

Please take this important information with you to Orlando!

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- ✓ Badges and Access (govt. photo IDs required)
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Exhibit Management Phones

Listed below are phone numbers you will want to take with you and leave behind with your office.

Exhibit Management Office: (407) 685-4041

You may contact exhibit management or leave messages for exhibitor personnel at this number.

Office Hours: Noon-5:00pm Eastern on Thursday, July 21; and 8:00am-5:00pm Eastern, Friday, July 22-Thursday, July 28.

General Message Center: (407) 685-4005

This is the general message center for registered conference attendees and exhibitors.

Message Center Hours:

Saturday, July 23, 12:00 noon-5:00pm Eastern

Sunday-Wednesday, 8:00am-5:30pm Eastern

Thursday, 8:00am-4:30pm Eastern

Messages can also be brought to the Message Center desk located in the registration area and retrieved from any Communications Kiosk terminal.

Exhibitor Registration Location On-site

Exhibitor registration is ground level of the Convention Center.

Exhibit Management Office On-site

For your convenience, there will be an Exhibit Management Office in the Exhibitor Service Center, on the far left side as you enter the exhibit hall. The Exhibitor Service Center is also where you will find Freeman Decorating, Electricians Service Desk, etc.

Work and Material Passes

Exhibitors requiring access to the exhibit hall outside of posted setup and exhibit hours must obtain work passes from Exhibit Management. Anticipated actual work hours in the exhibit area and the name of each worker are required in advance. After-hours workers are restricted to the exhibitor's own booth.

A Materials Pass is required for removal of equipment from the exhibit hall during the show, but is not required at the close of the Exposition on Thursday. Because passes are not required at show close, do not leave your products unattended after show closing.

[See next page for more information]

Exhibitor Lounge

The Exhibitor Lounge will be located near the posters in the back of the Exhibit Hall between aisles 2100 and 2200. Complimentary beverages will be available Tuesday, July 26-Thursday, July 28.

Exhibitor Meeting

The Exhibitor Meeting will commence at 10:30am on Thursday, July 28 in the Convention Center, Room 307CD. Refreshments will be served.

All exhibitors are invited and encouraged to attend—we would like your comments on successful programs and activities, and also on areas where we might improve the Expo. The Clinical Lab Expo is the largest clinical diagnostics meeting in the world because of the partnership between attendees, exhibitors and show management. Please share your comments with us during the meeting.

Information on the 2006 Clinical Lab Expo in Chicago will also be distributed.

Badges and Access

You must have a valid, government-issued photo ID to pickup an official Clinical Lab Expo badge or badgeholder for the Expo. Your badge is required for admission to the exhibit halls and educational sessions.

Must be 18 or Older

Please note: No one under 18 is permitted in the exhibit halls during installation, exhibit hours or dismantling. There are no exceptions; waivers of liability will NOT be accepted. A suitable government-issued photo ID card is required to obtain a guest badge.

Security and Overnight Storage

We strongly recommend that you not leave valuable personal items such as laptop computers, cameras, purses, etc. in your booth overnight.

Free overnight storage for small personal items is provided in the Security Office in the Exhibitor Service Center.

If you do experience a loss, please notify Security and Exhibit Management immediately.

Shuttle Service

Shuttle service is available between hotels in the official housing block and the Convention Center (excluding only those across the street from the Center). Shuttle service is available from midday on Saturday, July 23 through the afternoon on Thursday, July 28.

Private Demonstrations

Exhibitors will be permitted to conduct off-hour private demonstrations in the exhibit hall on Tuesday and Wednesday afternoons, Wednesday and Thursday mornings ONLY. No private demonstrations are permitted in the exhibit hall before the exhibits open at 9:30 am on Tuesday, July 26. All private demos must be cleared through Exhibit Management at least 24 hours in advance of the demonstration and a special badge will be required to enter the hall during off-hours. A representative of your organization must meet your guests in the registration area and escort the visitors to your booth.

Reporting Problems

Please advise us immediately if you experience problems during the Clinical Lab Expo, or if you observe any violations of the show rules and regulations. Scherago staff will be available in both exhibit and the registration areas throughout the show. We are also available by telephone—(407) 685-4041—and can contact other Scherago staff by radio.

Your comments, suggestions and recommendations are always welcome. Please let us know about your experiences at Clinical Lab Expo 2005 and how we can enhance future expos.

Thank you!