

BOOTH PACKAGE

Items provided in your 8' inline exhibit booth:

- (1) 6' x 30" skirted table
- (2) banquet chairs
- (1) Power Strip

EVENT SCHEDULE

Date	Move-in/out Hours	Exhibit Hours	Registration Hours
Monday, November 13th	AV / Informa Setup	CLOSED	CLOSED
Tuesday, November 14th	Exhibitor Setup: 4:00PM - 6:00PM	CLOSED	8:30AM - 5:05PM Workshop Registration
Wednesday, November 15th		8:00AM - 6:45PM Reception: 5:45PM - 6:45PM	8:00AM - 6:45PM Conference Registration
Thursday, November 16th	Exhibitor Breakdown @ 3:25PM - clean & clear by 6:00PM	8:00AM - 3:25PM	8:00AM - 3:25PM

Please visit this [link](#) to view the latest agenda with up to date times for networking breaks, luncheons and receptions when you can expect to see the most booth traffic. All networking breaks and receptions will take place in the exhibit hall.

MEETING ROOM DETAILS

Registration	Bergen Prefunction
Exhibits/Breaks	Fjords 2, 3, 4
Workshop/Track Rooms	Bergen 2 & Bergen 3

SHIPPING INFORMATION

Please note the below handling fees. These handling fees are in addition to standard shipping charges, inbound and outbound. Regardless of your carrier, these fees will be incurred.

Packages under 50lbs \$10.00 per package++

Packages/pallets over 50lbs \$100.00 per pallet/package++

With these fees come proper handling and storage so that upon receipt, packages are immediately taken to a secure, highly monitored storeroom and in the day(s) before planner/contact arrival onsite, they will be transported to contracted office or storage space for ease of access.

Track all packages. A tracking sheet is attached for your convenience. Please return to Meghan Gemmell by November 8th.

Please note, without tracking number information – it is very difficult to track items onsite.

Inbound Packages

Please make sure all boxes display the name/logo of your company for easy identification. **Please note:** Boxes may not arrive earlier than: Wednesday, November 8th, or you will incur the above storage fees. All packages shipped directly to the Hotel will be received and will incur handling charges based on the scale listed below. Packages should arrive no sooner than 5 days prior to the start of the event. Storage fees will be assessed on packages stored more than 5 days.

Hold For: (Your Company & Exhibitor Contact On-Site)

Informa MedTech Summit

Royal Sonesta Minneapolis Downtown
c/o Dylan Adair or Kaden Greenfield
35 S 7th St
Minneapolis, MN 55402

Outbound Packages

All packages must be properly packaged prior to departure for outbound shipment. This means the items are fully taped, wrapped and labeled. Labels must be prepaid, but if you need printing, we can assist you. Packages can be left at your assigned booth. You must schedule a pickup for your shipment on your own, and the pickup must take place within (3) business days after the event concludes.

HOTEL GUEST ROOM INFORMATION

[Venue Information](#)

Please book your hotel room(s) early as the block fills quickly. The above link will provide the most up to date information on discounted room block(s), host hotel availability, and overflow options if necessary.

PLEASE NOTE: All hotel reservations for this conference should be booked directly with the hotel. Informa does not use Housing Bureaus and none are authorized to call on our behalf. Informa is not able to guarantee a room on your behalf at the host hotel.

TRACKING SHEET

EXHIBITING COMPANY NAME:

Box #	Carrier	Tracking #	Name Addressed To
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please add rows as necessary for your shipment.

Please submit this tracking sheet by Wednesday, November 8th to meghan.gemmell@informa.com for Informa to provide to the hotel to expedite setup. The hotel will make every effort to have boxes delivered to your exhibit table by the setup time.