

## Exhibitors and Sponsor Prospectus

### 12<sup>th</sup> International Congress of Hyperthermic Oncology

International Joint Meeting of:  
The Society for Thermal Medicine  
The European Society for Hyperthermic Oncology  
The Japanese Society for Thermal Medicine

The logo for the International Congress of Hyperthermic Oncology 2016 features a central illustration of a yellow trumpet. To the right of the trumpet, various scientific and medical topics are listed in a colorful, stylized font, including: Physiology, microwave RF, Cryotherapy, Thermoradiotherapy, Treatment Planning, Ultrasound, Thermal Medicine, immunology, Thermochemotherapy, Gene Expression, Fever, metabolism, MRI, Laser, inflammation, ablation, HIF-1, Signal Transduction, and Nanoparticles. Below the trumpet, the tagline "Thermal Therapy: Hot Science, Cool Medicine and All That Jazz" is written in a cursive font. At the bottom, the location and dates "New Orleans, April 11-15, 2016" are displayed in a bold, sans-serif font.

<http://www.thermalthrapy.org/eBusSFTM/ANNUALMEETING/2016ANNUALMEETING.aspx>

Dear Friends of Thermal Medicine,

On behalf of the three supporting Societies of ICHO, it is my pleasure to invite you to join us in the “Birthplace of Jazz”, New Orleans, Louisiana. We will meet April 11 – 15, 2016, for what is shaping up to be an outstanding line-up of world class speakers addressing important topics in the field of thermal medicine. The Congress will feature a Clinical Education day, prior to the kickoff of the meeting, which will offer CME credits. In addition, several congress sessions will be disease oriented, to attract participation by clinicians from around the world. Other sessions will be technology oriented, to focus on existing and emerging technologies in thermal medicine. We view “thermal medicine” as a continuum which ranges from cryotherapy to thermal ablation. The program will reflect this perspective. The President’s symposium will consider new frontiers in Thermal Medicine, with an eye toward future opportunities.



Mark W. Dewhirst, DVM, PhD  
Gustavo S. Montana Professor of Radiation Oncology  
Associate Director for Basic Science, Duke Cancer Institute  
President, ICHO

The **Plenary Speakers** highlight the incredible depth and breadth of our specialty of thermal medicine:



**Chrit Moonen, PhD**

Dr. Moonen is currently professor at the Division of Imaging at the University Medical Center in Utrecht, the Netherlands. He coauthored over 150 scientific papers. H-index is 54. He was President of the "International Society of Magnetic Resonance in Medicine" (2006), and of the "Society for Molecular Imaging" (2009). He received the European Magnetic Resonance Award 2000, is a Fellow of the International Society of Magnetic Resonance in Medicine, of the European Society of Magnetic Resonance in Medicine and Biology, and of the World Molecular Imaging Society. His recent work is mainly in molecular and cellular imaging, MRI guided Focused Ultrasound, and image guided drug delivery. Dr. Moonen is considered a world-leader in Molecular Imaging, MR guided focused ultrasound and drug delivery.



**Damian Dupuy, MD**

Dr. Dupuy is Director of Thermal Ablation at Rhode Island Hospital and a world-renowned expert in image-guided ablation. In addition to serving as director of tumor ablation at Rhode Island Hospital, Dr. Dupuy is also a professor of diagnostic imaging at The Warren Alpert Medical School of Brown University. He has been the principal investigator of two National Cancer Institute-funded multicenter trials; and chairs the Interventional Oncology Symposium at the RSNA Annual Meeting and is a member of RSNA's Public Information Advisors Network. His work has helped to develop clinical applications to successfully combat adrenal cancer, and cancers of the kidney, liver, lung, head, neck and skeleton. He also pioneered percutaneous microwave ablation; cryoablation; and a combination of radiofrequency ablation and radiotherapy.



