



Exhibitor Instructions

First of all, the entire staff and I would like to express our sincere appreciation of your company's support for the upcoming ASPN 2021 Annual Conference! We are thrilled to be working with you in to provide an outstanding educational opportunity for all attendees.

"PAIN, 2021" will take place Friday, July 23 – Sunday, July 25th, 2021 at the Loews Miami Beach Hotel in Miami, FL. There will be an offsite hands-on training course Thursday, July 22nd. All other sessions and events will be taking place onsite at the hotel.

All Platinum, Gold, Silver, Bronze, and Program sponsors are invited to have a table display throughout the conference hours. All exhibitors are invited to attend all medical sessions and events – however, everyone MUST have a badge. Please be sure to let us know who on your team will need badges so we have these prepared and names are spelled correctly.

Please plan on arriving to set up your display on Thursday, July 22nd from 2:00PM – 6:00 PM – you are welcome to leave your materials and tabletop display up for all hours of the conference, and we recommend tear down at the end of the day on Saturday, July 24th.

Important Key Information:

Please direct any shipment of table display materials to the attention of one of your company's representatives at the meeting. The shipping address is as follows:

Loews Miami Beach Hotel
Hold For Guest: (Guest Name) (Guest Cell Number) (ASPN - PAIN, 2021)
1601 Collins Ave
Miami Beach, FL 33139
Box ____ of ____

- Please direct any shipment of approved meeting bag materials (inserts, lanyards, etc.) to the following address:

Loews Miami Beach Hotel
Hold For Guest: Michelle Byers (ASPN - PAIN, 2021)
1601 Collins Ave
Miami Beach, FL 33139
Box ____ of ____

Please make sure that your company name is on the boxes as well.

- Please take time to look over all of the additional instructions from the Loews Miami Beach Hotel along with the Exhibitor Instructions.



- Meeting planners will not be responsible for lost or mislabeled packages. PLEASE DO NOT SEND ANY PACKAGES TO THE ATTENTION OF THE MEETING OR MEETING PLANNERS UNLESS GIVEN SPECIFIC APPROVAL TO DO SO. ASPN assumes no responsibility for packages and/or booths sent to our attention without approval.
- All Shipments should arrive NO EARLIER than Thursday, July 15th, 2021 and NO LATER than Tuesday, July 20th, 2021.
- Set-up Thursday, July 22nd from 4:00-6:00 PM
- Tear down Saturday, July 24th after the final break.

Please be sure to staff your booth accordingly during all breaks and receptions. We expect heavy traffic at these times.

It is important to note that display space will be assigned based on sponsorship level. We will make every effort to ensure maximum exposure through the booths by all attendees. You may leave your table display up on Friday and Saturday, however, the conference cannot be responsible for any items left unattended.

We are thrilled to work with you to make this conference an absolute success! Please do not hesitate to contact me if you have any questions, concerns or comments! See you in Miami!

Sincerely,

Michelle Byers
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