

# Exhibitor Policies & Procedures

## PrimeFare East 2026 Regional Scientific Symposium

June 19<sup>th</sup>-20<sup>th</sup> | Chattanooga Convention Center | Chattanooga, TN

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### Convention Center Shipping & Receiving

Follow This Link: [Shipping and Receiving](#)

### Exhibitor Set-Up

**4:00 pm until 7:00 pm** / Thursday, June 18<sup>th</sup>  
Convention Center Ballrooms E, F, G

### Exhibitor Tear Down

**\*2:00 pm until 5:00 pm** on Saturday, June 20<sup>th</sup>  
\*2:00 pm is the earliest we ask that you begin to break down your exhibit table. **Once the classes are back in session after lunch and the exhibit hall is cleared of attendees would be ideal.** If you have a need to break down before 2:00 pm, please let Cathie know.

### Exhibit Hall Open

Friday, June 19<sup>th</sup> 7:00 am to 5:45 pm  
Saturday, June 20<sup>th</sup> 7:00 am to 5:45 pm  
(Break down 2:00 pm – 5:45 pm)

### Presenters

An LCD projector, screen, microphone and podium will be provided in each of the breakout meeting rooms for presentation purposes during the seminars. **If you need additional equipment, it is available at your cost.**

### Tabletop Height Restrictions

If your display is over 4ft tall, please reach out to us. We have limited space where we can position your exhibit to not interfere with sight lines in the Hall, so space requests to accommodate a larger banner or booth element will be approved on a first come, first served basis. Call (901)359-3936 or email [cathie@primecareop.com](mailto:cathie@primecareop.com) for details.

**Meeting Security**

**We ask everyone attending, exhibiting or presenting to always wear their provided name badges.** The exhibit hall will be locked after meeting hours but if your exhibit includes valuables that need to be secured, please lock them in your hotel room overnight or make arrangements with the Convention Center.

**Special Needs**

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

**Hotel Information**

Chattanooga Marriott Downtown  
2 Carter Plaza  
Chattanooga, TN 37402  
[\(423\)756-0002](tel:(423)756-0002)

**Hotel Reservation Link**

[Book your special rate for PrimeFare East 2026](#)

**\$199.00 Per Night**

**NO REFUNDS**