



Association  
of Women in  
Rheumatology



## Exhibitor Guidelines and Information

**Meeting Dates:** August 13-16, 2020

**Meeting Location:** **Sonesta Hilton Head Island**  
130 Shipyard Drive  
Hilton Head Island, SC 29928  
Telephone: 843-842-2400  
[www.sonesta.com/hiltonheadisland](http://www.sonesta.com/hiltonheadisland)

**AWIR Meeting Manager:** Vigdis Tonne, Email: [meetings@awirgroup.org](mailto:meetings@awirgroup.org), phone: 847-612-3638

**Sonesta Hotel Contact:** Diane Hardy, Director of Catering Sales, [dhardy@sonesta.com](mailto:dhardy@sonesta.com)  
Phone: 843-341-1857

**Exhibit Information and hours:** Exhibits will be in Salon ABCD and the Foyer (Santee Ballroom)

- Set-up is on Thursday, August 13 after 12:00 PM to 5:00 PM
- Exhibit hours:
  - Friday – 7am – 3:00pm
  - Saturday – 7am – 3:00pm
  - Sunday – 7am – 12:00pm
- Dismantling is on Sunday, August 16 after 12:00 PM
- Each exhibit must have at least one (1) representative in the exhibit space during exhibit hours.

**Exhibit Space Purchase:** [Click Here](#)

Please select “Exhibit Space for Purchase” as your registration type from the drop-down options.

### Credit Card Payment:

- Provide your information as a representative for your company (you will not be registered as a meeting attendee).
- Select which Exhibitor Type you want to purchase: Platinum, Silver, Bronze, Non-Profit, and/ or Poster Exhibitor.
- Please note: Two additional exhibitor attendees can also be purchased.
- A small credit card transaction fee will be charged.
- Once credit card payment has been received, you will be sent a “Discount Code” by email and other important details to share with employees that will be attending the AWIR National Meeting.
- When registering the “complimentary exhibitors” enter the “Discount Code” on the payment page and click apply. This will make the registration complimentary.



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**Check Payment:**

To purchase Exhibit Space by “Check” fill out the “Exhibitor Pledge Form” found in the Exhibitor Prospectus and submit to [meetings@awirgroup.org](mailto:meetings@awirgroup.org).

- Submit payment with a copy of the “Exhibitor Pledge Form” with exhibiting company name to:  
Association of Women in Rheumatology  
Attn: Grace C. Wright, MD  
345 E37th Street, Suite 303C  
New York, NY 10016
- Once your payment has been received, you will be sent an email with important details to share with the exhibiting staff that will be attending the AWIR National Meeting.
- A “Discount Code” will be provided to use when registering the Complimentary Exhibitors. This discount code should be entered on the payment page and the registration will be complimentary.

**Electronic Transfers:**

Electronic transfers are accepted upon request. Please submit email to Grace C Wright, MD at [awirgroup.us@gmail.com](mailto:awirgroup.us@gmail.com)

Please contact Vigdis Tonne at [meetings@awirgroup.org](mailto:meetings@awirgroup.org) or at 847-612-3638 with any questions.

**Exhibitor levels/ number of complimentary registrations:**

- Platinum exhibitors receive 8 complimentary registrations
- Silver exhibitors receive 4 complimentary registrations
- Bronze exhibitors receive 2 complimentary registrations
- Non-profit exhibitors receive 2 complimentary registrations

**Registration for on-site exhibitors:**

- Once payment has been received, you will receive an email from Vigdis Tonne with a unique “Discount Code” and important registration information.
- Register the on-site team using the “Exhibitor with Discount Code” registration type. Enter the discount code on the payment page to receive the complimentary exhibitor registration.
- Two additional exhibitor registrations are allowed per exhibiting company
- The on-site exhibitor staff should register by July 13.

**Additional Exhibitor attendee fee:**

- Early Registration (until April 15) \$765.00
- Registration (as of April 16 to July12) is \$800.00
- Late registration (as of July 13) is \$840.00



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#### Hotel Accommodations:

- AWIR has negotiated a group room rate with the Sonesta Hilton Head Hotel. The room block is available on a first come basis until the room block is filled or July 13. To make hotel accommodations [Click Here](#)
- Hotel reservations can also be made through the website ([www.sonesta.com](http://www.sonesta.com)) select the Hilton Head property, enter your preferred dates and add the group code **0810AWIRNM** in the appropriate box. This will take you directly to the AWIR group rate and room block. You can also call 1-800-SONESTA and give them the group code.
- **Hotel Check In/ Out:** Check in time is after 4:00 PM on the day of arrival. Check out time is before noon on the day of departure.

