



Exhibit Confirmation Notice
25th Annual Cardiovascular Nursing Symposium
April 11-13, 2019
InterContinental Saint Paul Riverfront, MN

Dear Exhibitor:

Thank you for submitting your application for exhibit space for PCNA's 25th Annual Cardiovascular Nursing Symposium to be held April 11-13, 2019. We look forward to working with you on a successful conference. Exhibits will be open on April 11 and 12, 2019.

Exhibit Information

Please note the following information relating to your exhibit.

Any unpaid balances are due immediately. If you should need an invoice for your booth balance, please contact Samantha Healy at samantha.healy@ajj.com.

Hotel Reservations - You are responsible for making your own hotel reservations. Hotel rooms are reserved on a first-come, first-served basis. Exhibitors should plan to make arrangements as early as possible. Make online hotel reservations directly on the PCNA website: pcna.net/meetings/annual-symposium, or phone the hotel directly at 615-292-1900 and refer to the PCNA Annual Cardiovascular Nursing Symposium. Room rates are \$159 single/double per night, plus 14% sales tax.

Advance registration for booth personnel. As part of your commercial booth fees, you are entitled to three (3) complimentary booth registrations per 10' x 10' booth. If additional badges are needed, please complete the **PCNA Exhibitor Badge Form** and return to Samantha.healy@ajj.com no later than March 27, 2019. The additional badge form can be found under the [Documents and Links](#) drop down menu. ***All additional badges must be prepaid and can be purchased for \$75 each.***

Floor plan - Can be viewed by [clicking here](#). Exhibits will be located in the Minnesota Grand Ballroom.

Official Attendee Registration Information - Can be found online at: pcna.net

Exhibit services contractor

Viper Tradeshow Services has been selected to serve as the official service/drayage contractor. All questions regarding shipping and labor should be directed to Viper Tradeshow Services. **Any questions regarding your booth needs please contact the Viper Tradeshow Services show coordinator, Debra Turner, dturner@vipertradeshow.com or 847-426-3100.** The Advanced Warehouse can begin receiving show freight on March 21st. Any freight received between March 21st – April 4th will receive the advanced pricing. Freight received at the warehouse between April 5th – April 9th will be charged a +30% late fee, but will be in your booth prior to your arrival.

Exhibitor Service Kit - Can be found online at: www.ajj.com/pcna

PCNA
InterContinental St. Paul
RiverFront/Minnesota Hall
c/o Viper tradeshow Services
11 Kellogg Blvd. East.
Saint Paul, MN 55101

2019 Confirmation Letter

Exhibit Schedule					
Thursday, April 11	Exhibitor Set-up	7:00 am	-	4:00 pm	Opening Reception/Posters Exhibit Hall
	Exhibits Open	5:30 pm	-	7:15 pm	
Friday, April 12	Exhibits Open	10:45 am	-	11:30 am	Exhibit Hall/Beverage Break
		1:15 am	-	2:00 pm	Exhibit Hall
		3:45 pm	-	4:30 pm	Exhibit Hall/Beverage Break
	Exhibit Dismantle	5:00 pm	-	10:00 pm	

(Tentative and Subject to Change)

Booth Construction (10'x10')

Each 10' X 10' booth space is in a carpeted hall, with Black & White back & side drape, and a 6" x 24" ID sign. Exhibit spaces do not include electricity.

Security

PCNA will have a security guard to check badges upon entering the hall. Exhibitors must make arrangements to safeguard valuable property. PCNA is not responsible for any losses incurred by exhibitors.

PCNA Exhibitor Policies

Admission to the exhibit area is by badge only. Exhibitors will be permitted into the exhibit hall 45 minutes prior to opening and must be out of the hall within 30 minutes of closing each day. There will be no exceptions to this policy. Sales meetings and client meetings will not be permitted within the exhibit hall beyond the times outlined above.

As outlined within the exhibitor prospectus, PCNA has numerous policies regarding its exhibit hall. It is impractical to reiterate all rules and regulations here, but exhibitors are reminded to review these policies once again. All exhibitors are expected to adhere to all rules, regulations, and policies governing PCNA's Symposium.

We look forward to working with you in making PCNA's 25th Annual Cardiovascular Nursing Symposium a successful event! Please contact us if we may provide additional information. Thank you.

Sincerely,



Jack Edelman
Exhibit Manager
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