**Michael Yaffe, MD, PhD**

Dr. Yaffe is the David H. Koch Professor of Biology and Biological Engineering at MIT and Attending Surgeon at the Beth Israel Deaconess Medical Center, Harvard Medical School. He is also a founder of Consensus Pharmaceuticals and Merrimack Pharmaceuticals. Dr. Yaffe co-founded The DNA Repair Company in 2004 and serves as Chairman of Scientific Advisory Board at the company. He also serves as Member of Scientific Advisory Board of Merrimack Pharmaceuticals, Inc. and Boston Biomedical Research Institute, Inc. He completed a residency in General Surgery, a Fellowship in Surgical Critical Care, Burns and Trauma at Harvard Medical School, and post-doctoral training in Signal Transduction with Lew Cantley in Cell Biology at Harvard. He received his B.S. degree in Materials Science and Engineering at Cornell University, and his M.D. in 1989 and Ph.D. degree in 1987 from Case Western Reserve University in Biophysical Chemistry.

The goal of his research is to understand how signaling pathways are integrated at the molecular and systems level to control cellular responses. He is particularly interested in: (1) signaling pathways and networks that control cell cycle progression and DNA damage responses in cancer and cancer therapy; and (2) cross-talk between inflammation, cytokine signaling and cancer. The work is multi-disciplinary and encompasses biochemistry, biophysics, structural and cell biology, nanotechnology, engineering, and computation/bioinformatics-based methods.



As we are also gathering in the Birthplace of Jazz, we will leave time for attendees to enjoy the culture of the city and surrounds.

This event continues to grow because of the free exchange of research data and ideas. Colleagues and corporate partners continue to give us positive feedback on the line-up of quality speakers and timely topics. If you, or your company, have additional ideas not listed here for sponsorship and involvement, please do not hesitate to contact us to discuss. Sponsors are encouraged to consider submitting an abstract for presentation.



Importantly, the Congress is set to end the day before the start of the annual meeting of the **American Association for Cancer Research (AACR)**

<http://www.aacr.org/Meetings/Pages/MeetingDetail.aspx?EventItemID=63#.VZ02vIVhBc>). Thus, the ICHO venue would enable transfer of advertising

materials from the Congress to the AACR, thereby saving money on travel and shipping costs.

Sincerely,

**Mark W. Dewhirst, DVM, PhD**  
12<sup>th</sup> ICHO President  
Email: [Mark.dewhirst@duke.edu](mailto:Mark.dewhirst@duke.edu)

**Chris Diederich, PhD**  
Corporate Relations Chair  
Email: [cdiederich@radonc.ucsf.edu](mailto:cdiederich@radonc.ucsf.edu)

**2016 ICHO Executive Committee**

President: Mark W. Dewhirst, DVM, PhD, Duke University

Treasurer: Paul Stauffer, PhD, Thomas Jefferson University

Program Chairman: Dieter Haemmerich, PhD, MUSC

Educational Day Chairman: Jason Stafford, MD, MD Anderson

Education Committee Co-Chairs: Zeljko Vujaskovic, MD, PhD, University of Maryland

Elizabeth Repasky, PhD, Roswell Park Cancer Institute

Corporate Relations Chairman: Chris Diederich, PhD, University of California San Francisco

## About Our Societies:

### **The Society for Thermal Medicine - 150+ active members**



The Society for Thermal Medicine's mission is to significantly improve patient treatment outcomes by advancing the science, development and application of Thermal Therapy.

Website: <http://www.thermalththerapy.org/eBusSFTM/>

This society strives to:

- Promote new discovery in thermal biology, physics/engineering, and medicine.
- Sponsor high quality forums for education of medical professionals in the practice of thermal medicine.
- Advocate for increased patient access to appropriate, high quality, thermal therapies.

From their historical roots to the present day, members of the Society for Thermal Medicine continue to make new discoveries in basic, translational and clinical research that break new barriers to achieving improved therapy for patients with cancer and other diseases. New heating, cooling and imaging platforms and drug/radiation-enhancing nanoparticles, heat-driven vaccine development and gene-expression, as well as mild (fever-range) and high temperature, MR-guided therapies are rapidly evolving into new clinical trial opportunities.

