

SATRO'S 12th ANNUAL CONFERENCE

Exhibitors Information Sheet

April 29th and 30th, 2010

Exhibits

Thank you to all exhibitors from the staff for the 12th SATRO Conference to be held in Atlanta, Georgia on Thursday and Friday, April 29th and 30th. Each exhibitor will have a six-foot, skirted table (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 will be provided to all exhibits. The exhibit area for the Crown Plaza Ravinia will be in **D-2/E/F/G**. This is a large exhibit area adjacent to the SATRO presentation rooms.

Breakfasts and Lunches

There will be a conference break at 2:30pm on Thursday afternoon and at 10:00am and 3:30pm on Friday. There will also be a breakfast buffet beginning at 7:00am on Friday morning and lunch on Friday from 11:30am until 1:00pm. You are invited to participate and join us at any or all of these functions.

Set Ups

Exhibit area **D2-E/F/G** will be open for set-ups beginning as early as Wednesday evening, April 28th, after 8:00pm. We encourage you to complete your set-up no later than 11:00am on Thursday, April 29th. The formal conference does not begin until 12:25pm on Thursday, but a pre-conference seminar will be in session during the morning hours and several vendor presentations will begin at 8:00am in the Dunwoody "A" conference room. The SATRO registration table will be open Wednesday evening between 7:00pm and 9:00pm and Thursday morning beginning at 8:00am.

The **D2-E/F/G** exhibit area will be secured during the evening hours, but we recommend that any expensive equipment be taken to your room Thursday evening and returned to your exhibit on Friday morning. Any equipment left in the exhibit area overnight is at your own risk. The last refreshment break for SATRO will end at 4:00pm on Friday and you should plan to have your exhibit dismantled and out of the exhibit area no later than 6:00 pm.

Shipping

All shipments should be sent to the Crowne Plaza no sooner than two days prior to the conference. A handling fee of \$3.00 per box, \$35 per case, \$50 per pallet, and \$3 per pound (for boxes over 50 pounds) will apply. Handling of heavy equipment or crates will be subject to additional fees based upon the cost to the hotel. Ship any boxes to the following address using the template below for the shipping label:

Crowne Plaza Hotel Atlanta Perimeter at Ravinia

4355 Ashford Dunwoody Road

Atlanta, GA 30346-1521

Attn: CMD/CMM

Hold for Arrival: SATRO

Ms. Marcia Phillips

April 29, 2010

Your organization is responsible for arranging 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 will be charged a \$5.00 per box handling fee. All packages left 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 email Ms. Allison Cross at 770-551-3893 or across@cpravinia.com. Her fax # is 770-522-9257.

Hotel Registration Information

To register at the **Crown Plaza Ravinia**, call 888-233-9527 and be sure to ask for the **SATRO** room rate of \$119 single/double. To insure receiving this special rate, you MUST identify the group name of **SATRO**. Failure to identify **SATRO** may result in a higher rate that the hotel will not adjust after the fact. Reservations may also be made on line with group access code SOA at <http://www.cpravinia.com> or through a link at the **SATRO** site at <http://www.satro.org>. Reservations must be made by April 14th to guarantee this rate.

Please note: If you plan to check out earlier than originally planned, there will be a \$50 charge unless the hotel receives at least a 24-hour notice of this change.

Contact Information

As always, thank you for your support. If you have questions, contact information is below:

Bud Baker at 423-702-5663 (cell 205-310-1092)

email budbaker@comcast.net

Rachel Craig at 615-300-3064

email rachel.craig@vanderbilt.edu

Allison Cross (Crowne Plaza Ravinia) at 770-551-3893, Fax 770-522-9257

Email across@cpravinia.com

See you in Atlanta!