

# PrimeFare East Regional Scientific Symposium 2023

June 23-24, 2023 | Renaissance Hotel & Convention Center | Nashville, Tennessee

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## POLICY AND PROCEDURES

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

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#### EXHIBITOR SET UP

**6 pm until 9 pm Thursday June 22nd**

**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 24<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. 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 24, 2023.

#### EXHIBIT HALL OPEN

Friday June 23      7 a.m. to 5:45 p.m.

Saturday June 24   7:30 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

**\*\*\*See additional shipping sheet\*\*\***

#### 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 24th 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:

<https://book.passkey.com/e/50379487>

### ROOM RATE

\$269/night

## **No Refunds**

**HOTEL GUEST:**

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

**GROUP NAME:**

PRIMEFARE EAST 2023

**FUNCTION START DATE:**

JUNE 23-24, 2023

**EVENT MANAGER'S NAME:**

**GROUP ON SITE CONTACT:**

PRIMECARE O&P NETWORK / Cathie Pruitt

**HOLD FOR ARRIVAL DATE:**

/ / 2023 FOR PRIMEFARE 6/23-6/24/2023

**IF UNCLAIMED, CONTACT:**

**OFFICE:**

**PHONE#:**

**COMPANY NAME:**

**# OF PACKAGES:**