



B10-3

JOINT SECTION ON SPINAL DISORDERS
AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS
and
CONGRESS OF NEUROLOGICAL SURGEONS



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August 4, 1986

013820

Timothy Harrington, M.D.
2910 N. Third Avenue
Phoenix, AZ 85013

Dear Dr. Harrington,

Pursuant to our recent conversation, I now understand that you will be soliciting exhibitors for the Spine Section Meeting to be held in Boca Raton from January 14-17, 1987.

For your reference, enclosed you will find a supply of exhibitor contracts. These should be submitted along with your solicitation letter to potential exhibitors. Please note that the contract will be returned to the AANS National Office through the Lock Box number indicated on the bottom of the contract, allowing us to maintain accurate records of exhibit revenue received.

As you know, Peggy Podboy is our Meeting Manager. She and her Assistant, Renea Horn, will be active in the planning aspect of this meeting, and will be preparing the layout of the exhibit hall within the next few weeks. I have contacted the hotel to inquire about standard table sizes and they advise that they have both 6' x 30" and 8' x 30". Last year, we used the 6' x 30", and I understand this worked out quite nicely. All tables will be skirted and the booth cost will include a wastebasket, 2 chairs, a cocktail table, an ashtray and an identification sign.

At this point, it appears that we will be able to accommodate approximately ten (10) tabletop exhibits. Additionally, Dr. Sonntag has requested that the posters (approximately 10 - 15) be placed in the exhibit hall as well. So, until we get the exact layout on paper, it will be difficult to determine the exact number of exhibits. However, once the floorplan is completed, I will be certain to forward a copy to you for your reference.

Since you will be sending the solicitation letters, I have enclosed a supply of the Spine Section letterhead and envelopes for your use. Should you need an additional supply, please do not hesitate to let us know.

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Finally, I would greatly appreciate you copying me on your letters to exhibitors. This will better enable us to monitor the progress of exhibit space sales. Likewise, I will keep you posted on contracts received at this office. As discussed, the Institute will be reimbursed by the Section for any expenses incurred as a result of your work in relation to exhibit marketing for this meeting.

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Should you have any other questions or concerns, or, if we can be of further assistance, please don't hesitate to give me a call. I look forward to working with you on this meeting to make it as successful as we can.

Sincerely,


Amy Y. Waldmann
Exhibit Manager

encl

cc: George Sypert, M.D.
David G. Kline, M.D.
Peggy Podboy, Meeting Manager