

PrimeFare East Regional Scientific Symposium 2019

July 12-13, 2019 | Renaissance Hotel | 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:	7 pm until 9 pm Thursday July 11, 2019 Broadway 2 – Renaissance Hotel Convention Center (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 13th *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 13, 2019.
EXHIBIT HALL OPEN:	Friday July 12 th 7 a.m. to 5:30 p.m., Saturday July 13 th - 7 a.m. to 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 (**615-255-8400**) to alert the concierge of your shipment and your date of arrival. Once you arrive at the hotel, you can arrange for a bell captain to deliver your materials directly to the exhibit hall. Tips are appreciated.

Secured storage is limited; therefore, **materials should be shipped to arrive no earlier than Tuesday July 9, 2019** (3 days prior to PrimeFare).

There is a \$10.00 handling fee per box of 50 lbs or less. Add \$.75 for each lb over 50 lbs. (An additional fee may be charged for larger items.)

LOCATING YOUR MATERIALS:

LOCATING MATERIALS:

You will be notified at check-in if materials are being held for you. If you have shipped materials to the hotel and are not notified, please inquire at the Front Desk or Guest Services. If materials arrive after you check into the hotel, a message will be left on the phone in your room. ***Please remember to tip the bellman 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 bellman for bringing your materials back to the hotel for shipping. There is a \$10.00 handling fee per box 50 lbs or less. Add \$.75 for each lb over 50 lbs.**

RESPONSIBILITY:

Neither the PrimeCare Network, LLC, nor the Renaissance Hotel 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 June 17th.

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 8th.

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 13th 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 Nashville 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.

SPECIAL NEEDS

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

HOTEL INFORMATION:

RENAISSANCE HOTEL:

611 Commerce Street | Nashville, Tennessee 37203

Exhibitors and attendees must make their own hotel reservations.

RESERVATIONS:

toll free number is 877-901-6632

ROOM RATE:

\$259 available until Friday June 14. 2019

ON LINE

<https://book.passkey.com/e/49877977>

REGISTRATION:

NO REFUNDS

HOTEL GUEST:

**RENAISSANCE NASHVILLE HOTEL
611 COMMERCE STREET
NASHVILLE, TENNESSEE 37203
615-255-8400**

GROUP NAME:

PRIMEFARE EAST 2019

FUNCTION START DATE:

JULY 12-13, 2019

EVENT MANAGER'S NAME:

GROUP ON SITE CONTACT:

PRIMECARE O&P NETWORK / JANE EDWARDS

HOLD FOR ARRIVAL DATE:

/ / 2010 FOR PRIMEFARE 7/12-13/2019

IF UNCLAIMED, CONTACT:

OFFICE:

PHONE#:

COMPANY NAME:

OF PACKAGES: