

# Exhibitor Set Up and Shipping Information

## 21<sup>st</sup> Annual Pain Management Symposium

Hard Rock Hotel San Diego, California

March 16-20, 2019

### Exhibit Contact

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Center for Continuing Education  
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### Exhibits

#### General Information

##### Purpose

The technical and educational exhibits provide a professional and educational environment in which the physician can receive demonstrations, view products and services and discuss the clinical and surgical uses of these products and services, including how they may improve the quality of care to a patient and the management of the medical/surgical practice.

Additionally, the exhibits enhance the educational content of the meeting helping to provide quality continuing medical education.

### Exhibit Hours

#### Saturday, March 16

7:00am – 12:30pm

#### Sunday, March 17

7:00am – 12:30pm

#### Monday, March 18

7:00am – 12:30pm

#### Tuesday, March 19

7:00am – 12:30pm

We ask that you please open your displays on time each day and staff them throughout the posted exhibit hours.

### Location

HARD ROCK HOTEL  
207 5<sup>TH</sup> STREET  
SAN DIEGO, CA 92101- US  
Telephone: (619) 702-3000  
Fax: (407) 239-3837

**Exhibit Area:** The Edge

**Sizes:** 8' X 12" display area for pop-up booth(s) or 30" X 6' tabletop displays.

**Display fees:** \$5,000 and \$3,000

Company names will be placed on display tables. Please locate your company table upon arrival.

### Set-Up/Tear-Down Hours

#### Exhibitor Move-in

##### Friday, March 15

7:00pm – 10:00pm

##### Saturday, March 16

5:00am- 7:00am

### Close and Clear

#### Tuesday, March 19

12:00pm- 4:00pm

### Shipping

#### Incoming Package Handling

Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to your event date. Any materials to be sent to Hotel may arrive no earlier than three (3) days in advance.

Company is responsible for the hotel package handling charges. Payment will be charged directly to the representatives guestroom if staying at the hotel or will be collected onsite at the event.

Please use the attached shipping label to ensure delivery of your boxes. It is very important that the name of the company be listed as the sender and the name of the company representative attending the event be noted on the label as the contact.

All packages sent to the hotel will incur a handling charge based upon the weight of each item according to the list below.

### Shipping Fees

(Prices are Subject to Change)

Carrier Envelope \$3

Padded Pack \$6

1-10 lbs \$6

11-21 lbs \$12

22-41 lbs \$25

42-60 lbs \$50

61-100 lbs \$80

101 lbs and over \$120

Pallets \$275

### Outgoing Package Handling

The above fees will apply for outgoing packages as well.

### Mailing Label

Packages shipped to the hotel (no earlier than 3 days in advance) should be labeled as follows using the attached label:

HARD ROCK HOTEL SAN DIEGO  
207 5<sup>TH</sup> AVENUE  
SAN DIEGO CA 92101

#### Include:

•Your company name & address in the return address area

•Your name in the top right hand corner

– Attention:

## **Policies, Procedures and Information**

### **FDA Regulations**

Exhibitors must abide by all applicable Food and Drug Administration (FDA) regulations, including any or all approved requirements. Any product that is an investigational device or drug must be clearly marked as such. All products and services exhibited shall comply with FDA policy and procedures (particularly with respect to the marketing and labeling of investigational or unapproved drugs and devices) and other applicable policy and procedures. Exhibitors are reminded that the FDA prohibits the advertising or other promotion of investigational or unapproved drugs and devices. The FDA also prohibits the promotion of approved drugs or devices for unapproved uses. Additional information may be obtained from the FDA website at [www.fda.gov](http://www.fda.gov)

### **Cancellations and Refunds**

Cleveland Clinic shall not refund any fees paid under this Agreement if the Company cancels or does not use the Exhibit space.

Cleveland Clinic reserves the right to rearrange the floor plan at any time and to relocate exhibitors should it become necessary for causes beyond the control of Cleveland Clinic or is advisable in the best interest of Cleveland Clinic.

### **Exhibitor Identification**

Exhibitor identification in all Cleveland Clinic publications and on all signs and booth graphics, related to this specific symposium, must be the one company name submitted on the Exhibitor Application.

### **Registration/Badge Policy**

All company representatives should be pre-registered by February 15, 2019. Please register your company and your representatives online at [www.ccfcmecme.org/2019pain](http://www.ccfcmecme.org/2019pain). Cleveland Clinic badges must be worn and visible at all times to all symposium functions. Business cards are not to be inserted over the official Cleveland Clinic badge.

### **Reps Attending Sessions**

Registered exhibitors are permitted to attend any general session, which do not require additional fees.

Educational credit is not available for exhibitors unless fully registered as an attendee. Representatives who wish to attend the educational sessions and who are not representatives of the booth must register as an attendee. Late and cancellation policies will apply.

### **Security**

Exhibitors will be able to leave their displays up overnight, but we recommend that any items of great value be secured by you (computers, cell phones, etc.) Neither the hotel security staff nor Cleveland Clinic will be responsible for loss of or damage to any property. Exhibitors are responsible for safe-guarding their goods, materials, equipment and exhibits at all times.

### **Accommodations**

A block of rooms has been reserved at The Hard Rock Hotel for a special rate of \$239 single/double (plus taxes, tourism fees and \$15 (discounted) per day All Access Fee). To obtain these special rates, you must make your reservations by 5:00 pm (ET) Thursday, February 21, 2019. To make your reservations, go online to [www.ccfcmecme.org/painhotel](http://www.ccfcmecme.org/painhotel) or contact the Hotel Reservations Department at 877-344-ROCK(7625). Identify yourself as being with Cleveland Clinic Pain Management Symposium.

### **Parking**

Valet parking for overnight guests - \$49/day  
Event Parking - \$20 day

### **Please Note**

The Exhibit Hall will be open Saturday, March 16 through Tuesday, March 19.

FROM: \_\_\_\_\_  
ADD. \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_  
ZIP: \_\_\_\_\_

DATE OF FUNCTION: March 16-20, 2019  
GROUP NAME: Cleveland Clinic Pain Management  
ATTENTION: \_\_\_\_\_

SHIP TO: HARD ROCK SAN DIEGO  
207 5TH AVENUE  
SAN DIEGO, CA 92101

CONF. MANAGER Arron Reynolds  
CONTACT NAME: \_\_\_\_\_

NUMBER OF PKGS.
OF