

EXHIBITOR PROSPECTUS
64th ANNUAL MEETING
NEW ENGLAND SOCIETY OF PLASTIC AND RECONSTRUCTIVE SURGEONS, INC.

EXHIBITOR DETAILS

Thank you for your interest in the New England Society of Plastic and Reconstructive Surgeons 62nd Annual Meeting!

For 'General Information regarding the meeting schedule & events and hotel details –

Please see the '*General Information for the 64th Meeting*'.

OVERVIEW OF HOW TO REGISTER FOR THE 64th NESPRS ANNUAL MEETING –

In this document you will find everything you need to sign up for the NESPRS Meeting –

- 1) Review the Exhibit Floor Plan
- 2) Select your 1st and 2nd choice of tables
- 3) Email Charlotte – caconstantian@gmail.com to see if your table selection is available
- 4) When your table selection has been confirmed, fill out the **Exhibitor Registration Form** and return it to Charlotte.
If paying by check, mail your registration form & check to Charlotte – instructions are on the registration form
If paying by credit card, complete page 1 of the registration form and page 2 to enter your credit card information and email your form to Charlotte.
She will send you a confirmation when your information is received to confirm your are registered and your exhibit table has been assigned to you!
- 5) Make your hotel accommodations as soon as you are able. Details are in the '*General Information for the 64th Meeting*'.

See you at the Omni Mount Washington Hotel on June 14th!



MEETING REGISTRATION – EXHIBITORS

If you have been a prior exhibitor at the New England Society meeting, you already know that you get great exposure at this meeting, in and out of the exhibit area. If you are new to this meeting, we look forward to having you join us this year!

If you have any questions, please email Charlotte at caconstantian@gmail.com or call her cell 603-305-8946 -- She will be happy to help you.

FIRST –

REVIEW THE EXHIBITOR FLOOR PLAN

Please review the Exhibitor Floor Plan located at the END of this document.

The **BLUE** tables are \$2,400.00. The **YELLOW** tables are \$1,900.00.

The Exhibit Tables will be located in the Presidential Foyer and the Adams Room.

The Scientific Session will take place in the Monroe and Madison Rooms.

The Exhibit Fee covers your exhibit table for 2 adults and the Friday Night Welcome Reception and Dinner Buffet, Saturday and Sunday Morning's 'Breakfast with the Exhibitors', Saturday and Sunday's Coffee Breaks.

If you would like to attend the Saturday Night Formal Dinner – 'Black Tie – Requested', or bring a third rep or guest, please see the **Exhibitor Registration Form** for more details.

On both Saturday and Sunday mornings, the 'Breakfast with the Exhibitors' and the Coffee Breaks will take place in the Presidential Foyer and Adams Room.

There are 8 tables available at the rate of **\$2,400.00** –
Tables 3, 4, 5, 7, 8, 14, 19, and 20.

The remaining 16 tables are available at the rate of **\$1,900.00** –
Tables 1, 2, 6, 9, 10, 11, 12, 13, 15, 16, 17, 18, 21, 22, 23, and 24.

You may want to print out, or have available, the Exhibit Table Floor Plan to review the exhibit area.

SECOND –

Make your table selection! Tables are reserved on a ‘first come, first served’ basis, so as soon as you know which table you want, send your email with your 1st and 2nd choice to Charlotte – caconstantian@gmail.com.

THIRD --

After your table selection is confirmed, complete the **Exhibitor Registration Form**.

If there will be more than one representative at the meeting, it is important to list the ‘Contact Representative’ first and indicate their email and best phone number (cell or office) on the **Exhibitor Registration Form**.

The Contact Representative will be the one receiving all confirmations for payment receipt and table selection, or if there are any questions.

IMPORTANT: If your registration payment is coming from your Corporate Office, it’s important to reserve our table first to have a better selection. **Tables are reserved early.**

FOURTH --

IF YOU ARE PAYING BY CHECK –

Once you have made your table selection and received your confirmation from Charlotte, complete the **Exhibitor Registration Form**. It is also available on our website – www.neplasticsurgery.org – Click on the ‘Annual Meeting’ tab. Scroll down to the ‘Register For 2024 Meeting’ section and click on ‘**Exhibitor Registration Form**’ to download and print out the form.

Once you have completed the registration form and made sure you have entered your Exhibit Table #, mail the form and your check to N.E.S.P.R.S, P.O. Box 273, Nashua, NH 03061-0273 as indicated on the registration form. When Charlotte receives your information, she will send you an email confirmation.

