



**PrimeCare**  
Management Services

ORTHOTICS • PROSTHETICS • PEDORTHICS

PrimeFare Central  
August 13-14, 2021  
Renaissance Hotel  
Tulsa | Oklahoma

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## **POLICY AND PROCEDURES**

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### **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 August 10, 2021

Your boxes will be on your table in the exhibit hall at **6:00 pm** on Thursday August 12, 2021. **On Saturday for return shipping you must have your return labels on your box and you can leave your box in the exhibit hall. You are responsible for calling your carrier to pick up your package on Monday August 16, 2021.**

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Exhibit Hall –Seville Ballroom | Prosthetics Track – Madrid I  
Orthotics Track – Madrid II

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### **Exhibitor Set-UP Thursday August 12, 2021**

Exhibitor set up 6:00 pm – 8:00 pm Seville Ballroom

#### **Friday August 13, 2021**

7:00-8:00	Registration, Continental 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
1:30-3:30	All Sessions Resume
3:30-3:45	Break and Exhibit Visits
3:45-5:45	Sessions Resume

#### **Saturday August 14, 2021**

7:30-8:00	Breakfast and Exhibit Visits
8:00-10:00	Sessions Begin
10:00-10:30	Break and Exhibit Visits
10:45	Exhibitor tear down
12:45	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:**

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Arrival Date:

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Group Name:

PrimeFare Central 2021

Function Start Date:

August 13,2021

Event Manager's Name:

Jonathan Bernhardt

Group Contact:

PrimeCare Management Services / Jane Edwards

**Company Name:**

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**# of Packages:**

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