

REGISTRATION PROCEDURES

On-site Exhibitor Registration Hours

Friday, June 29.....2:00pm - 7:00pm
Saturday, June 30 6:30am - 4:00pm
Sunday, July 1..... 6:30am - 4:00pm
Monday, July 2..... 6:30am - 4:00pm

Exhibitor Registration Procedures

ASE strongly recommends advance registration for booth staff. All exhibitor registrations will be processed online through ASE's official registration site. The primary booth contact will be given access to the exhibitor registration site in April 2012. Only the primary contact is authorized to make changes to the complimentary badge list. **ASE does not pre-mail exhibitor badges.** All exhibitor personnel will be required to show photo ID and proof of affiliation with the exhibiting company (i.e., business card) to pick-up their badge on site. Only the primary booth contact will be allowed to pick-up multiple badges for distribution.

Conference Material for Exhibitors

Each exhibiting company will receive two conference packets containing an ASE 2012 *Final Program* and *Exhibits Catalog* at the exhibitor registration counter. The company's primary, on-site contact is the only person authorized to pick up conference materials.

Exhibitor Personnel Badges

Complimentary exhibitor badges are available to all exhibiting companies. The number of complimentary badges allocated per exhibiting company is based on the amount of space rented.

10'x10' - 40'x40'	4 comp badges per 10'x10'
Over 40'x40'	84 comp badges maximum

Complimentary exhibitor badges are for employees of the exhibiting company only and should not be used for other attendees. Annual meeting attendees, company personnel not working the booth, employees of Exhibitor-Appointed Contractors and other third-party vendors must be registered under the appropriate professional category and may not be designated as Exhibit Staff.

Exhibitor badges are non-transferrable. Exhibitor badges requested above the allotted complimentary number are \$100 per person, as are replacements for lost badges. Registered exhibit personnel may attend the educational sessions and social functions as space allows.

Education for Exhibitors (Continuing Medical Education)

Registered exhibitors may earn continuing medical education (CME) credits from ASE by attending the educational sessions. All exhibitors wearing official ASE name badges will be admitted to the educational sessions as space allows. Guests/Models are only allowed in the Exhibit Hall and are not permitted to attend the educational sessions.