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GENERAL INFORMATION

EPI/Lifestyle 2022 Scientific Sessions

March 1-4, 2022

Exhibitor Registration Hours:
Tuesday, March 1st   1:00 p.m. – 7:00 p.m.

Installation:
Tuesday, March 1st   8:00 a.m. – 7:00 p.m.

Dismantle:
Friday, March 4th   10:30am – 2:00 p.m.

CONTACTS

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

Exhibitor Services
Amy Miller
AHA Manager of Exhibits
(214) 706-1922
Amy.miller@heart.org

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

Hilton Chicago
720 South Michigan Ave.
Chicago, IL  60605
Hotel Link:
https://book.passkey.com/go/EPIScientificSessions
Association Required Forms

Please make sure you have the following forms completed by February 15, 2022. 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 15, 2022.

**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 15, 2022.

**Sponsorship & Advertising Listing**
SHIPPING AND RECEIVING
Also see The Hilton Chicago Shipping for details

Please make sure your materials arrive no earlier than February 28th.
The correct shipping address should read as follows:

ATTN: The Hilton Chicago
Receivers Name (Exhibitor):
720 South Michigan Avenue
Chicago, IL  60605
Tel: +312-663-1149

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 .
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 property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four 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 address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient 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 312.588.0471

Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

FedEx Office Business Center  
Hilton Chicago  
720 South Michigan Avenue  
Chicago, IL 60605  
Phone: 312.663.1149  
Fax: 312.922.5240  
Email: usa5052@fedex.com

Operating Hours  
Mon.-Fri.: 7:00 a.m. - 5:00 p.m.  
Saturday: 10:00 a.m. - 3:00 p.m.  
Sunday: Closed

Shipments With Special Requirements
Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery
In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company’s or decorator’s specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of $70.00 per hour with a minimum of $35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms
In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.
Hilton Chicago
Shipping Instructions

Upon Your Arrival
Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at 312.588.0471; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. 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
FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express’ shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling and Storage Fees

<table>
<thead>
<tr>
<th>Package weight</th>
<th>Package pickup or dropoff by guest</th>
<th>Package pickup or delivery by FedEx Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes up to 1.0 lb.</td>
<td>$2.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>0.0–1.0 lb.</td>
<td>$2.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>1.1–10.0 lb.</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>10.1–20.0 lb.</td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>20.1–30.0 lb.</td>
<td>$20.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>30.1–40.0 lb.</td>
<td>$25.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>40.1–50.0 lb.</td>
<td>$25.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>50.1–60.0 lb.</td>
<td>$35.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>60.1–150.0 lb.</td>
<td>$35.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Pallets &amp; crates*</td>
<td>–</td>
<td>$250.00 or $0.75/lb. &gt; 333 lbs.</td>
</tr>
</tbody>
</table>

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of $250.00 or $0.75/lb. > 333 lbs., which is applied to each pallet/crate handled.

<table>
<thead>
<tr>
<th>Package weight</th>
<th>Storage fee after 5 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes up to 1.0 lb.</td>
<td>No charge</td>
</tr>
<tr>
<td>0.0–10.0 lbs.</td>
<td>$5.00</td>
</tr>
<tr>
<td>10.1–30.0 lbs.</td>
<td>$10.00</td>
</tr>
<tr>
<td>30.1–60.0 lbs.</td>
<td>$15.00</td>
</tr>
<tr>
<td>60.1–150.0 lbs.</td>
<td>$25.00</td>
</tr>
<tr>
<td>Pallets &amp; crates</td>
<td>$50.00</td>
</tr>
<tr>
<td>Over 6.5’ in size</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

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.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of $70.00 per hour with a minimum of $35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

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 Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property 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 on the Property, 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 Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

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<table>
<thead>
<tr>
<th>NAME OF CONFERENCE</th>
<th>START DATE</th>
<th>END DATE</th>
<th># OF EVENT DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME</td>
<td>ON-SITE CONTACT NAME &amp; NUMBER</td>
<td>ROOM/ BOOTH NAME/NUMBER</td>
<td></td>
</tr>
<tr>
<td>BILLING ADDRESS</td>
<td>CITY &amp; STATE</td>
<td>ZIP CODE</td>
<td></td>
</tr>
<tr>
<td>DELIVERY DATE</td>
<td>DELIVERY TIME</td>
<td>PICKUP DATE</td>
<td>PICKUP TIME</td>
</tr>
<tr>
<td>ORDERED BY</td>
<td>EMAIL</td>
<td>PHONE</td>
<td></td>
</tr>
</tbody>
</table>

Email completed form to the Encore Representative listed above.
Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
Labor charges, sales tax, loss damage waiver, and service charges may apply.

