



## EXHIBITOR INFORMATION SHEET

### EXHIBIT AREA LOCATION

The Exhibit Hall is located in the **Crystal Ballroom ABC** adjacent to the General Session in the Crystal Ballroom DEF.

Each display includes:

- ✓ One 6' x 30" skirted table and two chairs in the Exhibit Hall
- ✓ Recognition of your support in the program, the PTS website, and the PTS newsletter
- ✓ Two complimentary exhibitor badge registrations. All registered representatives are invited to attend scientific sessions.
- ✓ Two complimentary tickets to the Welcome Reception.

NO free standing floor exhibits will be permitted in table top display areas. Standing equipment, will be permitted provided it fits within the 6' x 30" display space. In most cases this would preclude the use of a table.

### EXHIBIT HOURS\*

Friday, November 3                      7:30 am – 7:00 pm\*\*  
 Saturday, November 4                    7:30 am – 2:30 pm

\*Times are based on preliminary program and are subject to change  
 \*\*Welcome Reception in the Exhibit Hall

### SCIENTIFIC SESSIONS

All registered exhibit representatives are invited to attend the scientific program on a complimentary basis.

### HOUSING

Rooms are reserved at the [Charleston Marriott](http://charlestonmarriott.com) in Charleston, South Carolina. Reserve your room before the Housing Cut-Off Date of **Sunday, October 1, 2017** at 5:00 pm EST. Visit <http://pediatrictraumasociety.org/meeting/Housing/> to reserve housing.

### REGISTRATION

Thursday Nov. 2                            6:30 am – 5:30 pm  
 Friday Nov. 3                                6:30 am – 5:00 pm  
 Saturday Nov. 4                              6:30 am – 3:45 pm

### INSTALLATION OF EXHIBITS

The exhibit area will be available for set-up from 2:00 pm – 5:30 pm on Thursday, November 2, 2017. All exhibits must be set by 7:00 am on Friday, November 3, 2017 without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

### FOOD FUNCTIONS IN THE EXHIBIT AREA

#### Friday, November 3

Continental Breakfast	7:30 am – 8:30 am
Coffee Break	9:30 am – 10:00 am
Coffee Break	3:05 pm – 3:20 pm
Welcome Reception	5:30 pm – 7:00 pm

#### Saturday, November 3

Continental Breakfast	7:30 am – 8:30 am
Coffee Break	9:35 am – 10:00 am
Lunch	11:45 am – 1:00 pm

### DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 2:30 pm on Saturday, November 4, 2017, 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 Saturday, November 4, 2017.

### EXHIBITOR REGISTRATION FORMS

Exhibitor personnel registration forms are available in the online service kit. Additional representatives over the 2 badge per booth allotment will be charged \$100 per badge. Please return by **October 13, 2017** or pre-registration of exhibitor personnel. Forms received after that date will be processed onsite.

### SHIPPING INFORMATION

Please refer to the online service kit for shipping information.

*\*Shipments will not be accepted earlier than **Oct 30<sup>th</sup>, 2017.***

### PTS CONTACT INFORMATION

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### PTS CONTACT INFORMATION

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