

# 22<sup>nd</sup> ANNUAL SATRO® CONFERENCE

## Exhibitor Information Sheet

### April 23-24, 2020

#### Exhibits

Thank you to all exhibitors interested in participating in the 22<sup>nd</sup> SATRO® Conference, to be held at the Atlanta Marriott Perimeter Center on Thursday and Friday, April 23-24, 2020. Each exhibitor will have a six-foot, table with linen (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 Perimeter Ballroom will be in the Perimeter Ballroom pre-function area, directly outside of the Perimeter Ballroom which will host the SATRO® general sessions.

#### Food and Beverage Functions

On Thursday there will be a continental breakfast and two 45 minute breaks, with food and beverage to be served in the vendor area. In addition there will be a sit down luncheon in the restaurant and Gallery areas and a one hour 'happy hour' in the vendor area from 5:00-6:00pm that evening. On Friday there will be a continental breakfast and morning break in the vendor area. Registered vendor staff are invited to participate in and join us at any of these functions.

#### Set Ups

The Pre-function exhibit area will be open for set-ups beginning at 5 p.m. on Wednesday afternoon, April 22. We encourage you to complete your set-up no later than 7:00 a.m. on Thursday, April 23, since the formal conference sessions will begin shortly thereafter, at 8:00 a.m. The SATRO® registration table will be open Wednesday evening between 4:00 p.m. and 6:00 p.m., and throughout the conference on Thursday and Friday.

The Pre-function 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 10:00 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. that day.

#### Shipping

##### **PACKAGE HANDLING CLAUSE:**

**All packages should be sent no more than three days prior to your event. Please label boxes in numerical sequence (i.e. 1 of 3, 2 of 3, etc.).**

Items being shipped in for your event should be labeled as follows:

Your Name  
c/o Group Name and Event Dates  
(ATTN: Lorenzo Murray)  
Atlanta Marriott Perimeter Center  
246 Perimeter Center Parkway  
Atlanta, GA 30346

Please note that the following box handling charges will apply to any boxes/materials received:

(per item)

0 to 5 pounds = \$5.00

6 to 20 pounds - \$10.00

21 to 50 pounds - \$20.00

\*Rolling crates - \$25.00

\*Non-rolling crates - \$30.00

\*Pallets - \$75.00

\*requires advanced notification to your hotel contact

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 call or e-mail Lorenzo Murray, 770-730-6438, [lorenzo.murray@marriott.com](mailto:lorenzo.murray@marriott.com) His fax number is 770-698-6448.

### 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 \$169. Failure to identify **SATRO®** may result in a higher rate, which the hotel may not adjust after the fact. Reservations must be made by April 1, 2020, in order to guarantee this rate, which the hotel will also offer on a space available basis 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](mailto:timothy.kelly@duke.edu)

**Lorenzo Murray** (Atlanta Marriott Perimeter Center)  
at 770-730-6438

e-mail [lorenzo.murray@marriott.com](mailto:lorenzo.murray@marriott.com)

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

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

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

See you soon!