



## 31<sup>st</sup> Annual First Coast Infectious Disease/ Clinical Microbiology Symposium

### *EXHIBITOR SET UP INFORMATION*

#### **FOR ELECTRICAL SERVICE/AV/TELEPHONE/INTERNET SERVICE**

Please use the following link to review pricing information and order services:

[https://eventnow.encoreglobal.com/myevents/result/index/show\\_id/8c210651-bcc5-ee11-9078-002248257ca1/](https://eventnow.encoreglobal.com/myevents/result/index/show_id/8c210651-bcc5-ee11-9078-002248257ca1/)

#### **EXHIBITOR SHIPPING**

Please review the **Hyatt Regency Jacksonville Shipping and Receiving Policies and Procedures** for information regarding shipping of materials to Hyatt Regency Jacksonville Riverside.

#### **EXHIBITOR SET UP**

The Symposium will be held at Hyatt Regency Jacksonville Riverside. Exhibitors will be in **Conference Center A**. This is across the hall from the General Session meeting room.

All exhibitors will have assigned space (to be posted on the website by February 15, 2024) and exhibitor tables will be labeled with exhibitor name.

All exhibitors should pick up their meeting badges at the Exhibitor Registration desk outside of **Conference Center A**.

Please be ready to pay (or charge to your room) at delivery for any shipments that you have sent to the hotel. Information will be placed on each exhibitor table regarding how to obtain shipped items.

If you have any special needs related to exhibition, please contact Dawn Jones ([dawn.jones@hyatt.com](mailto:dawn.jones@hyatt.com) or 904.360.8673) as soon as possible.

#### **Exhibition Times:**

Exhibitor Registration and Set Up

Friday 10:00 am – 3:00 pm

Saturday only exhibitors 6:30-7:15 am

Exhibits	Friday 3:00 pm – Saturday 1:30 pm
Exhibitor Breakdown/Clean up	Saturday 1:30 pm – 5:00 pm

The following times have been designated in the program for participants to visit exhibits:

Friday:

3:00 – 3:50 pm                      Participant Registration

5:45 – 7:30 pm                      Reception/Dinner

Saturday:

7:15 – 7:50 am                      Breakfast

9:45 – 11:00 am                      Break

11:50 am – 1:00 pm                      Lunch

The reception and dinner on Friday night and breakfast, break and lunch on Saturday will be located in the exhibit area.

Note that the exhibit area IS NOT a secured room. Please plan accordingly.

## **EXHIBITOR BREAK DOWN**

**PLEASE NOTE:** representatives exhibiting on Saturday should not plan to begin to break down their exhibits until after 1:15 pm on Saturday.

Please review the **Hyatt Regency Jacksonville Shipping and Receiving Policies and Procedures** especially information on *Guest Package Services*

Exhibitors should:

- Seal any boxes and affix their own shipping labels
- Call their preferred carrier to arrange for pick up
- Leave sealed and labeled boxes on their exhibitor table and they will be delivered to the shipping area by Hyatt staff