

PrimeFare Central Regional Scientific Symposium 2024

October 18-19, 2024 | Renaissance Hotel & Convention Center | Tulsa, OK

POLICY AND PROCEDURES FOR EXHIBITORS

EXHIBITOR SET UP	4 pm until 7 pm Thursday October 17th Salon VII– Renaissance Hotel Convention Center (Exhibit hall will not be open to attendees at this time.)
EXHIBITOR TEARDOWN	*10:45 am. until 12:30 p.m. on Saturday, October 18th 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.
EXHIBIT MATERIALS	***Please see hotel shipping info.***
RESPONSIBILITY	Neither the PrimeCare Network, LLC, nor the Renaissance Hotel will accept responsibility for packages left behind. You must present your name badge to be admitted to the exhibit hall.
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 October 19th by the end of breakfast and give us the winner to post on the bulletin board at the registration table. We will make an announcement during the morning break 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 Tulsa Renaissance Convention Center 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. If you need any additional equipment, it is available at your cost.
HOTEL INFORMATION: RENAISSANCE HOTEL AND CONVENTION CENTER	6808 S 107th E Ave Tulsa, OK Exhibitors and attendees must make their own hotel reservations
RESERVATIONS:	Book your group rate for PrimeCare Room Rate \$130/night

NO REFUNDS


RENAISSANCE[®]
TULSA HOTEL & CONVENTION CENTER

Welcome Vendor,

The Renaissance Tulsa Hotel and Convention Center is honored to host **PrimeCare October 2024** We are looking forward to your arrival and the opportunity for you to experience our hospitality! We are confident that our facilities, amenities and service will exceed your expectations.

This packet includes various information and some forms that will need to be returned by the deadlines designated. Please read each page carefully and indicate your needs on the appropriate forms. We ask, regardless of your needs, that you send the return pages back so that we can accurately prepare for your arrival. The final page will give you instructions on returning the needed forms to the hotel.

At a Glance Guide

Conference Name/Tradeshow Name:	PrimeCare
Location:	Renaissance Tulsa Hotel & Convention Center
Show Setup Dates and Time:	Thursday, October 17, 2024 4:00PM-8:00PM
Teardown Dates and Times:	Saturday, October 19, 2024
Deadline to Submit Packet:	Friday, October 4, 2024

