

OptumHealth Education's
11th Annual
Medical Director/
Physician Leadership Forum

November 8–10, 2017

Four Seasons Hotel Las Vegas



EXHIBITOR SERVICE KIT

Exhibitor Schedule and Information

EVENT SCHEDULE-AT-A-GLANCE

Wed., Nov. 8	Welcome Reception & Group Dinner: 5:00–8:30 p.m.
Thur., Nov. 9	Exhibitor Registration: 7 a.m.–12 p.m.
Thur., Nov. 9	Exhibitor Set-up: 9:30 a.m.–12:30 p.m.
Thur., Nov. 9	Exhibit Hall Dessert Reception & Grand Opening: 1:00–1:45 p.m.
Thur., Nov. 9	Exhibit Hall Reception: 5–7 p.m.
Thur., Nov. 9	Exhibitor Tear-Down: 7–9 p.m.
Thur., Nov. 9	Outbound Drayage Pickup: 9 p.m.

***Times are subject to change.*

EVENT INFORMATION

Exhibit Location

Four Seasons Las Vegas
Exhibit Hall: Acacia Ballroom, 2nd Floor
3960 Las Vegas Blvd.
Las Vegas, NV 89119
Main: 1-702-632-5000
Website: www.fourseasons.com/lasvegas

Registration

All participants affiliated with exhibits must register for the event at
<https://www.optumhealtheducation.com/mdf2017-regform>

Standard Booth Package

****Tabletop**** Booth Space
1 Draped Six-Foot 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 Four Seasons Hotel Audio Visual Exhibitor Order form included at the end of this document for your audio visual and electrical needs.

Contact Us

Exhibit Manager: LuAnne Ronning
Phone: 1-612-395-8486
Email: luanne.ronning@optumhealtheducation.com
Conference Website: <https://www.optumhealtheducation.com/mdf2017>

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

Booth #: _____ (If your booth number is unavailable at time of shipment, enter TBD.)

Optum Conference, 11/9/17

Box ___ of ___

Address package as follows:

Presentation Services PSAV

c/o Four Seasons Hotel

3960 Las Vegas Blvd South

Las Vegas, NV 89119

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: Friday, Nov. 3

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. Package handling rates are as follows (subject to change):

Letters (under 1 lb.)	\$5.00
1 lb. — 15 lbs. (per box)	\$10.00
16 lbs. — 30 lbs. (per box)	\$15.00
31 lbs. — 80 lbs. (per box)	\$25.00
81 lbs. — 100 lbs. (per box)	\$30.00
101 lbs. and above (per lb.)	\$0.75

Complete the PSAV Four Seasons Shipping & Receiving Exhibitor Order Form included in this ESK to schedule and pre-authorize payment for your outbound shipment.



Four Seasons Hotel Audio Visual Exhibitor Order Form

p702.632.5242 f 702.632.5069



EQUIPMENT & POWER	QTY	DAILY COST	# OF DAYS =	TOTAL
Easel		\$ 20.00		\$ -
AV Cart (36",42" or 54" w/skirt)		\$ 40.00		\$ -
Flipchart Kit		\$ 80.00		\$ -
Laptop Audio		\$ 125.00		\$ -
Push To Talk - Gooseneck		\$ 100.00		\$ -
20 Amp Power Drop w/ Power Strip		\$ 150.00		\$ -
COMPUTER EQUIPMENT	QTY	DAILY COST	# OF DAYS =	TOTAL
Laptop Computer		\$ 250.00		\$ -
Wireless Slide Advancer		\$ 65.00		\$ -
B/W Laserjet Printer		\$ 245.00		\$ -
Color Laser Jet Printer		\$ 515.00		\$ -
DATA MONITORS / PROJECTORS	QTY	DAILY COST	# OF DAYS =	TOTAL
21" Flat Panel Data Monitor		\$ 155.00		\$ -
Meeting Room Projector Package		\$ 760.00		\$ -
32" Monitor & Stand Package		\$ 405.00		\$ -
50" Monitor & Stand Package		\$ 785.00		\$ -
CONNECTION SERVICES	QTY	DAILY COST	# OF DAYS =	TOTAL
Wireless Internet Connection (5 Mbps)		\$ 45.00		\$ -
Wired Internet Connection		\$ 225.00		\$ -

	SUBTOTAL
	Tax 8.1% of Subtotal.
	Delivery, Installation, Removal & Pick-up 23% of Subtotal.
Loss/Damage Waiver - Insurance policy covering accidental damage to equipment 4% of Subtotal.	
*** Electrical power arrangements are the responsibility of the exhibitor	TOTAL

Exhibitor Information	PAYMENT INFORMATION																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">SHOW NAME:</td> <td>Room</td> </tr> <tr> <td>11th Annual Medical Director Forum</td> <td></td> </tr> <tr> <td>FIRM NAME:</td> <td></td> </tr> <tr> <td>ORDER BY & EMAIL:</td> <td></td> </tr> <tr> <td>ONSITE CONTACT:</td> <td></td> </tr> <tr> <td>ADDRESS CITY, STATE, ZIP</td> <td></td> </tr> <tr> <td>PHONE: FAX:</td> <td></td> </tr> <tr> <td>EMAIL ADDRESS</td> <td></td> </tr> <tr> <td>OPENING DATE:</td> <td>TIME:</td> </tr> <tr> <td>Nov. 9, 2017</td> <td></td> </tr> <tr> <td>REMOVAL DATE:</td> <td>TIME:</td> </tr> <tr> <td>Nov. 9, 2017</td> <td></td> </tr> </table>	SHOW NAME:	Room	11th Annual Medical Director Forum		FIRM NAME:		ORDER BY & EMAIL:		ONSITE CONTACT:		ADDRESS CITY, STATE, ZIP		PHONE: FAX:		EMAIL ADDRESS		OPENING DATE:	TIME:	Nov. 9, 2017		REMOVAL DATE:	TIME:	Nov. 9, 2017		<p>The customer agrees to pay in full for loss or theft of any equipment provided by Presentation Services PSAV</p> <p>Pre-payment must accompany ALL orders unless prior</p> <p>CARD TYPE (Visa, Mastercard, AMEX, Diners Club)</p> <p>CARDHOLDERS NAME:</p> <p>CREDIT CARD NUMBER: EXP. DATE:</p> <p style="color: red; font-weight: bold;">PLEASE CALL NUMBER BELOW WITH CREDIT CARD NUMBER</p> <p>SIGNATURE: DATE:</p> <p style="text-align: center; margin-top: 20px;">FOR MORE INFORMATION: Phone: 702.632.5242 Fax: 702.632.5069 e-mail: rwolf@psav.com</p>
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