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

April 11–12, 2019
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

Set-up Hours
Thursday, April 11, 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
Thursday, April 11, 1:00–1:30; 5:00–6:30 p.m.
Friday, April 12, 7:00–8:00 a.m.; 10:00–10:45 a.m.

Dismantle Hours
Friday, April 12, 10:45–11:30 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/txponc2019 and click on the Register tab
2. To use a complimentary registration
   a. Under Registration Categories, select Exhibitor/Sponsor/Supporter: Complimentary, $0.00
3. To purchase an additional registration
   a. In the Under Registration Categories select
      i. Industry Extra Registration, $1,000.00 (e.g. pharma companies); or
      ii. Exhibitor/Sponsor/Supporter: Extra Registration - Early Bird (invalid for Industry use), [$260.00 if by 3/20 or $310 if after 3/20] (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
Conference Website: https://www.optumhealtheducation.com/txponc2019

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, 4/11/19
Box ___ of ___

Address package as follows:
Attention: Aurora Baltierra, Event
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
Due Date: Friday, April 5, 2019
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.
To: The Scott Resort & Spa  
Event Manager: Aurora M. Baltierra  
4925 North Scottsdale Road  
Scottsdale, AZ 85251  

Event: OptumHealth Education Conference, 4/11/19  
Exhibiting Company Name ____________________________  
Onsite Exhibitor’s Cell Number _________________________  
Booth #: ___________  
Piece #: ___________ of _________ pieces
<table>
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<tr>
<th>Qty.</th>
<th>Days</th>
<th>EQUIPMENT ITEMS</th>
<th>Each</th>
<th>Total</th>
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<tr>
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<td>Exhibitor Power 10AMP</td>
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<td>Exhibitor Power Dedicated 20AMP</td>
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<td></td>
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<td>Wireless Slide Advancer</td>
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<td>Flip Chart (w/paper and colored markers)</td>
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<td></td>
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<td>Basic Audio Support System</td>
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<td>Wireless Microphone Package (Lav or HH)</td>
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<td>55&quot; Samsung Flip Interactive Monitor</td>
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<td></td>
<td>70&quot; Monitor w/stand</td>
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* All charges are Per Day.

**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 contact Carter Guy at cguy@thescottresort.com or 480.424.6071 for payment method.

As the lessee, I understand I will be held fully liable for all damage and/or loss to the above listed equipment.

☐ Credit Card Authorization has been completed with The Scott Resort's Accounting team.

Name on Card:

Signature: