

PrimeFare East Regional Scientific Symposium 2021

June 25-26, 2021 | Renaissance Hotel and Convention Center

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 pm until 9 pm Thursday June 24th 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, June 26th *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 June 26, 2021.
EXHIBIT HALL OPEN:	Friday June 25 7 a.m. to 5:45 p.m., Saturday June 26 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 SEE UPDATED SHIPPING AND RECEIVING INFORMATION. THE POLICIES AND PROCEDURES HAVE CHANGED FOR BOTH IN-BOUND AND OUT-BOUND.

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.
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 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 June 26th 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:

\$209

ON LINE

<https://book.passkey.com/e/50171396>

REGISTRATION:

NO REFUNDS



Renaissance Nashville Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **615.238.0262**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Renaissance Nashville
611 Commerce Street
Nashville, TN, 37203
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Renaissance Nashville
611 Commerce Street
Nashville, TN 37203
Phone: 615.238.0262
Fax: 615.532.6981
Email: usa2777@fedex.com

Operating Hours
Mon – Fri: 9:00am - 5:00pm
Saturday: Closed
Sunday: Closed

SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office in advance of shipping their items to Renaissance Nashville with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

ON-SITE PACKAGE DELIVERY

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Renaissance Nashville, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting / event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES / MEETING ROOMS

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Renaissance Nashville, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Renaissance Nashville Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **615.238.0262**; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$5.00
0.0 – 1.0 lb.	\$2.00	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$35.00	\$50.00
60.1 – 150.0 lbs.	\$35.00	\$70.00
Pallets & Crates*	\$150.00 or \$0.75/lb. > 200 lbs.	\$150.00 or \$0.75/lb. > 200 lbs.

Package weights will be rounded up to the nearest pound.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelopes up to 1.0 lb.	No Charge
0.0 – 10.0 lbs.	\$5.00
10.1 – 30.0 lbs.	\$10.00
30.1 – 60.0 lbs.	\$15.00
60.1 – 150.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

ADDITIONAL SERVICES

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.