### **The European Society for Hyperthermic Oncology - 150+ active members**



The object of the European Society for Hyperthermic Oncology (ESHO) is to promote for the public benefit, fundamental and applied research in physics, engineering, biological and clinical sciences relating to the use of hyperthermia in cancer therapy.

Website: <http://www.esho.info/>

Moreover, the society wants to facilitate integration and exchange of information between different disciplines in the study of the biological effects of heat in the treatment of cancer either alone or combined with other cancer treatment modalities.

### **The Japanese Society for Thermal Medicine - 500+ active members**



一般社団法人  
日本ハイパーサーミア学会

**Japanese Society for Thermal Medicine**

Website: <http://www.jsho.jp/>

The Japanese Society of Thermal Medicine seeks to heighten the quality of scientific research in the field of hyperthermia through accumulating scientific knowledge and helping to spread the use of hyperthermia cancer therapy, as well as combination therapy with radiation and anticancer agents.

## Why Exhibit?

- Participants represent a wide range of disciplines associated with thermal medicine in the clinic and the lab, including physicians, biologists, immunologists, biochemists, physicists, engineers, and other scientists.
- Scientific presentations cover a diverse range of topics in thermal medicine, including low and high temperature treatment, anatomic, thermal, and functional imaging, and investigation of biology and immunology of thermal interventions and nanomedicine.
- High quality keynote lectures and scientific presentations by leaders in the field and by outside experts.
- Special sessions are allocated specifically for vendor presentations during the meeting.
- Chance to meet and interact with the next generation of thermal medicine leaders, principal investigators/lab managers doing work in clinical applications, ablation, cell and molecular biology, immunology, radiation biology, nanotechnology
- Participation by government agencies, including NIH and FDA.



## Demographics

International participants come from these three societies includes representation from the following countries:

<b>Australia</b>	<b>Italy</b>
<b>Belgium</b>	<b>Japan</b>
<b>Brazil</b>	<b>Korea</b>
<b>Canada</b>	<b>Mexico</b>
<b>China</b>	<b>Poland</b>
<b>Egypt</b>	<b>Russia</b>
<b>France</b>	<b>Saudi Arabia</b>
<b>Germany</b>	<b>Spain</b>
<b>Hungary</b>	<b>Switzerland</b>
<b>India</b>	<b>The Netherlands</b>
<b>Ireland</b>	<b>United Kingdom</b>
<b>Israel</b>	<b>United States of America</b>

