



Transplantation: Essentials of Solid Organ and Blood Marrow Transplant Management

FireSky Resort & Spa, Scottsdale, Ariz.

April 13–14, 2015

Exhibitor Service Kit

Exhibitor Schedule & Information

EVENT SCHEDULE-AT-A-GLANCE

Monday, April 13, 2015	Exhibitor Registration: 7 a.m.–4 p.m.
Monday, April 13, 2015	Exhibitor Set-up: 2:30–4:30 p.m.
Monday, April 13, 2015	Exhibit Hall Reception: 5–7 p.m.
Monday, April 13, 2015	Exhibitor Tear-Down: 7–8 p.m.
Monday, April 13, 2015	Outbound Drayage Pickup: 8 p.m.

EVENT INFORMATION

Exhibit Location

FireSky Resort & Spa
Exhibit Hall: Elements Ballroom Earth/Air/Fire
4925 North Scottsdale Road
Scottsdale, AZ 85251
Main: (480) 945-7666
Web site: www.fireskyresort.com

Registration

All participants affiliated with exhibits must register for the event at <https://www.optumhealtheducation.com/txpcourse2015-regform>.

Booth Equipment

1 Draped Table
2 Chairs
Exhibit area is carpeted

Special Requirements

Exhibitors are responsible for any special requirements. Wireless Internet will be available in the Exhibit Hall. Complete the PSAV FireSky Resort & Spa Audio Visual Exhibitor Order form included at the end of this document for your audio visual and electrical needs.

Exhibit Hall Drawing

To encourage Exhibit Hall activity, OptumHealth Education will hold a drawing. To qualify, attendees will visit exhibitors to have their drawing cards initialed. Completed cards will be deposited into the raffle box, qualifying them for a chance to win.

Contact Us

Exhibit Manager: LuAnne Ronning
Phone: (218) 834-6369
E-mail: luanne.ronning@optumhealtheducation.com
Conference Web Site: <https://www.optumhealtheducation.com/txpcourse2015>

Exhibitor Shipping Instructions

EXHIBITOR SHIPPING INSTRUCTIONS

Shipping Labels:

Shipping of materials to and from the hotel is the Exhibitor's responsibility. Packages will be accepted by the hotel if received within 3 business days of the conference. To ensure proper delivery, include the following information on packages:

Hold for Arrival

Attn: Your Company Name / Onsite Exhibitor's Name

Optum Conference, 4/13/15

Box ___ of ___

Address package as follows:

Rich Gulden, Convention Services Manager

FireSky Resort & Spa

4925 North Scottsdale Road

Scottsdale, AZ 85251

Delivery of Shipment to Booth:

To aid in delivery of exhibitors' shipments to their assigned booths, shipment tracking information must be provided to the Exhibit Manager as follows:

Submit to luanne.ronning@optumhealtheducation.com

Due Date: Wednesday, April 8, 2015

Tracking Information Required:

Shipping Vendor (FedEx, UPS, etc.):

Tracking No.(s):

of Items Shipped

OR

Shipment will be hand carried

Return Shipping:

Exhibitors are responsible for making their own return shipping arrangements. It is Exhibitors' responsibility to pack, secure and label each piece of their outbound shipment. Hotel package handling charges for outbound drayage are Exhibitors' responsibility.

CUSTOMER INFORMATION	
Company:	
Address:	
City:	
State:	Zip Code:
Phone:	
Fax:	
Email:	

DELIVERY INFORMATION	
Convention Name: OPTUMHEALTH EDUCATION	
Room:	EARTH/AIR/FIRE
Booth/Table	N / A
Contact:	
Delivery	Pick-Up
Date:	Date:
Time:	Time:

- * If your exhibit booth ends early, please notify Hotel (ext.7308) to pick up your equipment (see rental agreement box below)
- * Equipment must be ordered within 10 days of event to qualify for rates and availability
- * Other equipment is available; please call to inquire.

Qty.	Days	EQUIPMENT ITEMS	Each	Total
		Exhibitor Power 10AMP (Shared)	\$35.00	\$0.00
		Exhibitor Power Dedicated 20AMP	\$85.00	\$0.00
		Laptop Computer w/ Office 2007	\$250.00	\$0.00
		Meeting Room Projector Package (Tripod Screen)	\$550.00	\$0.00
		4k Lumen Fast-Fold Projection Package	\$695.00	\$0.00
		Computer Speakers	\$40.00	\$0.00
		Wireless Slide Advancer	\$45.00	\$0.00
		Flip Chart (w/ paper and colored markers)	\$70.00	\$0.00
		Basic Audio Support System	\$285.00	\$0.00
		Wireless Microphone (Lav or HH)	\$165.00	\$0.00
		Wired Internet Per Line	\$350.00	\$0.00
		House Phone	\$50.00	\$0.00
		Dial Out Line - Dial "9" Local&Long Distance	\$100.00	\$0.00
		Direct Inward Dial Phone - bypasses Resort PBX	\$200.00	\$0.00

Subtotal	\$0.00
	\$0.00
**Setup and removal labor (23%)	\$0.00
Tax @ 7.95%	\$0.00
Grand Total	\$0.00

All charges are Per Day.

Method of Payment	
Prepayment with order guarantees reservation of your equipment	
<input type="checkbox"/> Credit Card	AMEX ___ VISA ___ MC ___
Card #:	_____
Expiration Date:	_____
As the lessee, I understand I will be held fully liable for all damage and/or loss to the above listed equipment.	
Name on Card:	_____
Signature:	_____

(1) Lessee does hereby rent and accept the listed equipment and acknowledges that it is in good working condition and agrees to pay the rent for said property at the rate herein stated; Lessee further agrees to take care of said equipment and to use it in a proper manner and agrees that in the event any of the rented equipment is lost or destroyed before it is returned, to promptly pay an amount equal to the reasonable cost of repairing or replacement of same. (2) Lessor is hereby released from any and all claims for damages to Lessee, by reason of use of said property; Lessee agrees to indemnify Lessor from any and all claims for damage to said property by reason of the use of said property or any other person from date hereof until said property is returned to Lessor. (3) It is understood that the rental commences as of the date and time hereof and ends only when the rented equipment is returned. Should said property not be returned to Lessor at the time specified as herein stated, Lessee agrees to pay rent for all additional time beyond that when the same is due, at the rate herein listed. It is agreed that failure to pay rent or if default is made in any of the terms hereof, Lessor may at once take possession of said rented equipment wherever the same may be found and remove the same and the Lessor or its agents shall in no way be liable for any claims for damages or injury in the removal of said equipment. (4) Lessee further agrees that all charges for rental will be paid in advance or immediately upon return of merchandise or upon receipt of invoice for same and that all collection fees, attorney fees, court costs, or any expense incurred in collecting and rental will be paid by Lessee. (5) RENTER IS RESPONSIBLE FOR EQUIPMENT AND ALL LEGAL FEES CONNECTED WITH RENTAL OR COLLECTION. (6) Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.