

2023 Exhibitor Display Kit

<b>Date</b>	Thursday, November 9, 2023
<b>Location</b>	DoubleTree by Hilton 42 Century Drive - Bristol, CT 06010
<b>Schedule</b>	<ul style="list-style-type: none"> <li>● 8:00 am - 9:45 am Load-In</li> <li>● 10:00 am - 11:00 am Exhibitions/Break</li> <li>● 12:00 pm - 1:30 pm Exhibitions/Lunch</li> <li>● 1:30 pm - 3:15 pm Load-Out</li> <li>● **3:30 pm - 4:15 pm General Networking Reception (Optional)</li> </ul>
<b>Capacity</b>	<ul style="list-style-type: none"> <li>● 21 - 6' skirted tables</li> </ul>
<b>Speaker Space</b>	<ul style="list-style-type: none"> <li>● The exhibitor area will be set up adjacent to, but clearly separate from the lunch/coffee break area, and the presentation area.</li> <li>● Attendees will need to walk directly through the traditional exhibits to access the food/beverages, and restrooms.</li> <li>● Exhibitor load out ends before the spotlight presentations begin to prevent any overlap of exhibitors and speakers.</li> </ul>
<b>Registration</b>	Exhibitor (2 reps, including one table) \$1500/\$1750 after Oct 6, 2023 Additional Representative \$200/\$225 after Oct 6, 2023 Electrical Access \$25 Registration closes November 3, 2023 <b>* Registration for the Exhibitor Display is separate from the Director's Forum. For information about the Director's Forum, see our <a href="#">Invite &amp; Prospectus</a> for additional information.</b>
<b>Refunds &amp; Cancellations</b>	<ul style="list-style-type: none"> <li>● Written cancellation requests received by November 3, 2023 will receive a 50% refund of the exhibitor registration fee. Cancellations received after this date will receive no refund.</li> <li>● Submit any representative name substitutions before November 3 to ensure proper registration credentials are prepared.</li> </ul>
<b>On-Site Contact</b>	General assistance is available at the event check-in & registration desk.
<b>Shipping</b>	RECEIVING

	<ul style="list-style-type: none"> <li>• Packages may be sent to the DoubleTree to be received no earlier than Monday, November 6, 2023.</li> <li>• Neither CSHP or the DoubleTree is responsible for the storage and/or shipping of materials upon the conclusion of the event.</li> <li>• The DoubleTree does not accept COD (cash on delivery) shipments.</li> <li>• ALL Packages should be addressed:  DoubleTree by Hilton Bristol Attn: Elizabeth Goslee C/O: 11/09 CSHP Conference {YOUR COMPANY NAME} 42 Century Drive Bristol, CT 06010</li> </ul> <p>SENDING</p> <p>The following steps are required for shipping packages back out:</p> <ul style="list-style-type: none"> <li>• Package &amp; tape shipment(s)</li> <li>• Print &amp; tape the return label to the shipment(s)</li> <li>• Contact the shipper (FedEx, UPS, etc...) and schedule a pickup of the shipment(s) from the Hotel for the next business day (November 10)</li> <li>• Bring shipment(s) to the Hotel's front desk staff in the Front Lobby</li> <li>• <i>*Please make sure to keep of the tracking number as the Hotel staff will be unable to track the items once they are shipped out</i></li> </ul>
<b>WiFi</b>	<ul style="list-style-type: none"> <li>• Complimentary WiFi is available throughout the event space</li> </ul>
<b>Electricity</b>	<ul style="list-style-type: none"> <li>• Electrical access is an additional \$25 - to be indicated during registration.</li> <li>• Individual exhibitors are responsible for bringing any necessary extension cables, or power cables.</li> </ul>
<b>Table Assignments</b>	<ul style="list-style-type: none"> <li>• CSHP will determine final table assignments. To be made available on our <a href="#">website</a>, and in the Know Before You Go.</li> <li>• Indicate any competitors or organizations that your table should NOT be placed adjacent to, during registration. While no guarantees are made, all reasonable effort will be made to accommodate these requests.</li> </ul>
<b>Hotel</b>	<ul style="list-style-type: none"> <li>• A small number of rooms are available at a discounted rate of \$150 for a standard single room the nights of Wednesday, November 8, and Thursday, November 9.</li> <li>• Reservations can be made by calling 1(800)774-1500 and referencing the CT Society of Health-System Pharmacists block, or</li> </ul>

	<p>online at <a href="http://www.doubletreebristol.com">www.doubletreebristol.com</a> and using code "GRC" to receive the group rate.</p> <ul style="list-style-type: none"><li>• Discounted rate ends Tuesday, October 10.</li></ul>
<b>Questions</b>	<p>Contact: Jessie Clements CSHP Meeting Planner <a href="mailto:CSHPEvents@gmail.com">CSHPEvents@gmail.com</a> 203-489-9861 1502 W Broadway, Ste 102 Madison, WI 53713</p>