



Nurse Practitioner Associates
for Continuing Education

Primary Care & Pharmacology Update Conference

Arlington, VA



Exhibit Dates:

Tuesday, May 21, 2019 – Wednesday, May 22, 2019

Hotel Location:

The Hyatt Regency Crystal City
2799 Jefferson Davis Highway
Arlington, VA 22202

Reservations: Call 1-800-233-1234 for reservations (Mention NPACE Meeting when booking)

Room Reservation Cut Off Date: April 26, 2019

Single/Double: \$199

Conference Information:

Expected Number of Attendees: 400

Contact Person: Joshua Plotkin, Event Coordinator

774-279-4607 / jplotkin@npace.org



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NPACE Arlington, VA - Exhibitor Schedule

Exhibit Dates: May 21-22, 2019

The Hyatt Regency Crystal City

Please review the following information related to your exhibit space and onsite operational needs.

Exhibit Set-Up: Tuesday, May 21, 2019

Exhibit Tear Down: Wednesday, May 22, 2019

Exhibits are open throughout the day. All times are subject to change, depending on final schedule of events.

Tuesday, May 21st

Wednesday, May 22nd

Start Time	End Time	Function	Start Time	End Time	Function
7:45 a.m.	8:30 a.m.	Exhibit Move In	7:00 a.m.	7:30 a.m.	Breakfast in The Exhibit Hall
8:30 a.m.	9:00 a.m.	Exhibit Hall Grand Opening Breakfast	7:30 a.m.	8:30 a.m.	Session
9:00 a.m.	10:00 a.m.	Session	8:30 a.m.	9:00 a.m.	Break/Exhibits
10:00 a.m.	10:10 a.m.	Break/Exhibits	9:00 a.m.	10:00 a.m.	Session
10:10 a.m.	11:10 a.m.	Session	10:00 a.m.	10:10 a.m.	Break/Exhibits
11:10 a.m.	11:40 a.m.	Break/Exhibits	10:10 a.m.	11:10 a.m.	Session
11:40 a.m.	12:40 p.m.	Session	11:10 a.m.	11:30 a.m.	Break/Exhibits
12:40 p.m.	1:10 p.m.	Break/Exhibits/Product Theater Sign-In	11:30 a.m.	12:30 p.m.	Session
1:10 p.m.	2:10 p.m.	Product Theater/ Exhibitor Lunch On-Own	12:30 p.m.	1:00 p.m.	Break/Exhibits/Product Theater Sign-In
2:10 p.m.	2:25 p.m.	Break/Exhibits	1:00 p.m.	1:30 p.m.	Exhibit Move Out
2:25 p.m.	3:25 p.m.	Session			
3:25 p.m.	3:45 p.m.	Break/Exhibits			

Security Advisory:

- NPACE will not be maintaining security during move in, event hours, or move out. We strongly recommend that you consider taking appropriate precautions to ensure that your exhibit space is as secure as possible.
- Please note that show management can assume no responsibility or liability for lost, damaged, or stolen property.

Please note that exhibitors are not allowed in the conference room during CE sessions.



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Package Shipping Information

Shipping and Tracking Form

RETURN TO: **EVENTS DEPARTMENT – ATTN: JACQUIE WISNIEWSKI**
Fax: 703.413.6873 Phone: 703.418.7226

Please provide the contact information for the person responsible for your boxes. As this person may be contacted after business hours and on the weekend, please provide their cell phone number.

Contact Person's Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Number: _____ Cell Phone Number: _____

Email: _____

Shipping and Tracking Information:

Box 1

Shipping Vendor (FedEx, UPS, Other): _____ Tracking #: _____

Expected Arrival Date: _____ Description of Contents: _____

Box 2

Shipping Vendor (FedEx, UPS, Other): _____ Tracking #: _____

Expected Arrival Date: _____ Description of Contents: _____

Box 3

Shipping Vendor (FedEx, UPS, Other): _____ Tracking #: _____

Expected Arrival Date: _____ Description of Contents: _____

Box 4

Shipping Vendor (FedEx, UPS, Other): _____ Tracking #: _____

Expected Arrival Date: _____ Description of Contents: _____



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**** Please carefully review the shipping guidelines and pricing information on page 2 of this form. Shipments received by the hotel more than three days prior to the conference will be returned.**

Please complete for associated hotel receiving and handling charges:

MC Visa American Express

Account Number: _____

Name (as it appears on card): _____

Expiration Date: _____ Signature: _____

PLEASE DO NOT EMAIL. TRANSMIT ALL CC INFORMATION VIA FAX OR CALL.

Important Shipping Information

Shipping Guidelines for the Hyatt Regency Crystal City:

- Limit of 10 boxes per sponsor weighing no more than 50 pounds each can be shipped to the hotel three days prior to the event.
- Larger packages must arrive on setup day.
- All packages being shipped from the hotel must be prepaid, addressed, labeled and ready for mailing.
- **Packages must arrive no earlier than three days prior to the conference**

Pricing charged by the hotel for packages, boxes and pallets (incoming and outgoing):

- Box - \$6.00 with 2 business days of free storage
- Pallet - \$75.00 with 3 business days free storage
- After two business days, the hotel will charge \$6.00/box/day in storage fees
- After three business days, the hotel will charge \$75.00/pallet/day in storage fees



NPACE[®]

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To assist in the timely delivery of your boxes, please attach this label to all boxes.

SHIP TO:

NAME OF PERSON RECEIVING THE BOX
YOUR COMPANY HERE /CONFERENCE NAME
c/o JACQUIE WISNIEWSKI
2799 Jefferson Davis Highway
Arlington, VA 22202

Sponsor Company: _____

Box # _____ of _____

Contents: _____