

# CONGENITAL HEART SURGEONS' SOCIETY

## OCTOBER 24 – 25, 2010

WESTIN O'HARE  
CHICAGO, ILLINOIS

[www.chss.org](http://www.chss.org)

## INDUSTRY INFORMATION SHEET

### EXHIBIT HOURS\*

Sunday, October 24	1:00 p.m. – 6:30 p.m.
Break	5:55 p.m. – 6:30 p.m.
Monday, October 25	7:00 a.m. – 4:00 p.m.
Continental Breakfast	7:00 a.m. – 7:50 a.m.
Break	9:30 a.m. – 10:00 a.m.
Luncheon	12:45 p.m. – 1:45 p.m.
Break	3:00 p.m. – 3:30 p.m.

\*Times subject to change based on final program.

### EXHIBIT DETAILS

The Exhibit Hall will be located in Lasalle Salon A. The scientific sessions are located in the Executive Forum on the lobby level of the Westin O'Hare.

### TABLE TOP exhibit space will include:

- 1 - 6' x 20" draped table
- 2 -chairs

Standing equipment in table top exhibit spaces, such as lithotriptors, 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. Should equipment be larger than table top exhibit space reserved, that equipment will not be allowed to be displayed. Companies bringing in standing equipment must notify Show Management in writing, prior to the meeting.

### EXHIBIT REGISTRATION

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 purchased. Additional badges are \$100. The Exhibitor Registration form is in the online service kit. *Please return your registration form NO LATER THAN September 24, 2010. Additional registrations over the 2 badge allotment will be assessed a \$100 per badge charge, payable before or at the time of registration. Refunds will not be issued for unclaimed badges.*

### INSTALLATION

The exhibit area will be available for set-up from 9:00 a.m. - 12:00 p.m. on Sunday, October 24. All exhibits must be set by 12:00 p.m. without exception. Assembly of exhibits during regularly scheduled exhibit hours will not be permitted.

### DISMANTLING

All exhibits must remain intact until the official closing time of 4:00 p.m. on Monday, October 25, 2010, 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 6:00 pm.

### AV RENTALS

Please contact Brian T. Genevich, Sales Manager for PSAV Presentation Services, at the Westin O'Hare for your AV needs.

Email: [bgenevich@psav.com](mailto:bgenevich@psav.com)

Direct: 847-698-3747

### SHIPPING INSTRUCTIONS

Shipments **must** be received by the hotel no earlier than **Thursday, October 21, 2010**. The required labeling format is as follows:

Company Name / Rep Name  
c/o The Westin O'Hare  
6100 River Road  
Rosemont, IL 60018  
Hold for CHSS Oct 24-25 Conference  
Box(es) \_\_\_\_\_ of \_\_\_\_\_  
CSM: Catherine Mayotte

**Service Fees** – Charges incurred shall be applied to the receiver of material, thus, applied to an individual guest room account. These charges cover the cost of labor, processing, receiving, tracking, storing, and delivering. The price for receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25 per item/day storage fee will be added.

### Inbound Package Handling Fees – The fees are as follows:

0 to 5 pounds	\$ 5.00 each
6 to 20 pounds	\$10.00 each
21-50 pounds	\$15.00 each
Over 50 pounds	\$25.00 each
Crates	\$75.00 each
Pallets	\$75.00 each

### Outbound Package Handling Fees

\$ 5.00 each box

### CHSS ONSITE CONTACT

Donna Gurnett, Executive Director  
Jill West, Meeting Manager

### Congenital Heart Surgeons' Society

900 Cummings Center, Suite 221-U  
Beverly, MA 01915

978-927-8330 Telephone 978-524-0498 Fax

Email: [jgecawicz@prii.com](mailto:jgecawicz@prii.com) Website: [www.chss.org](http://www.chss.org)