****

**Shipping and Exhibitor Information**

Mahalo for your support of the 2021 conference. Below is helpful information about your exhibits:

**Location/Dates**The 2021 Primary Care Hawaii Conference will be at the Grand Hyatt Kauai in Hawaii from Monday, August 9, 2021 until Friday August 13, 2021. Exhibitors should plan to arrive no later than Sunday, August 8, 2021. Exhibit Hall set up is on Monday, August 9 from 10:30 a.m. to 12:30 p.m. The conference begins at 12:30 p.m.

**Exhibitor Registration**

All exhibitor representatives who will attend the conference must register at the conference web site at [www.cmxtravel.com](http://www.cmxtravel.com).

## **Name Badges and Check-In**

Pre-registered exhibitor representatives will find their name badges and attendee list on their exhibit tables.

**Conference App**

To eliminate need for printed materials, all agendas and information will be on our conference app. You will be able to interact directly with attendees and exchange contact information, send offers and announcements to attendees.

**Breakfast**

A breakfast will be served between at 700am-8:00 am on Tuesday, Thursday and Friday in the exhibit area. Due to Grand Hyatt policies and health codes- breakfast will not be available after 8:00 am. Breakfast is for conference attendees and exhibitors only. Family and guest are welcome to enjoy many of the other dining options available at the Grand Hyatt.

**Exhibit Tables**Your exhibit table will be clearly marked with your company name. All materials/boxes shipped to the Grand Hyatt will be moved from her shipping area to the exhibit area the morning of Monday August 9, 2021. The exhibit area is secured when the lectures end each day-however, we suggest that you remove any valuable items from your table at the conclusion of each day’s session.

Each exhibitor will be provided with:

* An 8” x10” space and includes a six (6’) foot draped table, 2 chairs and a waste basket.
* Attendee listing with name, title, hospital, city, state and a blank area where you may enter contact information
* Should you require power or any audio/visual equipment, please refer to the information below.

**Exhibit Dates & Times**

Although the exhibit hall is open throughout the day, please note that traffic will be light while attendees are in session. We do encourage exhibit staff to be readily available, particularly, the hour before sessions begin in the morning, during lunch, and at AM breaks. Newsletters can be a great way to market your product or service, and build your organization’s identity among peers, members, employees, or vendors.

|  |  |  |  |
| --- | --- | --- | --- |
| Day  | Date  | Activity  | Exhibit Times  |
| Monday | August 9, 2021 | Exhibit Hall(set up only) | 10:30 am – 12:30 pm |
| Monday | August 9, 2021 | Exhibit Hall | 12:30 – 5:30 pm |
| Tuesday  | August 10, 2021 | Exhibit Hall  | 7:30 am – 12:30 pm |
| Wednesday  | August11, 2021 | Exhibit Hall  | 12:30 – 5:30 pm |
| Thursday  | August 12, 2021 | Exhibit Hall  | 7:00 am – 12:00 pm |
| Friday | August 13, 2021 | Exhibit Hall | 7:00 am – 12:00 pm |

**Internet Access**Complimentary Wi-Fi will be made available in the exhibit area.

**Audio/visual or Special requests;**

Please contact:

**Grant Bowen
Director - PSAV®**
The Grand Hyatt Kauai
1571 Poipu Road
Koloa, HI 96756
■ **office:** 808.240.6558■ **fax:** 808.240.6559
email: gbowen@psav.com
[www.psav.com/hawaii](http://www.psav.com/hawaii)

**Shipping Information
It is important that your boxes have your name, your company name and the conference name written on all boxes.**

**Please email all tracking numbers to kristy.zalesky@hyatt.com**

Grand Hyatt Kauai Resort & Spa

1571 Poipu Road
 Koloa, HI  96756
**Hold For**: include your Name & Company
**RE**: 2020 Primary Care Hawaii Conference
**Box** 1 of \_\_\_

Please note that express mail/shipping to Hawaii is a ***minimum of 2 full business days*** from the mainland (even if mailing Next Day Air). The Grand Hyatt charges a $5.00 per box storage fee for all materials received and/or a charge for delivering boxes to the exhibit hall when requested. These fees can be charged to your room or to a master company account. We recommend that you make shipments no later than Tuesday August 3, 2021

## **Conference Manager**

Should you have question on the conference, please contact:

Joe Federl

Conference Manager

2016 Primary Care Kaua’I Conference

CMX Travel & Meetings

90 Juniper Lane

Pembroke, MA 02359

Tel. 781-829-9696

Fax. 781-735-0558

Thank you for your support of the 2021 Primary Care Hawaii Conference.

Joe Federl

Conference Manager

2020 Primary Care Hawaii Conference