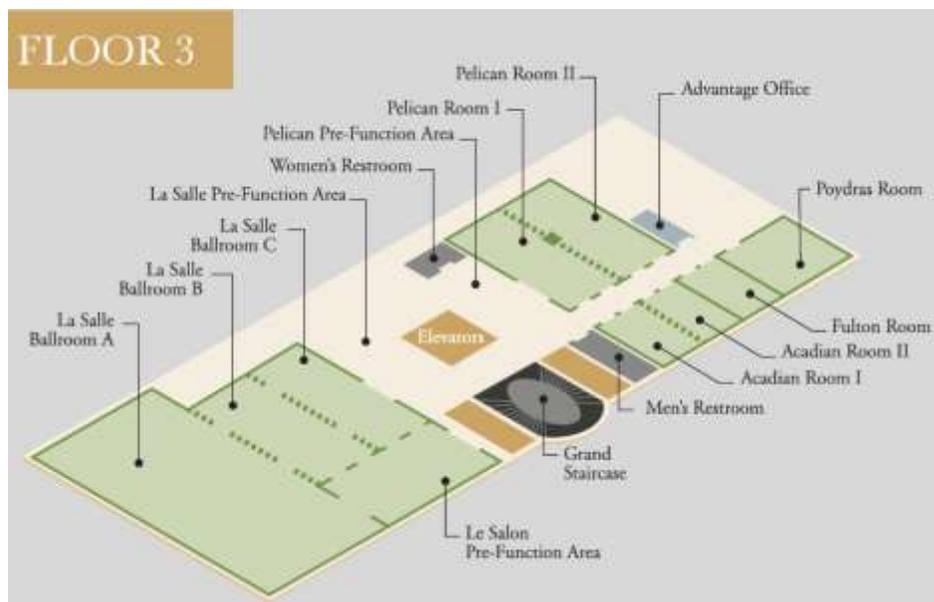
## Conference Topics

- CME accredited clinical course to be offered as a pre-conference.
- Tumor Immunology
- Biology of Thermal Ablation & Ablation Devices
- Bladder Cancer
- HIFU & Therapeutic Ultrasound
- Breast, Head & Neck Cancer
- Nanotechnology
- Novel Drug Delivery Approach
- Clinical Hyperthermia Trials, Emerging Hyperthermia Biology, & Hyperthermia
- Devices
- HIPEC & Upper Abdominal
- Cryotherapy
- Pediatrics
- Vendor Presentations

## Exhibit Space

Each 10 ft. x 10 ft. space will be set with a 6 ft. x 30 in. table, clothed and skirted, and 2 chairs. Should you plan to bring a backdrop, the dimensions of your area are 10 ft. x 10 ft. The exhibit area is carpeted and complimentary wireless internet will be available throughout the meeting rooms and exhibit space.

Exhibits will all be housed on the 3rd floor where the lecture halls are also located. Exhibits and posters will share Le Salon Pre-function Area and La Salle C.



Exhibits & Posters:

**Le Salon Pre-function Area**

Main Lecture Hall & Meal Room:

**La Salle Ballroom AB**

Second Lecture Hall:  
**Pelican Room**

Third Lecture Hall:  
**Algiers Room**

## Set-Up and Tear Down

Installation of exhibits commences during the afternoon of Tuesday, April 12, 2016. If you wish to join participants at the welcome reception, it will be in from 6:00-9:00 p.m. in the Frenchman Ballroom.

The exhibits area will officially close on Friday April 15, 2016, at 1:30 p.m. All exhibitors must be out of the space by 5:00 p.m. Your boxes will be moved by the hotel from your booth area to the loading dock for pick-up.

More information regarding set-up and teardown will be made available as the schedule becomes more concrete.

Exhibitors may bring standard trade show displays and alter their space as desired. Each exhibitor must complete their own arrangements for set-up and removal of show materials from the hotel. If you require a slightly larger booth space, please contact meeting planner Tony Ballard [tballard@k-state.edu](mailto:tballard@k-state.edu).

ICHO prefers that no packing or dismantling take place until the exhibit area has officially closed. All space occupied by an exhibitor must be surrendered in the same condition as originally leased.

## Lodging

A block of rooms has been reserved at the InterContinental Hotel New Orleans for ICHO Meeting participants and exhibitors. A group rate of \$239 per night for a single or double room has been arranged (plus applicable taxes of 14.75% and a \$2.00 room occupancy fee). Complimentary wireless internet will be available in all guest rooms.

Make your reservation today:

- Phone: (800) 445-6563
- Online: [Make your reservation online](#)

The deadline for reservations is **March 14, 2016**. Any reservations received after this date will be honored on a space available basis at the hotel's prevailing rate.



## Important Contacts for Exhibitors

InterContinental Contact: Jennifer Ranney, [Jennifer.ranney@icneworleans.com](mailto:Jennifer.ranney@icneworleans.com), 504-585-4392

STM Conference Planner: Tony Ballard, [tballard@k-state.edu](mailto:tballard@k-state.edu), 785-532-2402

STM Association Manager: Christopher Lapine, [clapine@allenpress.com](mailto:clapine@allenpress.com), 785-843-1234 ext. 210

## Sponsor & Exhibitor Opportunities

### Friends \$2,500

- Exhibit table in Events Center
- Black & White Ad in Program Book (3.5"x5")

### Bronze Sponsor \$4,000

- Exhibit table in Events Center
- Black & White Ad in Program Book (7"x5")
- Company logo displayed on STM website. Logos will be displayed through December 31, 2016.
- Sponsor recognition in registration area