## Projection

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DAILY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD PROJECTOR</td>
<td>$560</td>
</tr>
<tr>
<td>TRIPOD SCREEN</td>
<td>$110</td>
</tr>
<tr>
<td>25’ HDMI CABLE</td>
<td>$70</td>
</tr>
</tbody>
</table>

## Monitor

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DAILY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>32” MONITOR TABLE-TOP</td>
<td>$315</td>
</tr>
<tr>
<td>55” MONITOR</td>
<td>$855</td>
</tr>
<tr>
<td>70-80” MONITOR</td>
<td>$1,530</td>
</tr>
<tr>
<td>FLOOR STAND</td>
<td>$285</td>
</tr>
</tbody>
</table>

## Internet

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>SHOW RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic WIFI CONNECTION (up to 3 Mbps)</td>
<td>$190</td>
</tr>
<tr>
<td>HARD LINE CONNECTION (up to 3 Mbps)</td>
<td>$665</td>
</tr>
<tr>
<td>DID Analog Phone Line</td>
<td>$200</td>
</tr>
</tbody>
</table>

Call Encore for Dedicated Bandwidth or Special Requests

## Miscellaneous

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DAILY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAPTOP</td>
<td>$260</td>
</tr>
<tr>
<td>FLIPCHART PACKAGE</td>
<td>$107</td>
</tr>
<tr>
<td>Black-and-White Laser Printer</td>
<td>$280</td>
</tr>
<tr>
<td>Color Laser Printer</td>
<td>$570</td>
</tr>
</tbody>
</table>

If You Are Experiencing Technical Difficulties On Site Please Contact Encore At 708-655-2097
**NAME OF CONFERENCE:**

**COMPANY NAME:**

**BOOTH NUMBER:**

**ROOM:**

**DATES NEEDED:**

**Hotel ELECTRICIAN Info.:**

**ORDERED BY:** Contact Name:

**BILLING ADDRESS:**

**CITY - STATE - ZIP CODE:**

**PHONE NUMBER:**

**EMAIL:**

### Rental Equipment

<table>
<thead>
<tr>
<th>POWER - ELECTRIC - NEEDS</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>QUANTITY</th>
<th>NEEDED</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 AMP - AC POWER</td>
<td>TVPICAL - LAPTOP - MONITOR</td>
<td>$175.00</td>
<td>x</td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>20 AMP - AC POWER</td>
<td>TVPICAL - MULTIPLE LAPTOPS, MONITORS, PRINTERS, MACHINES</td>
<td>$200.00</td>
<td>x</td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>POWER STRIP</td>
<td>6 OUTLET - POWER STRIP</td>
<td>$35.00</td>
<td>x</td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**Regular**

<table>
<thead>
<tr>
<th>Number of Hours</th>
<th>Hours</th>
<th>Audio Tech/ Electrician Labor</th>
<th>Reg Hours</th>
<th>O.T. Hours</th>
<th>Number of Workers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 HOUR INSTALL AND 1/2 PICKUP - 1 HOUR</td>
<td>1</td>
<td>105.00</td>
<td>135.00</td>
<td>1</td>
<td>$105.00</td>
<td></td>
</tr>
</tbody>
</table>

**LAbOR CHARGES WILL BE ADJUSTED - ACCORDING TO TIME AND DAY**

This schedule is preliminary only and subject to change.

**PLEASE ADD / INCLUDE ESTIMATED LABOR**

- Labor Total: $105.00
- Rental Sub-Total: $-
- Rental Total: $-
- 9% Rental Tax: $-
- Grand Total: ________________

---

**NAME:**

**SIGNATURE:**

**DATE:**

---

**THIS PROPOSAL CAN BE USED FOR BUDGET PURPOSES, BUT SHOULD NOT BE CONSIDERED THE FINAL BILL**

---

**CLIENTS SIGNATURE FOR APPROVAL OF CHARGES ABOVE**
EXHIBITOR HOUSING

Please book by February 22, 2022 to take advantage of our negotiated rate.

THE HILTON CHICAGO
720 South Michigan Ave
Chicago, IL 60605 Tel: +(312) 663-1149

Hotel Link: Book Now

EXHIBITOR REGISTRATION

On-Site Exhibitor Registration Hours:
Tuesday, March 1th 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 2, 2022
7:00 a.m. – 8:00 a.m.
10:00 a.m. – 10:30 a.m.
12:00 p.m.- 1:30 p.m.
3:00 p.m. – 3:30 p.m.

Thursday, March 3, 2022
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 4, 2020
7:00 a.m. – 8:00 a.m.
10:00 a.m. – 10:30 a.m.