

2019 Exhibitor Logistics

Thank you for participating in the 2019 Minnesota Network of Hospice & Palliative Care Conference, Navigating the Journey with Compassion, to be held at the DoubleTree By Hilton Bloomington — Minneapolis South, April 14-16, 2019. This conference offers an excellent opportunity for your organization or company to promote your programs and products. The conference will attract a variety of professionals in end-of-life, palliative and long term care. We anticipate over 1,000 attendees in 2019. This is a perfect opportunity for you to meet with old colleagues and new friends. Find out what others are doing and how you can collaborate; learn from one another and share experiences.

Please review the following pages for upcoming deadlines, specifications and logistical information. Thank you again for your support!

Set-Up and Tear Down

Exhibitor move-in time is Sunday, April 14, 2019, 1-5 p.m. All exhibits must be fully installed by **Monday, April 15, 2019 by 6:30 AM**. The two-day conference begins at 7:00 AM with registration, a continental breakfast and exhibiting. Tear down begins Tuesday, April 16, 2019 at 1:45 PM. The hotel must be vacated by 6:00 PM.

Exhibit Times

Exhibits will be open on Monday: 7:00AM to 8:00AM; 10:00AM-10:45PM; 12:00PM-1:15PM; 2:15PM-2:45PM; 5:00PM-6:45PM (Networking Opportunity). Exhibits will be open on Tuesday: 7:00AM-8:00AM; 10:00AM-10:45AM; 12:00PM-1:30PM.

Exhibit Booths

All booths come with a 6 foot by 30 inch table, chair, and table cloth with skirting. Booth assignments are made on a first-come, first-served basis, based upon contract receipt date and full payment. Once layout is determined, MNHPC or its event producers will be in touch to discuss placement.

Electricity and Internet

Electricity and internet are available for purchase through the Facility. Please review the 2019 Electrical/AV form available on the conference website <http://mnhpcconf.wpengine.com/resources/>.

Vendor Hunt

Now in its seventh year, attendees will play the very popular game of Vendor Hunt! Here's how the game works: Attendees can pick up a Vendor Hunt card with their Resource Guide at registration. MNHPC will provide a stamp and stamp pad for all exhibitors. Players must get at least 25 spots stamped. Winners will be announced in the exhibitor area on Monday, April 15th following the closing session and on Tuesday, April 16th during the Ice Cream Social. Prizes can be picked up by attendees at the registration desk. Only one card and one prize are allowed per person.

Package Shipping/Receiving & Storage

The DoubleTree's shipping and receiving department is available from 8:30AM - 5:30PM Monday-Friday, and provides storage, pick-up and transfer of materials (less than 200 pounds) from any location within the hotel. Any materials shipped to the hotel may not arrive earlier than three days prior to the conference and may not remain longer than two 2 days after the conference. Hotel prices are as follows:

- **Inbound Package Handling Fees:**

<u>Weight</u>	<u>Price per box</u>
0-5 lbs.	\$5.00
6-20 lbs.	\$10.00
21-50 lbs.	\$15.00
Over 50 lbs.	\$25.00

Crate	\$50.00 per crate
Pallet	\$75.00 per pallet

- **Packages/Shipments will only be accepted April 11-12, 2019**
- **Outbound Package Handling Fees:** \$5.00 each box plus carrier costs
- Certain packages may incur additional charges for packaging. Please confirm packaging price with Receiving prior to shipping. All services are subject to 7.275% sales tax. Packages stored on property for more than or prior to 3 business days will be subject to a per day storage fee equal to the handling fee for each item.
- If you have multiple packages within a single shipment, be sure to number them in sequence (e.g. 1 of 3, 2 of 3, etc...); it may be helpful to make note of the individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt. Heavy boxes should be identified as such so that staff (hotel staff or your staff) can avoid injury while lifting them.
- **Shipping Tip: All boxes should be uniformly addressed as follows:**
 Guest Name (name of your on-site contact and your company, not the hotel or the conference name)
 Guest Arrival Date
 C/O DoubleTree by Hilton Bloomington Minneapolis South
 7800 Normandale Boulevard
 Minneapolis, MN 55439

Lodging

All exhibitors are responsible for making their own travel arrangements to the 2019 Minnesota Hospice & Palliative Care Conference. The conference begins with a pre-conference on Sunday, April 14, 2019 and runs through Tuesday, April 16, 2019. Breakout sessions are held on Monday, April 15, 2019 and Tuesday, April 16, 2019.

DoubleTree By Hilton Bloomington - Minneapolis South
 7800 Normandale Blvd.
 Bloomington, MN 55439
 (952) 835-7800

[Click here](#) to book a room at the DoubleTree by Hilton Hotel Bloomington – Minneapolis South (7800 Normandale Blvd, Minneapolis). **The special room rate, \$125 plus applicable taxes, will be available until March 21 or until the group block is sold-out, whichever comes first.** Reservations can also be made by calling 952-835-7800. Make sure to mention "Minnesota Network of Hospice & Palliative Care or code MNP," to get the discounted room rates.

Parking

Free parking is available to hotel and conference attendees on the surface lots around the hotel.

Air Travel

There are two terminals at Minneapolis/St. Paul International Airport – it is important to know which terminal you fly into and out of before making ground transportation plans.

Terminal 1-Lindbergh (the following airlines fly into Terminal 1- Lindberg)

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|---------------------|------------------------|
| • Air Canada | • Frontier Airlines |
| • Air France | • Great Lakes Airlines |
| • Alaska Airlines | • United Airlines |
| • American Airlines | • US Airways |
| • Delta Air Lines | |

Terminal 2-Humphrey (the following airlines fly into Terminal 2- Humphrey)

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| • Air Tran Airways | • Spirit Airlines |
| • Icelandair | • Sun Country Airlines |
| • Southwest Airlines | |

For more information, please visit: <http://www.mspairport.com/airport>

Contact Information

Conference Supporter and Exhibitor Sales – ONSITE CONTACT

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