### Silver Sponsor \$7,000

- Exhibit table in Events Center
- Black & White Ad in Program Book (7"x10")
- Company logo displayed on the ICHO meeting website. Logos will be displayed through December 31, 2016.
- Sponsor recognition in registration area
- Acknowledgement at a scientific session of choice
- One Complimentary meeting registration

### **Gold Sponsor \$10,000**

- Exhibit table in Events Center
- Color Ad in Program Book (1/4 page)
- Company logo displayed on the ICHO meeting website. Logos displayed through Dec. 31, 2016.
- Sponsor recognition in registration area
- Acknowledgement at a scientific session of choice
- Two Complimentary meeting registrations
- Include an item as a registration bag stuffer

### **Platinum Sponsor \$12,500**

- Exhibit table in Events Center
- Color Ad in Program Book (1/2 page)
- Company logo displayed on the ICHO meeting website. Logos displayed through Dec. 31, 2016.
- Sponsor recognition in registration area
- Acknowledgement at a scientific session of choice
- Three Complimentary meeting registrations
- Include an item as a registration bag stuffer
- Complimentary e-Journal subscription for International Journal of Hyperthermia

### **Diamond Sponsor \$15,000 or more**

- Exhibit table in Events Center
- Color Ad in Program Book (full page)
- Company logo displayed on the ICHO meeting website. Logos displayed through Dec. 31, 2016.
- Sponsor recognition in registration area
- Acknowledgement at all scientific sessions
- Four Complimentary meeting registrations
- Include an item as a registration bag stuffer
- Complimentary e-Journal subscription for International Journal of Hyperthermia

### **Additional Sponsorship Opportunities:**

Looking for other opportunities to put your company's name and logo in front of conference attendees?

We have listed some options here; if you have other ideas, contact Chris Diederich

[cdiederich@radonc.ucsf.edu](mailto:cdiederich@radonc.ucsf.edu).

- Student Travel, Speaker and Poster Awards
- Wine at Poster Reception
- Morning or Afternoon Breaks
- Entertainment at the Opening Reception
- Photo Booth at the Opening Reception

## Sponsorship Agreements and Artwork Due Dates

**Your company logo for the ICHO meeting website** is due as soon as you can send artwork and your sponsor/exhibitor agreement. These logos with links to a sponsor website (120 px High x 240 px Wide) will be posted on the ICHO meeting website within 10 days of receipt and they will remain displayed through December 31, 2016. Email the sponsor agreement and artwork to [clapine@allenpress.com](mailto:clapine@allenpress.com).

**Advertisements for the Official Program Book** are due February 1, 2016. Artwork can be sent electronically via email to [clapine@allenpress.com](mailto:clapine@allenpress.com).

Full Page Advertisement      7 inches wide x 10 inches high

Half Page Advertisement      7 inches wide x 5 inches high

Quarter Page Advertisement    3.5 inches wide x 5 inches high

**Items to be stuffed in registration bags** are due March 7, 2016. Contact Tony Ballard for mailing address and additional information at [tballard@k-state.edu](mailto:tballard@k-state.edu).

If your company will be acknowledged at a scientific session, we will contact you once the program is created. At that point you may choose which session in which your company will be recognized.

PLEASE NOTE: Exhibitors are encouraged to submit scientific abstracts for oral or poster presentation, which will be evaluated for acceptance by the conference program committee along with all other abstracts received. Visit the conference website for details and due dates:

<http://www.thermotherapy.org/ebusSFTM/ANNUALMEETING/2016ANNUALMEETING.aspx>

## Shipping and Receiving Information

Exhibitors planning to ship materials to the InterContinental Hotel New Orleans in advance need to work directly with the hotel to arrange for the shipping and storage of the packages or boxes. The receiving department will accept deliveries no earlier than three working days prior to the show. Inbound packages (marked for your booth) will be delivered to the appropriate location by the start of the designated exhibitor set-up time.

