

OptumHealth Education's  
13<sup>th</sup> Annual  
Medical Director/  
Physician Leadership Forum

**May 14–16, 2019**

JW Marriott Austin, Texas



**Exhibitor Service Kit**

# Exhibitor Schedule and Information

## EVENT SCHEDULE-AT-A-GLANCE

Tue., May 14	Welcome Reception & Group Dinner: 5:00–8:30 p.m.
Wed., May 15	Exhibitor Registration: 7 a.m.–12 p.m.
Wed., May 15	Exhibitor Set-up: 9:30 a.m.–12:30 p.m.
Wed., May 15	Exhibit Hall Dessert Reception & Grand Opening: 2:30–3:30 p.m.
Wed., May 15	Exhibit Hall Reception: 5–6:30 p.m.
Wed., May 15	Exhibitor Tear-Down: 6:30–7:30 p.m.
Wed., May 15	Outbound Drayage Pickup: 6:30–7:30 p.m.
Wed., May 15	Social Event: Esther's Follies: 8:00 p.m.

*\*\*Times are subject to change.*

## EVENT INFORMATION

### Exhibit Location

JW Marriott Austin  
Exhibit Hall: JW Grand Salon 6  
110 E 2<sup>nd</sup> Street  
Austin, TX 78701  
Website: [www.jwmarriottaustin.com](http://www.jwmarriottaustin.com)

### Registration

All participants affiliated with exhibits must register for the event at <https://www.optumhealtheducation.com/mdf2019/>

### 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.

Audio Visual Equipment and Electrical Usage: Complete and submit the Markey's AV/Rental & Staging Exhibitor Order Form for your audio visual and electrical needs.

Wireless Internet:

- Complimentary wireless Internet will be available throughout the exhibit area.

### Contact Us

Exhibit Manager: LuAnne Ronning  
Phone: 1-612-395-8486  
Email: [luanne.ronning@optumhealtheducation.com](mailto:luanne.ronning@optumhealtheducation.com)  
Conference Website: <https://www.optumhealtheducation.com/mdf2019/>



# Exhibitor Shipping Instructions

## Shipping Labels

Shipping of materials to and from the hotel is the Exhibitor's responsibility. To avoid additional storage fees, schedule your shipment(s) to arrive 3–4 days prior to the conference. To ensure proper delivery, include the following information on packages. Shipping labels are available on the last page.

Box \_\_\_\_\_ of \_\_\_\_\_

JW Marriott Austin

Event: OptumHealth Medical Director Forum

Exhibiting Company/Onsite Exhibitor's Cell Number

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

110 E 2nd Street

Austin, TX 78701

## Delivery of Shipment to Booth

FedEx Office will deliver exhibitors' shipments to their assigned booths, provided the address label standard as illustrated above has been followed. To aid in delivery and avoid delay of exhibitors' shipments, shipment tracking information must be provided to the Exhibit Manager as follows:

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

Due Date: Thursday, May 9

Tracking Information Required:

- Shipping Vendor (FedEx, UPS, etc.):
- Tracking #(s):
- # of Items Shipped
- Date of Scheduled Delivery

**OR**

- Shipment will be hand carried

## Pickup of Outbound Packages from Booth and Return Shipping

Exhibitors are responsible for making their own return shipping arrangements and must have a completed carrier airbill affixed to each package. It is Exhibitors' responsibility to pack, secure and label each piece of their outbound shipment. Packing supplies (boxes, tape, etc.) are available for purchase within the FedEx Office Business Center. FedEx Express shipping boxes and airbill forms are available and complimentary. FedEx Office will pick up outbound packages at Exhibitors' booths. Package handling fees are included in your exhibit fee.

