:00 pm
<i>Break</i>	10:05 am – 10:40 am
<i>Lunch</i>	12:30 pm – 2:00 pm
<i>Break</i>	3:00 pm – 3:45 pm

*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 14, 2011

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 8
Lunch, and Breaks	Monday, May 9
	Tuesday, May 10

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 28, 2011

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.
<http://registration2.experient-inc.com/ShowAAT111/DefaultExhib.aspx>
 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. 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. The phone number, **1-866-783-7422**, is also in the online service kit and **must be called to order disposal services before the meeting.**
<http://www.stericycle.com>

EXHIBITOR HOUSING

Housing information is located on the online service kit. Please read through the information sheet carefully. Room block requests are due January 28, 2011 and rooming lists are due February 25, 2011.

INSTALLATION OF EXHIBITS

Thursday, May 5	12:00 pm – 7:00 pm***
Friday, May 6	8:00 am – 7:00 pm
Saturday, May 7	8:00 am – 7:00 pm
Sunday, May 8	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 2nd without exception. Assembly during exhibit hours will not be permitted.

DISMANTLING OF EXHIBITS

Tuesday, May 10 4:00 – 10:00 pm
Wednesday, May 11 8:00 am – 3:00 pm

All exhibits must remain intact until the official closing time of 4:00 pm on Tuesday, May 10th 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 **April 4, 2011** and **no later** than **April 25, 2011**. Crated and uncrated shipments are to be consigned to:

Advance Warehouse Freight:

Exhibiting Company / Booth #
AMERICAN ASSN FOR THORACIC SURGERY
c/o Freeman
4235 Richmond St.
Philadelphia, PA 19137

Direct Shipments: (No earlier than May 5, 2011)

Exhibiting Company / Booth #
AMERICAN ASSN FOR THORACIC SURGERY
c/o Freeman
Pennsylvania Convention Center– Hall A
1101 Arch Street
Philadelphia, PA 19107

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 or ygrunebaum@prri.com

FREEMAN

909 Newark Turnpike
Kearny, NY 07032
FreemanNewYorkES@freemanco.com
Phone: 201-299-7575
Fax: 469-621-5618

MEETING CONTACTS

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

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978.524.0498 Facsimile
www.aats.org

Show Management

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