IF YOU ARE PAYING BY CREDIT CARD –

Once you have made your table selection has been confirmed with Charlotte, complete the **Exhibitor Registration Form** and Page 2 of the form, and **Email** both pages to Charlotte – caconstantian@gmail.com .

Or you can **Mail** it to her at N.E.S.P.R.S, P.O. Box 273, Nashua, NH 03061-0273.

Information is also available on the NESPRS website – www.neplasticsurgery.org – Click on the ‘Annual Meeting’ tab. Scroll down to the ‘Register For 2024 Meeting’ section and click on ‘**Exhibitor Registration Form**’ to download and print out the form.

PLEASE REMEMBER!! – You must have selected your Exhibit Table **BEFORE** you register for the meeting, whether you are paying by check or you are paying by credit card.

FIFTH --

Make your hotel accommodations as soon as possible. Information regarding the Omni Mount Washington Hotel is explained in the ‘**General Information for the 64th Meeting**’.

OTHER IMPORTANT INFORMATION YOU SHOULD KNOW !!

BOOTH / TABLE DESCRIPTION

Each exhibit table is a draped 30" x 6' tables with an accompanying chair. There is no pipe and drape. The times for the 'Breakfasts with the Exhibitors' and Coffee Breaks can be found on the Schedule of Events.

ELECTRICAL INFORMATION

If you require electricity for your exhibit table, you must first reserve your table with Charlotte. Once your table has been confirmed, Charlotte will forward your information along to [Michael Munday](#) at the Omni Mount Washington Hotel. She will need your table number to order electricity for your table. Thank you so much!



MEETING OVERVIEW

The Schedule of Events is an overview of the weekend with times for all the events and meeting sessions. Program/Roster books will be at the Registration Desk on Saturday morning. After you check in at the Registration Desk on Saturday morning, all Exhibitors will receive a list of the meeting attendees.

MEETING REGISTRATION DESK

On Friday night, beginning at 6:00PM, the Registration Desk will be located near the South Veranda & Grand Ballroom area. On Saturday morning, the Registration Desk will be in the Presidential Foyer as you enter the foyer. ALL Exhibitors must check in to receive the Program/Roster book and attendee list. Registration will begin at 6:00AM on both Saturday and Sunday mornings.



Badges will be available on Friday night, and also on Saturday morning, beginning at 6:00AM at the Registration Desk located at the entrance to the Presidential Foyer.

WELCOME RECEPTION & DINNER BUFFET

The Friday Night Welcome Reception begins at 6:00PM – on the South Veranda – followed by the Dinner Buffet which ends at 10:00PM
This event is open to all Members, Residents, Guests, and Exhibitors – It is part of your registration fee.



BREAKFAST WITH THE EXHIBITORS

Breakfast with the Exhibitors will be in the Presidential Foyer and the Adams Room on both Saturday and Sunday mornings from 6:00AM – 7:00AM. This is a great opportunity for the attendees to meet all of the exhibitors. *All spouses are welcome to attend.*

EXHIBIT SET-UP and BREAKDOWN

The exhibit tables will be available for set up on Friday night from 6:00PM to 7:00PM and beginning at 5:30AM on Saturday morning in the Presidential Foyer and Adams Room. A Place Card with your company's name will be on your reserved table.

'Breakfast with the Exhibitors' begins at 6:00AM on both Saturday and Sunday morning.

IMPORTANT: Please keep your boxes with you [under your table, tucked in a corner].
The hotel charges for storing boxes and shipping crates.

At the end of the meeting on Sunday, all of your exhibit materials must be boxed
and ready for shipment. You may leave your materials in the Presidential Foyer.

PRE-SHIPPING MATERIALS

The Omni Mount Washington Hotel has limited storage space.
Exhibitors should ship their meeting materials to arrive no earlier than
Thursday, June 13th to the following address



Omni Mount Washington Hotel
N.E.S.P.R.S., Inc. / Charlotte Constantian
YOUR COMPANY'S NAME HERE
Meeting Dates - June 14 - 16, 2024
310 Mount Washington Hotel Road
Bretton Woods, New Hampshire 03575
Conference Service Manager: Laura Norman 603.278.8917

Exhibitors are responsible for the return shipping on all packages and boxes.

“The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.”

PLEASE EMAIL CHARLOTTE @ caconstantian@gmail.com or

CALL HER CELL 603-305-8946 WITH ANY QUESTIONS.

THANK YOU FOR YOUR COOPERATION!!!

See you at the
Omni Mount Washington Hotel
Bretton Woods, New Hampshire

June 14 – 16, 2024