



EXHIBITOR INFORMATION SHEET

EXHIBIT DATES AND HOURS*

Thursday, June 22	7:00 am – 12:00 pm
Continental Breakfast	7:00 am – 8:00 am
Coffee Break	9:55 am – 10:20 am
Friday, June 23	7:00 am – 12:00 pm
Continental Breakfast	7:00 am – 8:00 am
Coffee Break	10:30 am – 11:00 am
Saturday, June 24	7:00 am – 11:30 pm
Continental Breakfast	6:30 am – 7:30 am
Coffee Break	10:30 am – 11:10 am

**Please note times are subject to change based on the final program.*

EXHIBIT HALL LOCATION

The exhibits are located in International Center South which is adjacent to the Scientific Sessions, which are in the International Center North. Each exhibit space will include one 6' x 30" draped table and two chairs. Exhibits are TABLETOP ONLY. Freestanding floor exhibits will be permitted only with permission from Show Management. Standing medical equipment may be used in lieu of a table, but requests must be sent in writing to the Association's office for approval. A tabletop sign will be provided for each exhibiting company.

INSTALLATION OF EXHIBITS

The exhibit area will be available for set-up from 12:00 -5:00 pm on Wednesday, June 21st. All exhibits must be set by 5:00 pm without exception. Assembly of exhibits during the regularly scheduled exhibit hours will not be permitted.

HOUSING

Exhibitors who have signed an exhibit agreement for 4 or more rooms may contact the hotel to block rooms needed. All exhibitors, requiring 4 or more rooms, are required to provide Show Management their rooming list by May 19th. Please see Exhibitor Housing Agreement and Request Form in the prospectus. Please note you must make your reservations with the hotel, the rooming list is for show management only. If you are booking less than 4 rooms, please proceed to the housing link

<https://aws.passkey.com/event/48978008/owner/8026/home>
to book your rooms directly.

FULL MEETING PACKAGE

Each company will receive one (1) full meeting package for each tabletop purchased. The package includes 1 ticket to the following functions:

- **New Members / Welcome Reception, Wednesday, June 21st**
Location: Main Pool
Time: 7:00-9:00 pm
- **Samson Fun Run, Thursday, June 22nd**
Meeting Place: Golf Clubhouse
Time: 6:00 am
- **Theme Dinner, Friday, June 23rd**
Location: Cheyenne Lodge
Time: 6:00 pm – 10:00 pm
- **Family Luncheon, Saturday, June 24th**
Location: Lakeside Terrace
Time: 12:30 pm-2:00 pm
- **President's Reception & Banquet, Saturday, June 24th**
Location: Intl Center Foyer & North
Time: 7:00 pm-11:00 pm

Exhibitors may purchase up to three (3) additional full meeting packages, or purchase individual social function tickets priced as follows:

Full Meeting Package	\$600
New Member / Welcome Reception	\$125
Samson Fun Run	No Charge
Theme Dinner	\$260
Family Luncheon	\$65
President's Reception & Banquet	\$225

ADDITIONAL EVENTS & TOURS

Exhibitors may pre-register or register on-site for any additional events. Please see Event Registration Form in the service kit for pre-registration.

Breakfast Session	\$65
Golf Tournament	\$285
Tennis Tournament	\$95

ELECTRICAL / A-V / HOUSING / COMPUTER FORMS

Please refer to the online service kit.

DISMANTLING OF EXHIBITS

All exhibits must remain intact until the official closing time of 11:30 am on Saturday, June 24th, 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 2:00 pm on Saturday, June 24th.

SHIPPING INFORMATION

Please refer to the shipping form in the exhibitor service kit and label all packages as follows, Shipments should arrive no earlier than June 16th. Please note you will be asked to complete the shipping form onsite as well:

Guest Name / Exhibiting Company Name – Booth number and cell phone number c/o FedEx Office at the Broadmoor Hotel 15 Lake Circle Colorado Springs, CO 80906 Western Thoracic Surgical Association Box ___ of ___
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W TSA INFORMATION

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