There will be a handling fee for incoming parcels \$30 per 100 lbs. with a minimum fee of \$30.00 USD. This fee includes returning any outbound boxes back to the loading dock for pick-up.

When shipping to the hotel, please label packages as follows:

InterContinental New Orleans  
Attention: ICHO, % (line your on-site contact for the show)  
444 St. Charles Avenue  
New Orleans, LA 70130

All shipments leaving the hotel may be turned over to our Banquet Department for processing. Please package and label boxes to include necessary shipping information. Your boxes will be picked up from your booth area and moved to our loading dock after move-out is complete. The hotel will not be responsible for boxes and materials left without proper mailing and billing information.

## **Additional Needs for Exhibitor Space**

For exhibitors wishing to add electricity, extension cords or power strips, a phone line, or additional tables to their booth space, the InterContinental Hotel New Orleans **Exhibitor Order Form** is included at the bottom of this prospectus. Questions regarding AV, electricity, and internet can be directed to Jennifer Ranney, [Jennifer.ranney@icneworleans.com](mailto:Jennifer.ranney@icneworleans.com), 504-585-4392.

A credit card authorization is also provided for payment of additional equipment or services requested.

Should exhibitors engage in retail sales from their booth, the exhibitor shall be responsible for complying with all local and state requirements for a business license and sales tax remittance.

## **Security**

The hotel cannot ensure the security of items left unattended in function rooms. Security will be provided in the exhibit area overnight.

## **Rules and Regulations**

Registration as an exhibitor implies agreement of the following clauses.

### Payment

Full payment is required when finalizing the contract with ICHO, no later than February 15, 2016. Exhibitors who register after Feb. 15 will be expected to pay at the time of registration.

### Liability and Insurance

The exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and hold harmless the InterContinental Hotel New Orleans (Hotel), its owners, its operator and each of their respective parents subsidiaries, affiliates, employees, officers, directors, and agents against all claims, losses or damages to persons or property, governmental charges or fines and attorney's' fees arising out of or caused by its installation, removal, maintenance, occupancy or use of an exhibit or the exhibition premises or any part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.

Exhibitor understands that neither ICHO nor the hotel maintains insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

Security services will not be provided by ICHO for the meeting. ICHO will not be responsible for delays, damage, loss or other unfavorable conditions caused by circumstances beyond its control.

### Dismantling and Removal of Exhibits

Each exhibitor will complete their own arrangements for removal of show materials from the Hotel. We prefer that no packing or dismantling take place until the exhibit area has officially closed on Friday April 15, 2016. All space occupied by an exhibitor must be surrendered in the same condition as originally leased at the commencement of occupation.

### Exhibitor Shipping Information

Exhibitors are responsible for any handling charges associated with their packages; it is recommended to use a traceable service. ICHO is not responsible for the shipping and/or receiving of exhibitor materials.

### Fire Regulations

All doors and openings must be kept clear. Exhibit signs, fire alarms and extinguishers must be visible at all times. Combustible decorations shall not be used. All packing containers, wrapping paper, etc., are to be removed from the floor and must not be stored under tables or behind displays. All decorations must be able to stand a flameproof test.

### Cancellation Policy

Cancellation notices received in writing on or before February 15, 2016, will receive a full refund. There will be no refunds issued for cancellations received after February 15, 2016.

Under government order, emergency, or other fair reasons beyond its control, ICHO reserves the right to cancel the exhibit with no further liability to the Exhibitor beyond full refund of sponsorship or exhibit space rental payments made. ICHO reserves the right to change the location of the Exhibition in the event of a strike, fire, or act of God should render the hall in which the exhibition has been scheduled, or any other convention, unusable.

