



Dear Exhibitors,

We are excited to welcome you as an exhibitor at this year's New York Regional Society of Plastic Surgeons Fall Meeting which will take place on November 17, 2018.

See below for details regarding shipping, set-up and the program agenda.

MEETING LOCATION

Convene NYC, 17th Floor
730 Third Avenue
New York, NY 10017

BUILDING ACCESS

IMPORTANT: please fill out an [Exhibitor Registration Form](#) so that we can add your on-site rep(s) names to the building security list. Convene requires a daily security badge to enter the building which will be distributed at the welcome desk located in the lobby each day. **Photo ID will be required.**

SHIPPING INFORMATION

If you are shipping to Convene in advance, it is important that you label all items with the attached package label. Shipments should be scheduled to arrive at Convene between November 14-16, 2018. Convene staff will deliver all packages to your assigned exhibit table by 6:00am on November 17th.

At the conclusion of the meeting, please place all **sealed and labeled** shipments on-top of your table and **schedule a pickup for Monday, November 19th**. Convene accepts pickups via Fedex, UPS, DHL and all messenger services. Note that all packages will be held for no more than 3 business days after the program ends.

HAND CARRYING

Per building policy, items larger than a rolling suitcase or shoulder bag are not permitted through the lobby and the building may turn items away. Please let us know if you anticipate having large boxes or heavy equipment and we will make arrangements to have these items loaded through the loading dock to the meeting space.

SET-UP AND TEAR-DOWN TIMES

All tables will be available for set-up on **Saturday, November 17th from 6:00 – 7:00 am** in the foyer of the Wharton Ballroom. If you shipped anything in advance, your packages will be placed on top of your table.

Tear-down will take place beginning at 6:45pm after the Closing Reception.

SPACE ASSIGNMENT AND TABLETOP DETAILS

Exhibit tables will be labeled with company names prior to the scheduled set-up time. Please note that space assignments cannot be changed on-site.

All tables will have a power strip, 2 chairs and black linen. Table size is 72" x 20". Banners are permitted as long as they fit within your 6-8ft. area.

PARKING

We recommend the following parking garage options:

Champion Parking: 665 3rd Ave (\$15 per hour)

GGMC Parking: 711 3rd Ave (\$23 per hour)

PROGRAM AGENDA

Saturday, November 17, 2018

7:00 AM – 8:00 AM	Registration & Breakfast with Exhibits (President's Gallery)
8:00 AM – 8:15 AM	NYRSPS Annual Business Meeting (Room 20)
8:15 AM – 10:15 AM	General Session (Room 20)
10:15 AM – 11:00 AM	AM Break with Exhibits (President's Gallery)
11:00 AM – 12:35 PM	General Session (Room 20)
12:35 PM – 1:35 PM	Lunch with Exhibits (President's Gallery)
1:35 PM – 2:50 PM	General Session
2:50 PM – 3:35PM	PM Break with Exhibits
3:35 PM – 5:40 PM	General Session
5:40 – 6:45 PM	Closing Reception with Exhibits

The full agenda can be found at the following link: <http://www.plasticsurgeryny.org/2018-nyrsps-annual-meeting.html>

Please email us at nyrsps@plasticsurgeryny.org with any questions.