



**Breakthrough**  
SYMPOSIUM

Hosted by Aldevron  
Fargo, ND  
November 6-7, 2018

**Exhibitor manual**

## Welcome

Thank you for taking part in the inaugural Breakthrough Symposium. This event is focused on the latest developments in the biotechnology field and features industry scientists and product developers, government researchers, medical professionals and members of the academic community to share the latest breakthroughs and explore potential future developments. Topics include clinical results, novel approaches to gene delivery and modification, and the latest manufacturing advances.

## Exhibitor registration

As an exhibitor at the event, you receive two free registrations for the exhibit area, poster area, all presentations, Aldevron facility tour and reception events. Additional registrations are available but will have to be made separately.

To register for your two exhibitor passes, visit [www.BreakthroughSymposium.com](http://www.BreakthroughSymposium.com) and use the Register Now button. When registering, use the sponsor discount code, **BioSponsor** to ensure you receive your free registrations. Please register for your passes **by Friday, October 19**.

## Hotel information

### [Hilton Garden Inn](#)

4351 17th Ave South  
Fargo, ND 58103

The Breakthrough Symposium takes place at the Hilton Garden Inn in Fargo, with a block of rooms set aside for those attending the event. Please be sure to mention you are attending the Symposium when making your reservation.

- Call +1 (701) 499-6000
- Visit the hotel website:  
<https://hiltongardeninn3.hilton.com/en/hotels/north-dakota/hilton-garden-inn-fargo-FARGIGI/index.html>

## Setup and teardown

- Each 8' x 8' space will have a 6' table and 2 chairs provided. Your specific booth area was sent to you in a notification email.
- There is electricity at each table space with wireless internet available.
- Set up time is Monday, November 5, from 1 - 8 p.m. CT. Hotel assistance is only available until 5 p.m. If you have special circumstances, please contact us at [Marketing@Aldevron.com](mailto:Marketing@Aldevron.com).
- Teardown time is Wednesday, November 7, after 4:30 p.m.

## Shipping information

- For shipping booth elements to the event, ship to:

### [Hilton Garden Inn](#)

4351 17th Ave South  
Fargo, ND 58103

## Shipping, continued

- Due to limited storage, the Hilton is unable to hold shipments longer than 72 hours. Please time your booth elements to **arrive 72 hours or less prior to the event** (*no earlier than 1 p.m., Friday, November 2*).
- FedEx and UPS are the venue's most commonly used carriers, but you may use the freight company of your choice.
- Please attach the Exhibitor Shipping Information document (*below*) to your case(s) to ensure the venue's receiving room staff can store the items in the appropriate space.
- All exhibitors are responsible for arranging their own return shipping needs.
- Aldevron will schedule pickup for **FedEx shippers only**. You will need to arrange for your shipping documents and payment with FedEx and have the documents attached to your shipping case(s). You can use Aldevron as the originating shipper if that is a requirement for return shipping.
- If you use a different freight company, you will be responsible for scheduling pickup.
- If you are using FedEx, you will be able to leave your shipping items at the Aldevron registration table. Aldevron and the Hilton will work with FedEx to pick up the items by 4 p.m. on Thursday, November 7.

## Exhibit and networking times

Tuesday, November 6

- 7:30 – 8 a.m.
- 10:15 – 10:45 a.m.
- 12:35 – 1:45 p.m.
- 3:35 – 5 p.m.

Wednesday, November 7

- 7:30 – 8 a.m.
- 10:15 – 10:45 a.m.
- 12:35 – 1:45 p.m.
- 3:35 – 4:30 p.m.

Teardown can commence any time after 4:30 p.m.

## Promotional support

To promote your presence at the symposium, we have provided several promotional elements for use in email and social promotions. Visit [www.BreakthroughSymposium.com/promotions](http://www.BreakthroughSymposium.com/promotions) to download these elements.

## Other accommodations and transportation

- A listing of other Fargo-Moorhead area hotels is available at the Fargo-Moorhead Convention and Visitors Bureau website (<https://www.fargomoorhead.org/hotels>).
- Fargo-Moorhead has Uber and Lyft services available.

## Other questions?

Contact us at [Marketing@Aldevron.com](mailto:Marketing@Aldevron.com)

## Breakthrough Symposium Display Contents

Please attach this document to the outside of your shipped items.

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Company

Onsite contact name

Onsite contact telephone

Booth number

Number of items shipped

Special information

Shipping to:

Hilton Garden Inn  
Attn: Breakthrough Symposium  
4351 17th Ave South  
Fargo, ND 58103