



The [2019 PDA/FDA Joint Regulatory Conference](#) is **two weeks away**. This newsletter provides upcoming exhibitor due dates and information about exhibitor registration, hotel reservations, and available sponsorship opportunities!

**\*Show Hours:** All events take place in the Exhibit Area unless otherwise noted. ***Please be sure to arrive in the Exhibit Area 15 minutes prior to scheduled break times in case sessions conclude early.***

#### **Sunday, September 15, 2019**

|                       |                   |
|-----------------------|-------------------|
| 2:00 p.m. - 8:00 p.m. | Exhibitor Set Up  |
| 3:00 p.m. - 6:00 p.m. | Registration Open |

#### **Monday, September 16, 2019**

|                         |  |
|-------------------------|--|
| 7:00 a.m. - 7:00 p.m.   | Registration Open                                      |
| 7:00 a.m. - 8:00 a.m.   | Continental Breakfast - Exhibitors are welcome!        |
| 9:45 a.m. - 7:15 p.m.   | Exhibit Area Open                                      |
| 10:00 a.m. - 10:45 a.m. | Refreshment Break in Exhibit Area                      |
| 12:30 p.m. - 1:30 p.m.  | Lunch - provided to the full conference exhibitor only |
| 3:15 p.m. - 4:00 p.m.   | Refreshment Break in Exhibit Area                      |
| 7:00 p.m. - 10:00 p.m.  | Grand Opening Reception - all exhibitors welcome!      |

## Tuesday, September 17, 2019

7:00 a.m. - 6:30 p.m. Registration Open

7:00 a.m. - 8:30 a.m. Continental Breakfast - Exhibitors are welcome to attend!

9:45 a.m. - 4:00 p.m. Exhibit Area Open

10:00 a.m. - 10:45 a.m. Refreshment Break in Exhibit Area

12:30 p.m. - 1:30 p.m. Lunch - provided to the full conference exhibitor only

3:15 p.m. - 4:00 p.m. Refreshment Break in Exhibit Area

4:00 p.m. - 7:00 p.m. Exhibitor Breakdown

*\*Schedule subject to change. Follow [agenda](#) provided on our website for latest updates.*

### Deadlines and Forms

[Service Kit](#): The Service Kit includes information regarding shipping your exhibit materials to show site. For your materials, we highly recommend you ship through the decorator as they will deliver your materials directly to your tabletop. Shipping sent through another service may incur additional fees, handling fees by the hotel, and storage fees. Please note this is a tabletop show. All your materials must fit on top of your 6' x 2 <sup>1/2</sup>' table space.

[Exhibitor Registration and Company Product Form](#) was due on **July 8, 2019**. As an exhibitor you will receive 1 Full Conference badge and 1 Exhibit-Only Pass per 6'x2.5' table space. Please note there is a **\$50 change fee for any submissions/substitutions made after this date**. Submitted forms must have the "Privacy Agreement" portion filled out for each attendee at the time of submission.

[Electrical/AV Form](#)- Electricity and other AV services can be ordered through the hotel. Please ensure your orders are provided directly to the hotel.

[View your company's abstract on file](#). The deadline to submit your company descriptions for the exhibit guide has passed. We are able to make changes only to the PDA conference website. Provide a company description (50 words or fewer) by email to [caballero@pda.org](mailto:caballero@pda.org) about your company's products and services.

[Hotel Reservations](#): The PDA room block at the **Renaissance Washington, DC Downtown Hotel** has expired. Please contact the hotel directly to secure a room based on availability.

[Promotional Tools](#): We encourage you to share our Conference ads on your website and social media and in other marketing materials to promote your participation.

**Sponsorship Packages Available** by request only. Elevate your brand awareness and visibility by taking advantage of the available exclusive sponsorship options. Consider one of our high-profile, cost-effective Sponsorship Packages or advertising options to bring additional attendees to your exhibit space. Contact the Sales team to view our Sponsorship Packages.

It's always a pleasure working with you, and please let us know if we can assist in any way!

The PDA Sales Team

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