**2016 ICHO ANNUAL MEETING**  
*Deadline: February 15, 2016*

**EXHIBITOR & SPONSOR AGREEMENT**

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

Pre-Event Contact Person: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Support Package Option: (circle one) Price**

Diamond Sponsor	\$15,000
Platinum Sponsor	\$12,500
Gold Sponsor	\$10,000
Silver Sponsor	\$7,000
Bronze Sponsor	\$4,000
Friends	\$2,500

Name of Booth Personnel:  
\_\_\_\_\_

Email for Booth Personnel:  
\_\_\_\_\_

*If booth personnel is unknown, we will follow-up in March 2016 for name and contact information.*

**Total Support Amount: \$** \_\_\_\_\_

**For your protection we do not accept credit card information provided by email.**

**Payment Information:**

Check (*made payable in U.S. funds on a U.S. bank to: Society for Thermal Medicine*)

VISA

MasterCard

Discover Card

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

- I hereby contract with the Society of Thermal Medicine (STM) and ICHO to support the 2016 ICHO Congress as outlined above.
- I understand that our supporting funds are to arrive at STM headquarters no later than February 15, 2016.
- I agree to provide STM/ICHO with an electronic copy of our corporate logo & authorize use of this logo as noted above for the lasted purpose of sponsor identification
- I understand that this contract may not be changed or cancelled after the closing deadline of February 15, 2016.

**Please send agreement and payment to:**

2016 ICHO  
c/o Chris Lapine – STM Association Manager  
810 East 10<sup>th</sup> Street  
Lawrence, KS 66044 U.S.A.

**Please contact the STM/2016 ICHO  
business office at (785) 865-9403 with  
inquiries regarding payment.**



# INTERCONTINENTAL®

## NEW ORLEANS

### DECORATOR/EXHIBITOR GUIDELINES

- \* Boxes/Crates should be delivered no more than three (3) working days prior to show.
- \* If the materials are delivered to the hotel, they will be charged \$30.00/100 lbs., handling fee.
- \* Exhibitors may only utilize tables provided by the hotel unless exhibitor receives prior written consent from hotel management. Any exhibitor found to be utilizing outside equipment will be charged accordingly.
- \* Storage of boxes/crates during the show will be the responsibility of the exhibitor/decorator. InterContinental does not have adequate space, unless prior arrangements are made by the sponsoring client.
- \* Hand trucks (two wheel dollies) may be used on the third floor. Pallet jacks are not allowed in carpeted areas.
- \* Breakdown of exhibits/decorations is required at the end of the function unless prior arrangements have been made with InterContinental management.
- \* Your boxes will be moved from your booth area to the loading dock for pick up after move-out is complete.
- \* Attaching items to walls, curtains, fascia, light sconces, etc. is strictly forbidden. Limited hang points are available and must be coordinated through the Convention Services Manager. Any Exhibitor who is found in violation of the above policy will be charged for any and all damages.
- \* Use of confetti, glitter and smoke machines is prohibited (no exceptions).
- \* Extension cords are the responsibility of the exhibitor/decorator. All cords must be taped down with approved carpet tape or rented directly through the hotel.
- \* The loading dock area may be utilized on a first come basis and all vehicles must be attended. Vehicles must be moved immediately after completion of loading or unloading. Load in/out must not interfere with the normal operation of the hotel. Delivery via the front entrance will not be accepted. You must delivery your items through the loading dock at the designated load in times.
- \* No parking is available for delivery vehicles.

# Exhibitor Order Form

Conference Name: 2016 ICHO (International Congress of Hyperthermic Oncology)

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

Date(s) Time(s) Needed: \_\_\_\_\_

Contact on Site: \_\_\_\_\_

On Site Phone: \_\_\_\_\_

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## Table/Booth Fee

Included in your conference registration fee and/or sponsorship fee.

Your space includes 1 6ft draped table and 2 chairs, as well as security services overnight. This does not include drayage, decoration, labor, gas or water supply. The hotel and ICHO are not held responsible for any lost or damaged items that are left unattended in the meeting space. Exhibitor may NOT provide additional tables on their own – only tables provided by the hotel can be utilized in exhibit space.

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## Telephone

All telephone lines must be accessed by dialing a "9" then the number. All lines are analog lines. Local calls charged at \$1.25. Long distance charges at prevailing rates plus a hotel charge of 85% plus 3%.

