



American Heart Association®

Epidemiology, Prevention,
Lifestyle & Cardiometabolic Health

Epidemiology and Prevention/ Lifestyle and Cardiometabolic Health 2019 Scientific Sessions

March 4th – 6th, 2020

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GENERAL INFORMATION

EPI/Lifestyle 2020 Scientific Sessions

March 3-6, 2020

Exhibitor Registration Hours:

Tuesday, March 3rd 1:00 p.m. – 7:00 p.m.

Installation:

Tuesday, March 3rd 7:00 p.m. – 9:00 p.m.

Dismantle:

Friday, March 6th 10:30 a.m. – Noon

Exhibit Dates & Hours

*Wednesday, March 4th 7:00am-3:30pm**

*Thursday, March 5th 7:00am-3:30pm**

Friday March 6th 7:00am-10:30am

**optional 5-7pm during poster sessions*

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

Tasha Wells
Manager of Corporate Sponsored Projects
(214) 706-1684
tasha.wells@heart.org

Exhibitor Services

Rita Pacheco
Associate Manager of Exhibits
(214) 706-1873
(214) 234-7505 fax
rita.m.pacheco@heart.org

Hyatt Regency Phoenix

122 North Second Street
Phoenix, AZ 85004
Tel: + (602) 252-1234

Hotel Link: <https://www.hyatt.com/en-US/group-booking/PHXRP/G-AHA1>



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Association Required Forms

Please make sure you have the following forms completed by February 1, 2020. You will receive an active link via email or visit 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 February 1, 2020.

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 February 1, 2020.



EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Hyatt Regency Phoenix, 122 N. 2nd St., Phoenix, AZ 85004
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: janderson@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 22" Multi sync monitor	\$ _____	_____	_____	\$ _____
■ 32" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand				
<input type="checkbox"/> Speakers				
■ 46" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand				
<input type="checkbox"/> Speakers				
■ 55" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand				
<input type="checkbox"/> Speakers				

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Wired handheld microphone	\$ _____	_____	_____	\$ _____
■ Wireless microphone	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
■ Wireless headset microphone	\$ _____	_____	_____	\$ _____
<i>Requires wireless microphone unit to operate</i>				
■ Powered speaker	\$ _____	_____	_____	\$ _____
<i>Up to five people</i>				
■ 4-channel mixer	\$ _____	_____	_____	\$ _____

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$ _____	_____	_____	\$ _____

PROJECTION

	PRICE	QTY	DAYS	TOTAL
■ LCD projector	\$ _____	_____	_____	\$ _____
■ 42"- 54" Rolling cart	\$ _____	_____	_____	\$ _____
■ Tripod screen	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 8'				

INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$ _____	_____	_____	\$ _____
■ Wireless internet connection	\$ _____	_____	_____	\$ _____
■ Dedicated bandwidth				Please contact PSAV for quote

LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ Up-light	\$ _____	_____	_____	\$ _____

POWER

	PRICE	QTY	DAYS	TOTAL
■ 120V – 5 AMP	\$ _____	_____	_____	\$ _____
■ 120V – 10 AMP	\$ _____	_____	_____	\$ _____
■ 120V – 15 AMP	\$ _____	_____	_____	\$ _____
■ 25' AC cable	\$ _____	_____	_____	\$ _____
■ Power strip	\$ _____	_____	_____	\$ _____

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

Justin Anderson

Sales Representative - PSAV®

Hyatt Regency Phoenix
122 N. 2nd St., Phoenix, AZ 85004

■ office: 602.440.3119 ■ email: janderson@psav.com





EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Justin Anderson
Sales Representative - PSAV®
Hyatt Regency Phoenix
122 N. 2nd St., Phoenix, AZ 85004
■ office: 602.440.3119 ■ email: janderson@psav.com





To order your lead retrieval – click on the link below.

[EPI/Lifestyle 2020 Lead Retrieval Order Page](#)



SHIPPING OF PACKAGES

The Hyatt Regency Phoenix will only accept prepaid packages. Any packages delivered C.O.D. will be refused by the hotel and no notification will be made by the hotel to the shipper. Please address all boxes/packages as follows:

Guest Name Picking Up Boxes
Guest Organization Name
 C/O Hyatt Regency Phoenix
 122 North Second Street
 Phoenix, AZ 85004
Convention/Meeting Name
Group Meeting Dates
Box ___ of ___

If you are sending more than one package within a single shipment, please be sure to number in sequence (i.e. one of three, two of three, etc.)

Due to limited storage, please do not send packages more than one (1) week prior to your event.

Charges of Incoming Packages Received by Hotel not including Applicable Taxes:

From (lbs)	To (lbs)	Fee
1	5	\$5
5+	20	\$10
20+	50	\$15
50+	75	\$25
75+	100	\$50
100	+	\$100
Freight Handling	any pallets	\$150
Extended Storage	Occurs after 14 days	\$1.00 per day

* The above costs do not include taxes and fees by the courier.

If boxes need to be transported to the Phoenix Convention Center arrangements need to be made with your drayage company at the convention center.

The Hotel does not accept any liability for equipment, goods, displays, or other materials that arrive or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage. All packages should be clearly marked with a return address.

It is the Group's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. The Hyatt Regency Phoenix accepts no liability for lost, stolen or damaged goods.



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SHIPPING AND RECEIVING

Also see Hyatt Regency Phoenix Shipping for details

Please make sure your materials arrive no earlier than February 28th.

The correct shipping address should read as follows:

ATTN: Hyatt Regency Phoenix

Receivers Name (Exhibitor):

122 North Second Street

Phoenix, AZ 85004

Tel: +602-252-1234

REF: AHA's EPI/Lifestyle Conference

Please See Hyatt Regency Phoenix SHIPPING of PACKAGES for Charges of Incoming Packages Received by Hotel

Upon arrival please visit Guest Services to arrange for your exhibit freight to be delivered to your booth.

***Exhibitors are responsible for paying all associated shipping fees. See Attached Processing Fee Sheet .**



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EXHIBITOR HOUSING

To take advantage of the reduced rates before February 8, 2020.

HYATT REGENCY PHOENIX

122 North Second Street
Phoenix, AZ 85004 Tel: +(602) 252-1234

Hotel Link: [Book Now](#)

EXHIBITOR REGISTRATION

On-Site Exhibitor Registration Hours:

Tuesday, March 4th 1:00 p.m.– 7:00 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.

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.

Wednesday, March 4, 2020

7:00 a.m. – 8:00 a.m.
10:00 a.m. – 10:30 a.m.
3:00 p.m. – 3:30 p.m.*

Thursday, March 5, 2020

7:00 a.m. – 8:00 a.m.
10:00 a.m. – 10:30 a.m.
3:00 p.m. – 3:30 p.m.*

Friday March 6, 2020

7:00 a.m. – 8:00 a.m.
10:00 a.m. – 10:30 a.m.

****Optional 5-7pm during Poster Sessions***