



CALIFORNIA SOCIETY OF PHYSICAL MEDICINE AND REHABILITATION

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VENDOR INFORMATION

Hotel Reservations:

San Francisco Airport Marriott Waterfront Hotel
1800 Bayshore Highway
Burlingame, CA 94010

Reservations: (800) 228-9290
Group: CSPM&R Annual Meeting Apr 2017

Hotel room rates are from \$124/night. You are encouraged to make your reservations online by using our exclusive link below:

<https://aws.passkey.com/e/48978747>

Cutoff date: March 24, 2017

The link is also available on our website:

www.cspmr.net > Meetings > Annual Meeting > Exhibit / Sponsor Information

Requests made after March 24th, will be handled on a space available basis. Check in time is 3:00 pm and check out time is 12:00 noon.

Booth Logistics:

Exhibit room: Bayside 1

- Set up Friday, April 21st, 9:00 a.m.
 - 6' draped tables will be provided for your exhibit
 - Not necessary to break down your exhibit each night
- You are advised not to leave any valuable display items at your booth at the conclusion of Friday's and Saturday's meeting sessions.**
- Break down booths after the last break concludes at 10:30 a.m. on Sunday, April 23rd.

Advise to bring your own extension cord if power is needed.

Shipping Instructions:

Materials should be shipped for arrival no sooner than April 18th to the following address below. Each package shipped directly to the Hotel will be subject to charges. Boxes shipped will be subject to a \$10.00 shipping and handling fee. Trade show booths, pallets, and boxes over 100 pounds are subject to a \$100.00 handling fee. (see attached shipping form)

There will be an additional handling fee each time that it is moved within the Hotel. Direct shipment of materials to the Hotel must be addressed as follows:

San Francisco Airport Marriott Waterfront
1800 Old Bayshore Highway
Burlingame, CA 94010

Label should include: **CSPM&R Annual Meeting Apr 21-23, 2017**

(Your Company Name)

1 of # (of boxes)

c/o Tammy Chan, Convention Services Manager