

BOOTH AND SET-UP INFORMATION

Exhibit Hall Access

Location: Vienna South, East, West
Set-up Date: Thursday April 11, 2019
Set-up Times: 3:00 pm-6:00 pm
Tear Down Date: Friday: April 12, 2019
Tear Down Time: 4:30 PM
*Set up includes 10x10 space, booth drape skirted table, two chairs, wastebasket.

Shipping:

Boxes may be shipped to the following address **no earlier than Monday April 8, 2019**

Indianapolis Conrad
50 W. Washington St
Indianapolis IN 46204
Phone: 317-713-5000
ATTN: Allison Chorpenning- Event Manager

Please include on the boxes:

FOR: *Indiana Orthopaedic Society April 11-13, 2019*
your company name and phone number.

All packages will be placed in a secure location.

Vendors must label packages appropriately and schedule a pick up for their outgoing packages.

Company /Product Description & Badges

Product description Deadline: Friday March, 29, 2019

Exhibit Badge Name Deadline: Friday April 1, 2019

Product description will be printed in the meeting syllabus if we receive it on or before Friday, March, 29, 2019

Please send this information to IOS Headquarters via fax to **(317-388-8984)** or email to **price@iosociety.org**.

Company Name: _____

Description: _____

Our Product is: _____

Badge List: Gold Level= 4 representatives Silver Level = 2 representatives Bronze Level= 1 representative

1) Name: _____ Email: _____

2) Name: _____ Email: _____

3) Name: _____ Email: _____

4) Name: _____ Email: _____

5) Name: _____ Email: _____

6) Name: _____ Email: _____

Special Electrical Service Required: Yes No

Three ways to register:

1. Send registration via mail, FedEx or UPS to Indiana Orthopaedic Society
8607 Woodreed Ct
Indianapolis IN 46278
2. Register by fax: 317-388-8984
3. Register online: www.iosociety.org

Additional Information

In an effort to provide optimum exposure to exhibitors, breaks, and refreshments are in the exhibit area. Exhibitors are encouraged to dine with attendees during meals.

The exhibit floor plan has been designed to maximize the amount of exhibit space. If none of the requested booths are available space will be assigned based on indicated preference of type of booth versus location of booth.

Additional island booths not included on the floor plan will be created at the discretion of IOS to accommodate exhibitors than require more than 10x10 of exhibit space.

It is not possible to contact each company for new selections of booth space during the space assignment process.

Exhibitors will be assigned a booth number and notified of their location after the registration cutoff date.

Badges and Programs

Pre-registered exhibitor badges and programs will be on each exhibitor's table to expedite registration.

Extra badges may be purchased during morning registration on Friday April 12, 2019.

For further information contact:

Patricia K. Price
Indiana Orthopaedic Society
PO Box 68755
Indianapolis IN 46268-0755
Phone: 317-388-8983
Fax: 317-388-8984
Email: price@iosociety.org

Please note:

All payments must be received in advance of the meeting.