2011 IMIA Conference on Medical Interpreting  
The Joseph B. Martin Conference Center at Harvard Medical School  
Boston, MA USA

EXHIBITOR SET UP & SHIPPING INFORMATION

Equipment / Collateral deliveries can be made starting two business days prior to the event, not to arrive before Tuesday, September 27th, 2011, as those deliveries/materials will be turned away. Collateral deliveries may be made without verbal confirmation. Please contact Molly Hudson before arranging any equipment shipment.

Conference Planning Manager and Shipping Contact at CCHM:  
Molly Hudson  
Phone # (617) 432-8993  
email molly_hudson@hms.harvard.edu

All shipping labels should read:  
Attn: Molly Hudson, NRB - Room 133  
(Hold for name of exhibitor onsite contact, Exhibitor for IMIA Conference)  
The Joseph B. Martin Conference Center at Harvard Medical School  
77 Avenue Louis Pasteur  
Boston, MA 02115

For Equipment Deliveries:  
The loading dock is open Monday-Friday 7am-3:30pm excluding holidays. Deliveries arriving on a weekend cannot be accepted. There is NO pallet jack or manpower assistance for equipment shipped. All equipment must be easily movable & INSIDE Delivery arranged. The Conference Center at Harvard Medical is not responsible for any lost or damaged equipment. All equipment must be removed by 5:00 PM on the last day of the event.

If materials need to be shipped out at the conclusion of the event, the exhibitor is responsible for their own shipping labels, arrangements and transportation of the materials down to the loading area.

Set Up:  
Set up may begin Thursday, Sept. 29th 3pm-7pm, or Friday, Sept. 30th at 7am.

Drop-off:  
Curb-side drop-off of materials and displays can be challenging in the morning as the front of the Conference Center is a public school zone for the Boston Latin School. It’s not impossible, but it will require patience and is optimal to have more than one person involved in the plan.

Parking:  

Please do not hesitate to contact Kyra Marino (Sponsor Liaison) with questions at IMIAConference@imiaweb.org.