



NEW ENGLAND SECTION OF THE AMERICAN UROLOGICAL ASSOCIATION

88th Annual Meeting SEPTEMBER 12-14, 2019

Omni Providence Hotel &
Rhode Island Convention Center
Providence, RI

EXHIBITOR INFORMATION SHEET

EXHIBIT HALL LOCATION

The exhibits will be located in Ballroom A, directly next to the Scientific Sessions in Ballroom D/E.

Your exhibit fee includes the following:

Booth Space*:

- ✓ 8' x 10' Booth
- ✓ 8' high black back drape | 3' high side black drapes
- ✓ 6' x 30" skirted table
- ✓ 2 Chairs
- ✓ Three (3) exhibitor badges
- ✓ Wastebasket
- ✓ One 7" x 44" booth ID sign

Table Space*:

- ✓ 6' x 30" skirted table
- ✓ 2 chairs
- ✓ Two (2) exhibitor badges
- ✓ Wastebasket
- ✓ One 7" x 44" table ID sign

*The Exhibit Hall is carpeted

EXHIBIT HALL HOURS AND FUNCTIONS**

Thursday, September 12	5:30 pm – 7:00 pm
Welcome Reception.....	5:30 pm – 7:00 pm
Friday, September 13	7:30 am – 12:30 pm
Reopens	2:00 pm – 6:30 pm
Continental Breakfast	7:30 am – 8:30 am
Coffee Break.....	10:00 am – 10:30 am
Coffee Break	3:30 pm – 4:00 pm
Attendee Reception	5:15 pm – 6:30 pm
Saturday, September 14	7:00 am – 11:00 am
Continental Breakfast	7:00 am – 8:00 am
Coffee Break.....	10:30 am – 11:00 am

**Times are subject to change based on final program.

OFFICIAL CONTRACTOR

The official contractor is SER Expo. To outfit your booth, you can order online via www.serexpo.com/online-ordering.php once you have your login information. This will be sent by serinfo@serexpo.com. You can also submit your order forms via email or fax.

ELECTRICAL AND AV RENTALS

Electrical and AV rentals must be ordered through the Rhode Island Convention Center: <http://www.riconvention.com/>

All orders and payments must be received by September 5th.

EXHIBITOR REGISTRATION FORMS

Exhibiting companies receive three (3) exhibit registrations per booth space and two (2) exhibit registrations per table top. Additional exhibit badges may be purchased for \$100 per badge. For pre-registration, please return the Exhibitor Personnel Registration Form by **Friday, August 30**.

SOCIAL EVENT REGISTRATION FORMS

Friday, September 14 **6:00 pm – 9:00 pm**
Exhibiting companies are invited to register to the **President's Reception & Dinner**. There is a fee of \$100 per ticket. Please see the event registration form in the service kit.
Off-site Location RISD Museum

PRE-REGISTRATION MAILING LIST

Mailing List Agreement Forms are **due August 23**. The pre-registration list, in Excel format***, is available for a \$100 fee. All mailing pieces must be approved by Show Management prior to the release of the mailing list. See online order form.

***Includes Attendee name, credentials, and physical addresses only.

INSTALLATION OF EXHIBITS

Thursday, September 12 **2:00 pm – 5:00 pm**
The exhibit hall will be available for set-up from 2:00 p.m. - 5:00 p.m. on Thursday, September 12, 2019. All exhibits must be set by 5:00 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

DISMANTLING OF EXHIBITS

Saturday, September 14 **11:00 am – 3:00 pm**
All exhibits must remain intact until the official closing time of 3:00 pm on Saturday, September 14, 2019, and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all material must be removed no later than 3:00 pm: dismantling prior to the conclusion of the morning coffee break may result in a company not being invited to exhibit in future years.

SHIPPING INFORMATION

ADVANCED shipping: SER Exposition Services will accept crated, boxed or skidded materials from August 06, 2019 until September 05, 2019.

Advanced shipping labels must include:

The New England Section of the American Urological Association
Company Name / Booth#
c/o SER exposition services
UPS Freight Lincoln, RI
617 George Washington Highway
Lincoln, RI 02865

.....Shipping instructions continued on next page.

DIRECT shipping: SER exposition services will receive shipments at the exhibit facility on September 12, 2019. Shipments sent directly to RICC in Providence RI **earlier than move-in day will be refused.**

Direct shipping labels must include:

The New England Section of the American Urological Association
Company Name / Booth#
c/o SER exposition services
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903

Please review the full Shipping Information in the SER Expo Exhibitor manual by login into the online ordering platform:

www.serexpo.com/online-ordering.php

OUTBOUND SHIPPING

Please work with the onsite SER Expo Service Center.

HOUSING

NEAUA is pleased to offer a block of discounted housing at the Omni Providence Hotel. The discounted group rate is \$209 and is available until the **housing deadline of August 23, 2019** or until the block is full, whichever comes first.

PRODUCT DESCRIPTIONS & GIVEAWAYS

The Product Description & Giveaway Form is located in the online service kit. This form is due no later than August, 23rd.

NEAUA CONTACTS

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