

# EXHIBITOR MANUAL



## World Congress on Endoscopic Ear Surgery 3.0

June 13-15, 2019

BOSTON RENAISSANCE WATERFRONT HOTEL



On behalf of the International Working Group on Endoscopic Ear Surgery and Massachusetts Eye and Ear we look forward to seeing you in Boston for the World Congress on Endoscopic Ear Surgery!

We greatly appreciate your participation!

Please read through the information carefully. Any questions regarding the show should be directed to Rebecca Darling @ 519-263-6001 or [rebecca@bayleygroup.com](mailto:rebecca@bayleygroup.com).

### **EXHIBIT HALL DETAILS:**

#### **Exhibit Hall Location:**

Pacific Grand Ballroom, 3<sup>rd</sup> Floor (Halls A-D)

#### **Exhibitor Move-In:**

Wednesday, June 12<sup>th</sup> – 7:00 pm – 9:00 pm

Thursday, June 13<sup>th</sup> – 8:00 am – 10:00 am (*carry ins*)

#### **Exhibit Hall Open:**

Thursday, June 13<sup>th</sup> – 10:30 am – 4:00 pm

Welcome Reception 6:00 pm – 7:00 pm

Friday, June 14<sup>th</sup> – 10:30 am – 4:15 pm

\*\*Tear-Down to follow, complete by 6:00 pm

### **SHOW VENUE:**

Renaissance Boston Waterfront

606 Congress St, Boston, MA 02210, USA

Phone: +1 617-338-4111

[Website](#)

*Exhibitors are encouraged to have lunch at 12:00 pm (noon) before the delegate lunch.*

### **EXHIBITOR DETAILS:**

Two exhibitor passes are included per 10x10 booth

Includes: Lunch, breaks and Thursday Welcome Reception in the Exhibit Hall

\*Additional badges can be purchased for \$200 by contacting Rebecca Darling at 519-263-6001 or email at [Rebecca@bayleygroup.com](mailto:Rebecca@bayleygroup.com)

### **BOOTH DETAILS:**

Booth space includes:

- 8' high drape and 3' high side drape (black)
- (1) 6' white draped table
- (2) Limerick chairs
- (1) wastebasket
- 7" x 44" one-line identification sign
- Exhibit Hall floor is carpeted
- **All additional items (*hydro, internet, lead retrieval etc.*) need to be ordered directly suppliers – see page 2.**

### **SHIPPING / RENAISSANCE HOTEL LOADING DOCK:**

Loading Dock Street Location: Park Lane side of the Renaissance Hotel

Hotel Shipping and Receiving hours of operation are Monday through Friday from 7:00 am - 5:30 pm.

The Security department will handle any deliveries received after these hours of operation.

**We recommend using Freeman Shipping to ensure materials are delivered to your booth (see page 2 for details)**

### **Labeling of Boxes:**

Exhibiting Company Name / Booth #  
WORLD CONGRESS ON ENDOSCOPIC EAR SURGERY  
C/O Freeman  
Renaissance Waterfront  
606 Congress Street  
Boston, MA 02210

*\*If shipping to hotel direct, arrival NO EARLIER than June 9<sup>th</sup>, 2019. There is limited storage space. Hotel charges apply.*



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## **ORDER ITEMS / SERVICES NOT INCLUDED IN BOOTH:**

Items must be ordered directly through the following suppliers (click on [blue text](#) for forms/details):

Additional Service(s)	Supplier	Order Deadline	Discount Pricing Deadline
<a href="#">Shipping / Materials Handling / Booth Furnishings / Carpet / Décor Form</a> Order online using this <a href="#">LINK</a>	Freeman Show Services	On-site	Wednesday, May 22, 2019
<a href="#">Audio-Visual, Power &amp; Internet Form</a>	PSAV	On-site	N/A

## **HOTEL DETAILS:**

### **Renaissance Boston Waterfront**

606 Congress St, Boston, MA 02210, USA

Phone: 1.877.303.0104

[Hotel Website](#)

### **Reservations**

Made by telephone or [online](#)

Conference Room Rate - \$359 per standard room

Reference "WCEES" when booking your room

\*Reserve BEFORE midnight Tuesday, May 21, 2019 for discount

For more information on hotels, please visit the [website](#).

### **Parking**

Hotel – Valet parking only – \$25/hour or \$46/day

There is parking on the street at meters and there are several lots in the area. The closest one is "Lot on D" which is approximately \$25 per day and is located next to the Aloft and Element hotels.

### **Please Note:**

There may be companies soliciting our participants by offering to book their hotel rooms for WCEES. WCEES has no arrangement with any external organizations and we recommend you book directly with the hotels. We do not recommend booking through these companies.