

2019 Annual Conference  
SHOW DETAILS

**The Society of Biomedical Imaging and Informatics Sixth Annual Conference**

The Joseph B. Martin Conference Center at Harvard Medical School

77 Avenue Louis Pasteur

Boston, MA 02115

Tuesday, September 17 – Thursday, September 19, 2019

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

Tuesday	September 17	1:00 – 6:00 PM
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**EXHIBIT HOURS**

Wednesday	September 18	8:00 AM - 6:00 PM
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Thursday	September 19	8:00 AM - 3:00 PM
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**EXHIBITOR MOVE-OUT**

Thursday	September 19	3:00 - 5:00 PM
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## UNLOADING CURBSIDE AT THE CONVENTION CENTER

The convention center does not recommend curbside drop-off of materials and displays.

The front of the conference center is a public school zone for the Boston Latin School. It is not impossible, but will require patience and best to have more than one person involved. Do not leave your car unattended outside the convention center, it will be ticketed and towed!

## SHIPPING INFORMATION

Convention center will receive shipments at the exhibit facility beginning Thursday, September 12, 2019. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight refused by the facility will be the responsibility of the exhibitor. The convention center housemen will move exhibit materials, but not equipment, from the loading dock to the exhibit area. As there are a number of events at the center, please ensure your exhibit materials are labeled clearly using the information in the exhibit label below.

- Please note shipments cannot be received on Saturday or Sunday
- Please note if you are using a non-standard carrier (other than UPS, FedEx, etc) you will need to contact Alwyn Thomas at the details below and provide dates and times.
- Please note there is no pallet jack or manpower assistance for equipment shipped. All equipment must be moveable and inside delivery arranged. The Conference Center at Harvard Medical is not responsible for any lost or damaged equipment.

## LATE SHIPPING

Please ensure your materials arrive by Monday, September 16 as materials arriving on September 17, 2019 may not be available until 2:00 PM on that day due to on-site limitations.

## DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by 5:00 PM on Thursday, September 19, 2019.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all your materials ready for shipping and your carrier scheduled before 5PM. The convention center will store materials at no charge over Thursday night for shipping-out on Friday, September 20th.

## ASSISTANCE

For assistance with shipping or logistics, please contact the Convention Center directly:  
Alwyn Thomas at (617) 432-7243 [Alwyn\\_Thomas@hms.harvard.edu](mailto:Alwyn_Thomas@hms.harvard.edu)

SHIPPING ADDRESS & LABEL

**Attn: Alwyn Thomas, Room 133**

Hold for ***name of exhibitor, on site contact***

**Exhibitor for Society of Biomolecular Imaging and Informatics (SBI2)**

**The Joseph B. Martin Conference Center at  
Harvard Medical School  
77 Avenue Louis Pasteur  
Boston, MA 02115, USA**

## BOOTH EQUIPMENT

Each booth will be set with a 5' by 30" table, a black tablecloth, one chair, one 110V socket (suitable for a laptop) and a one-line identification sign. Please note as the booths vary in size, we recommend that you bring smaller pop-up displays, or pull-up banners. Additional chairs are freely available - just ask the conference center staff when setting up.

## ADDITIONAL ELECTRICAL ACCESS

One standard electrical outlet (110V 5A) is provided to each exhibitor. Each exhibitor is responsible for bringing extension cords, surge protectors, etc.

If you need additional access, please complete this form:

\_\_\_ We need access to \_\_\_(number) additional standard electrical outlet(s). An additional charge of \$50 will apply for each additional electrical outlet.

\_\_\_ We need additional electrical arrangements, as defined here (please include anticipated AMP usage):

\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_

Email your completed form to [info@sbi2.org](mailto:info@sbi2.org)

Deadline for additional electrical is Friday, August 30, 2019

## PARKING RESERVATIONS

Parking is NOT freely available in the convention center itself. To reserve a parking space (\$32/day), please email this form to [info@sbi2.org](mailto:info@sbi2.org). Deadline: Friday, August 30, 2019

Company Name: \_\_\_\_\_

Contact Name(s): (list each person who needs a spot) \_\_\_\_\_

\_\_\_\_\_

Contact Email(s): \_\_\_\_\_

\_\_\_\_\_

Dates needed (\$32 per day, per parking spot): \_\_\_\_\_

Alternately, you can plan to park at your own expense in other parking garages near the convention center: <http://www.theconfcenter.hms.harvard.edu/parking/>

## COMPANY PROFILE INFORMATION

Please complete the information below so we can put your company information in the Meeting Program

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Web Address \_\_\_\_\_

Logo URL \_\_\_\_\_

Company Profile (Max 50 words)

Email your completed form to [info@sbi2.org](mailto:info@sbi2.org)