

ADC 2016 | ATLANTIC DERMATOLOGICAL CONFERENCE
Hosted by Maryland Dermatologic Society
May 6 – 8, 2016



AtlanticDerm

CONFERENCE

BALTIMORE

MAY 6-8, 2016

EXHIBITOR SERVICE KIT & GENERAL INFORMATION

HOTEL, CONFERENCE/EXHIBIT LOCATION

Hyatt Regency Baltimore on the Inner Harbor
300 Light St. | Baltimore, MD 21202
Room: *Constellation Ballroom F*

EXHIBIT TABLE TOP DISPLAY (Equipment Provided)

- One 6 ft. table
- Two Chairs
- One Complimentary Staff Registration per table based on exhibitor level

SHOW SCHEDULE

Exhibitor Move-In & Registration

Friday, May 6, 2016 8:00 AM – 11:00 AM

Exhibitor Move-Out

Saturday, May 7, 2016 3:30 PM – 5:00 PM

EXHIBIT HOURS

Friday, May 6, 2016 12:00 PM – 7:00 PM

Welcome Reception 5:30 PM – 7:00 PM (to be held in the Exhibit Hall)

Saturday, May 7, 2016 7:00 AM – 3:30 PM

SHIPPING & RECEIVING INFORMATION

SHIP TO:

Hyatt Regency Baltimore on the Inner Harbor
300 Light Street | Baltimore, MD 21202

Hold for Arrival, Attn: Guest's Name, Organization (Company) Name

ADC 2016, May 6 – 8, 2016, Constellation Ballroom F

Box x of x

Additional information from the Hyatt: Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. (This excludes delivery of any food or beverage items that are also sold or furnished by the Hotel.) Failure to do this may result in deliveries being refused or materials being unavailable when required.

SHIPPING DEADLINE

Deadline: Thursday, May 5

ADC recommends that you have your materials shipped to the Hyatt Regency no later than Thursday, May 5.

DELIVERY & CHARGES

- It will be the companies (staff person) responsibility to contact the Hyatt Regency (recommend asking the Front Desk or Bellman) once arrived to have the company shipment delivered to their table-top display.

- It is the exhibit company's responsibility to pay for any delivery charges/fees, etc. that the Hyatt Regency charges. There will be a receiving charge of:
 - \$7.00 per package
 - \$200 per palette
- Please ensure that the onsite contact knows to whom and how the shipment was delivered to the hotel.

ELECTRICITY

Electrical outlets **will not** be provided at each individual table. If you need electrical, please contact the Melissa Hickman at melissa.hickman@hyatt.com regarding any electrical needs. The Hyatt Regency will provide you the applicable costs and forms.

EXHIBITOR (COMPANY) REPRESENTATIVES

For your convenience, we have an online Exhibitor Registration Form; please fill this for exhibit staff. An email was sent to all exhibitors on March 9, if you did not receive this link, please visit: https://www.associationmembership.com/adc/register/adc_conf_exhibitor_reg.php

Each exhibit company receives one complimentary staff for their booth. Additional staff members are \$200 per person.

ADC ON-SITE CONTACT

Lori Pearson, ADC Staff , lpearson@hp-assoc.com

Morgan McClarnon, ADC Staff, mmcclarnon@hp-assoc.com

P: 317.205.9480

QUESTIONS?

Contact: Lori Pearson, ADC Staff , lpearson@hp-assoc.com

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