

# 20<sup>th</sup> ANNUAL SATRO® CONFERENCE

## Exhibitor Information Sheet

### April 12 and 13, 2018

#### Exhibits

Thank you to all exhibitors interested in participating in the 20<sup>th</sup> 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 Grand Hyatt Atlanta will be in Grand Ballroom 2, directly next to 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 Buckhead Ballroom at 11:45am and a 'happy hour' in the vendor area from 5:00-6:00pm 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 1:00 p.m.

#### Shipping

All shipments should be sent to the Grand Hyatt Atlanta no sooner than two days prior to the conference. The following package handling fees apply:

- Boxes under 25 Lbs - \$3.00 Each
- Boxes 25-50 Lbs - \$20.00 Each
- Boxes 50-100 Lbs - \$100.00 Each
- Pallet - \$125.00 Each

Ship any boxes to the following address using the template below for the shipping label:

Grand Hyatt in Buckhead

3300 Peachtree Rd NE

Atlanta, GA 30305

**Group Name:** SATRO, April 12-13, 2018

**Exhibitor Company Name:**

**Contact Name:**

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.

### 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](mailto:timothy.kelly@duke.edu)

#### **Vendor Company Names from N-Z:**

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

e-mail [GreenRW@msha.com](mailto:GreenRW@msha.com)

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