**To: JW Marriott Austin**

**110 E 2nd Street  
Austin, TX 78701**

Event: OptumHealth Medical Director Forum

Exhibiting Company Name \_\_\_\_\_

Onsite Exhibitor's Cell Number \_\_\_\_\_

Booth #: \_\_\_\_\_ (*Leave blank if unavailable*)

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

**To: JW Marriott Austin**

**110 E 2nd Street  
Austin, TX 78701**

Event: OptumHealth Medical Director Forum

Exhibiting Company Name \_\_\_\_\_

Onsite Exhibitor's Cell Number \_\_\_\_\_

Booth #: \_\_\_\_\_ (*Leave blank if unavailable*)

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

**19 ORDER INFORMATION      4 EQUIPMENT      EVENT RATE      QTY      TOTAL**

EVENT NAME: OptumHealth Medical Director Forum

BOOTH NUMBER: \_\_\_\_\_

**COMPANY INFORMATION:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**DELIVERY & SETUP INFORMATION:**

Ordered By: \_\_\_\_\_

Contact On-site: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Delivery Date: Wed, May 15, 2019

AUDIO VISUAL EQUIPMENT				
65" 16:9 LCD HDTV w/ Stand & 25' HDMI	\$1,300.00	_____	=	_____
55" 16:9 LCD HDTV w/ Stand & 25' HDMI	\$1,100.00	_____	=	_____
42" 16:9 LCD HDTV w/ Stand & 25' HDMI	\$850.00	_____	=	_____
32" 16:9 LCD HDTV w/ Stand & 25' HDMI	\$650.00	_____	=	_____
20" Flat Screen LCD PC Monitor & 25' HDMI	\$450.00	_____	=	_____
HP Z-Book Laptop	\$550.00	_____	=	_____
Wired Microphone with Floor Stand	\$195.00	_____	=	_____
Laptop Sound Port	\$160.00	_____	=	_____
SRM150 speaker w/ stand	\$195.00	_____	=	_____

INTERNET				
Dedicated Wireless Internet Service (1MB)	\$285.00	_____	=	_____
Dedicated Wireless Internet Service (3MB)	\$855.00	_____	=	_____
Dedicated Wireless Internet Service (5MB)	\$1,350.00	_____	=	_____
*Hardwired Internet Line	\$95.00	_____	=	_____
*Bandwidth pricing applies				

ELECTRICAL - 120 VOLT POWER				
15 Amp w/ 25' AC Cord	\$300.00	_____	=	_____
Multi Outlet Power Strip	\$95.00	_____	=	_____
*electricity must be ordered separately				

**2 PAYMENT OPTIONS**

A confirmation will be sent to you via email.

**COMPANY CHECK** (no personal checks please)

\*Make check payable to JW Marriott Austin.

\*Check payment must be received 14 days prior to show.

**CREDIT CARD** (please circle card type)

AmEx    Visa    MasterCard    Discover

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature of Cardholder (please sign on line below)

Mail Form and Payment: JW Marriott Austin  
ATTN: Markey's Rental & Staging  
110 E 2nd Street  
Austin, Texas 78701

Email Form: MarkeysAustin@Markeys.com

MISCELLANEOUS				
Flipchart Package (includes 1 pad & 2 markers)	\$95.00	_____	=	_____
48" Skirted Monitor Cart	\$95.00	_____	=	_____
Other:		_____	=	_____



**QUESTIONS - MARKEY'S SALES**

Phone: (512) 474-4777 ext.4608

Email: MarkeysAustin@markeys.com

**5 ORDER TOTAL**

<b>Subtotal</b>	_____
<b>25% Equipment Service Charge*</b>	_____
<b>8.25% Sales Tax</b>	_____
* Tax applies to subtotal and service charge	
On-Site Processing	_____
Other Labor (if applicable) \$95/hr.	_____
<b>GRAND TOTAL</b>	_____

**3 TERMS OF RENTAL AGREEMENT**

- 1 Payment is due upon ordering of equipment.
- 2 Orders received without payment will be returned.
- 3 100% cancellation fee for less than 24 hours notice from delivery.
- 4 All cancellations and changes must go through the Event Technology Department
- 5 Someone must be present at your booth to accept delivery.
- 6 25% Equipment Service Charge will be added to all orders.
- 7 Additional taxable labor fee if running cabling under carpet.
- 8 Taxable on-site processing fees may apply
- 9 Wired Internet must be ordered at least 24 hours in advance

**PLEASE SIGN ON LINE BELOW**

We understand and agree to the terms listed above.

**NOTES**