



EXHIBITOR INFORMATION SHEET

RECONSTRUCTIVE SYMPOSIUM EXHIBIT HOURS*

Saturday March 25th 7:00 am – 5:00 pm**

AESTHETIC SYMPOSIUM EXHIBIT HOURS*

Sunday, March 26th 7:00 am – 3:00 pm

ANNUAL MEETING EXHIBIT HOURS*

Sunday, March 26th 6:30 pm – 8:00 pm**

Monday, March 27th 7:00 am – 5:00 pm

Tuesday, March 28th 7:00 am – 3:00 pm

*Times subject to change based on final program.

** Reception in the exhibit hall

Note: Exhibitors do not have to staff their exhibit space when there is no planned activity in the exhibit hall.

EXHIBIT DETAILS

The exhibit area for all three meetings is located in the Lone Star Ballroom E immediately adjacent to the scientific sessions in Lone Star Ballroom D.

Your exhibit space for any of the symposia or the annual meeting includes:

Booth:

- One (1) 10x10 Booth Exhibit Space with pipe and drape
- Three exhibitor registrations which also allows access to the scientific sessions*.
- Product and company description in the Program Book and Mobile Application

Table

- One (1) 6 x30 Tabletop space at booth meetings
- Two exhibitor registrations which also allows access to the scientific sessions*.
- Product and company description in the Program Book and Mobile Application

* If seeking CME credit, badgeholder must register as a physician.

NO free standing floor exhibits will be permitted in table top display areas. Standing equipment will be permitted provided it fits in the 6' x 30" space provided. In most cases this would preclude the use of a table. Should equipment be larger than the space reserved, that equipment will not be allowed to be displayed. Companies with tabletop displays bringing standing equipment must notify Show Management in advance.

EXHIBIT REGISTRATION

All exhibit personnel must be registered and employed by the Exhibitor or have a direct business affiliation. Each registered exhibitor will be issued an exhibitor badge. Each company is allotted 2 or 3 badges per exhibit space. Additional badges are \$100. The Exhibitor Registration form is in the online service kit.

FUNCTIONS IN EXHIBIT HALL*

Saturday, March 25th (Reconstructive Symposium)

Continental Breakfast 7:00 am – 8:00 am
Coffee Break 9:30 am – 9:50 am

Exhibitors lunch on own

Reconstructive Symposium Reception 4:00 pm – 5:00 pm

Sunday, March 26th (Aesthetic Symposium and Annual Meeting)

Continental Breakfast 7:00 am – 8:00 am
Coffee Break 9:45 am – 10:15 am

Lunch on own

Annual Meeting Welcome Reception 6:45 pm – 8:00 pm

Monday, March 27th

Continental Breakfast 7:00 am – 8:00 am
Coffee Break 10:10 am – 10:30 am

Lunch On Own

Coffee Break **12:30 – 1:30 pm**
4:30 pm – 5:00 pm

Tuesday, March 28th

Continental Breakfast 7:00 am – 8:00 am
Coffee Break 10:15 am – 10:45 am

Lunch on own

Coffee Break 2:30 pm – 3:00 pm

*Times subject to change based on final program.

PROGRAM BOOKS

One program book will be provided to each company at registration.

INSTALLATION

Reconstructive Symposium

The Reconstructive Symposium exhibit hall will be available for set-up from 12:00pm – 5:00 pm **on Friday, March 24, 2017**. All exhibits must be set by 9:00 pm on Friday without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Times are subject to change based on final program.

Aesthetic Symposium

The Aesthetic Symposium exhibit hall will be available for set-up from **6:00 pm – 8:00 pm on Saturday, March 25, 2017**. All exhibits must be set by 8:00 pm on Saturday without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Times are subject to change based on final program.

Annual Meeting

The Annual Meeting exhibit hall will be available for set-up from **3:00 pm – 6:00 pm on Sunday, March 26, 2017**. All exhibits must be set by 6:00 pm on Sunday without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Times are subject to change based on final program.



DISMANTLING

Reconstructive Symposium

All Reconstructive Symposium exhibitors must remain intact until the official closing time of the Annual Meeting on **Tuesday, March 28th at 3:00 pm** and may not be dismantled or removed, in whole or part, before that time. After the close of exhibits, all materials must be packed and left at your exhibit space no later than **6:00 on Tuesday, March 28th**. If you are not scheduled to exhibit during the Aesthetic Symposium, your exhibit will be covered with linens until the Annual Meeting Reception begins.

Aesthetic Symposium

There should not be a need to dismantle your display for the Aesthetic Symposium since you will continue with your display for the Annual Meeting.

Annual Meeting

All Annual Meeting exhibits must remain intact until the official closing time of **3:00 pm on Tuesday, March 28th**, 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 Sunday, March 28th**. Times are subject to change based on final program. .

SHIPPING INSTRUCTIONS

Due to storage concerns and lack of material handling services at the hotel, all exhibitor freight must be sent **directly to the Freeman Warehouse**.

Warehouse Shipping Address:

Exhibiting Company Name / Table or Booth #
Am ASSN of Plastic Surgeons - 446288
C/O Freeman / AWD
Raceway Crossing, Bldg 1, 16310 Bratton LN Ste.125
Austin, TX 78728

Freeman will begin accepting warehouse shipment on Friday, February 24th at the above address. Shipments sent directly to the hotel will be consigned to Freeman and will be billed higher material handling charges and a 30% surcharge will apply. Material arriving at March 20th will be received with an additional after deadline charge.

Showsite Shipping Address:

Exhibiting Company Name / Table or Booth #
Am ASSN of Plastic Surgeons - 446288
C/O Freeman / AWD
JW Marriott Austin
110 E. 2nd Street
Austin, TX 78701

AAPS Contact Information

American Association of Plastic Surgeons
500 Cummings Center, Suite 4550
Beverly, MA 01915

Telephone 978-927-8330

Fax 978-524-0461

Website: www.aaps1921.org

Yvonne Grunebaum, *Director of Industry Relations, CEM*
ygrunebaum@prii.com

Official Contractor:
Freeman Company

Online Service kit

<http://www.freemanco.com/store/show/landing.jsp?showID=446288>