



## REGISTRATION

- We are expecting about 625 attendees to register for the Summit.

### HOW DO I ASSIGN OUR COMPLIMENTARY FULL CONFERENCE/EXHIBIT HALL BADGES TO MY STAFF MEMBERS?

- Assign your complimentary badges in the Exhibitor & Sponsor Portal! This is located underneath your Task List, then click 'Assign Staff Badges.' Make sure to fill out all the required fields when assigning the badges.

### WHAT IS THE CUTOFF TO ASSIGN OUR EXHIBIT STAFF BADGES IN THE PORTAL?

- All badges must be assigned in the portal by Nov. 17. No changes will be accepted within the portal after this deadline. If you have any additions, please bring these to our Exhibitor & Sponsor Registration Desk on Nov. 28.

### HOW DO I PURCHASE ADDITIONAL STAFF BADGES?

- In the Exhibitor & Sponsor Portal, select your Task List, then click 'Purchase Additional Booth Staff/Full Meeting Badges.'
- Additional exhibit staff badges must be purchased in the portal by Nov. 17.
- After Nov. 17, you must purchase additional staff badges on-site beginning Nov. 28.

### WHERE DOES ON-SITE REGISTRATION AND CHECK-IN TAKE PLACE?

- On-site registration and check-in will be at the Exhibitor & Sponsor Registration Desk in the Town and Country Ballroom Foyer. This is where you can pick up your exhibit staff badges or purchase additional exhibit staff badges.
- Exhibitor & Sponsor Registration Desk hours:
  - Noon - 5 p.m. | Tues., Nov. 28
  - 7 a.m. - 5 p.m. | Wed., Nov. 29
  - 7 a.m. - 5 p.m. | Thurs., Nov. 30
  - 7 a.m. - 5 p.m. | Fri., Dec. 1
  - 7 a.m. - Noon | Sat., Dec. 2

## MARKETING LITERATURE IN TOTE BAGS

### IF I PURCHASED MARKETING LITERATURE TO PLACE IN TOTE BAGS, WHAT IS THE DEADLINE TO SHIP?

- Because the sponsor is responsible for printing and providing these materials, you have two options: produce and ship to Augeo and we will include in our deliveries to San Diego; or ship directly to the hotel in San Diego.
- We request 750 pieces.
- Produce and ship to Augeo by **Wednesday, Nov. 15**, and we will include in the items we send to San Diego.
  - ATTN: Caitlyn Harrison, CASSummit
  - c/o Augeo Marketing
  - 7309 W. 80th St., Suite 300
  - Overland Park, KS 66204
- Ship directly to the Town and Country Hotel in San Diego (attention to one of your staff members in attendance OR to Caitlyn Harrison) to bring to us at the Staff Office by **Monday, Nov. 27 (around noon)** when we will begin placing materials in bags.
- Shipping instructions to the hotel [can be found here](#). If you do decide to ship anything, please note you will be responsible for picking it up and any associated costs. Under shipping information, you must include clear instructions on the sender, receiver and the shipment arrival date.

## HOTEL

### IS THERE A DISCOUNT CODE FOR EXHIBITORS AND SPONSORS TO USE WHEN BOOKING HOTEL ROOMS?

- No discount code is required. CCPRF has secured a block of rooms at an affordable rate of \$199+tax/night for all attendees. [Use this link](#) to make your reservation today! The link will be active until rooms are sold out. If you elect to call the property, please let the hotel know you'd like to book within the CCPRF Summit room block.
- The hotel is located approximately 15 minutes from the San Diego airport.
- Don't get hooked by wholesalers phishing! Please book your hotel room through our official link.

## EXHIBITOR SET-UP

### WHEN CAN WE BEGIN OUR EXHIBIT BOOTH SET-UP?

- You can begin setting up your exhibit booth on Wednesday, Nov. 29, at 7:30 a.m.
- **Exhibitor freight will be delivered to the designated booth spot on Wednesday, Nov. 29.**
- [Please click here](#) to view the exhibitor toolkit with shipping instructions. We've included a snapshot of the exhibitor schedule below. [Here is a link](#) to the Schedule at a Glance on the website.

