



**FACTS-Care**

**7<sup>th</sup> ANNUAL MULTI-DISCIPLINARY CVT CRITICAL CARE CONFERENCE**

SEPTEMBER 30 – OCTOBER 2, 2010

OMNI SHOREHAM HOTEL – WASHINGTON DC

## **EXHIBITOR INFORMATION SHEET**

### **Welcome to the 7<sup>th</sup> Annual CME Multi-Disciplinary CVT Critical Care 2010 Conference!**

The Foundation for the Advancement of Cardiothoracic Surgical Care (FACTS-Care) is hosting its 7<sup>th</sup> Annual CME Multi-Disciplinary conference and exhibition, “Cardiovascular-Thoracic (CVT) Critical Care 2010”, in Washington, DC, at the Omni Shoreham Hotel. The Exhibition dates are Thurs Sept 30 – Fri Oct 1. The conference dates are Sept 30 – Oct 2.

“CVT Critical Care 2010” brings together the entire multi-disciplinary team and attracts world-renowned expert faculty. The meeting is designed to meet the attendees’ learning needs through a series of presentations of innovative concepts, management protocols, latest technology and clinical advances. The American Association for Thoracic Surgery (AATS) is a joint-sponsor of the conference, and the conference is endorsed by the Society of Thoracic Surgeons (STS).

To facilitate interaction between exhibitors and annual conference participants, FACTS-Care will have refreshment breaks in the Exhibit Hall during exhibition hours. FACTS-Care will also have an Abstract Poster Session in the Exhibit Hall, again to allow participant interaction.

Exhibitors will have an excellent opportunity to:

- Interact with key decision – makers in critical care and answer their questions
- Develop new product ideas by attending educational sessions
- Generate new leads through networking with healthcare professional leaders

We invite you to reserve your exhibit space early. For questions about exhibit space opportunity, please visit FACTS-Care web site: [www.facts-care.org/exhibitoropportunities.aspx](http://www.facts-care.org/exhibitoropportunities.aspx), or call Mowahib F. Vermillion at 202-775-9379, or email: [info@facts-care.org](mailto:info@facts-care.org).

### EXHIBIT HALL HOURS AND DATES

**Thursday, September 30**      **10:00 am – 6:00 pm**  
*Break*                              *10:15 am – 10:45 am*  
*Break*                              *11:45 am – 12:00 pm*  
*Break*                              *1:15 pm – 1:30 pm*  
*Break*                              *3:30 pm – 4:00 pm*

**Friday, October 1**              **8:00 am – 4:00 pm**  
*Break*                              *10:15 am – 10:45 am*  
*Break*                              *1:15 pm – 2:00 pm*  
*Poster Session Break*      *3:20 pm – 4:00 pm*

### EXHIBIT SPACE FEES (IN US \$\$)

Size	Level	Cost
8'x 12'	Gold	\$5,000
8'X 8'	Silver	\$2,500
8'X 8'	Bronze	\$1,500

### STANDARD BOOTH EQUIPMENT

Each 8'X 8' and 8'X 12' both includes the following standard equipment:

- 8' High draped Backwall - Colors: Blue
- 3' High draped Siderails – Color: Blue
- 1 – 6' Draped Table – Color: Gold
- 2 – Padded Side Chairs
- 1 – Wastebasket
- 1 – 7" X 44" Identification Sign with Company Logo and Booth Number

### EXHIBITOR LEVEL OF SUPPORT RECOGNITION

- **Gold level** supporter recognitions include: Company name, logo and link on FACTS-Care website and exhibit hall signage, and three conference registrations
- **Silver level** supporter recognitions include: Company name on FACTS-Care website and exhibit hall signage and two conference registration
- **Bronze level** supporter recognitions include: one conference registration

### BOOTH ASSIGNMENT / FLOOR PLAN

Please refer to the Floor Plan in the online service kit for the location of your booth.

### EXHIBITOR APPOINTED CONTRACTORS

Exhibitors, who plan to have an exhibitor service firm other than the Official Labor Contractor, must abide by the Hargrove, Inc Rules and Regulations available in the online service kit.

