



# 46<sup>th</sup> Annual Meeting

## October 21-22, 2018

Loews O'Hare | Chicago, Illinois



## EXHIBITOR INFORMATION SHEET

### EXHIBIT HOURS\*

<b>Sunday, October 21</b>	<b>2:30 pm – 8:00 pm</b>
Coffee Break	2:35 pm – 3:05 pm
Coffee Break	4:35 pm – 5:05 pm
Pizza Dinner & Posters	6:40 pm – 8:00 pm
<b>Monday, October 22</b>	<b>7:00 am – 3:30 pm</b>
Continental Breakfast	7:00 am – 8:00 am
Break	10:05 am – 10:35 am
Lunch in Exhibit Hall	12:45pm – 1:45 pm

\*Times subject to change based on final program.

### EXHIBIT DETAILS

The exhibits will be located in Guggenheim 1 adjacent to the scientific session room, which is located in Guggenheim 2 & 3.

TABLE TOP exhibit space will include:

- ✓ 1 6' x 30" skirted table top
- ✓ 2 chairs
- ✓ Use of contracted space
- ✓ Daily cleaning
- ✓ Two registrations
- ✓ Listing in Program Guide

Standing equipment in table top exhibit spaces will be permitted provided it fits in the 6' x 30" space. In most cases this would preclude the use of the 6' x 30" table. Equipment larger than the table top exhibit space will not be allowed to be displayed unless the company purchases additional space. Companies bringing in standing equipment must notify Show Management in writing, prior to the meeting.

### EXHIBITOR REGISTRATION

Sunday, October 21 10:30am – 8:00pm

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 two (2) badges per table top or booth purchased. Additional badges are \$100. *Refunds will not be issued for unclaimed badges.*

### INSTALLATION

The exhibit area will be available for set-up from 12:00pm – 3:30 pm on Sunday, October 21. All exhibits must be set by 3:30 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

### ELECTRICAL AND AUDIO VISUAL NEEDS

Please refer to the Exhibitor Services form in the online service kit for information.

### DISMANTLING

Monday, October 22 3:30 pm – 5:00 pm

### SHIPPING INSTRUCTIONS

Shipments **must** be received by the hotel no earlier than 3 days prior to the show, **Thursday, October 18, 2018**. Packages will be accepted Thursday–Friday 7:00 am to 4:30 pm and Saturday 8:00 am to 2:00 pm. Please refer to the shipping form in the online service kit for pricing and payment information.

The required labeling format is as follows:

### Loews Chicago O'Hare Hotel

C/O Zina Jameson

5300 N River Rd

Rosemont, IL 60018

EVENT: CHSS 2018 Annual Meeting, Oct 21-22, 2018

Exhibiting Company & Booth #: \_\_\_\_\_

Onsite Rep Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Boxes # \_\_\_\_\_ of # \_\_\_\_\_ Boxes

Please refer to the Shipping Form in the Exhibitor Service Kit for billing and pricing information.

### Congenital Heart Surgeons' Society

500 Cummings Center, Suite 4400

Beverly, MA 01915

Telephone: 978-927-8330 | Fax: 978-524-0461

Website: [www.chss.org](http://www.chss.org) Email: [industry@chss.org](mailto:industry@chss.org)

Yvonne Grunebaum, *Director of Industry Relations*

Email: [ygrunebaum@pri.com](mailto:ygrunebaum@pri.com)

978.299.4529 direct

Sadie Ide, *Tradeshow Coordinator*

Email: [side@pri.com](mailto:side@pri.com)