#### Registration Desk Dates/ Hours: On-site:

Thursday, August 13 from 12 Noon to 8:00 PM  
Friday, August 14, from 7:00 AM to 3:30 PM  
Saturday, August 15, from 7:00 AM to 3:00 PM  
Sunday, August 16, from 7:00 AM to 12 Noon

For questions regarding exhibiting at AWIR's National Meeting, please contact Vigdis Tonne, [meetings@awirgroup.org](mailto:meetings@awirgroup.org) or call 847-612-3638.



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**Shipping Information:**

All boxes and materials shipped to the hotel for the exhibit should not arrive before Thursday, August 6. Please print on **yellow colored paper** to help Sonesta to identify exhibit material.

**The following shipping address is to be used:**

Sonesta Hilton Head Island  
130 Shipyard Drive  
Hilton Head Island, SC 29928

HOLD for: AWIR National Meeting,  
August 13-16, 2020, Salon ABCD

Company Name (under which the exhibit booth is booked)  
Box (s) \_\_\_ of \_\_\_ (multiple boxes MUST be numbered)

1. **Handling/storage fees will be assessed for all parcels sent directly to the Sonesta Hotel. If applicable, please complete and return the attached payment form directly to the Catering/Conference Services Department.**
2. **Please ship items to arrive no earlier than August 6, 2020 (7) days prior to the event. Please note that for shipments scheduled to arrive on the day of event, standard daily delivery times are typically between 1:00 PM and 4:00 PM based on carrier and there is no guarantee of early delivery.**
3. **Sonesta staff will deliver shipped items directly to the company exhibit booth in Salon ABCD on August 13<sup>th</sup>. Please note that exhibiting area is carpeted so please don't ship carpeting. If your item cannot be located, please contact Sonesta Shipping staff at extension 7733 and have tracking information available.**
4. **Due to the limited amount of storage space and receiving capabilities, the Sonesta Hotel is unable to accept any shipments that exceed 100 pounds. Arrangements for shipping exhibit materials that exceed this limit should be made directly through the following company:**

**Blue Chip Expo  
118-B Mathews Drive  
Hilton Head Island, SC 29926  
Phone – 843-681-4545  
Fax – 843-689-5959  
Scott Lee, Manager**

*NOTE: Payment for any such arrangements are payable directly to Blue Chip Expo and are the responsibility of the individual.*
5. **The Sonesta Hotel reserves the right to refuse any boxes which may be labeled unclearly and inaccurately, appear damaged or tampered with, or are in excess of our limited storage/weight guidelines.**



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### Exhibitor Sonesta Hotel Order Form

- This form is for extra services and/or equipment provided only by the Sonesta Resort
- Complete and return form and fax or scan/email back to:

Hotel Contact Info:	Name: Diane Hardy Phone: 843-341-1857 Email: <a href="mailto:dhardy@sonesta.com">dhardy@sonesta.com</a> Fax: 843-842-9975
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- Payment must be received along with request. On-site payments not accepted
- Requests must be received (10) days prior to scheduled event – After this date additional fees will apply

On-Site Contact:	
Booth / Company Name:	
Contact Phone:	
Contact Email:	

**Credit card information – Payment for requested items will be posted at time of receipt:**

Credit Card Type:	
Credit Card Number:	
Credit Card Expiration:	
Secure ID (if applicable):	
Card Holder's Name:	
Card Holder's Signature:	
Card Holder Contact Info:	

Quantity	Requested Item	Cost *(10) days or more prior to event	Cost *Less than (10) days from event
	110-volt outlet	\$45.00 each / one-time fee	\$90.00 each / one-time fee
	Easel	\$25.00 each / one-time fee	\$50.00 each / one-time fee
	Enhanced WIFI (basic WIFI complimentary)	\$40.00 each / one-time fee	\$80.00 each / one-time fee

**Handling/Storage Fees for Items Shipped to Resort:**

	Standard Parcel	\$15.00 each
	Rolling Case/Crate	\$30.00 each
	Pallet	\$75.00 each

**Please check Requested Item (if applies)**

	<b>Banquet and Catering Menu (For food and beverage offerings from booth)</b>
	<b>PSAV Audio Visual Pricing Guide (For AV needs provided through the resort)</b>

- All prices are subject to a 23% administrative fee & applicable SC sales tax
- If company is tax exempt in South Carolina please provide supporting documentation at time of submission so that the resort may verify before payments are processed. If supporting documents are not submitted with this form, there is no guarantee that tax exemption will be verified by time of receipt.



