

20th ANNUAL SATRO® CONFERENCE

Exhibitor Information Sheet

April 12 and 13, 2018

Exhibits

Thank you to all exhibitors interested in participating in the 20th SATRO® Conference, to be held in Atlanta, Georgia on Thursday and Friday, April 12-13, 2018. Each exhibitor will have a six-foot, draped table (30" deep), two chairs, and waste basket for their exhibit space. If you have a table cloth or drape with your logo on it, you may use that over the provided drape. Electricity to all exhibits is included within the exhibition fee, as well as Wi-Fi access. The exhibit area for the Atlanta Marriott Perimeter Center will be in Salons C-D, directly next to Salons A-B, which will host the SATRO® general sessions.

Food and Beverage Functions

On Thursday there will be a continental breakfast at 7:00am and two 45 minute breaks (10:00am and 3:15pm), with food and beverage to be served in the vendor area. In addition, there will be a sit down luncheon in the Ballroom and Pre-function areas at 11:45am and a 'happy hour' in the vendor area from 5:00-7:00pm that evening. On Friday there will be a continental breakfast at 7:00am and morning break at 10:00am in the vendor area. Registered vendor staff are invited to participate in and join us at any of these functions.

Set Ups

The Exhibit area will be open for set-ups beginning at 6 p.m. on Wednesday afternoon, April 11. We encourage you to complete your set-up no later than 7:00 a.m. on Thursday, April 12, since the formal conference sessions will begin shortly thereafter, at 8:00 a.m. The SATRO® registration table will be open Wednesday evening between 6:00 p.m. and 7:00 p.m., and throughout the conference on Thursday and Friday.

The exhibit area will be secured during the evening hours, but we recommend that any expensive equipment be removed for safekeeping on Wednesday and Thursday evenings, and returned to your exhibit area the following morning. Any equipment left in the exhibit area overnight is at your own risk. The last refreshment break for SATRO® will end at 10:15 a.m. on Friday and you should plan to have your exhibit dismantled and out of the exhibit area no later than 5:00 p.m.

Shipping

All shipments should be sent to the Atlanta Marriott Perimeter Center no sooner than two days prior to the conference. A handling fee of \$10.00 per box, \$35 per case and \$100 per pallet will apply. Handling of heavy equipment or crates will be subject to additional fees based upon the cost to the hotel. Packages that are to be mailed out by the hotel will be charged a pre-paid handling fee of \$10 per box. Ship any boxes to the following address using the template below for the shipping label:

Atlanta Marriott Perimeter Center

246 Perimeter Center Pkwy

Atlanta, Ga 30346

Attn: **Jennifer Farley**

Hold for Arrival: **SATRO** April 12-14, 2018

Your company will be responsible for the costs associated with arranging for any pick-ups of freight by an outside freight company, and the freight must be packed and labeled properly. Packages that are to be sent out by the hotel must be packed and labeled properly. Packages that are left and not picked up within two days will be shipped back to the sender C.O.D. If the sender cannot be identified or refuses C.O.D. shipments, the packages will be disposed of within five business days.

Due to local fire regulations and limited available storage space, any packages received cannot exceed a volume area of 200 cubic feet.

If you have additional packing, shipping, or receiving questions, you may e-mail Jennifer Farley, at Jennifer.Farley@marriott.com.

Hotel Registration Information

To register at the Atlanta Marriott Perimeter Center, call 1-800-228-9290, and be sure to ask for the **SATRO®** room rate of \$159. To ensure receiving this special rate, you should provide the group code, **SAT**. Failure to identify **SATRO®** may result in a higher rate, which the hotel may not adjust after the fact. Reservations must be made by March 21, 2018 in order to guarantee this rate, which the hotel will also offer on a space available basis three days before and after the conference. **Please note:** to avoid a cancellation penalty of one night room and tax, reservations must be cancelled 24 hours prior to arrival.

Contact Information

As always, thank you for your support. If you have questions, contact information is outlined below:

Vendor Company Names from A-M:

Tim Kelly (SATRO), cell phone 919-810-8607

e-mail timothy.kelly@duke.edu

Vendor Company Names from N-Z:

Raleigh Green (SATRO), cell phone 423-773-4900

e-mail GreenRW@msha.com

Jennifer Farley (Atlanta Marriott Perimeter Center) at 770-730-2678,

e-mail Jennifer.Farley@marriott.com

See you in Atlanta!