



PrimeFare Central  
April 24-25, 2015  
Tower Hotel | Oklahoma City | Oklahoma

---

**POLICY AND PROCEDURES**

---

**Shipping Information: see attached form**

Tower Hotel | 3233 NW Expressway | Oklahoma City, OK 73112 | 405-842-6633

Please include the following information on your package:

Your Name | Your Arrival Date | PrimeFare Central 2015 | April 24-25, 2015

\*The hotel is limited on storage space so, please do not ship to arrive before April 22, 2015

Your boxes will be on your table in the exhibit hall at 6:00 pm on Thursday. On Saturday for return shipping you must have your return labels and you can leave your box in the exhibit hall and the hotel will ship them out on Monday.

**Exhibitor Set-Up Information and Schedule:**

Exhibit Hall – Salon DE | Prosthetics Track - Salon A | Orthotics Track – Salon BC | Pedorthics Session – Salon FG

**Exhibitor Set-UP Thursday April 23, 2015**

Exhibitor set up 6:00pm – 9:00 pm Salon D

**Friday April 24, 2015**

7:00-8:00	Breakfast and Exhibit Visits
8:00-10:00	Sessions begin
10:00-10:30	Break and Exhibitor Visits
10:30-12:30	Sessions Resume
12:30-1:30	Lunch / State Meeting
1:30-3:30	Prosthetic & Orthotics Tracks Begin
3:30-4:00	Break and Exhibit Visits
4:00-6:0	Sessions Resume
6:00-6:30	Oklahoma State Meeting
6:30-8:00	Reception in Exhibit Hall

**Saturday April 25, 2015**

7:00-8:00	Breakfast and Exhibit Visits
8:00-10:00	Prosthetic & Orthotics Tracks Begin
10:00-10:30	Break and Exhibit Visits
10:30	Exhibitor tear down
12:30	Meeting concludes

**Exhibit Security**

The exhibit hall will be locked after hours. If your exhibit includes valuables that need to be secured, please lock them in your hotel room overnight. The Tower Hotel, or PrimeCare O&P Network cannot be responsible for lost and stolen items.

**Presenters:**

Audio/Visual Equipment

An LCD projector and screen will be provided in the meeting rooms during the seminar for presentation purposes.

**Special Needs**

If you have special requirements for your presentation, please alert us and we will do our best to accommodate you.

**Hotel Guest:**

\_\_\_\_\_

Group Name:

PrimeFare Central 2015

Function Start Date:

April 24-25, 2015

Event Manager's Name:

Laim Thorpe

Group On site Contact:

PrimeCare A ReliaCare Alliance Company / Jane Edwards

**Company Name:**

\_\_\_\_\_

**# of Packages:**

\_\_\_\_\_

**Tower Hotel  
Attn: Liam Thorpe  
PrimeFare Central Exhibitor 2015  
3233 NW Expressway  
Oklahoma City, OK 73112  
405-842-6633**

---

**Hotel Guest:**

\_\_\_\_\_

Group Name:

PrimeFare Central 2015

Function Start Date:

April 24-25, 2015

Event Manager's Name:

Laim Thorpe

Group On site Contact:

PrimeCare A ReliaCare Alliance Company / Jane Edwards

**Company Name:**

\_\_\_\_\_

**# of Packages:**

\_\_\_\_\_

**Tower Hotel  
Attn: Liam Thorpe  
PrimeFare Central Exhibitor 2015  
3233 NW Expressway  
Oklahoma City, OK 73112  
405-842-6633**