

EXHIBITOR INFORMATION

2025 SCRS Include/Oncology Summits



April 7-8, 2025 IncluDE Site Solutions Summit



April 9-10, 2025 SCRS Oncology Site Solutions Summit

We look forward to welcoming you at Loews Atlanta Hotel at the epicenter of style, energy and culture in Midtown Atlanta.

**\*\*Please note:** Exhibit form must be completed by ALL Exhibitors. Click [here](#) to access and complete form.

If you are planning to use **Advantage Expo**, please fill out first page of Exhibit form confirming you are not shipping to the Hotel.

**Fill out Form Deadline:** Please complete survey link forms by Monday, March 24th, it would allow us to send the link for payment, complete the orders, and determine space needed based for shipping.

EXHIBITOR SHIPPING DIRECTLY TO THE HOTEL

Boxes and materials sent to the hotel **must not reach our hotel earlier** than **Tuesday, April 1, 2025** [Five (5) days] prior to the event.

Exhibitors shipping to hotel: If the form is not completed in its entirety, boxes WILL NOT be handled by the hotel.

**Package and Box Deliveries:** Delivery of boxes and pallets to the hotel is subject to a receiving/handling fee by the Shipping and Receiving Department. Service fee and prices are as follows:

Incoming Package Handling	Price
Carrier Envelope	\$2.00
Padded Pak	\$5.00
All Boxes under 100 lbs.	\$5.00
Boxes or Crates 100 lbs or over	\$75.00
Pallets	\$125.00 each

  

Outgoing Package Handling	Price
All Boxes under 100 lbs	\$5.00
Boxes or Crates 100 lbs or over	\$75.00
Pallets	\$125.00 each

Complete payment: After exhibit survey form is completed, our Billing Coordinator will email a **Sertifi Link to upload payment information securely**. *Please check the junk email file if needed.*

**This process is not complete until payment is made via the link in advance to your arrival.**

**Inbound Packages sent to Hotel:** Packages properly labeled will be brought up to exhibit space by the start of designated exhibitor time. FrontDesk will not hold or deliver exhibitor packages.

If boxes are sent without following the instructions provided an extra labor fee for storing and delivering to function room of large shipments of boxes is charged based on amount of time spent by our staff handling these materials.

SHIPPING LABEL

In order to avoid any confusion or misplaced materials, **all shipments & deliveries must be addressed in the following format:**

Loews Atlanta Hotel  
 1065 Peachtree St. N.E.,  
 Atlanta, GA 30309  
 ATTN: Vanessa Albors – Event Manager  
 Exhibitor's Company Name: [Enter Company Name](#)  
 Onsite Exhibitor Contact Name: [Enter Contact Name](#) (Name of Vendor to receive packages onsite)  
 Event Name: 'SCRS IncluDE' or 'Oncology Summits' "**Please note on label which show or both**"  
 Event Dates: [04/06/24 – 04/10/25](#)

PLEASE TRACK YOUR PACKAGES ahead of time.

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## EXHIBITOR INFORMATION

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### 2025 SCRS Include/Oncology Summits

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#### LOCAL EXHIBITOR BRINGING YOUR OWN ITEMS

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- Vendors or guests arriving to the hotel with boxes or equipment, they must bring their packages through the Loading Dock and must schedule times with the SCRS main contact. **No boxes or equipment can be brought in through the valet/ lobby area.**
- *Unscheduled load ins may not be able to access the building.* Please inform SCRC contact **Karim Cheikh** [karim.cheikh@myscrs.org](mailto:karim.cheikh@myscrs.org) to request scheduling a time with the hotel to use the loading dock as there will be limited times to schedule.
- If exhibitors arrive to the loading without prior approval, they will be turned by the dock master.
- Instructions to the Loading Dock will be given upon request of scheduling access to the space.

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#### EXHIBITOR SCHEDULE /EXHIBIT HALL LOCATION

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- **Event Dates:** Monday, April 7, 2024 – Thursday, April 10, 2025
- **Location:** Loews Atlanta Hotel, Atlanta, Georgia.
- **Exhibitor Area:** Ellington Ballroom – Located on “C” level (14<sup>th</sup> floor) of the Loews Atlanta Hotel. All meeting space is on the hotel conference floor, level C.
- **EXHIBITOR SET-UP:** **Sunday, April 6, 2025 | 1:00-6:00 p.m.**
- **Shipments sent to Loews:** Packages properly labeled will be brought up to exhibit space at designated exhibitor time. Front Desk will not hold or provide exhibitor packages.

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#### EXHIBIT HALL BREAKDOWN

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EXHIBITOR TEAR-DOWN: **Tuesday, April 8, 2025 | 1:15-3:15 p.m.** (IF STAYING FOR ONCOLOGY SUMMIT, YOUR TEAM WILL LEAVE BOOTH UNTIL THURSDAY, APRIL 10, 2025 | 10:30-1:30 P.M.)

#### PLEASE READ CAREFULLY:

- Exhibitors are not permitted to access to our loading dock area at the end of the event, unless scheduled and confirmed in advance.
- NOTE: any boxes/packages not sealed and ready for pickup will be removed and discarded.
- There will be a designated area for scheduled and pre-paid packages that will be handled by the hotels. All boxes/packages must be sealed with a completed FedEx or UPS label attached. Individual must provide completed FedEx or UPS shipping Label.
  - The hotel does not provide boxes, tape, etc. Arrangements for all return shipping should be done prior to your departure.
- Hotel does not have an in-house shipping company at the hotel; however, FedEx or UPS pick up packages as needed.
- Please inform staff onsite if same day pick up is scheduled for your packages. The Hotel cannot arrange UPS or Fed Ex pick-ups on your behalf.
- The hotel is not responsible for repacking your pallet. Please bring moving blanket or similar to place on our carpet under your pallet.
- If you need to print labels, the hotel's Business Center is available (*credit card required to access computer*) on the same level of meeting space.
- If you are using a shipper/trucking company please leave us the name of the company that you are using and the scheduled pickup information. The Hotel cannot hold outgoing freight at the loading dock. Please ensure all materials are picked up at the conclusion of the exhibits or next business day.
- PLEASE MAKE SURE TO SAVE YOUR TRACKING INFORMATION

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#### AUDIO-VISUAL/ELECTRICITY

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If you require electricity or audiovisual at your booth, Encore Global click on link [IncluDE & Oncology Expo AV, Power, Internet Order Form](#) to access and purchase anything they may need for their booth.

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#### QUESTIONS?

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Please send any updates, concerns, or questions *regarding the event or shipping* to: **Karim Cheikh** [karim.cheikh@myscrs.org](mailto:karim.cheikh@myscrs.org)