### INSTALLATION OF EXHIBIT

Thursday, September 30              7:00 am to 10:00 am

### DISMANTLING OF EXHIBIT

Friday, October 1                      4:00 pm to 6:00 pm

### Shipping Information

Complete detailed shipping information is available in the online service kit. All materials should arrive at the advance warehouse no later than **Friday, September 24, 2010.**

### DIRECT SHIPMENT TO EXHIBIT HALL

Thursday, September 30              7:00 am

### DIRECT SHIPMENT ADDRESS

Exhibiting Company Name & Booth Number  
CVT Critical Care 2010  
C/O Hargrove, Inc  
Omni Shoreham Hotel – Pre-Function Blue Room  
2500 Calvert Street, NW  
Washington, DC 20008

### WAREHOUSE SHIPMENT DEADLINE

Friday, September 24                      4:00 pm

### Warehouse receiving hours

Monday – Friday                      10:00 am to 4:00 pm

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Company Name & Booth Number  
CVT Critical Care 2010  
C/O Hargrove, Inc  
YRC Washington  
7600 Preston Drive  
Landover, MD 20785

### OFFICIAL SERVICE CONTRACTOR

Hargrove, Inc  
One Hargrove Drive  
Lanham, MD 20706  
(301) 306-4627

### Additional Exhibitor Services & Internet/Telecom Services

#### ELECTRICAL

Electrical service order forms will be provided in the Exhibitor Service Kit.



Important instruction

- 1. Please type or print clearly on this form.
2. Space is assigned upon receipt of this form.
3. Return completed form along with full payment to:
FACTS-Care, 2175 K Street, NW, Suite 300, Washington, DC, 20037 or fax to 202 775-1599

COMPANY INFORMATION

Company Name

Address

City, State/Zip or Postal Code/Country

Phone

Fax

Web Site Address

Is this your first time at CVT Critical Care Conference? [ ] Yes [ ] No

If yes, please indicate how you found out about us: \_\_\_\_\_

Has your company previously exhibited under another name? [ ] Yes [ ] No

If yes, please indicate previous name: \_\_\_\_\_

Exhibit Contact

Name

Title

Phone

Fax

E-Mail Address

Critical Care Product Manager

Name

Title

Phone

Fax

E-Mail Address

Decision Maker for Educational Programs/Sponsorship

Name

Title

Phone

Fax

EXHIBITOR SPACE Fee (US \$\$)

Table with 3 columns: Size, Level, Cost. Rows include 8 X 12 (Gold, \$5,000), 8 X 8 (Silver, \$2,500), and 8 X 8 (Bronze, \$1,500).

DEADLINE FOR EXHIBIT FEES

All Exhibit fees are due by August 1, 2010

EXHIBITOR SPACE INFORMATION

- Please refer to Exhibit Hall Service Kit provided by Hargrove the drayage company
Please refer to the Exhibit Hall Floor Plan for booth descriptions
Please contact FACTS-Care for further information

Total Amount Due: \_\_\_\_\_

Payment method: [ ] Check payable to FACTS-Care
[ ] Visa [ ] Master Card [ ] American Express

Card number Exp. Date

Cardholder Name

Cardholder Signature

Signature authorizes FACTS-Care to charge the above account. Should the total due is incorrect, FACTS-Care is authorized to charge the correct amount and notify the cardholder.