Direct Dial Line            \$150.00 each per day

\_\_\_\_ line(s) x \_\_\_\_ (days) = \$\_\_\_\_\_

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## High Speed Internet – Complimentary Wireless throughout exhibit space

<u>Advanced Orders</u>	<u>Onsite</u>	<u># of lines</u>	<u># of days</u>	<u>Total</u>
1-10 Connection(s) per day:	\$200 each/day	_____	_____	\$_____

**Note:** Cat5 cables are available with the use of a connection in our meeting rooms at no extra charge. We use a **DHCP server** for the configuration of your computer(s) for internet access in our meeting rooms. Please ensure that the TCP/IP setting of your computer(s) is to accept any IP address and to accept any DNS address. The hotel does not guarantee compatibility with Windows Vista.

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**ELECTRICAL – All power requires an order.**

**GENERAL INFORMATION**

WALL OUTLETS ARE NOT PART OF THE RENTAL SPACE AND ARE NOT TO BE USED. All material and equipment furnished by INTERCONTINENTAL will remain the property of INTERCONTINENTAL. Orders should be received five business days before start of the function to insure proper electrical setup. ALL PREPAID REQUESTS WILL BE CONNECTED FIRST. LAST MINUTE REQUESTS ARE SUBJECT TO ADDITIONAL LATE CHARGES. (50%)

**POWER**

**EXTENSION CORDS OR POWER STRIPS ARE AVAILABLE FOR RENTAL**

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>QTY.</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
_____	Power Access @ \$ 90.00				
_____	Extension Cord @ \$ 30.00	_____	_____	Power Strip w/5 outlets @ \$ 30.00	_____

**ADDITIONAL SERVICES**

\_\_\_\_\_ Banner Hanging @ \$35.00 each \_\_\_\_\_

## SHIPPING/DELIVERY AUTHORIZATION FORM

Please address inbound packages as follows:

InterContinental New Orleans

**Attention: ICHO, c/o (list on-site contact name for your group)**

444 St. Charles Avenue

New Orleans, LA 70130

Inbound packages (marked for your booth) will be delivered to the appropriate location by the start of designated exhibitor set up time.

All shipments leaving the Hotel may be turned over to our Banquet Department for processing. Please package and label boxes to include necessary shipping information. Your boxes will be picked up from your booth area and moved to our loading dock after move-out is complete.

The handling fee for incoming parcels will be **\$30.00 per 100 pounds**, with a minimum fee of \$30.00. This fee includes returning any out bound boxes back to the loading dock for pick up.

Conference Name: International Congress of Hyperthermic Oncology

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

Contact Name: \_\_\_\_\_ On-Site Cell Phone #: \_\_\_\_\_

Is the onsite exhibitor a guest in our hotel? Yes \_\_\_ No \_\_\_

Approximate # of boxes: \_\_\_\_\_

.....  
The Hotel will not be responsible for boxes and materials left without proper mailing and billing information.



# INTERCONTINENTAL®

## NEW ORLEANS

### CREDIT CARD AUTHORIZATION FORM

DATE \_\_\_\_\_

INDIVIDUAL NAME International Congress of Hyperthermic Oncology

FUNCTION/ GROUP NAME \_\_\_\_\_

ARRIVAL/DEPARTURE \_\_\_\_\_

NAME OF CREDIT CARD HOLDER \_\_\_\_\_

TYPE OF CREDIT CARD \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

CARD HOLDERS SIGNATURE \_\_\_\_\_

NOTE: A COPY OF FRONT OF THE CREDIT CARD MUST BE ENCLOSED.

THE UNDERSIGNED HEREBY AUTHORIZES IHC TO DEBIT ALL ABOVE CHARGES TO THE CREDIT CARD ACCOUNT LISTED ABOVE.

CARD HOLDERS SIGNATURE \_\_\_\_\_

PLEASE FAX COMPLETED FORM TO: Jennifer Ranney

E-MAIL: [Jennifer.Ranney@icneworleans.com](mailto:Jennifer.Ranney@icneworleans.com)