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American College of Surgeons

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October 27, 2009

TO: ACS EXHIBITORS
Southern California Chapter Meeting, January 22-24, 2010

FROM: C. James Dowden
Executive Director

SUBJECT: Information Regarding the Santa Barbara Conference

We are looking forward to a great meeting in Santa Barbara. We will have a final program book and a preliminary registration list available for you upon your arrival Friday morning.

All meetings and key functions will be held in the Loggia Ballroom. Exhibits will be located in La Veranda, near the registration area and all principle meetings. Morning coffee and all refreshment breaks will be in the exhibit area as will an informal lunch on Friday and Saturday.

Hours

Thursday, January 21

6:00 pm to 9:00 pm - Exhibit set up

*Booth locations are assigned by ACS staff depending on longevity with the show, level of support and other factors. Look for a sign indicating your location.

Friday, January 22

6:00 am to 7:30 am - Exhibit set up

7:30 am - Exhibits open/coffee and continental breakfast for delegates

7:30 am to 4:00 pm - Exhibits open

Saturday, January 23

7:00 am to 4:00 pm - Exhibits open

4:00 pm to 6:00 pm - Exhibit tear down

Other Information

Exhibit table locations are assigned based on the date when the exhibit application and payment was received and other factors. Signage will be at your booth location when you arrive. Do not relocate your table without explicit approval from Jim Dowden.

ADMINISTRATIVE OFFICES

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www.socalsurgeons.org

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If you need to rent audio-visual equipment, you should contact the Four Seasons Biltmore Hotel audio-visual department directly to make your own arrangements.

If you have materials to ship to the hotel, you should address them as follows:

**ACS Scientific Meeting
January 22-24, 2010
YOUR COMPANY NAME
c/o Convention Services
Four Seasons Biltmore Hotel
1260 Channel Drive
Santa Barbara, CA 93108 (Telephone: 805/969-2261)**

We will prepare name badges for your on-site exhibit personnel upon request. You should fax, (310) 364-0196, or e-mail administrator@socalsurgeons.org, the names of the personnel manning your booth no later than close of business **Friday, January 15th**. Otherwise, badges will be prepared onsite, which may involve a delay.