

WELCOME TO THE ONLINE EXHIBITOR SERVICE MANUAL

plastic
surgery

THE MEETING

SEPTEMBER 23-27, 2016
LOS ANGELES, CA

Dear Exhibitor:

We are pleased to welcome you as an exhibitor of Plastic Surgery The Meeting, September 23-27 at the Los Angeles Convention Center.

In an effort to make your preparation simpler and more efficient, **all information and order forms needed to plan for our meeting** are accessible through this **Online Exhibitor Service Manual**, some of which include:

- **Exhibitor Checklist** (Guideline of Deadline Dates and Discounts)
- **ASPS Show Information** (Rules & Regulations, Booth Construction, Lunch Orders, etc.)
- **GES Order Forms** (Labor, Furniture, Electric, Shipping Labels, etc.)
- **All Additional Services** (WiFi, Photography, Security, Booth Catering, etc.)
- **Hotel Reservations and Travel Information**
- **Badge Registration** - for booth personnel (*available in July*)

We encourage exhibitors to order all necessary services as early as possible. Ordering in advance and by the discount deadlines allows exhibitors to save substantially and avoid rate increases/penalties.

Please direct any questions regarding Plastic Surgery The Meeting to the ASPS Exhibits Team. Questions directly related to services provided by the general services contractor (GES) should be directed to:

Ashley Harper, GES Exhibitor Services
Phone: (702)550-3560
email: aharper@ges.com

Thank you for your participation and we look forward to helping make your exhibit experience in Los Angeles a great success!

Kind Regards,

Bonnie Burkoth, CEM
Exhibits Manager
p. (847) 228.3396
bburkoth@plasticsurgery.org

Eileen Maloney
Meetings and Exhibits Coordinator
p.(847) 981-5412
emaloney@plasticsurgery.org