

# SATRO'S 14<sup>th</sup> ANNUAL CONFERENCE

## Exhibitors Information Sheet

### May 3<sup>rd</sup> and 4<sup>th</sup>, 2012

#### Exhibits

Thank you to all exhibitors from the staff for the 14<sup>th</sup> SATRO® Conference to be held in Atlanta, Georgia on Thursday and Friday, May 3<sup>rd</sup> and 4<sup>th</sup>. 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 Crowne Plaza Ravinia will be in Ravinia 2 (D-2/E/F/G). This is a large exhibit area adjacent to the SATRO® presentation space.

#### Breakfasts and Lunches

There will be a conference break at 3:00pm on Thursday afternoon and at 10:00am and 3:00pm on Friday. There will also be a continental breakfast 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

The Ravinia 2 exhibit area will be open for set-ups beginning as early as Wednesday evening, May 2<sup>nd</sup>, after 7:00pm. We encourage you to complete your set-up no later than 11:00am on Thursday, May 3<sup>rd</sup>. The formal conference does not begin until 12:25pm on Thursday, but a pre-conference seminar will be in session during the morning hours. The SATRO® registration table will be open Wednesday evening between 6:00pm and 7:30pm and Thursday morning beginning at 7:00am. *Please contact us if you plan to use large backboard displays, to help us better schedule table assignments.*

The Ravinia 2 exhibit area will be secured during the evening hours, but we recommend that any expensive equipment be taken to your hotel 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 3:30pm on Friday and you should plan to have your exhibit dismantled and removed from the exhibit area no later than 5:00 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. Rachel Craig*  
*May 3<sup>rd</sup>, 2011*

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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.
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If you have additional packing, shipping, or receiving questions, you may call or email Mr. Jamie Koslover at 770 551-6123 or [jkoshofer@cpravinia.com](mailto:jkoshofer@cpravinia.com). His fax # is 770 392-9864.

### Hotel Registration Information

To register at the **Crowne Plaza Ravinia**, please call 888-233-9527 or 770-395-7700 and ask for the **SATRO**® room rate of \$129 single-quad. To insure receiving this special rate, you **MUST** identify the group name of **SATRO**®. Reservations may also be made on line through the following link:

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=8121542](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=8121542)

Failure to identify your affiliation with **SATRO**® may result in a higher rate, which the hotel will not adjust after the fact. Reservations must be made by April 14<sup>th</sup> 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

If you have questions, please contact the **SATRO**® board members noted below:

**Russell Onken**, for company names starting with the letters A-L, at 816-313-2677  
e-mail: [rvonken@tridocs.com](mailto:rvonken@tridocs.com)

**Rachel Craig**, for company names starting with the letters M-Z, at 615-300-3064  
e-mail: [rachel.craig@vanderbilt.edu](mailto:rachel.craig@vanderbilt.edu)

Or, Bradni Lamb of the Crowne Plaza Ravinia, [blamb@cpravinia.com](mailto:blamb@cpravinia.com).

We look forward to seeing you in Atlanta!