



26th Annual First Coast Infectious Disease/ Clinical Microbiology Symposium

EXHIBITOR SET UP INFORMATION

FOR ELECTRICAL SERVICE/AV/TELEPHONE/INTERNET SERVICE

Review the Hammock Beach Encore Exhibitor AV Price Sheet for pricing information. Complete a **Hammock Beach Encore Exhibitor Audio Visual Order Form** and **Credit Card Authorization Form** and email them to Glen.Aplin@encore-us.com.

EXHIBITOR SHIPPING

All boxes being shipped to Hammock Beach should not be shipped prior to 3 days before the start of program due to limited storage space.

It is recommended that you keep record of your tracking numbers for any boxes that are shipped to Hammock Beach for better facilitation should any packages not arrive on time. Please also forward a copy of your tracking numbers to Ashley Lopez at alopez@hammockbeach.com.

Any boxes being shipped to Hammock Beach should be addressed as follows:

Attn: Ashley Lopez – CS Manager
Hold for: Guest - (Guest Name) / FCID Microbiology Symposium
Shipping Address: 200 Ocean Crest Drive
Palm Coast, Florida 32137

If you require return shipping please be sure to enclose a return label in your package, otherwise a \$5.00 fee will be incurred.

****Please note that you will be charged \$6.00 handling fee per box (over 6 boxes) and a \$75.00 handling fee for a shrink-wrapped pallet** These charges will be billed to your room account.**

EXHIBITOR SET UP

The Symposium will be held at Hammock Beach Resort. Exhibitors will be in the Ocean Ballroom. Exhibitor materials will be brought to the Coquina Room for exhibitor pick up.

All exhibitors will have assigned space (to be posted on the website after January 15, 2019) and exhibitor tables will be labeled with exhibitor name. If you have any special needs related to exhibition, please contact Ashley Lopez alopez@hammockbeach.com as soon as possible.

Exhibition Times:

Exhibitor Registration and Set Up	Friday 1:00 – 3:00 pm Saturday only exhibitors 6:30-7:15 am
Exhibits	Friday 3:00 pm – Saturday 12:30 pm
Exhibitor Breakdown/Clean up	Saturday 12:30 pm – 2:00 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 – 10:45 am	Break
11:35 am – 12:30 pm	Lunch

PLEASE NOTE: representatives exhibiting on Saturday should not plan to break down their exhibits until after 12:30 pm on Saturday.

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.