



EXHIBITOR INFORMATION SHEET

BOOTH ASSIGNMENT / FLOOR PLAN

Please refer to the Floor Plan for the location of your booth.

EXHIBITOR HOURS AND DATES*

Friday, September 7 2:00 pm – 7:00 pm*
Saturday, September 8 7:30 am – 4:00 pm

*Welcome Reception 5:30 – 7:00 pm

FUNCTIONS IN EXHIBIT HALL

Coffee break, Welcome Reception Friday, September 7
Continental Breakfast & Breaks Saturday, September 8
**Times subject to change based on final program*

FINAL PAYMENT

Final payment is due July 15, 2007

INSTALLATION OF EXHIBITS

Friday, September 7 10:00 am – 1:30 pm
*All exhibits must be set by 1:30 pm without exception.
Assembly during exhibit hours will not be permitted.*

DISMANTLING OF EXHIBITS

Saturday, September 8 4:00 pm – 8:00 pm
All exhibits must remain intact until the official closing time of 4:00 pm and may not be dismantled in whole or in part prior to that time. All materials must be removed no later than 8:00 pm.

LUNCHEON

Exhibiting companies will receive two luncheon tickets per booth space. Tickets may be picked up at the Exhibitor Registration Desk. Please assign one company representative to pick-up all lunch tickets. Additional lunch tickets may be purchased for \$20 per person.

LIST RENTAL

A pre-registration mailing list will be available in label format for a \$100 fee. Please refer to the Pre registration list mailing form in the Service Kit.

PROMOTIONAL ITEMS / GIVEAWAYS

Promotional items to be distributed to physician attendees must be limited to those items found in 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 August 6, 2007. Please refer to the appropriate submission information in the Forms section.

EXHIBITOR DESIGNATED CONTRACTORS

All companies subcontracting with Exhibitor Designated Contractors must notify Show Management with a letter of authorization from the exhibitor and a certificate of insurance from the contractor.

SHIPPING INFORMATION

All freight shipments should be made on straight bills of lading and be prepared to indicate the number of pieces, weight, classification, etc. Shipments made by other than straight bills of lading must be accompanied by a delivery ticket showing number of pieces, weight, classification, etc. All shipments must be shipped prepaid.

DIRECT SHIPPING

Direct shipments must arrive at the Sheraton Chicago Hotel & Towers NO EARLIER than Monday, August 27, 2007. There is no storage at the hotel and your shipment will be turned away if it arrives before Monday.

Exhibitor Name – Booth number
c/o Sheraton Chicago Hotel & Towers
301 E. North Water Street
Chicago, IL 60611
Re: AATS Valvular Heart Disease / Sept. 7-9, 2007

ON-SITE CONTACTS

Laura Biringner – Assistant Meeting Manager
Megan Tainer – Director of Meetings and Conventions

ADDITIONAL INFORMATION

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