



Nurse Practitioner Associates  
for Continuing Education

## NPACE Chicago, IL - Exhibitor Schedule

### Exhibit Dates: April 5-6, 2020

### Chicago Marriott Downtown Magnificent Mile

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

**Exhibit Set-Up: Sunday, April 5, 2020**  
**Exhibit Tear Down: Monday, April 6, 2020**

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

Sunday, April 5 <sup>th</sup>			Monday, April 6 <sup>th</sup>		
Start Time	End Time	Function	Start Time	End Time	Function
8:15 a.m.	9:15 a.m.	<i>Exhibit Move In</i>	7:00 a.m.	8:00 a.m.	<i>Breakfast in the Exhibit Hall</i>
9:15 a.m.	9:45 a.m.	<i>Exhibit Hall Grand Opening</i>	8:00 a.m.	9:30 a.m.	<i>Session</i>
9:45 a.m.	10:45 a.m.	<i>Session</i>	9:30 a.m.	10:00 a.m.	<i>Break/Exhibits</i>
10:45 a.m.	10:55 a.m.	<i>Break/Exhibits</i>	10:00 a.m.	11:30 a.m.	<i>Session</i>
10:55 a.m.	11:55 a.m.	<i>Session</i>	11:30 a.m.	12:00 p.m.	<i>Break/Exhibits/ Product Theater Sign-In</i>
11:55 a.m.	12:30 p.m.	<i>Break/Exhibits/ Product Theater Sign-In</i>	12:00 p.m.	1:00 p.m.	<i>Product Theater/Exhibitor Lunch on Own</i>
12:30 p.m.	1:30 p.m.	<i>Product Theater/Exhibitor Lunch on Own</i>	1:00 p.m.	1:15 p.m.	<i>Break/Exhibits</i>
1:30 p.m.	1:45 p.m.	<i>Break/Exhibits</i>	1:15 p.m.	2:45 p.m.	<i>Session</i>
1:45 p.m.	2:45 p.m.	<i>Session</i>	2:45 p.m.	3:00 p.m.	<i>Break/Exhibits</i>
2:45 p.m.	3:15 p.m.	<i>Break/Exhibits</i>	3:00 p.m.	3:30 p.m.	<i>Exhibit Move-Out</i>

#### **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.**



# Chicago Downtown Marriott Shipping Instructions

## PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **312.832.0090**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

## PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

(Guest Name) (Guest Cell Number)  
c/o FedEx Office at Chicago Downtown Marriott  
540 North Michigan Ave.  
Chicago, IL, 60611  
(Convention / Conference / Group / Event Name)

Box \_\_\_\_ of \_\_\_\_

FedEx Office Business Center  
Chicago Downtown Marriott  
540 North Michigan Ave.  
Chicago, IL 60611  
Phone: 312.832.0090  
Fax: 312.832.0096  
Email: usa3637@fedex.com

Operating Hours  
Mon – Fri: 7:00am - 7:00pm  
Saturday: 9:00am - 5:00pm  
Sunday: 9:00am - 5:00pm

## SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office in advance of shipping their items to Chicago Downtown Marriott with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

## ON-SITE PACKAGE DELIVERY

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Chicago Downtown Marriott, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting /event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

## PACKAGE DELIVERY TO GUEST SUITES / MEETING ROOMS

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Chicago Downtown Marriott, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



# Chicago Downtown Marriott Shipping Instructions

## UPON YOUR ARRIVAL

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **312.832.0090**; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

## UPON YOUR DEPARTURE

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

## PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$10.00
0.0 – 1.0 lb.	\$2.00	\$10.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$25.00
20.1 – 30.0 lbs.	\$20.00	\$35.00
30.1 – 40.0 lbs.	\$25.00	\$55.00
40.1 – 50.0 lbs.	\$25.00	\$55.00
50.1 – 60.0 lbs.	\$35.00	\$55.00
60.1 – 150.0 lbs.	\$35.00	\$70.00
Pallets & Crates*	\$250.00 or \$0.75/lb. > 333 lbs.	\$250.00 or \$0.75/lb. > 333 lbs.

Package weights will be rounded up to the nearest pound.

