

**May 14<sup>th</sup> – 16<sup>th</sup>, 2019**  
**Boston, MA**

## **TABLE OF CONTENTS**

### **Section 1: General Information**

- Exhibitor Registration Hours
- Installation
- Dismantle
- Exhibit Dates & Hours
- Contacts
- Exhibit Staffing

### **Section 2: Association Services**

- Booth Activities Form (*Mandatory Form, Due April 15th*)
- Exhibitor Appointed Contractor Form

### **Section 3: Contractor Services**

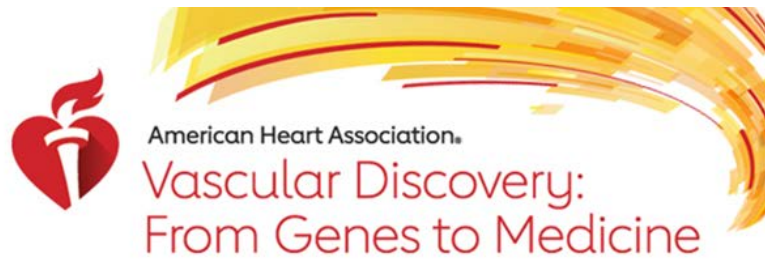
- Electrical, Internet, A/V Services

### **Section 4: Shipping & Receiving**

- Shipping Information

### **Section 5: Housing & Registration**

- Exhibitor Housing
- Hotel Information
- Registration Information



## GENERAL INFORMATION

### Vascular Discovery: From Genes to Medicine

Conference Dates May 14th-16th, 2019

Exhibitor Registration Hours:

Monday, May 13<sup>th</sup> 1:00 p.m. – 2:00 p.m.

Installation:

Monday, May 13<sup>th</sup> 1:00 p.m. – 2:00 p.m.

Dismantle:

Wednesday, May 15<sup>th</sup> 3:45 p.m. – 8:00 p.m.

*Exhibit Dates & Hours*

*Monday, May 13<sup>th</sup> 3:00pm-7:00pm \**

*Tuesday, May 14<sup>th</sup> 7:00am-4:15pm*

*Wednesday, May 16<sup>th</sup> 7:00am-4:15pm*

*\*Booth staffing is optional during this period,*

*however booths must be set before 3:00pm on Wednesday*

## CONTACTS

### American Heart Association

7272 Greenville Avenue  
Dallas, Texas 75231  
(888) 242-2453 (inside the U.S.)  
(214) 570-5935 (outside the U.S.)

### Marketing Opportunities

Scott Murphy  
National Corporate Relations  
(214) 706-1660  
[Scott.Murphy@heart.org](mailto:Scott.Murphy@heart.org)

### Exhibitor Services

Julie Davis  
Senior Manager, Exhibits  
(214) 706-1943  
[Julie.davis@heart.org](mailto:Julie.davis@heart.org)

## **EXHIBITOR STAFFING**

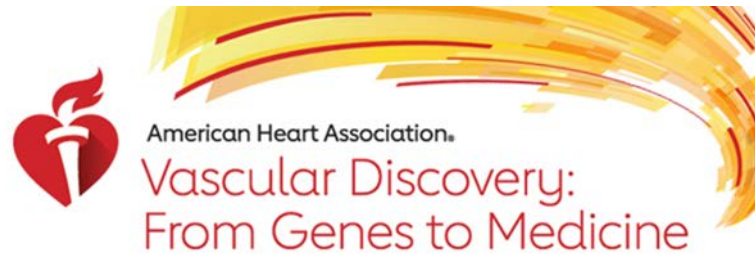
Although exhibitors are encouraged to staff the booth for the duration of the exhibit hall hours it is only required during the unopposed breaks listed below. Please note food and beverage service will be in close proximity to the exhibit hall.

Tuesday, May 14, 2019

7:00 a.m. – 8:00 a.m.  
10:00 a.m. – 10:30 a.m.  
3:45 p.m. – 4:15 p.m.

Wednesday, May 15, 2019

7:00 a.m. – 8:00 a.m.  
9:30 a.m. – 10:00 a.m.  
3:45 p.m. – 4:15 p.m.



