



## 33<sup>rd</sup> Annual First Coast Infectious Disease/ Clinical Microbiology Symposium

### *EXHIBITOR SET UP INFORMATION*

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

Please see the **Jacksonville Marriott Downtown Exhibitor Form 2025** to review pricing information and order services.

#### **EXHIBITOR SHIPPING**

Please ship materials to the following address:

Jessica Lowstetter  
Re: 33<sup>rd</sup> Annual First Coast Infectious Disease Symposium/GUEST NAME  
245 Water Street  
Jacksonville, FL 32202

#### **EXHIBITOR SET UP**

The Symposium will be held at **Marriott Jacksonville Downtown**. Exhibitors will be in **Florida Salons ABC**. Next to the General Session meeting room.

All exhibitors will have assigned space (to be posted on the website by February 9, 2026) and exhibitor tables will be labeled with exhibitor name.

All exhibitors should pick up their meeting badges at the Exhibitor Registration desk outside of **Florida Salons ABC**.

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 Jessica Lowstetter ([Jessica.Lowstetter@MarriottJacksonvilleDowntown.com](mailto:Jessica.Lowstetter@MarriottJacksonvilleDowntown.com) or 904.791.4832) as soon as possible.

#### **Exhibition Times:**

Exhibitor Registration and Set Up

Friday 11:00 am – 3:00 pm

Saturday only exhibitors 6:30-7:15 am

Exhibits	Friday 3:00 pm – Saturday 1:15 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.

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 Marriott staff