



97th ANNUAL MEETING

THE WESTIN SEATTLE ★ APRIL 7-10, 2018
THE AMERICAN ASSOCIATION OF PLASTIC SURGEONS

EXHIBITOR INFORMATION SHEET

RECONSTRUCTIVE SYMPOSIUM EXHIBIT HOURS*

Saturday April 7th 7:00 am – 5:00 pm

AESTHETIC SYMPOSIUM EXHIBIT HOURS*

Sunday, April 8th 7:00 am – 3:00 pm
Reopens 6:30 pm – 8:00 pm**

ANNUAL MEETING EXHIBIT HOURS*

Sunday, April 8th 6:30 pm – 8:00 pm**
Monday, April 9th 7:00 am – 5:00 pm
Tuesday, April 10th 7:00 am – 10:45 am

*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. **All exhibitors are encouraged to attend the Scientific Sessions.**

EXHIBIT DETAILS

The exhibit area for all three meetings is located in the Grand Ballroom 1 & 2, next to the scientific sessions in Grand Ballroom 3.

Exhibit space for any of the symposia or the annual meeting includes:

Booth:

- One (1) 10x10 Booth Exhibit Space with pipe and drape: Willow & champagne 8' high back drape and 3' side drape
- One 6' table skirted in willow
- 2 side chairs
- Wastebasket
- One-line exhibitor ID sign
- 3 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, skirted in willow
- 2 side chairs
- Wastebasket
- One-line exhibitor ID sign
- 2 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, badge holder 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 (tabletop) or 3 (booth) badges per exhibit space. Additional badges are \$100. The Exhibitor Registration form is in the online service kit.

FUNCTIONS IN EXHIBIT HALL*

Saturday, April 7th (Reconstructive Symposium)

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

Sunday, April 8th (Aesthetic Symposium and Annual Meeting)

Continental Breakfast 7:00 am – 8:00 am
Coffee Break 10:00 am - 10:30am
Annual Meeting Welcome Reception & Poster Competition 6:30 pm – 8:00 pm

Monday, April 9th

Continental Breakfast 7:00 am – 8:00 am
Coffee Break 10:00 am – 10:30 am
Coffee Break 4:30 pm – 5:00 am

Tuesday, April 10th

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

*Times subject to change based on final program.

PROGRAM BOOKS

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

INSTALLATION

The exhibit hall will be available for set-up from **noon to 5:00 pm Friday, April 6, 2018**. All exhibits for the symposia and annual meeting must be set by 5:00 pm without exception. There will no longer be separate installation times for the reconstructive and aesthetic symposia. All exhibits should be set on Friday afternoon. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted. Times are subject to change based on final program.

DISMANTLING

All exhibits must remain intact until the official closing time of **10:45 a.m. on Tuesday, April 10, 2018**, 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 12:00 pm on Tuesday, April 10, 2018. Times are subject to change based on final program.

Continue for Shipping Instructions....



SHIPPING INSTRUCTIONS

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

Warehouse Shipping Address:

[Exhibiting Company Name / Table or Booth #]
AAPS
Triumph Expo & Events
12610 Interurban Ave S.
Suite 120
Seattle WA 98168

Triumph Expo will begin accepting warehouse shipment on Thursday March 8th, up to 30 days before Move-In. Shipments sent directly to the hotel are not permitted.

Showsite Shipping Address:
NOT PERMITTED

OUTBOUND SHIPPING INSTRUCTIONS

Empty crates will be returned beginning at 10:45 AM on TUESDAY, APRIL 10, 2018. All exhibitor materials must be removed from the facility by 12:00 PM Tuesday.

Please note that UPS, FedEx and DHL do NOT pick up from the show floor. The hotel has a Fed Ex Office in the hotel for these carriers.

Any freight left on the show floor will be re-routed via Triumph Transportation or returned to the warehouse at the exhibitor's expense.

Exhibitors will be charged 29 cents per pound (\$174 minimum for any shipment that must be returned to the warehouse plus 29 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

AAPS Contact Information

American Association of Plastic Surgeons
500 Cummings Center, Suite 4400
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:

Triumph Expo Online Service kit:

www.triumphexpo.com/kits/2018/aaps/index.php

Please note you must use the following log-in information:

Username: 10377

Password: Dynamic (case sensitive)