**Exhibit Booth Information : (1) 6'
Draped Table & (2) Chairs, (1) Small
Wastebasket**

Sincerely,

Tulsa Renaissance

Convention Services Department

Crystal Jones Crystal.jones@atriumhospitality.com

918-307-4028 office | 918-307-4033 fax

**Renaissance Tulsa Hotel & Convention Center Waiver of
Liability & Property Information**

- The convention center area is carpeted.
- Outside food and beverage is not allowed in the convention center. Please notify the hotel of any food or beverages that you wish to give away at your booth for consideration. To purchase food or beverage from the hotel, please contact the Convention Services Manager listed on the first page of this packet.
- The use of electrical pallet jacks or fork-lift is not permitted without permission from the hotel. Please contact the hotel to secure approval and make arrangements if these are required for unloading or transporting your materials.
- A lift or ramp is needed on the delivery truck to unload at the convention center dock. The garage door size is 11 x 12 with a slight uphill grade. Any item larger than the garage door opening will not be able to enter the hotel. It is your responsibility to make arrangements with the shipping company to have a lift available to unload the materials from the truck. The hotel's other receiving dock is located away from the convention center and items will travel down several halls and through several double doors. If your materials need to be delivered to the hotel receiving dock, please ensure that all proper arrangements are made with the hotel.
- Open flame is not allowed in the convention center.
- Smoking is only allowed in the designated area under the gazebo at the hotel's main entrance.
- Easement access to any and all fire emergency exits must not be blocked or obstructed in any way. This includes exit signs, exit doors, and strobes.
- All electrical cords must be secured and are allowed at the discretion of the hotel.
- Please prearrange with the hotel any tools, ladders, or equipment items needed for your setup – fees may apply. The hotel is waived of all liability for use of these items, including those that are borrowed or rented from the hotel.
- Loading in or out is only allowed at the convention center loading dock or the hotel loading dock.
- Using the circle drive fire lane at the main hotel entrance for loading or parking is not allowed.
- In order for a vehicle to enter the hotel, specific arrangements must be made with the hotel. Once arrangements are agreed upon, the following requirements must be met in order for the vehicle to enter.
 - The vehicle will be marshaled in by the Engineer on duty.
 - 1/8 of tank of gasoline or less in the vehicle
 - Once vehicle is in place, the keys will be turned over to the Engineer and stored in the Manager on Duty lock box at the hotel's front desk.
 - Once vehicle is in place, battery cables will be disconnected.
 - Plastic is to be placed under the vehicle.
 - Hotel is not responsible for damage to or loss of property inside hotel.
- The hotel does not assume liability or responsibility for any damage or loss to the hotel's carpet, walls, ceiling, lighting, windows, air walls, exterior façade, interior vinyl, or paint caused by any form of vehicle (including pallet jacks, carts, forklifts, lifts, and ladders), machine, display, driving, resting, packaging, unpacking, any item taped, hung, adhered, or affixed in any way to or removed from the above hotel property.

**By signing this page, you are agreeing to waive any and all liability of the
Tulsa Renaissance or its staff. All vendors must have a signed copy of this document on file at the
Renaissance Tulsa Hotel & Convention Center before the day of setup.**

Signature:

Print Name:

Date

PrimeCare October 2024
Company/Vendor Name:

R

Renaissance Tulsa Hotel & Convention Center
6808 South 107th East Avenue, Tulsa, OK 74133
918-307-2600

Shipping & Handling of Exhibit Materials

Advance Receiving Dates for Large Freight Items:	No earlier than Wednesday 10/16/2024
Direct Shipping to Hotel for Small Items:	No earlier than Tuesday 10/15/2024
Deadline to Return Packet:	No later than Friday 10/4/2024

Inbound Shipping

- Exhibit materials may be sent directly to the hotel, but not before the direct shipment date listed above.
- All packages must be clearly marked with the conference name and exhibitor's name to insure timely delivery (labels are provided on **Page 6**).
- Advance shipment materials will be assessed a **daily** handling & storage fee (prices are detailed on page 5).

Outbound Shipping

- If you choose to ship out directly from the hotel, it is your responsibility to make arrangements with the carrier for pickup the day of teardown or the following day.
- Hotel will have a banquet representative available during teardown to help coordinate shipping out.

Miscellaneous Shipping Information

- All advance shipments received at the hotel must be sent prepaid; no COD shipments will be accepted.
- No uncrated, loose, blanket-wrapped, or paper-wrapped shipments will be accepted at the hotel.

Setup Information

- All materials will be placed in your exhibit booth prior to your setup time, assuming the proper information is included on the labels.
- Any empty crates, boxes, or pallets can be stored at the hotel. Please use the label on Page 7 for these items. All items left in aisles with-out proper labels will be discarded.

Teardown Information

- All freight must be properly secured, with shipping forms directly attached to all materials.
- Vendors **MUST** coordinate and schedule pickup with their preferred carrier prior to departure
- If any materials are left in the booth without proper shipping instructions they will only be held for 14 days.

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Large Material & Direct Shipment Pricing

Total Pounds	Material Handling Rates (per 100lbs.) <small>Pounds are rounded to the next 100 (ex: package weighing 144 pounds would be charged for 200 pounds)</small>	Total Due	
	\$50.00 on or before deadline		
	\$60.00 after deadline and during "Last Chance Dates"		

**Material Handling rates are per 100 lbs. - if your shipment is over 100lbs. and under 201lbs., the charge will be the rate multiplied by 2. (Example: for a shipment with a total weight of 128lbs. received before the deadline, the total charge is \$100.00.)

