

EXHIBITOR INFORMATION



LOS ANGELES RADIOLOGICAL SOCIETY **Summer Seminar in Breast Imaging - Saturday, July 18, 2009** **Hilton Pasadena – California Ballroom**

Thank you for your application to exhibit. Review the information below regarding the program and your participation as an exhibitor and plan your display accordingly.

EXHIBIT INFORMATION:

The Los Angeles Radiological Society will provide one draped table (6 ft.) for each exhibit company. Tables are available on a first-come-first-serve basis, and will be located around the perimeter of the California Ballroom of the Hilton Pasadena, 168 S. Los Robles Avenue, Pasadena, CA 91101, Tel. (626) 577-1000.

The exhibit fee includes participation for 2 company representatives in the hosted luncheon. Additional lunch tickets are available, at a cost of \$40 per ticket, only if requested prior to 5:00pm, July 16.

DISPLAY SET-UP AND TEAR DOWN:

The California Ballroom will be available for set-up between 6:00am and 7:30am, Saturday, July 18. All displays should be set-up by 7:30am as registration will open and attendees will begin arriving at 7:30am. A light continental breakfast will be served in the California Ballroom from 7:30am – 8:00am.

You may begin tear down of your display at the close of the afternoon refreshment break at 3:15pm. Displays must be removed by 4:30pm.

EXHIBIT SERVICES:

Due to the table top format of the exhibit hall, no drayage or exhibit decorating contractor is designated for this Seminar*. Please plan your exhibit design and content appropriately.

A maximum of one electrical outlet (1 plug-in) and one extension cord is included in the exhibit fee **if** you indicated your electrical needs on your exhibit application or via email prior to July 10, 2009.

SHIPPING:

Due to limited storage facilities and the liabilities involved, the Hilton can not accept large amounts of material or equipment any sooner than 2 days prior to the conference.

Label Shipping As Follows:

Banquet Dept., Pasadena Hilton, 168 S Los Robles Ave., Pasadena, CA 91101.

Hold for LARS Seminar in Breast Imaging July 18/California Ballroom

Attn: (Name of your onsite representative)

When your representative arrives in the hotel, they should contact the package room via the front desk to arrange for packages to be delivered to the California Ballroom. **Be sure to bring package tracking information to the conference.**

The Hilton does not have a concierge. Arrange for the hotel to call for pick up of items that have been packaged, sealed and labeled with a *FedEx, UPS or other similar shipper's airbill at the hotel's front desk.

*For large items, exhibit cases, or if special shipping and handling is required for your tabletop display, you will need to pre-arrange your shipment and any labor required to set up your display with your own shipping and installation & dismantle companies. Schedule delivery and set up in the California Ballroom starting at 6:00am so setup is completed by 7:30am Saturday, July 18.

QUESTIONS: A Seminar schedule is available on LARS website at www.larad.org. For Exhibit related questions call 626-836-5800, ext. 2# or email bfilip@larad.org before 5:00pm, Thursday, July 16. The LARS Office will be closed on Friday, July 17.