

## EXHIBITOR INFORMATION

### SCRS IncluDE/Oncology Summits

04/07/2024 - 04/11/2024

**\*\*Please note:** Exhibit form must be completed by ALL Exhibitors. Click [here](#) to access and complete form. If the form is not completed in its entirety, boxes WILL NOT be handled by the hotel.

#### SHIPPING DETAILS IF SHIPPING TO THE HOTEL

Packages and conference materials can no earlier than **Tuesday, April 2, 2024**.

- Delivery of boxes and pallets to the hotel is subject to a receiving/handling fee.
- All incoming packages and special deliveries are priced as follows:
  - \$5.00 per box.
  - Boxes or Crates 100 lbs. or over: \$75.00
  - Pallets \$125 per pallet; over 500 lbs. - \$200 per pallet
  - **Our Billing Coordinator will email a Sertifi Link. Please check the junk email file if needed. This process is not complete until payment is made via the link in advance to your arrival**
- PLEASE TRACK YOUR PACKAGES ahead of time.
- All shipments & deliveries must be addressed in the following format:
 

Loews Atlanta Hotel  
1065 Peachtree St. N.E.,  
Atlanta, GA 30309  
ATTN: Vanessa Albors – Event Manager  
Exhibitor's Company Name: Enter Company Name  
Onsite Contact Name: Enter Contact Name  
Conference Name: **'SCRS IncluDE' or 'Oncology Summits'** "Please note on label which show or both"  
Conference Dates: 04/07/24 – 04/11/24
- If any Vendors or guests arriving to the hotel have boxes or equipment, they must bring their packages through the Loading Dock. Please inform **Karim Cheikh** [[karim.cheikh@myscrs.org](mailto:karim.cheikh@myscrs.org)] to request scheduling a time to use the loading dock.
- If boxes are sent without consent of a Hotel Representative an extra labor fee for storing and delivering to function room of large shipments of boxes is charged based on amount of time spent by our staff handling these materials.

#### AUDIO-VISUAL/ELECTRICITY

If you require electricity or audiovisual at your booth, Encore Global will assist with a link to access and purchase anything they may need for their booth.

#### EXHIBITION DATES AND HOURS/EXHIBIT HALL LOCATION

- **Event Dates:** Monday, April 8, 2024 – Tuesday, April 11, 2024
- **Location:** Loews Atlanta Hotel, Atlanta, Georgia.
- **Exhibitor Area:** Ellington Pre-function – Located on "C" level (14<sup>th</sup> floor) of the Loews Atlanta Hotel. All meeting space is on the hotel conference floor, level C.
- Access to the space for **IncluDE Diversity Summit** set up available Sunday, April 7, 2024 from 1pm – 6pm/ Tear-down 4/9 1-2:30
- Access to the space for **Oncology Summit** set up available Tuesday, April 9, 2024 from 2:30pm – 6pm/ Tear-down 4/10, 1pm-3:30pm
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### EXHIBIT HALL BREAKDOWN

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- Please bring return shipping labels with tracking numbers for your return shipments. The hotel does not provide boxes, tape, etc. Arrangements for all return shipping should be done prior to your departure through the hotel's Business Center. The hotel is not responsible for dismantling/packing/shipping your exhibit material.
- The Hotel cannot hold outgoing freight at the loading dock. Please ensure all materials are picked up at the conclusion of the exhibits.
- *Hotel does not have an in-house shipping company at the hotel; however, FedEx pick up packages daily.*
- Individual must provide completed FedEx or UPS shipping Label
- UPS pick-ups must be pre-arranged by the shipper directly with UPS. The Hotel cannot arrange UPS pick-ups on your behalf.
- Hotel does not have an in-house shipping company at the hotel; however, FedEx and UPS pick up upon request.

### IF YOU ARE A LOCAL EXHIBITOR

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- *Vendors or guests arriving to the hotel with boxes or equipment must schedule times with the main contact to bring their packages through the Loading Dock.*
- *Please inform your event main contact to schedule a time with the hotel to use the loading dock. **No boxes or equipment can be brought in through the valet/ lobby area.***
- *Unscheduled load ins may not be able to access the building.*
- *Instructions to the Loading Dock will be given upon request of scheduling access to the space.*

### QUESTIONS?

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Please send any updates, concerns, or questions *regarding the event or shipping to:*

**Karim Cheikh** [karim.cheikh@myscrs.org](mailto:karim.cheikh@myscrs.org)