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.75/lb. > 333 lbs., which is applied to each pallet/crate handled.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelopes up to 1.0 lb.	No Charge
0.0 – 10.0 lbs.	\$5.00
10.1 – 30.0 lbs.	\$10.00
30.1 – 60.0 lbs.	\$15.00
60.1 – 150.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

### ADDITIONAL SERVICES

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

## TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

**ORDERING INSTRUCTIONS:** To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you by the Marriott Accounting Team. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

**Shipping Instructions** – Please contact your Hotel Event Manager for Hotel Shipping Instructions & Policies

**Form Submission** – Email completed forms to: [bjawor@psav.com](mailto:bjawor@psav.com).

MONITORS	PRICE	QTY	DAYS	TOTAL
■ 24" Monitor with table stand	\$ _____	_____	_____	\$ _____
■ 32" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	_____	\$ _____
■ 46" LCD monitor <input type="checkbox"/> Dual-post stand	\$ _____	_____	_____	\$ _____
■ 55" LCD monitor <input type="checkbox"/> Dual-post stand	\$ _____	_____	_____	\$ _____
■ 70" LCD monitor <input type="checkbox"/> Dual-post stand	\$ _____	_____	_____	\$ _____

AUDIO EQUIPMENT	PRICE	QTY	DAYS	TOTAL
■ Audio aux/laptop audio	\$ _____	_____	_____	\$ _____
■ Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ _____	_____	_____	\$ _____
■ Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ _____	_____	_____	\$ _____
■ Powered speaker <i>Up to five people</i>	\$ _____	_____	_____	\$ _____
■ Sound system <i>two speakers, two stands, one mixer, one wired microphone up to 20 people</i>	\$ _____	_____	_____	\$ _____
■ 4-channel mixer	\$ _____	_____	_____	\$ _____

ACCESSORIES	PRICE	QTY	DAYS	TOTAL
■ Wireless slide advancer	\$ _____	_____	_____	\$ _____
■ 10' HDMI Cable	\$ _____	_____	_____	\$ _____
■ Laptop	\$ _____	_____	_____	\$ _____
■ Black-and-white printer	\$ _____	_____	_____	\$ _____

PROJECTION	PRICE	QTY	DAYS	TOTAL
■ LCD projector	\$ _____	_____	_____	\$ _____
■ 42" - 54" Rolling cart	\$ _____	_____	_____	\$ _____
■ 8' Tripod screen	\$ _____	_____	_____	\$ _____

INTERNET PRICING IS PER SHOW	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$ _____	_____	_____	\$ _____
■ Wireless internet connection	\$ _____	_____	_____	\$ _____
■ Dedicated bandwidth	Please contact PSAV for quote			

LIGHTING	PRICE	QTY	DAYS	TOTAL
■ Up-light	\$ _____	_____	_____	\$ _____

POWER	PRICE	QTY	DAYS	TOTAL
■ 120V – 15 AMP	\$ _____	_____	_____	\$ _____
■ 208V Single Phase – 20 AMP	\$ _____	_____	_____	\$ _____
■ Power strip	\$ _____	_____	_____	\$ _____

**RIGGING**  
All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____

**SPECIAL REQUESTS**  
Please add any items not listed above that you require.

ALL non-labor items are subject to Marriott Service Charge of 25%. This will be applied to your final invoice by the Marriott Accounting Team.

**PSAV® Representative**  
Chicago Marriott Downtown  
540 North Michigan Avenue, Chicago, IL 60611  
■ office: 312.836.6107    ■ email: [bjawor@psav.com](mailto:bjawor@psav.com)



# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



## BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

### Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

### Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_


Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_

## EXHIBIT INFORMATION, RULES AND REGULATIONS

In order to minimize the risk of fire and keep exhibits in Chicago as safe as possible, the Chicago Fire Department has established regulations with which we must comply:

- The Municipal Code states that nothing can be stored behind or between exhibit booths, draperies or under tables. All materials that are needed for repacking purposes must be removed from exhibition area. You may keep a one-day supply of literature or product at your booth.
- Tents are not permitted as an exhibit.
- All exits must be kept clear.

### Foyer Area Exhibits

- Compact Pop up Table Top Exhibits are not permitted.
- Literature, laptops, computer monitors are permitted.
- Floor supported Pop Up Exhibits are permitted, but if a table is supplied, it must be placed beside the exhibit. It is not permitted in front of the exhibit.
- Portable banner displays are permitted as long as they are placed beside the table.

The Chicago Fire Department strictly enforces the regulations. No exceptions. Thank you for your cooperation.