## **Association Required Forms**

Please make sure you have the following forms completed by April 15, 2019. Access the forms below or for complete exhibit information visit our website at [www.exhibitatsessions.org](http://www.exhibitatsessions.org)

### [Association Services/Booth Activity Form](#)

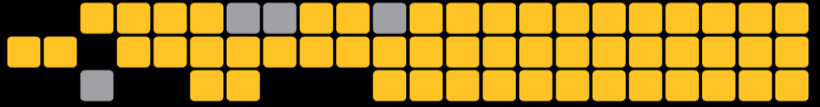
Information contained on this form will be used in the exhibitor guide distributed onsite within registration and needs to be received by April 15, 2019 to be included.

### [Exhibitor Appointed Contractor Form](#)

Submission of this form is **ONLY** necessary **IF** you are using the services of an independent contractor for any service such as booth installation and/or dismantle. Please make sure you indicate the information for each independent contract that you are using. Submission of this form must be completed by April 15, 2019.



# Exhibitor Form



EVENT NAME:

DATES:

COMPANY:

Advanced Rates are available 10 days before show opening  
Once your order is submitted a PSAV Representative will contact you with confirmation

BOOTH #:

ROOM:

### AUDIO VISUAL

SERVICE - PER DAY	QTY	Days	Advanced Rate	Rate	TOTAL
24" LED Monitor (Table stand only)			\$315.00	\$395.00	
32" Monitor (Floor or Table Stand)			\$415.00	\$520.00	
55" Monitor (Floor or Table Stand)			\$910.00	\$1,140.00	
Larger sizes available upon request			Contact for pricing		
Laptop			\$250.00	\$315.00	
Exhibit Booth uplighting (includes 4 LED Lights)			\$380.00	\$475.00	
Set & Strike Fee*	1		\$100.00	\$100.00	\$100
<b>SUBTOTAL</b>					

### INTERNET AND TELEPHONE SERVICE

All IP Address information is assigned automatically via DHCP. Please ensure that the TCP/IP is ENABLED and configured to "OBTAIN AN IP ADDRESS AUTOMATICALLY". If your computer is normally networked in an office setting, please verify compatibility with your IT representative. Outside routers, hubs, or access points are NOT permitted and will NOT operate correctly with our system.

SERVICE - SHOW RATE	QTY	Advanced Rate	Rate	TOTAL
Standard Internet connection - Wired		\$610.00	\$815.00	
Additional connections - Wired		\$205.00	\$280.00	
Wireless Internet Service - 1 Device		\$170.00	\$270.00	
Additional connections - Wireless		\$52.00	\$88.00	
Dedicated Internet Service or Static IP Address		Please Call	Please Call	
Set & Strike Fee (Wired connections only)	1	\$100.00	\$100.00	\$100
<b>SUBTOTAL</b>				

### EXHIBIT BOOTH POWER

SERVICE - SHOW RATE	QTY	Advanced Rate	Rate	TOTAL
20 AMP (Single Phase) - 120 VOLTS w/ Power Strip		\$304.00	\$409.00	
60 AMP (3 Phase) - 208 VOLTS		\$985.00	\$1,400.00	
Additional Power Strip & Extension Cable		\$64.00	\$64.00	
Additional Power Services available		Contact for pricing		
Set & Strike Fee*	1	\$115.00	\$115.00	\$115
<b>SUBTOTAL</b>				

If you have checked the LDW box, I have been offered and refused to purchase Loss Damage Waiver (LDW). I understand that I will be held fully liable for any damage and/or loss to the above listed rented equipment.

PSAV is not responsible for voltage fluctuations or power failure due to temporary conditions. No verbal orders are accepted. No credits for unused services. Orders will not be processed without Booth number and form of payment noted. Advanced orders are guaranteed to be installed prior to show opening. There will be no refunds once services are rendered. If customer cancels the event or the provision of all or a portion of audiovisual equipment and services by PSAV, cancellation charges will apply. If cancellation is under 72 hours, 50% of the equipment proposal estimate and 100% of labor charges, plus actual expenses incurred by PSAV in preparing for the event will be charged.

