

# PrimeFare East Regional Scientific Symposium 2018

July 13-14, 2018 | Hilton Nashville-Downtown | Nashville, Tennessee

Our Event Staff Members are looking for opportunities to assist you. Please advise us if you need anything and we will do our best to accommodate you.

## EXHIBITOR INFORMATION

**EXHIBITOR SET-UP:** **6:00 p.m. – 8:00 p.m. on Thursday, July 12<sup>th</sup> or 9:00 a.m. until 11:00 a.m. on Friday, July 13<sup>th</sup> in Boone / Crocket Ballroom**  
(Exhibit hall will not be open to attendees at this time.)

**EXHIBITOR TEARDOWN:** **\*2:00 p.m. until 5:00 p.m. on Saturday, July 13<sup>th</sup> .**

\*2:00 pm is the earliest we would like you to breakdown your exhibit booth. Once the classes are back in session after lunch and the exhibit hall is cleared of attendees you can start breaking down - (lunch is 12:30-1:30). We understand that you want to get home on Saturday and avoid another hotel stay and time away from your family, which is why we tear down after lunch and not at 4:00. We also ask that you respect our show and plan accordingly.

If you do have an issue with a flight or need to breakdown before formal teardown time, please clear with PrimeCare staff **before** the show. If you do not speak with PrimeCare staff ahead of time you are expected to exhibit until 2:00 pm on Saturday July 14, 2018.

**EXHIBIT HALL OPEN:**

Friday July 13<sup>th</sup> - 11:30 a.m. to 5:30 p.m.,  
Saturday July 14<sup>th</sup> - 7:00 a.m. - 5:45 p.m.  
(teardown 2:00pm - 5:45 pm)

All breaks and meals will be in the exhibit hall. (See exhibit hall schedule for exhibit hall hours.)

## SHIPPING OF YOUR EXHIBIT MATERIALS

**Please ship them directly to the hotel.**

Please use the shipping label enclosed, if you need to ship any exhibit materials.

Contact the hotel in advance (**615.620.1000**) to alert the concierge of your shipment and your date of arrival. Once you arrive at the hotel, contact the hotel operator, then the operator will dispatch Security to follow up the packages. Tips are appreciated.

Secured storage is limited; therefore, **materials should be shipped to arrive no earlier than Tuesday July 10, 2018** (3 days prior to PrimeFare).

**There is a \$10.00 handling fee per box.**

## LOCATING YOUR MATERIALS:

### **LOCATING MATERIALS:**

Security team will deliver the packages. Contact the hotel operator, the the operator will dispatch Security to follow up with the packages(s) **\*Please remember to tip the security for bringing your materials to the exhibit hall.**

### **RETURN SHIPPING:**

After the event, you can arrange for return shipping through the hotel. You must have the proper shipping forms (UPS, FedEx, etc.) completed in advance. **\*Please remember to tip the security for bringing your materials to the exhibit hall.**  
**There is a \$10.00 handling fee per box.**

### **RESPONSIBILITY:**

Neither the PrimeCare Network, LLC, nor the Hilton Nashville-Downtown not will accept responsibility for packages left behind.

## ENTRANCE INTO THE EXHIBIT HALL

**You must present your name badge in order to be admitted to the exhibit hall.**

## EXHIBITOR INFORMATION FOR PRIZE DRAWING

Please initial in the square corresponding to your question on trivia game cards presented to you by attendees. Attendees must have the card fully signed to be eligible for the drawing. This will help guarantee that every attendee visits your booth during the show. Drawing will be held at 12:30 p.m. on July 14<sup>th</sup>.

## REGISTRATION BAGS

If you would like to put materials in the registration bags please send to:  
Jane Edwards | 2000 Newfields Rd. | Germantown, TN 38139  
To arrive no later than Monday July 9, 2018.

## EXHIBITOR DOOR PRIZES

If you would like to have a drawing at your table to give away products, services or gift cards to increase traffic in your booth that is fine with us. **We ask that you do your drawings at your table on Saturday July 14<sup>th</sup> by lunch and give us the winner to post on the bulletin board at the registration table. We will make an announcement during lunch for the attendees to check the bulletin board and report to your table to claim their prize. This is not required.**

## 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, or make arrangements with the hotel.

The Hilton Nashville-Downtown and the PrimeCare Network, LLC cannot be responsible for lost and stolen items.

## PRESENTERS:

### **AUDIO/VISUAL :**

An LCD projector, screen, microphone and podium will be provided in each of the meeting rooms during the seminar for presentation purposes.

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**If you need any additional equipment, it is available at your cost.**

## SPECIAL NEEDS

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

## HOTEL INFORMATION:

### **HILTON NASHVILLE DOWNTOWN HOTEL:**

**121 Fourth Ave., South | Nashville, Tennessee 37201**  
Exhibitors and attendees must make their own hotel reservations.

### **RESERVATIONS:**

615.620.000

### **ROOM RATE:**

**\$249.00 per night** \*The room block will be held until **06/10/18**.

### **ON LINE REGISTRATION:**

[http://www.hilton.com/en/hi/groups/personalized/B/BNANSHF-PCE-20180711/index.jhtml?WT.mc\\_id=POG](http://www.hilton.com/en/hi/groups/personalized/B/BNANSHF-PCE-20180711/index.jhtml?WT.mc_id=POG)

## NO REFUNDS

**HOTEL GUEST:**

**HILTON NASHVILLE-DOWNTOWN  
121 FOURTH AVENUE SOUTH  
NASHVILLE TN 37201**

GROUP NAME: PRIMEFARE EAST 2018

FUNCTION START DATE: JULY 13-14, 2018

GROUP ON SITE CONTACT: PRIMECARE O&P NETWORK / JANE EDWARDS

HOLD FOR ARRIVAL DATE:  / / 2017 FOR PRIMEFARE 7/13-14/2018

IF UNCLAIMED, CONTACT:

OFFICE:

PHONE#:

COMPANY NAME:

# OF PACKAGES: