

## QUICK INFO

American Academy of Orthotists and Prosthetists  
35<sup>th</sup> Academy Annual Meeting & Scientific Symposium  
March 4-7, 2009  
Hilton Atlanta

### **BOOTH EQUIPMENT & SET UP**

Each 8' x 10' booth will be set with 8' high drape, 36" high side dividers, two (2) side chairs, one wastebasket, and a 7" x 44" one-line identification sign. Backdrop drape colors will be a combination of royal blue, white & black. Booths are restricted to 10' wide x 8' deep x 8' height. **All booths must have a 4' setback from aisles and cannot exceed 8' in height.** Any deviation must be submitted in writing to Diane Ragusa ([dragusa@oandp.org](mailto:dragusa@oandp.org)) prior to the meeting. The Exhibits Chair reserves final judgment.

### **TABLE TOP EQUIPMENT & SET UP**

Each table top exhibit will be set with a 6' L x 24" W x 30" H skirted table, two (2) side chairs, a wastebasket, and a 7" x 44" one-line identification sign. Table drape will be white. Table top displays of products, brochures and books are not to exceed 30 inches in height from table top.

### **EXHIBIT HALL CARPET**

The exhibit area is carpeted.

### **EXHIBIT MOVE IN**

Tuesday	March 3, 2009	2:00 PM	-	5:00 PM
Wednesday	March 4, 2009	8:00 AM	-	3:00 PM

All exhibits must be fully installed by at 3:00 PM Wednesday, March 4, 2009.

### **EXHIBIT HOURS**

Wednesday	March 4, 2009	6:00 PM	-	7:30 PM
Thursday	March 5, 2009	11:00 AM	-	5:30 PM
Friday	March 6, 2009	10:30 AM	-	5:30 PM
Saturday	March 7, 2009	8:30 AM	-	NOON

**\*Saturday start time was changed from 8:00 am as of 2/16.**

Schedule may change slightly as the program develops. Please plan on arriving to the exhibit hall about 30 minutes prior to opening.

### **EXHIBIT MOVE OUT**

Saturday	March 7, 2009	NOON	-	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 3, 2009	2:00 PM	-	6:00 PM
Wednesday	March 4, 2009	10:00 AM	-	4:00 PM
Thursday	March 5, 2009	10:00 AM	-	5:30 PM
Friday	March 6, 2009	10:00 AM	-	5:00 PM
Saturday	March 7, 2009	8:00 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, February 13, 2009.

**ON-LINE ORDERING**

Service kits will be mailed late November/early December 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](http://www.geofernoe.com). Visit the Academy website [www.academyannualmeeting.org](http://www.academyannualmeeting.org) for program information.

**SHIPPING INFORMATION**

**ADVANCE SHIPPING ADDRESS**

TO: (NAME OF EXHIBITOR)	Receiving Hours
c/o George Fern Co./Roadway	Mon-Fri 8AM-4PM
2701 Moreland Ave SE	Sat/Sun/Holidays Closed
Atlanta, GA 30315	

FOR: American Academy of Orthotists and Prosthetists  
BOOTH NUMBER \_\_\_\_\_

Freight will be accepted after February 16, 2009.  
Late charges will be assessed if freight is received after February 27, 2009.

**SHOW SITE ADDRESS**

TO: (NAME OF EXHIBITOR)  
c/o George Fern Co.  
Hilton Atlanta  
255 Courtland Street, NE  
Atlanta, GA 30303

FOR: American Academy of Orthotists and Prosthetists  
BOOTH NUMBER \_\_\_\_\_

Do NOT ship advance freight to the Hilton Atlanta. The hotel has NO storage facilities. Freight will be accepted on site beginning 8:00 AM Tuesday, March 3, 2009. 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 7, 2009.

**LABOR**

Full time employees of exhibiting companies may set their own displays without assistance from the local union.

**ASSISTANCE**

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

## **REGISTRATION PROCEDURES**

All exhibit personnel must register. You may register online at [www.academyannualmeeting.org](http://www.academyannualmeeting.org) or send in the enclosed registration form via mail or fax.

With each table or booth you are entitled to two exhibitor badges with a value of \$250 and have the option of purchasing up to two more exhibitor badges at \$250 for your other employees. One of the badges you receive with each table or booth will now be a full registration with the option of receiving PCE credits for the person registered with that badge as long as that individual is a full-time employee of your company. All other badges may be upgraded to full registration for your full-time employees who need PCE credits with the payment of an additional fee to match the member registration fee. An illustration of this would be if the exhibitor badge is valued at \$250 and member registration is \$500 with an additional fee of \$250 your full-time employees who need PCE credits will have their Exhibitor badge upgraded to a full participant badge.

## **HOTEL INFORMATION**

Hilton Atlanta  
255 Courtland Street, NE  
Atlanta, GA 30303  
404-659-2000 or 877-667-7210  
404-222-2967 fax  
\*\*Group rate of \$159 single/\$179 double ends on February 6, 2009 or until room block is filled. Reservations may be made online at [www.academyannualmeeting.org](http://www.academyannualmeeting.org), calling the hotel directly or using the enclosed housing form and faxing it to the hotel. You are encouraged to make your reservations early.

## **MEETING ROOMS & HOSPITALITY SUITES**

You are welcome to host events during the week of the meeting but they cannot take place during official programming hours which are listed below.  
Thursday, March 5 8:00 am – 5:30 pm  
Friday, March 6 7:00 am – 6:45 pm  
Saturday, March 7 7:00 am – 4:00 pm  
Please contact Jody Oestreicher at the Hilton Atlanta 404-222-2884 for assistance.

## **PRELIMINARY PROGRAM**

A Preliminary Program was mailed to all exhibitors in early November. Please take a moment to review the program information and plan your time accordingly to take full advantage of all that the Annual Meeting has to offer you.

Visit [www.academyannualmeeting.org](http://www.academyannualmeeting.org) for program details & registration information or call Diane Ragusa 202-380-3663 or email [dragusa@oandp.org](mailto:dragusa@oandp.org).