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## **TENTATIVE AGENDA**

### **Thursday, August 13**

12:00 PM - 8:00 PM	Registration/Hospitality Desk Open – Santee Foyer
12:00 PM – 5:00 PM	Exhibitor Set-up- Salon ABCD
6:00 PM – 7:00 PM	Latte N Learn – Salon EFGH (open to all)
7:00 PM – 10:00 PM	President’s Reception/Dinner – Beach Pavilion (open to all)

### **Friday, August 14**

7:00 AM – 3:30 PM	Registration/Hospital Desk Open – Santee Foyer
7:00 AM - 3:00 PM	Exhibits Open – Salon ABCD (open to all)
7:00 AM – 8:30 AM	General Breakfast – Salon ABCD (open to all)
7:00 AM - 7:40 AM	Educational Symposium/Breakfast - Salon EFGH (HCP only)
7:45 AM – 9:30 AM	General Session –Salon EFGH (open to all)
9:30 AM - 10:30 AM	Exhibit Hall & Break – Salon ABCD (open to all)
9:30 AM - 10:30 AM	Poster Session & Break – Savannah Ballroom (open to all)
10:30 AM - 12:00 PM	General Session – Salon EFGH (open to all)
12:00 PM - 1:00 PM	General Lunch – Salon ABCD (open to all)
12:00 PM - 12:45 PM	Educational Symposium/lunch - Salon EFGH (HCP only)
1:00 PM – 2:00 PM	Workshops – 2 <sup>nd</sup> Floor Meeting Rooms
2:00 PM – 2:30 PM	Exhibit Hall & Break – Salon ABCD
3:00 PM - 5:00 PM	Networking Event - Bailey’s Bar & Terrace (open to all)
4:00 PM - 6:00 PM	Posters & Prosecco – Savannah Ballroom (open to all)
6:00 PM - 6:45 PM	Educational Symposium – Salon EFGH (HCP only)
7:00 PM – 10:00 PM	AWIR Sponsored Dinner – Salon EFGH and Foyer (open to all)

### **Saturday, August 15**

7:00 AM - 3:00 PM	Registration/Hospitality Desk Open – Santee Foyer
7:00 AM - 3:00 PM	Exhibits Open – Salon ABCD
7:00 AM – 8:00 AM	General Breakfast -Salon ABCD (Open to All)
7:00 AM – 7:45 AM	Educational Symposium/Breakfast – Salon EFGH (HCP only)
8:00 AM – 9:30 AM	General Session – Salon EFGH (open to all)
9:30 AM – 10:30 AM	Exhibit Hall & Break – Salon ABCD (open to all)
9:30 AM – 10:30 AM	Poster Session – Savannah Ballroom (open to all)
10:30 AM – 12:00 PM	General Session – Salon EFGH (open to all)
12:00 PM - 12:45 PM	General Lunch – Salon ABCD (open to all)
12:00 PM - 12:45 PM	Educational Symposium/Lunch – Salon EFGH (HCP Only)
12:45 PM - 1:45 PM	General Session- Salon EFGH (open to all)
1:45 PM - 3:00 PM	Advocacy Training Workshop – 2 <sup>nd</sup> Floor Meeting Rooms
3:00 PM - 5:00 PM	Sponsored Networking Event – Bailey’s Bar & Terrace (open to all)
3:00 PM	Afternoon Activities (open to all)
4:00 PM - 6:00 PM	Posters & Prosecco (open to all) – Savannah Ballroom
6:00 PM – 10:00 PM	Founding Sisters Reception/Buffer Dinner – Shipyard Beach Pavilion (open to all)



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**Sunday, August 16**

6:00 AM – 7:00 AM

7:00 AM – 11:30 AM

7:00 AM - 8:30 AM

7:30 AM – 8:30 AM

7:30 AM – 11:30 AM

8:30 AM – 12:00 AM

12:00 AM – 2:30 PM

Sunrise Beach Walk – Meet in lobby (open to all)

Hospitality Desk Open – Santee Foyer

General Breakfast (open to all)

Educational Symposium/Breakfast Salon EFGH (HCP Only)

Exhibits Open – Salon ABCD

General Session Salon EFGH

Exhibitor Dismantling