

General Information

Location

Four Seasons Hotel Las Vegas
Four Seasons Ballroom 3–4
3960 Las Vegas Blvd. So.
Las Vegas, NV 89119

Exhibiting Fee

\$1,500—Medical centers in an Optum COE Network program. *New opportunity!*
\$7,500—All other exhibitors

Exhibit fee includes:

- Complimentary conference attendance for 2 representatives
- Table top booth space during the Thursday, Nov. 6 lunch and evening reception
- Draped 6' table
- Attendance to Wednesday's welcome reception and dinner
- Attendance to Thursday's educational sessions (CME/ACPE credit available)
- Accreditation as requested
- Conference materials

Payment Schedule

Full payment of the exhibit fee secures space. Payment may be made by credit or debit card—American Express, MasterCard or VISA; or by check or money order made payable to OptumHealth Education. Federal Tax ID 30-0238641.

Exhibit Space Application

Review and complete the Application for Exhibit Space in its entirety at least 30 days prior to the start of the conference. Submit early; last year's expo sold out!

Exhibit Space Application Form:

<https://www.optumhealtheducation.com/mdf2014-exhibit-app>

Exhibitor Personnel Registration

Register online at

<https://www.optumhealtheducation.com/mdf2014>

All individuals affiliated with exhibits must register through the conference Web site. Exhibit-only registration badges will not be provided.

Exhibit Date and Hours

Thurs., Nov. 6 11:30 a.m.–1 p.m. and 5 p.m.–7 p.m.
Times are subject to change. Food and refreshments will be served during open exhibit times.

Shipping

Exhibitor agrees to ship, at his own risk and expense, all articles to be exhibited and agrees to conform to the rules for shipping as contained in the Exhibitor Service Kit. Detailed shipping instructions are included in the Exhibitor Service Kit.

Exhibitor Service Kit

The Exhibitor Service Kit is available on the conference Web site. It contains an Exhibitor Schedule, Shipping Instructions, and the Audio Visual and Electrical Order Form.

Hotel Sleeping Room Reservations

Hotel: Four Seasons Hotel Las Vegas,
3960 Las Vegas Blvd. S., Las Vegas, NV 89119

Reservations:

Online: [OptumHealth Group Reservations](#)

Phone: (877) 632-5000; mention Optum to receive the discounted group rate.

Rate: \$209.00 single/double.

Room Block Release Date: October 14, 2014

Cancellation

Notification of booth space cancellation must be received in writing on or before Friday, Oct. 17 for a refund of the exhibiting fee. No refunds will be made for cancellations received after Oct. 17. Cancellation of exhibit space includes cancellation of registrations allotted with exhibit space. In the event of cancellation, OptumHealth Education assumes no responsibility for having included the name of the canceled Exhibitor in conference materials.

Contact Information

Exhibit Manager: LuAnne Ronning

Phone: (218) 834-6369 • Fax: (612) 234-0477

E-mail: luanne.ronning@optumhealtheducation.com

RULES AND REGULATIONS

Installation/Dismantling*

Installation/Set Up:

Thursday, Nov. 6, 8–11 a.m.

All exhibits must be fully installed by 11 a.m. No installation will be permitted after this time without prior authorization from exhibit management.

Dismantle/Tear Down:

Thursday, Nov. 6, 7–9 p.m.

No dismantling will be permitted before closing time without advance permission secured from authorized exhibit management.

Booth Staffing

Each Exhibitor is required to keep at least one attendant in the booth during official show hours.

Endorsement & Eligibility to Exhibit

OptumHealth Education's acceptance of an Exhibitor does not constitute an endorsement of that organization's products or services. OptumHealth Education reserves the right to determine the eligibility of any company or product and/or service for inclusion in the exhibition.

Conference Cancellation

In the event the Conference must be canceled for such reasons, including but not limited to, fire, strikes, government regulations, lack of funding or any other event preventing the scheduled opening or continuance of this Conference, obligation for payment of the exhibiting fee shall be terminated. OptumHealth Education shall determine an equitable basis for the refund of such portion of expenditures and commitments already made.

Fire and Safety Regulations

The Exhibitor must comply with safety, fire and health ordinances that apply to the City of Las Vegas, State of Nevada. All displays, exhibit materials and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents. Electrical wiring must conform with all federal, state and municipal government requirements and to National Electrical Code Safety Rules.

Electrical, Telephone, Internet and Audio Visual Requirements

Complete information addressing utility and audio visual needs is included in the Exhibitor Service Kit.

Auxiliary Aids or Services

In compliance with the Americans with Disabilities Act, OptumHealth Education wishes to ensure that no individual with a disability is excluded, denied services or otherwise treated differently from other individuals. Each Exhibitor shall be responsible for compliance within its exhibit space, including the provision of auxiliary aids and services needed.

Liability

Each Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitor's displays, equipment and other property brought upon the premises of the Hotel, and shall indemnify and hold harmless Optum, Four Seasons Las Vegas, Presentation Services PSAV, and any authorized representative, agent or employee of the forgoing of any and all losses, damages and claims from any cause whatsoever by reason of the use of occupancy of the exhibit space by the Exhibitor or his assigns. The Exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. If the Exhibitor's materials fail to arrive, the Exhibitor is nevertheless responsible for all amounts due hereunder. In holding the exposition, OptumHealth Education does not act as the agent of the Exhibitor, Four Seasons Las Vegas, Presentation Services PSAV, or any other party. Claims against any party other than Optum are to be submitted directly to the party involved.

Insurance

Optum, Four Seasons Las Vegas, and Presentation Services PSAV will not be liable for damage or loss to the Exhibitor's property through theft, fire, accidents or any other cause. Optum will not assume liability for any injury that may occur to visitors, Exhibitors or their agents, employees or others. Exhibitor agrees to carry insurance in an amount adequate to cover any damages or loss, not less than fair market value that may occur to said property.