



PrimeCare
Management Services

ORTHOTICS • PROSTHETICS • PEDORTHICS

PrimeFare Central
February 23-24, 2018
Renaissance Hotel
Tulsa | Oklahoma

POLICY AND PROCEDURES

Shipping Information: (shipping form below)

Renaissance Hotel | 6808 S 107 E Avenue| Tulsa, OK | 74133

*The hotel is limited on storage space so, please do not ship to arrive before February 19th

Your boxes will be on your table in the exhibit hall at 8pm pm on Thursday. On Saturday for return shipping you must have your return labels and you can leave your box in the exhibit hall and the hotel will ship them out on Monday.

Exhibit Hall –Seville Ballroom| Prosthetics Track – Salon II
Orthotics Track – Salon III

Exhibitor Set-UP Thursday February 22, 2018

Exhibitor set up 8-10pm Seville Ballroom

Friday February 23, 2018

7:00-8:00	Registration, Breakfast Exhibit Hall Opens
8:00-10:00	Sessions Begin
10:00-10:30	Break and Exhibitor Visits
10:30-12:30	Sessions Resume
12:30-1:30	Lunch –Exhibit Hall
1:30-3:00	All Sessions Resume
3:00-3:15	Break and Exhibit Visits
4:00-6:30	Sessions Resume

Saturday February 24, 2018

7:00-7:30	Breakfast/Exhibit Visits
7:30-10a	Sessions Begin
10:00-10:15	Break and Exhibit Visits
10:15-12:30	Sessions Resume
11:00	Exhibitor tear down
12:30	Meeting concludes

Exhibit Security

The exhibit hall will be locked after hours. If your exhibit includes valuables that need to be secured, please lock them in your hotel room overnight. The Renaissance Hotel, or PrimeCare Management Services cannot be responsible for lost and stolen items.

Presenters:

Audio/Visual Equipment

An LCD projector and screen will be provided in the meeting rooms during the seminar for presentation purposes. If you need other AV equipment it is available at your expense.

Special Needs

If you have special requirements for your presentation, please alert us and we will do our best to accommodate you.

Hotel Guest: _____

Arrival Date: _____

Group Name: _____

PrimeFare Central 2018

Function Start Date: _____

February 23, 2018

Event Manager's Name: _____

Brandi Reed

Group Contact: _____

PrimeCare Management Services / Jane Edwards

Company Name: _____

of Packages: _____

Renaissance Hotel
6808 S 107 E Ave
Tulsa, OK 74133
918-307-2600

Hotel Guest: _____
Arrival Date: _____
Group Name: PrimeFare Central 2018
Function Start Date: February 23, 2017
Event Manager's Name: Brandi Reed
Group Contact: PrimeCare Management Services / Jane Edwards
Company Name: _____
of Packages: _____

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