



## **19<sup>th</sup> Annual First Coast Infectious Disease/ Clinical Microbiology Symposium**

### ***EXHIBITOR INFORMATION***

#### ***PROCEDURE FOR SENDING DISPLAY MATERIALS TO THE RENAISSANCE RESORT AT WORLD GOLF VILLAGE***

Shipments of Material, Literature and Products that are to be used in conjunction with the 2012 Symposium should be addressed as follows:

##### **RENAISSANCE RESORT AT WORLD GOLF VILLAGE**

Attn: Convention Shipping and Receiving/ Pascale Veres

500 South Legacy Trail

Saint Augustine, FL 32092

HOLD FOR: (Representative Name, Company Name)

First Coast Infectious Disease/Clinical Microbiology Symposium

January 27, 2012

Number of Boxes (i.e. 1 of 2, 2 of 2, etc...)

Special Delivery Instructions if applicable

It is not possible for The Renaissance to accept C.O.D. Shipments. Representatives should record and bring to The Renaissance all tracking numbers of all packages shipped. Shipments should not be sent to The Renaissance more than three days prior to the meeting (January 24, 2012).

If more than one package within a single shipment is sent, ensure that they are numbered in sequence, i.e. (1 of 3, 2 of 3, 3 of 3)

All items of value should be insured by the Shipper.

#### ***For Electrical Service and Telephone/Internet Service:***

Complete a **2012 Exhibitor Audio Visual Order Form**.

Boxes left on the premises for longer than one week after departure without shipping instructions will be discarded. **Please note it is the responsibility of the shipper to arrange for inbound and outbound freight deliveries and pick-ups.**

#### ***EXHIBITOR SET UP***

The Symposium will be held at the St. John's Convention Center. Exhibitors will be in the St. Augustine Ballroom.

All exhibitors will have assigned space (to be announced). Material that has been delivered to The Renaissance will be delivered to the exhibit area. If you have any special needs related to exhibition please contact Pascale Veres at (904) 940-8639 as soon as possible.

**Exhibition Times:**

Exhibitor Registration and Set Up	Friday 12:00 noon – 3:00 pm (Saturday only exhibitors 6:30-7:15 am)
Exhibits	Friday 3:00 pm – Saturday 2:00 pm
Exhibitor Breakdown/Clean up	Saturday 2:00 pm – 4:00 pm

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

Friday:

3:00 – 3:50 pm	Participant Registration
6:00 – 6:45 pm	Reception

Saturday:

7:15 – 7:50 am	Breakfast
10:00 – 10:45 am	Break
12:45 – 2:00 pm	Lunch

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

The St. Augustine Ballroom IS NOT a secured room. Please plan accordingly.

Before leaving The Renaissance, proper instructions need to be given to Pascale Veres regarding items to be shipped out specifying method of shipment, amount of insurance, etc. Representatives must provide their own boxes, forms and billing information.