



A History of Transplant Excellence, A Future of Innovation

Pittsburgh Marriott City Center
May 18–19, 2016

Exhibitor Service Kit

Exhibitor Schedule and Information

EVENT SCHEDULE-AT-A-GLANCE

Wednesday, May 18, 2016	Exhibitor Registration: 7:00 a.m.–4:15 p.m.
Wednesday, May 18, 2016	Exhibitor Set-up: 6–7 a.m.
Wednesday, May 18, 2016	Exhibit Hall Open: 7:00 a.m.–3:15 p.m. during Continental Breakfast, Breaks (a.m./p.m.), Lunch/Dessert Break
Thursday, May 19, 2016	Exhibit Hall Open: 7:00 a.m.–3:00 p.m. during Continental Breakfast, Breaks (a.m./p.m.), Lunch/Dessert Break
Thursday, May 19, 2016	Exhibitor Tear-Down: 3–4 p.m.

EVENT INFORMATION

Exhibit Location

Pittsburgh Marriott City Center
Exhibit Hall: Grand Ballroom Foyer
112 Washington Place
Pittsburgh, PA 15219
Main: 1-412-471-4000

Website: www.marriott.com/hotels/travel/pitdt-pittsburgh-marriott-city-center/

Registration

All participants affiliated with exhibits must register for the event at www.optumhealtheducation.com/upmc2016-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 Pittsburgh Marriott City Center 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 each day. To qualify, as attendees visit exhibitors, they will collect drawing tickets. Tickets with the attendees name written out will be dropped into the raffle box for a chance to win a daily prize.

Contact Us

Exhibit Manager: Bethany Severson
Phone: 1-952-205-3071

Email: bethany.severson@optumhealtheducation.com

Conference Website: www.optumhealtheducation.com/upmc2016



UPMC TRANSPLANT SERVICES



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, 5/18/16

Box ___ of ___

Address package as follows:

Attn: Jamie Miller

Pittsburgh Marriott City Center

112 Washington Place

Pittsburgh, PA 15219

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 bethany.severson@optumhealtheducation.com

Due Date: Wednesday, May 11, 2016

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 the Exhibitors' responsibility to pack, secure and label each piece of their outbound shipment. Hotel package handling charges for outbound drayage are Exhibitors' responsibility.



EXHIBITOR ORDER FORM

112 WASHINGTON PLACE | PITTSBURGH, PA 15219 | (412) 918-1308 | FAX - (412) 394-1017

ORDER INFORMATION

- Must receive payment information 8 hours prior to event date and request form 14 days prior to event.
- The rates listed only cover service to the booth and do not include connecting equipment or special wiring. All wiring and electrical work will be charged on a time and material basis.
- Proper tagging of equipment to indicate voltage, phase, current, etc. Are the exhibitor's responsibility.
- Some audio/visual equipment may require accompanying items or additional labor charges.
- Please call for estimated charges.

EVENT NAME: _____

SET UP DATE _____ SET UP TIME _____

STRIKE DATE _____ STRIKE TIME _____

BOOTH # _____

ON SITE CONTACT: _____

CONTACT CELL#: _____

QUANTITY	EQUIPMENT DESCRIPTION	DAILY RATE	# DAYS	EXTENDED PRICE
	Extension Cord (single receptacle)	\$15		
	4 Quad Box	\$25		
	Dial 9 Access Line (local use)	\$175		
	DID Line (local use)	\$250		
	High Speed Internet Connection	\$250		
	High Bright SVGA Data Projector	\$575		
	XGA Super Bright Projector	\$675		
	Laptop Computer	\$250		
	19" LCD Computer Monitor	\$105		
	46"-55" LCD Monitor with DVD (if required)	\$395		
	Labor for Operator (4 hr min.)	\$50/hour		
	Labor for Computer Support (1 hr min.)	\$75/hour		
ELECTRICAL HOOKUP				
	110 V/20 Amps Single Phase	\$25		
	110 V/30 Amps Single Phase	\$45		
	208 V/20 Amps Single Phase	\$60		
	208 V/30 Amps Single Phase	\$80		
	208 V/50 Amps Single Phase	\$110		
	208 V/100 Amps Single Phase	\$210		
	208 V/20 Amps Three Phase	\$85		
	208 V/30 Amps Three Phase	\$115		
	208 V/50 Amps Three Phase	\$160		
	408 V/20 Amps Three Phase	\$85		
	408 V/30 Amps Three Phase	\$115		
	408 V/50 Amps Three Phase	\$160		
	Labor for special wiring (weekdays 8am-4pm)	\$45/hour		
	Labor for special wiring (weekends/after hours)	\$65/hour		

COUSTOMER INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

MAILING ADDRESS: _____

CITY STATE ZIP: _____

1.	SUBTOTAL	_____
2.	SERVICE CHARGE (22%)	_____
3.	SALES TAX (7%)	_____
4.	LABOR CHARGE	_____
5.	TOTAL AMOUNT DUE	_____

SIGNATURE: _____

PAYMENT INFORMATION

CREDIT CARD #: _____

CARD HOLDER: _____

EXPRATION DATE: _____

AUTHORIZED SIGNATURE: _____

CHECK #: _____

DIRECT BILL: _____

FAX TO: (412) 394-1017

SCAN & E-MAIL TO: JMILLER@SHANERCORP.COM