

# OptumHealth Education's Essentials of Oncology, Solid Organ and Blood/Marrow Transplant Management

**April 16–17, 2018**

The Scott Resort & Spa, Scottsdale, Arizona



## EXHIBITOR SERVICE KIT

# Exhibiting Schedule and Information

## Exhibit Location

The Scott Resort & Spa  
Exhibit Hall: Heritage Ballroom 3–5  
4925 North Scottsdale Road  
Scottsdale, AZ 85251  
Main: (480) 945-7666  
Web site: [www.thescottresort.com](http://www.thescottresort.com)

## Set-up Hours

Monday, April 16, 8:00 a.m.–12:30 p.m.

All exhibits must be fully installed by 12:30 p.m. No installation will be permitted after this time without prior authorization from exhibit management.

## Exhibit Hours

Monday, April 16, 1:00–1:30; 5:00–6:30 p.m.

Tuesday, April 17, 7:00–8:00 a.m.; 9:45–10:30 a.m.

## Dismantle Hours

Tuesday, April 17, 10:30–11:30 a.m.

Tear down is not permitted before closing time without advance permission secured from authorized exhibit management.

## Exhibit Staff Registration

All participants affiliated with exhibits must register. Full-access registration is included with exhibit and support fees as follows:

- Medical centers: 1 complimentary registration
- Other Exhibitors/Event supporters: 2 complimentary registrations
- Annual supporters: Refer to your support agreement

Additional exhibit staff may purchase registrations to access exhibits, as well as all conference sessions and activities.

To register exhibit staff:

1. Go to <https://www.optumhealtheducation.com/txpcourse2018-regform>
2. To use a complimentary registration
  - a. In the Registration Fee field select Exhibitor/Supporter Complimentary Registration (Transplant Essentials 2018), Price: \$0.00
3. To purchase an additional registration
  - a. In the Registration Fee field select
    - i. Exhibitor/Supporter Extra Registration-Industry (Transplant Essentials 2018), Price: \$1000.00 (e.g. pharma companies); or
    - ii. Exhibitor/Supporter Extra Registration-NONindustry (Transplant Essentials 2018), Price: [\$260.00 if by 3/23 or \$310 if after 3/23] (e.g. medical centers)
4. Complete all required fields on the registration form and click Submit.
5. Complete the Checkout process.

## Booth Equipment

**Tabletop** booth space to include:

- 1 Draped Table
- Up to 2 Chairs
- Exhibit area is carpeted

## Utilities and Audio Visual Equipment

Exhibitors are responsible for any special requirements. Complete PSAV's Exhibitor Order Form included at the end of this document for your audio visual and electrical needs. Basic wireless Internet will be available throughout the exhibit area.

## Traffic Building Activity

To encourage Exhibit Hall activity, OptumHealth Education will hold a drawing.

## Contact Us

Exhibit Manager: LuAnne Ronning, 612-395-8486, [luane.ronning@optumhealtheducation.com](mailto:luane.ronning@optumhealtheducation.com)  
Conference Website: <https://www.optumhealtheducation.com/txpcourse2018>

# Exhibit 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, it is imperative to include all the following information on packages:

Hold for Arrival

Exhibitor: Your Company Name / Onsite Exhibitor's Name  
OptumHealth Education Conference, 4/16/18  
Box \_\_\_ of \_\_\_

*Address package as follows:*

Attention: Kelly Brabant  
The Scott 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 as follows:

Submit to [luanne.ronning@optumhealtheducation.com](mailto:luanne.ronning@optumhealtheducation.com)

Due Date: Thursday, April 12, 2018

Tracking Information Required:

- Shipping Vendor (FedEx, UPS, etc.):
- Tracking No.(s):
- # of Items Shipped
- Recipient's (onsite exhibitor's) Name

**OR**

- Shipment will be hand carried

## Return Shipping

It is Exhibitors' responsibility to pack, secure and label each piece of their outbound shipment. Hotel package handling charges for outbound drayage may apply and are Exhibitors' responsibility. FedEx and UPS make regular pickups at The Scott. It is Exhibitors' responsibility to make their own return shipping arrangements with shipping vendors other than FedEx and UPS.



Return to: Cody Street  
 Email: cstree@psav.com  
 Phone: (480) 424-6098

The Scott Resort & Spa  
 4925 N. Scottsdale Road  
 Scottsdale AZ, 85251

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

DELIVERY INFORMATION	
Convention Name: OptumHealth Education	
Room: Heritage 3-5	
Booth/Table	
Contact:	
Delivery	Pick-Up
Date: Mon 4/16	Date: Tue 4/17
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 Shared 10AMP	\$42.00	
		Exhibitor Power Dedicated 20AMP	\$100.00	
		Laptop Computer	\$230.00	
		Meeting Room Projector Package (Tripod Screen)	\$570.00	
		3700 Lumen 10' Screen Projector Package	\$712.00	
		Computer Speakers	\$40.00	
		Wireless Slide Advancer	\$60.00	
		Flip Chart (w/paper and colored markers)	\$70.00	
		Basic Audio Support System (Stereo)	\$285.00	
		Wireless Microphone (Lav or HH)	\$200.00	
		Wired Internet Per Line	\$350.00	
		House Phone	\$50.00	
		Polycom Speakerphone	\$200.00	
		55" Monitor w/stand	\$690.00	

All charges are Per Day.

Subtotal	
10% Equipment Discount	
Setup and removal labor (25%)	
Tax @ 7.95%	
<b>Grand Total</b>	

Method of Payment
Prepayment with order guarantees reservation of your equipment
All payment information for PSAV services is handled directly with The Scott Resort. Please send payment information to Allison Hovendon at <a href="mailto:ahovendon@thescottresort.com">ahovendon@thescottresort.com</a> or 480.424.6071.
As the lessee, I understand I will be held fully liable for all damage and/or loss to the above listed equipment.
<input type="checkbox"/> Credit Card Authorization has been completed with The Scott Resort's Accounting team.
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.