

# 21st ANNUAL SATRO® CONFERENCE

## Exhibitor Information Sheet

### April 11-12, 2019

#### Exhibits

Thank you to all exhibitors interested in participating in the 21st **SATRO®** Conference, to be held in Lake Buena Vista, Florida (Orlando) on Thursday and Friday, April 11-12, 2019. 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 to all exhibits is included within the exhibition fee, as well as Wi-Fi access. The exhibit area for the WDW Holiday Inn will be in the Palms Ballroom, directly across from the Lakes Ballroom which will host the **SATRO®** general sessions.

#### Food and Beverage Functions

On Thursday there will be a continental breakfast and two 45 minute breaks, with food and beverage to be served in the vendor area. In addition there will be a sit down luncheon in the restaurant and Gallery areas and a one hour 'happy hour' in the vendor area from 5:00-6:00pm that evening. On Friday there will be a continental breakfast and morning break in the vendor area. Registered vendor staff are invited to participate in and join us at any of these functions.

#### Set Ups

The Palms exhibit area will be open for set-ups beginning at 5 p.m. on Wednesday afternoon, April 10. We encourage you to complete your set-up no later than 7:00 a.m. on Thursday, April 11, since the formal conference sessions will begin shortly thereafter, at 8:00 a.m. The **SATRO®** registration table will be open Wednesday evening between 4:00 p.m. and 6:00 p.m., and throughout the conference on Thursday and Friday.

The Palms exhibit area will be secured during the evening hours, but we recommend that any expensive equipment be removed for safekeeping on Wednesday and Thursday evenings, and returned to your exhibit area the following morning. Any equipment left in the exhibit area overnight is at your own risk. The last refreshment break for **SATRO®** will end at 10:00 a.m. on Friday and you should plan to have your exhibit dismantled and out of the exhibit area no later than 5:00 p.m. that day.

#### Shipping

All shipments should be sent to the Holiday Inn Disney Springs no sooner than two days prior to the conference. A handling fee of \$10.00 per box, \$35 per case, \$100 per pallet, and \$5 per pound (for boxes over 50 pounds) will apply, payable by your company. Handling of heavy equipment or crates will be subject to additional fees based upon the cost to the hotel. Packages that are to be mailed out by the hotel will be charged a pre-paid handling fee of \$10 per box. Ship any boxes to the following address using the template below for the shipping label:

Holiday Inn Disney Springs  
1805 Hotel Plaza Blvd.  
Lake Buena Vista, FL 32830  
Attn: Mary Myers  
Hold for Arrival: *SATRO*

Your company will be responsible for the costs associated with arranging for 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 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 e-mail Mary Myers, 407-827-7060, [mary.myers@hiorlando.com](mailto:mary.myers@hiorlando.com) Her fax number is 407-938-9320.

### Hotel Registration Information

To register at the Holiday Inn, call 407-828-8888 or 877-394-5765, and be sure to ask for the **SATRO®** room rate of \$149. To insure receiving this special rate, you should provide the group code, **SA 1**. Failure to identify **SATRO®** may result in a higher rate, which the hotel may not adjust after the fact. Reservations must be made by March 20, 2019, in order to guarantee this rate, which the hotel will also offer on a space available basis before and after the conference.

**Please note:** to avoid a cancellation penalty of one night room and tax, reservations must be cancelled 72 hours prior to arrival.

### Contact Information

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

#### **Vendor Company Names from A-M:**

**Tim Kelly** (SATRO), cell phone 919-810-8607  
e-mail [timothy.kelly@duke.edu](mailto:timothy.kelly@duke.edu)

#### **Vendor Company Names from N-Z:**

**Raleigh Green** (SATRO), cell phone 423-773-4900  
e-mail [GreenRW@msha.com](mailto:GreenRW@msha.com)

**Mary Myers** (Holiday Inn) at 407-827-7060  
e-mail [mary.myers@hiorlando.com](mailto:mary.myers@hiorlando.com)

See you soon!