



Transplant Discoveries and Innovation

McNamara Alumni Center
Minneapolis, Minn.

May 12–13, 2015

Exhibitor Service Kit

Exhibitor Schedule & Information

EVENT SCHEDULE-AT-A-GLANCE

Tuesday, May 12, 2015	Exhibitor Registration: 7:00 a.m.–4:15 p.m.
Tuesday, May 12, 2015	Exhibitor Set-up: 6:00–7:00 a.m.
Tuesday, May 12, 2015	Exhibit Hall Open: 7:00 a.m.–2:30 p.m. during Continental Breakfast, Breaks (a.m./p.m.), Lunch/Dessert Break
Wednesday, May 13, 2015	Exhibit Hall Open: 7:00 a.m.–2:30 p.m. during Continental Breakfast, Breaks (a.m./p.m.), Lunch/Dessert Break
Wednesday, May 13, 2015	Exhibitor Tear-Down: 2:30–3:30 p.m.

Refer to the Conference Agenda for times.

EVENT INFORMATION

Exhibit Location

McNamara Alumni Center, University of Minnesota
Ski-U-Mah Room
200 Oak Street S.E., Suite 100
Minneapolis, MN 55455
Main: (612) 624-9831
Web site: www.mac-events.org

Registration

All participants affiliated with exhibits must register for the event at <https://www.optumhealtheducation.com/umn2015-regform>.

Booth Equipment

1 6' Draped Table
2 Chairs
Exhibit area is carpeted

Special Requirements

Exhibitors are responsible for any special requirements. Wireless Internet will be available for casual browsing in the Exhibit Area. Contact the Exhibit Manager for any utility and audio visual needs.

Exhibit Hall Drawing

To encourage Exhibit Hall activity, OptumHealth Education will hold a drawing. To qualify, as attendees visit exhibitors, they will (1) collect drawing tickets and (2) get signatures on their drawing card. Tickets with the attendees name written out will be dropped into the raffle box for a chance to win a daily prize. Completed cards will be deposited into the raffle box, qualifying them for a chance to win the grand prize.

Contact Us

Exhibit Manager: LuAnne Ronning
Phone: (218) 834-6369
E-mail: luanne.ronning@optumhealtheducation.com
Conference Web Site: <https://www.optumhealtheducation.com/umn2015>

Exhibitor Shipping Instructions

EXHIBITOR SHIPPING INSTRUCTIONS

Shipping Labels:

Shipping of materials to and from the venue is the Exhibitor's responsibility. Packages will be accepted if received within 2 business days of the conference. To ensure proper delivery, include the following information on packages:

Hold for Arrival

Attn: Exhibitor's Name/Organization

Exhibitor's Phone Number

Box ___ of ___

Address package as follows:

Attention: Alli Lindberg/UM - OptumHealth Education

McNamara Alumni Center

University of Minnesota

200 Oak St. S.E., Suite 100

Minneapolis, MN 55455-2002

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, May 6, 2015

Tracking Information Required:

- Shipping Vendor (FedEx, UPS, etc.):
- Tracking No(s):
- # of Items Shipped

OR

- Shipment will be hand carried**

** Local Exhibitors: The McNamara Alumni Center has a 20-minute loading and unloading zone at the main entrance located at 200 Oak St SE.

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. Any shipping and handling charges for outbound packages are the Exhibitors' responsibility.