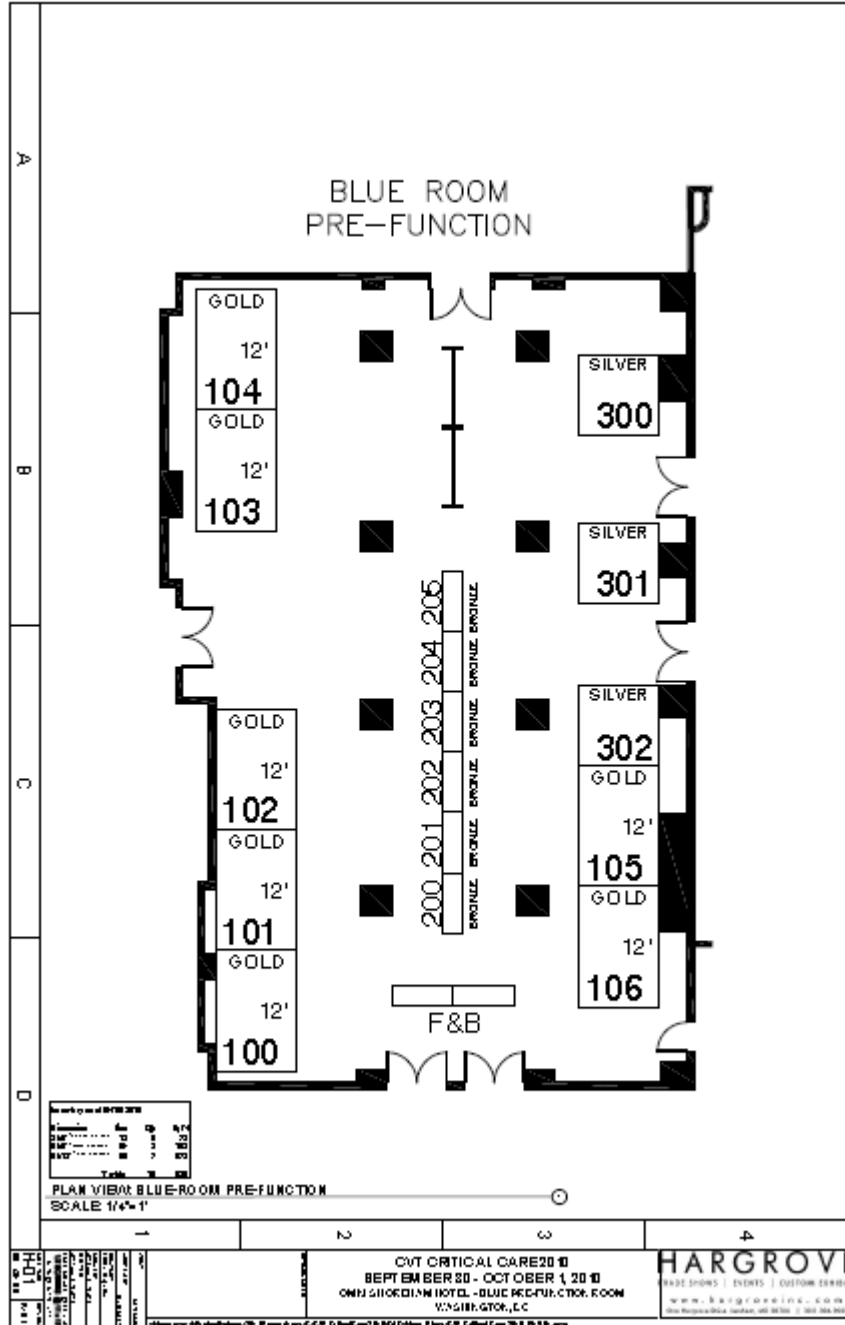
I am an authorized representative of the company named above with authority to sign and deliver the exhibit space registration form.

Signature

Title

Date

# Floor Plan



# EXHIBITOR GUIDELINES & REGULATIONS

## **Insurance:**

It is the sole responsibility of the Exhibitor to ensure their collateral materials are insured from the time they leave your office until they are returned after the show. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

## **Discount Deadline:**

Save money by ordering your rental items, material handling and labor on or before the discount deadline of **Thursday, September 16, 2010**.

## **Labor Costs:**

There is no direct labor cost to exhibitors for the standard booth setup (see General Information in this service kit). Installation and/or dismantling labor costs may be required for exhibitor booth setups that exceed the standard. This cost is the sole responsibility of the Exhibitor. Please refer to the service kit for pricing.

## **Material Handling vs. Shipping Costs:**

“Material Handling” (also known as “drayage”) is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice. Material handling charges are *in addition to* any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.

“Shipping” is defined as the cost to move your exhibit materials from their origin point to either the advance warehouse or directly to show site and (if necessary) to return them after the show.

Material handling and shipping costs are the sole responsibility of the Exhibitor. Please refer to the service kit for material handling pricing. Contact your shipping carrier for their rates.

## **MEETING CONTACTS**

**Foundation for the Advancement of Cardio Thoracic Surgery (FACTS-Care)**  
2175 K Street, NW  
Suite 300  
Washington, DC 20037

202- 775- 9379 Telephone  
202-775-1599 Facsimile  
[www.facts-care.org](http://www.facts-care.org)

### *Show Management*

**Hargrove, INC**  
301-306-4627  
[exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)

Meeting Management

**Mowahib F. Vermillion**  
Meeting Manager  
[mvermilion@facts-care.org](mailto:mvermilion@facts-care.org)