### SNAPSHOT OF THE EXHIBITOR SCHEDULE

#### Wednesday, 11/29

7:30 a.m. – 5 p.m.	Exhibitor Move In*
7:30 a.m. – 11 p.m.	Exhibit Hall Security Hours
7 – 9 p.m.	Summit Opening Reception, sponsored by ZOLL and WorldPoint <i>*Reception will occur in the Golden State Ballroom. Please plan to be set by 5 p.m. and staffed to receive attendees starting at 7 p.m.</i>

#### Thursday, 11/30

6 a.m. – 9 p.m.	Exhibit Hall Security Hours
7 a.m. – 4:15 p.m.	Exhibit Hall Hours
7 – 8 a.m.	Breakfast with the Exhibitors
7 – 8 a.m.	Poster Presentations take place in Exhibit Hall (presenter will be stationed at their poster)
7:40 – 7:55 a.m.	Demo Stage Presentation: American Heart Association
10:05 – 10:35 a.m.	Morning Break, sponsored by PRESTAN
10:15 – 10:30 a.m.	Demo Stage Presentation: American Red Cross
12:30 – 1:50 p.m.	Cash & Carry Lunch with the Exhibitors in Exhibit Hall
12:45 – 1:10 p.m.	Demo Stage Presentation: WorldPoint
3:45 – 4:15 p.m.	Afternoon Break
3:55 – 4:10 p.m.	Demo Stage Presentation: Laerdal

#### Friday, 12/01

7 a.m. – 8 p.m.	Exhibit Hall Security Hours
6 a.m. – 8 p.m.	Exhibit Hall Hours
7 – 8 a.m.	Breakfast with the Exhibitors in Exhibit Hall
7 – 8 a.m.	Breakfast with Champions roundtable discussions
10:05 – 10:35 a.m.	Morning Break, sponsored by Cardio Partners
11:25 a.m. – 12:55 p.m.	Cash & Carry Lunch with the Exhibitors in Exhibit Hall
11:40 a.m. – 12:05 p.m.	Demo Stage Presentation: ZOLL
2 – 6 p.m.	Exhibitor Move Out
4:30 – 6:30 p.m.	CPR Saves Lives Rally and Survivor Celebration! Everyone welcome.



## EXHIBIT HALL

### INFORMATION NEEDED FOR THE CERTIFICATE OF INSURANCE:

- This is a requirement this year and must be done prior to exhibitor move-in along with all other tasks outlined in the portal. Please make sure you have the following on the certificate you upload (or send to Caitlyn) by **Nov. 14**:
- Sample COI — [click here](#)
- Under 'Description of Operations' section, we need the following:
  - Name of Event: Cardiac Arrest Survival Summit (CASSummit) 2023
  - Dates of the event (including move-in and move-out): Mon., Nov. 27 – Sat., Dec. 2, 2023
  - 'Certificate Holder' at bottom should be:  
Citizen CPR Foundation  
c/o Augeo  
7309 W. 80th St., Suite 300  
Overland Park, KS 66204

### WHAT IS INCLUDED WITH MY BOOTH?

- Viper will provide black, 8-foot tall pipe and drape and a 6" x 24" identification sign with the exhibitor's company name on it.

### ARE WE ABLE TO HANG OUR OWN BANNER?

- As long as your banner is not obstructing the view on the booth side, you are welcome to bring your own banner! The pipe and drape provided to each exhibitor is 8 feet tall, so we recommend making sure your banner is that height or shorter.

### WILL ADDITIONAL SUPPLIES OR CLIPS BE PROVIDED?

- You can use zip ties or S-hooks to hang your banner. These will be available during Exhibitor Move-in.

### DO WE NEED A WI-FI PACKAGE?

- No, the venue provides basic Wi-Fi for everyone to use! Please use the following to connect:  
Network: T&C Basic  
Password: towncountry23

## PAYMENT

- Payment received in full is required prior to setting up your exhibit booth and receiving badges or sponsorship materials while on-site.



## ATTENDEE LIST

### WHEN WILL THE PRE-ATTENDEE LIST BE AVAILABLE TO SPONSORS?

- Nov. 15 (two weeks out)

### WHEN WILL THE POST-ATTENDEE LIST BE AVAILABLE TO SPONSORS?

- Week of Dec. 11

*\*The official pre- and post-attendee lists will only be available for download in the exhibitor portal. You can purchase these lists in the portal for \$750/each. You will never receive an email soliciting the purchase of these attendee lists.*

## CONTACT INFORMATION

### Caitlyn Harrison

[charrison@augeomarketing.com](mailto:charrison@augeomarketing.com)

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### Ginna Gutierrez

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mobile: 816-885-6919



### Dani Olis — Viper Tradeshow Contact

[dani.olis@vipertradeshow.com](mailto:dani.olis@vipertradeshow.com)

mobile: 847-800-7469

### Hanna Balda — On-site Exhibit Hall Contact

(Tuesday - Friday)

[ghbalda@gmail.com](mailto:ghbalda@gmail.com)

mobile: 801-891-6270