

Exhibit Setup Information and Display Schedule

Exhibits are scheduled for 1:00 p.m. to 5:30 p.m. on Thursday afternoon, April 12, 2012 and 7:30 a.m. to 4:00 p.m. on Friday. Teardown of exhibits will begin on Friday after the final "Visit-the-Exhibits" Session.

Our Convention set-up contractor is the Henry Helgerson Company from Wichita, Kansas. The standard curtained booth space consists of 1- 6' draped table, 2 chairs, and a sign. Should your booth display require any electrical hook-ups, please let us know so we can locate your booth near a wall outlet. You will need to contract with the hotel directly for electricity. **There will be a charge for each electrical hookup, which must be prepaid to the DoubleTree prior to the start of the Convention.**

The exhibit hall is set up on Wednesday night. Unless you have an elaborate display, arriving by 11:00 a.m. on Thursday will be ample time to set up, after pipe, drapes, tables, etc. are in place. **Please be ready by 12:00 p.m.** The first "Visit-the-Exhibit" Session is scheduled for 1:00 on Thursday!

NOTE--Badges for exhibit personnel will be issued at the time of registration and will have your company name imprinted on them. **IF WE HAVE THE NAMES OF EXHIBIT PERSONNEL IN ADVANCE, THEY WILL ALSO BE PRINTED.**

Please note--we do not assign booths numbers in advance. Numbers will be given out at registration on Thursday. We do this to insure that all companies are equally displayed throughout the exhibit area. Because of the "serpentine" design of the displays, no booth has a location advantage. Also, refreshment breaks are set up at different locations for each exhibit session.

With **four "Visit-the-Exhibits" Sessions**, two on Thursday—1:00-2:00 and 4:00-4:30 and two on Friday—10:00-10:30 and 3:00-3:30, physician are encouraged to visit each booth several times during the day and a half of exhibits. During these sessions we will have prize drawings and sign-ups for a large prize to be awarded at the end of the convention on Saturday. Booth personnel are welcome to join physicians for the refreshment breaks during the "Visit-the-Exhibit" sessions. **Should your Company wish to provide prizes, etc. for any of the exhibit drawings, please let Bob Williams, Executive Director, or Marcia Johnson, CME Director, know during the meeting.** We make every effort to encourage physician/exhibitor contact!