Single Box or Small Material Direct Shipment Pricing

Any exhibit materials received at the hotel will be assessed a **daily** handling & storage fee as follows.
Prices are quoted per individual package.

Qty	Qty-Actual <small>For Hotel Use</small>	ITEM	Price per day	Day(s)	Day(s) Actual <small>For Hotel Use</small>	Total
		Incoming Box 0-25 lbs.	\$5.00			
		Incoming Box 25-50 lbs.	\$10.00			
		Incoming Box 50-100lbs.	\$15.00			
		Incoming Box over 100 lbs. (per 100 lbs. up to 1000)	\$20.00			
		Incoming Pallet, Large Crate or over 1000 lbs.	\$50.00			
		Outgoing Box 0-25 lbs.	\$5.00			
		Outgoing Box 25-50 lbs.	\$10.00			
		Outgoing Box 50-100 lbs.	\$15.00			
		Outgoing Box over 100 lbs. (per 100 lbs. up to 1000)	\$20.00			
		Outgoing Pallet, Large Crate or over 1000 lbs.	\$50.00			

For Hotel Use

<i>Subtotal</i>		
<i>25 % Service Charge</i>		
<i>Tax 8.517%</i>		
<i>Total</i>		

Vendor/Company Name & Booth #: _____

PrimeCare October 2024

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Advance Receiving Shipping Label

PrimeCare October 2024

Contact Name & Phone #: _____

Exhibitor or Booth Name: _____

SHIP TO:

**Renaissance Tulsa
Hotel & Convention Center**

EXHIBITOR NAME:

**6808 South 107th East Avenue
Tulsa, OK 74133**

PrimeCare October 2024

Contact Name & Phone #: _____

Exhibitor or Booth Name: _____

SHIP TO:

**Renaissance Tulsa
Hotel & Convention Center**

EXHIBITOR NAME:

**6808 South 107th East Avenue
Tulsa, OK 74133**

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Empty Crate/Box Label (for storage)

DO NOT THROW AWAY

PLEASE STORE FOR TEARDOWN

Tradeshow Name: PrimeCare 2024

Exhibit Name

Contact Name:

DO NOT THROW AWAY

PLEASE STORE FOR TEARDOWN

Tradeshow Name: PrimeCare October 2024

Exhibit Name:

Contact Name:

R

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1. The Renaissance Tulsa Hotel & Convention Center and its subcontractors shall not be responsible for any delay of exhibit materials due to strikes, lockouts, acts of God, or work stoppages of any kind.
2. The Renaissance Tulsa Hotel & Convention Center and its subcontractors shall not be responsible for loss, injury, or damage caused by tradesmen or equipment furnished by the Renaissance Tulsa Hotel & Convention Center or its subcontractors.
3. The Renaissance Tulsa Hotel & Convention Center and its subcontractors shall not be liable for loss or damage to exhibit materials at any time once received or while on the property of the Renaissance Tulsa Hotel & Convention Center.
4. The Renaissance Tulsa Hotel & Convention Center and its subcontractors shall not be liable, to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from the loss, injury, or damage to the exhibitor's materials, which may make it impossible or impractical to exhibit in the show.
5. The exhibitor must alert the Renaissance Tulsa Hotel & Convention Center of any hired contractors in writing at least 30 days prior to the first day of setup. If you intend to use any outside contractor other than the Renaissance Tulsa Hotel & Convention Center we must receive a copy of a "Certificate of Insurance" showing General Liability Coverage of \$2,000,000,000 per occurrence and Workmen's Compensation valid in the state of Oklahoma. This form must be received by the Renaissance Tulsa Hotel & Convention Center at least 30 days prior to the first setup day. If the hotel is not alerted and/or the Certificate of Insurance is not received, the hotel will not allow contracted services to occur in or outside of the Renaissance Tulsa Hotel & Convention Center.
6. The Renaissance Tulsa Hotel & Convention Center shall not be liable for the loss of, or damage to, products or equipment that might be left in the booth at the conclusion of the show. These items are the responsibility of the exhibitor to secure once the show ends.
7. It is understood that the Renaissance Tulsa Hotel & Convention Center is not an insurer, and that insurance, if any, should be obtained by the group's main contact. The group's main contact should consult with its insurance carrier for proper insurance coverage. The Renaissance Tulsa Hotel & Convention Center does not provide insurance coverage and its fees do not include an insurance premium.
8. The Renaissance Tulsa Hotel & Convention Center is not responsible for any lost or stolen materials that were left unattended at any time on the Renaissance Tulsa Hotel & Convention Center premises. Security is not provided by the Renaissance Tulsa Hotel & Convention Center. If you should choose to hire security for your unattended booth, please contact the hotel representative to make arrangements. The Renaissance Tulsa Hotel & Convention Center assumes no liability for any unattended items; however, we will work to ensure that all rooms are locked up as soon as possible.



