

George Fern Company

Full Service Exposition Contracting - Nationwide

QUICK INFO

American Academy of Orthotists and Prosthetists
33rd Annual Meeting & Scientific Symposium
March 21-24, 2007
San Francisco, CA

BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high green and white drape, 36" high green side dividers, two (2) side chairs, one wastebasket, and a 7" x 44" one-line identification sign.

TABLE TOP EQUIPMENT

Each table top exhibit will be set with a 6' x 24" x 30" blue skirted table, two (2) side chairs, a wastebasket, and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

EXHIBIT MOVE IN

Tuesday	March 20, 2007	2:00 PM	-	6:00 PM
Wednesday	March 21, 2007	8:00 AM	-	3:00 PM

All exhibits must be fully installed by at 3:00PM Wednesday, March 21, 2007.

EXHIBIT HOURS

Wednesday	March 21, 2007	6:00 PM	-	7:30 PM
Thursday	March 22, 2007	11:15 AM	-	5:00 PM
Friday	March 23, 2007	11:00 AM	-	4:30 PM
Saturday	March 24, 2007	8:30 AM	-	12:00 PM

Schedule may change slightly as the program develops.

EXHIBIT MOVE OUT

Saturday	March 24, 2007	12:00 PM	-	4:00 PM
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Please Note: Overtime charges will apply all day Saturday during move-out.

SERVICE CENTER HOURS

We will have staff available at show site at the Fern Service Center as follows:

Tuesday	March 20, 2007	2:00 PM	-	6:00 PM
Wednesday	March 21, 2007	10:00 AM	-	4:00 PM
Thursday	March 22, 2007	10:00 AM	-	4:00 PM
Friday	March 23, 2007	10:00 AM	-	4:00 PM
Saturday	March 24, 2007	9:00 AM	-	4:00 PM

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Friday, March 2, 2007.

ON-LINE ORDERING

Service kits will be mailed beginning in January to all exhibitors who have been given an assignment and are paid in full for their space. A letter will be included with the service kit which will contain a password to use to place your order on line at our website www.geofernoe.com. Visit the Academy website www.academyannualmeeting.org for program information.

SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS

TO: (NAME OF EXHIBITOR)	Receiving Hours
c/o George E. Fern Co./Roadway	Mon-Fri 8AM-4PM
201 Toland Street	Sat/Sun/Holidays Closed
San Francisco, CA 94124	

FOR: American Academy of Orthotists and Prosthetists
BOOTH NUMBER _____

Freight will be accepted after February 16, 2007.
Late charges will be assessed if freight is received after March 9, 2007.

SHOW SITE ADDRESS

TO: (NAME OF EXHIBITOR)
c/o George E. Fern Co.
San Francisco Marriott
55 Fourth Street
San Francisco, CA 94103

FOR: American Academy of Orthotists and Prosthetists
BOOTH NUMBER _____

Do NOT ship advance freight to the San Francisco Marriott. The hotel has NO storage facilities. Freight will be accepted on site beginning 8:00 AM Tuesday, March 20, 2007. Shipments arriving prior to this date may be refused by facility.

OUTBOUND FREIGHT

We will prepare your outbound bill of lading and labels in advance. Complete the outbound bill of lading form, return to us, your paperwork will be available on show site.

All carriers must check in by 6:00 PM, March 24, 2007.

LABOR

Union labor is required to set your display. Please read carefully the union rules.

ASSISTANCE

If we can be of assistance in any way, please contact Bob Pugh, George E. Fern Co., 121 S. Alfred Street, Alexandria, VA 22314. 703-837-0370 (O) 703-837-0371 (F) bpugh@geofern.com.