\*Additional Labor may be required for larger orders. \*\*Large Speakers at additional cost  
PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

<b>AUDIO VISUAL TOTAL</b>	
<b>4% LDW (check to decline)</b>	
<b>INTERNET TOTAL</b>	
<b>POWER TOTAL</b>	
<b>ESTIMATED TOTAL CHARGES</b>	

**IF YOU EXPERIENCE AN ISSUE ON SITE PLEASE CONTACT PSAV AT 617.937.5710 . NO REFUNDS WILL BE PROVIDED WITHOUT REPORTING THE ISSUE ONSITE TO A MANAGER.**

**Payment information and placement is on next page**



flawless performance. dramatic results.

Please return completed form to:  
PSAV

110 Huntington Ave  
Boston, MA 02216

Phone: 617.375.5098

Fax: 855.894.6027

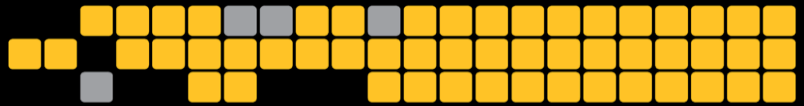
[1134Sales@psav.com](mailto:1134Sales@psav.com)



\*Pricing valid through December 31, 2019



# Exhibitor Form



EVENT NAME:

BOOTH #:

DATES:

COMPANY:

ROOM:

## BOOTH LAYOUT

Please indicate placement of Booth Power, Internet/Phone and Audio Visual

Adjacent Booth or Aisle # \_\_\_\_\_ BACK

Adjacent Booth or Aisle # \_\_\_\_\_ LEFT

Adjacent Booth or Aisle # \_\_\_\_\_ RIGHT


A = Audio/Visual

I = Internet

P = Power

Adjacent Booth or Aisle # \_\_\_\_\_ FRONT

Power drops are placed at the back of the booth. Other power placement including under carpeting or other places in booth will require additional labor and equipment.

All orders placed will receive a confirmation email with exact pricing within a week of submitting form.

PSAV is not responsible for voltage fluctuations or power failure due to temporary conditions. No verbal orders are accepted. No credits for unused services. Orders will not be processed without Booth number and form of payment noted. Advanced orders are guaranteed to be installed prior to show opening. There will be no refunds once services are rendered. If customer cancels the event or the provision of all or a portion of audiovisual equipment and services by PSAV, cancellation charges will apply. If cancellation is under 72 hours, 50% of the equipment proposal estimate and 100% of labor charges, plus actual expenses incurred by PSAV in preparing for the event will be charged. \*Additional Labor may be required for larger orders. \*

**IF YOU EXPERIENCE AN ISSUE ON SITE PLEASE CONTACT PSAV AT 617.937.5710 . NO REFUNDS WILL BE PROVIDED WITHOUT REPORTING THE ISSUE ONSITE TO A MANAGER.**

Estimate Total from previous page

\$

### BILLING CONTACT INFORMATION

### CREDIT CARD INFORMATION

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Onsite Contact and Number: \_\_\_\_\_

Credit Card  Check

If paying by Check please send the form back with no payment information and you will receive an email with the total due. Checks should be made out to PSAV. We will call to get Credit Card information.

Phone Number to call for CC info: \_\_\_\_\_

X

CARDHOLDERS SIGNATURE \_\_\_\_\_ Signature confirms acceptance of terms and conditions \_\_\_\_\_ DATE \_\_\_\_\_

Please return completed form to:

PSAV

110 Huntington Ave  
Boston, MA 02216

Phone: 617.375.5098

Fax: 855.894.6027

[1134Sales@psav.com](mailto:1134Sales@psav.com)

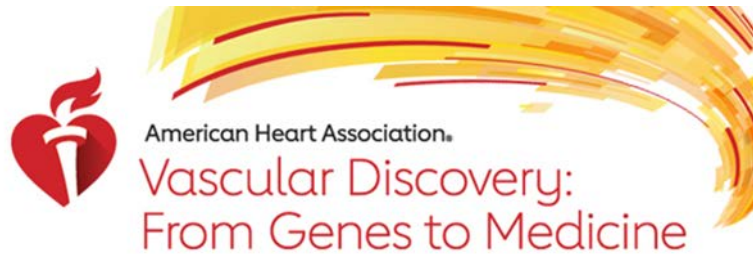


flawless performance. dramatic results.



