



keystone chapter
american college of surgeons

www.keystonesurgeons.org

2011 Annual Scientific Meeting

Lehigh Valley Hospital – Cedar Crest, Allentown, PA

November 4, 2011

EXHIBITOR INFORMATION SHEET

- Facility Address:** Shipments to Lehigh Valley Hospital will not be accepted prior to **November 2, 2011**.
Packages must be addressed as follows:
Lehigh Valley Hospital Surgery Education Center
Attn: Robert Ruhf
1200 S. Cedar Crest Blvd.
Allentown, PA 18103
Hold for Keystone Meeting, November 4, 2011
- Exhibit Locations:** Kasych Family Pavilion, Medical Imaging of Lehigh Valley Lobby Area In-Front of Rooms 6 & 7
- Exhibit Set-Up:** Friday, November 4 – 6:30 a.m. – 7:00 a.m.
- Exhibit Hours:** Friday, November 4 – 7:00 a.m. – 5:00 p.m.
- Exhibit Dismantle:** Friday, November 4 – 5:00 p.m. – 5:30 p.m.
- Table Description:** Each exhibit table is equipped with the following:
* One 6' table with two chairs; and an electrical outlet (if requested and paid for, on contract)
- Security:** The KC/ACS and Lehigh Valley Hospital are not responsible for any materials, articles or equipment in the exhibit area.
- Registration:** Each organization will receive one packet with the following information: Attendee list, Badges/Exhibitor Ribbons, Final Agenda

All representatives must pre-register for all events and wear a badge while in the Lehigh Valley Hospital. Should you choose to attend one of the presentations, according to CME guidelines, you must REMOVE your name badge AND you MAY NOT TALK to any of the attendees while in the General Session room.

Boxes which need to be shipped from the Lehigh Valley Hospital, must be packaged, and labeled with prepaid (UPS/FedEx/etc.) labels. Boxes left on the premises after departure, without shipping instructions, will be discarded.