



# ANNUAL MEETING 2019

11-13 April 2019

Melia Hotel

Sitges (Barcelona), Spain

## EXHIBITOR INFORMATION

### EXHIBIT HALL LOCATION

The exhibit area is located in the Hall Tramuntana, one floor down from the General Session and right outside of the concurrent sessions in Tramuntana 1.

### Your exhibit fee includes the following:

- Use of contracted floor space
- 1 Table (approximately 6' X 30") and 2 chairs
- 2 exhibitor registrations
- Program Listing

### EXHIBIT HALL HOURS AND FUNCTIONS\*

#### Thursday April 11, 2019

<b>Exhibit Hours:</b>	<b>10:00 am – 4:00 pm</b>
Coffee Break	10:00 am – 10:30 am
Lunch (on own)	12:00 pm – 1:30 pm
Coffee Break	3:00 pm – 3:30 pm

#### Friday April 12, 2019

<b>Exhibit Hours:</b>	<b>10:00 am – 4:00 pm</b>
Coffee Break	10:00 am – 10:30 am
Lunch (on own)	12:00 pm – 1:30 pm
Coffee Break	3:00 pm – 3:30 pm

\*Times subject to change based on final program.

### PAYMENT

Final payment for all space and sponsorships is now due.

### INSTALLATION & DISMANTLE OF EXHIBITS –

April 10	Set-Up is from 2:00 pm – 5:00 pm
April 12	Dismantle from 4:00 pm – 7:00 pm

### HOUSING

The Melia at present is booked, and so we are offering alternatives. Please see the [HVS 2019 Housing webpage](#).

### ELECTRICAL, AV RENTAL, Furnishings, and other services

Exhibitor services must be ordered through the **EXHIBITOR CATALOG PDF** in the [HVS online service kit](#).

### PRE-REGISTRATION MAILING LIST

The pre-registration mailing list is available for \$250 for a 1 time use. The pre-registration mailing list will be available after March 25. The final registration list is available 2 weeks after the meeting. All mailing pieces need to be approved by Show Management prior to the release of the mailing list. See online order form.

### EXHIBITOR REGISTRATION FORMS

Exhibiting companies receive two (2) exhibit registrations per exhibit space. Additional exhibit badges may be purchased for \$250 per badge. For pre-registration, please return the Exhibitor Personnel Registration Form by Friday March 15.

### SHIPPING INFORMATION

Please be sure to read the Exhibitor Assembly Rules and Shipping Information in the [HVS online service kit](#).

### HVS CONTACTS

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