

Dear Exhibitors:

Thank you for participating in SCANPH’s 2017 Annual Conference. We look forward to seeing you in September. In preparation for the big event, we’re providing you advanced notice of a few key details so you can plan ahead.

Exhibitor Checklist:

✓	Item:	Instructions:
✓	1. Exhibit Table	Confirm your table placement here .
✓	2. Shipping Label	Sending items to the hotel? Please use the provided shipping label available here . It’s advised that your items arrive at the hotel by September 19th
✓	3. Pre-Pay Shipping	If you are shipping, the hotel accepts pre-payment of shipping costs. FAX the form available here .
✓	4. Retrieval of Shipped Items	When you arrive at the hotel, visit the “package pick-up location” in the Platinum Ballroom foyer area. Shipping attendants will be stationed to assist you.
✓	5. Shipping Questions	Direct questions to Eddie at the JW Marriott: Eddie Alarid, Shipping & Receiving Manager D: 213.765.8646; C: 213.216.3349; eddie.alarid@marriott.com
✓	6. Overview of Shipping, Bellman Charges, and Dock Reservations	If you need assistance carrying lots of items to the Platinum ballroom, please be aware of the \$15 bellman charge. Find an overview of these charges here .
✓	7. AV Reservations for Your Booth	If you want to make any special AV arrangements for your booth, please work with ENCORE at the hotel. The form is available here . For questions, contact Jennifer Silva: jennifer.silva@encore-us.com ; 213-763-4469
✓	8. Parking	You are encouraged to use the hotel’s valet parking. Please obtain a discounted valet parking pass at our registration table (\$16). Parking is also available at LA Live: Find LA Live parking details here .
✓	9. Map of the Ballroom	Find the table arrangements here . Reminder: We’re on the Platinum Ballroom level of the hotel. Look for SCANPH signs
✓	10. Photographs	The conference photographer will take a picture of each exhibitor with SCANPH’s Executive Director.
✓	11. Conference Schedule	7:00 – 8:00 am: Exhibitor Setup 8:00 am: General Attendee Registration Opens 8:30 am: Complimentary Breakfast in the Ballroom 9:00 am: Morning Workshops 10:45 am: Early Afternoon Workshops 12:30 pm: Awards Luncheon 2:00 pm: Afternoon Workshops 3:30 pm: Closing Reception in the Foyer (free)

Questions? Contact Jeannette Brown (jbrown@scanph.org) or Blanca Melchor (bmelchor@scanph.org)