MARRIOTT  
BOSTON  
COPLEY PLACE

\*Pricing valid through December 31, 2019



## **SHIPPING AND RECEIVING**

**Please make sure your materials arrive no earlier than May 11, 2019**

The correct shipping address should read as follows:

### **LABEL BOXES WITH:**

Hold For Guest: (Guest Name) (Guest Cell Number)

C/O FedEx Office at Boston Marriott Copley Place

110 Huntington Avenue

Boston, MA 02116

**REF: AHA's Vascular Discovery 2019**

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

**Upon arrival please visit the business center to arrange for your exhibit freight to be delivered to your booth.**

**\*Exhibitors are responsible for paying all associated shipping fees. Please reference the shipping instructions included below for pricing.**

If you are planning to ship a large quantity, heavy or large crates to the hotel there may be a labor fee in addition to the storage and handling fee. Please contact the hotel for quote.



# Boston Marriott Copley Place Package Shipping Instructions

## PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Boston Marriott Copley Place.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **617.421.1890**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

## PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)  
c/o FedEx Office at Boston Marriott Copley Place  
110 Huntington Ave  
Boston, MA, 02116  
(Convention / Conference / Group / Event Name)

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

FedEx Office Business Center  
Boston Marriott Copley Place  
110 Huntington Ave  
Boston, MA 02116  
Phone: 617.421.1890  
Fax: 617.421.1892  
Email: usa5611@fedex.com

Operating Hours  
Mon – Fri: 7:30am - 6:30pm  
Saturday: 8:30am - 4:00pm  
Sunday: 10:00am - 4:00pm

## SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Boston Marriott Copley Place with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

## PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Boston Marriott Copley Place, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

## PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Boston Marriott Copley Place, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.





# Boston Marriott Copley Place Package Shipping Instructions

## UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

## UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

## PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.50 / lb. (\$150.00 Minimum)	\$0.50 / lb. (\$150.00 Minimum)

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

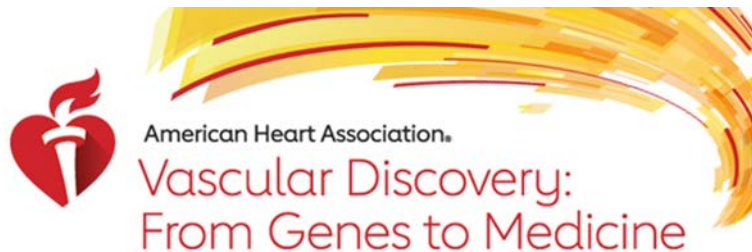
A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.50 / lb. (\$150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

\*\* No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

## TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



## EXHIBITOR HOUSING

### Housing Information - Conference Venue/Hotel Reservations

All events take place at the Boston Marriott Copley Place:

**Boston Marriott Copley Place**  
**110 Huntington Avenue**  
**Boston, MA 02116**

Rooms for conference participants are available at a special reduced rate of \$279 and will be available on a first-come, first-served basis until all are filled. After this date, reservations may be at the prevailing rate and will be subject to availability. The guest room rate is exclusive of applicable taxes.

To take advantage of the reduced rate, [visit this link \(opens in a new window\)](#) Rates cannot be changed at check-in or check-out for guests who don't identify their affiliation with AHA when they make their reservation.

## EXHIBITOR REGISTRATION

### On-Site Exhibitor Registration Hours:

Wednesday, May 15<sup>th</sup> 12:00 p.m. – 2:00 p.m.

Exhibitors are entitled to two (2) complimentary full registrations. Complete the booth activity form to register your staff.

Additional registration fees will apply per badge over your allotted amount. Additional registration badges may also be purchased on site.

Badges and Final Programs books will be available at the American Heart Association Registration Desk on site. Please advise all staff when picking up badges on site that they will be required to present a photo I.D. and business card at Registration. Photo I.D. and business cards are required even when the exhibitor has registered in advance.