Billing Information

Conference Name/Tradeshow Name:	PrimeCare October 2024	
Vendor/Company Name:		
Booth Number:		
Address:		
City, State, & Zip:		
Country:		
Telephone:		
Cell Number:		
Fax Number:		
Email Address: (optional)		
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Diner's Club <input type="checkbox"/> AMEX	
Credit Card Number:		
Credit Card Expiration Date:		
Printed Name:		
Signature with Date:		
	By signing, you are agreeing to allow the hotel to charge the card indicated to pay for all items ordered in this packet, as well as items added over the phone or on property.	
Billing Name and Address: If these are the same as listed above, you may simply check the box.		
Would you like a copy of the invoice sent to you? Please circle one	Yes	No
If yes, please indicate fax or email. Please ensure you have provided the information above. Please circle one	Fax	Email

Total from Additional Items	
Total from Shipping	
Grand Total	
Date and Total Charged <small>For Hotel Use</small>	

To fully cancel your order with no charges, contact the Sales Office on or before Monday October 14, 2024.

On Tuesday October 15, 2024, the credit card provided will be charged 100% of the total order amount. On or after this date, only additions, upon availability, can be made to your order. (No refunds for cancellation after this date)

**Please return via fax to 918-307-4033 or email crystal.jones@atriumhospitality.com
Attn: Conference & Event Manager, Crystal Jones**

R

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PrimeFare Central Scientific Symposium 2024

October 18-19th | Renaissance Hotel and Convention Center | Tulsa, OK

EXHIBITOR SCHEDULE

Session Locations

Exhibit Hall
Orthotics Track
Prosthetics Track
Admin Track

Salon VII
Madrid I
Madrid II
Madrid III

Thursday October 17

4:00 pm – 7:00 pm

Exhibitor Set Up |

Friday October 19

7am-8am
8:00 am
8:00 am – 5:30 pm
10:30am-10:45am
12- 1 pm
1:00-3:15pm
3:15 pm - 3:45 pm
3:45 pm - 5:30 pm

Registration/ Breakfast
All Sessions Begin
Exhibit Hall Open
Break Exhibit Hall
Lunch in Exhibit Hall
All Sessions Continue
Break in Exhibit Hall
All Sessions Continue

Saturday October 19

7:00 am – 8 am
8am-10:30am
10:30-10:45
10:30 am - 12:45 pm
12:45p

Breakfast Exhibit Hall
All Sessions Begin
Break in Exhibit Hall
All Sessions Continue
Meeting Concludes

***10:45am**

Exhibitor Teardown

*10:45am is the earliest we would like you to breakdown your exhibit booth. Once the exhibit hall is cleared after the 10:30-10:45 break and all attendees go back in session you can start breaking down. 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.