



Dear Sponsor,

Welcome to The 10TH annual Trial Master File Summit being held at The Roosevelt, New Orleans in New Orleans, LA. The event will be held October 25-27, 2021. Registration opens on Monday, October 25 at 8:00am before the 9:00am workshop starts.

This document contains all the information you will need to make your participation at the event a success. We are eager to assist you in your planning. The service forms will help you with your move-in, onsite, and move-out. Included below is everything you need to know. The following are a few notes that we would like to call special attention to:

- Every exhibiting sponsor receives a 6-foot draped (black) table, waste basket and two chairs.
- You can also find information on how to order audio visual with the corresponding form that has been attached to this email. Please complete the corresponding exhibitor power and AV request form if needed. AV must be submitted by **Wednesday, October 20th**.
- No one under the age of 18, including infants, will be allowed into the Conference Sessions or Exhibit Space at any time including move-in or move-out.

SHOW SCHEDULE

MOVE-IN & SETUP

Monday, October 25th 4:00pm – 6:00pm

If you are shipping materials to the facility, please send to The Roosevelt, New Orleans to arrive by **Friday, October 22nd**. Details on how to label boxes is below. Once you ship a box, please send the tracking information to me at iedwards@questex.com so that I can collect it upon my arrival. All shipped materials with tracking information sent to me will be moved to your exhibitor space for you. If not sent to me, you will be responsible for collecting your materials prior to setup.

SHIPPING PACKAGES:

**All shipped packages should arrive no earlier than (3) days prior to Group's function.
ALL packages should include the following information:**

(Name of Event)
ATTN: (Name of Person to receive package)
Vendor/Exhibitor Name
(Number of boxes ie: 1 of 2, 2 of 2)

SEND TO:

The UPS Store/Roosevelt
Guest Name and Arrival Date
Questex's TMF Summit (10/25-27/21) (if applicable)
123 Baronne Street
New Orleans, LA 70112

**We also recommend that you have a packing slip both inside and outside of each package.
Guests will be responsible for the packing and return of all packages.**

Handling Fee of \$5.00 applies to the first five pound with \$0.50 charged for each additional pound. Pallets are charged at \$200.00 each. The shipping and handling fee applies to all materials shipping to the hotel and covers the following services: Receiving Shipments, Secured storage and Distribution of shipments.

No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

REGISTRATION HOURS

Monday, October 25	8:00AM – 4:00PM
Tuesday, October 26	8:00AM – 5:00PM
Wednesday, October 27	8:00AM – 4:00PM

EVENT HOURS

Monday, October 25	8:00AM – 4:00PM (Workshops)
Tuesday, October 26	8:00AM – 7:00PM
Wednesday, October 27	8:00AM – 5:00PM

DISMANTLE/ MOVE OUT

Wednesday, October 27	3:00PM-6:00PM
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Sincerely,

Irene Edwards