

# NPACE Primary Care Conference and Pharmacology Update Fort Worth, Texas



## **Exhibit Dates:**

Tuesday, February 20 – Wednesday, February 21, 2018

## **Hotel Location:**

**The Omni Fort Worth**  
1300 Houston Street  
Ft. Worth, Texas 76102

## **Reservations:**

Room Reservation Cut-Off Date: January 26, 2018

Single/Double: \$199

## **Conference Information:**

Expected Number of Attendees: 400

Contact Person: Joshua Plotkin, Event Coordinator

774-279-4607 / [jplotkin@npac.org](mailto:jplotkin@npac.org)



## Fort Worth Exhibitor Schedule

### Exhibit Dates: February 20-21, 2018

### Omni Fort Worth

Please review the following information related to your exhibit space and onsite operational needs.

**Exhibit Set-Up: Tuesday, February 20, 2018**

**Exhibit Tear Down: Wednesday, February 21, 2018**

*Exhibits are open throughout the day. All times are subject to change, depending on final schedule of events.*

#### Tuesday, February 20

#### Wednesday, February 21

Start Time	End Time	Function	Start Time	End Time	Function
6:30 a.m.	7:00 a.m.	Exhibit Move In	7:00 a.m.	8:00 a.m.	Continental Breakfast/Exhibits
7:00 a.m.	7:30 a.m.	Exhibits/Coffee	8:00 a.m.	9:30 a.m.	Session
7:30 a.m.	8:30 a.m.	Session	9:30 a.m.	10:00 a.m.	Break/Exhibits
8:30 a.m.	9:00 a.m.	Break/Exhibits	10:00 a.m.	11:30 a.m.	Session
9:00 a.m.	10:00 a.m.	Sessions	11:30 a.m.	12:30 p.m.	Lunch Break/Exhibits
10:00 a.m.	10:10 a.m.	Break/Exhibits	12:30 p.m.	2:00 p.m.	Session
10:10 a.m.	11:10 a.m.	Session	2:00 p.m.	2:30 p.m.	Break/Exhibits
11:15 a.m.	11:45 a.m.	Break/Exhibits/Product Theater Sign-In	3:00 p.m.	4:00 p.m.	Exhibit Move Out
11:45 a.m.	12:45 p.m.	Product Theater Lunch			
12:45 p.m.	1:00 p.m.	Break/Exhibits			
1:00 p.m.	2:00 p.m.	Session			
2:00 p.m.	2:30 p.m.	Break/Exhibits			
2:30 p.m.	4:40 p.m.	Sessions			

#### **Security Advisory:**

- NPACE will not be maintaining security during move in, event hours, or move out. We strongly recommend that you consider taking appropriate precautions to ensure that your exhibit space is as secure as possible.
- Please note that show management can assume no responsibility or liability for lost, damaged, or stolen property.

**Please note that exhibitors are not allowed in the conference room during CE sessions.**

# Shipping and Receiving Information

## **MATERIALS/DELIVERIES**

All "Load-ins" or deliveries by truck must enter through the hotel receiving dock on 12<sup>th</sup> Street. All boxes and packages shipped to the hotel must be delivered to the hotel Purchasing Department for tracking purposes. Label all shipped materials to:

### **The Omni Fort Worth Hotel**

**1300 Houston St.**

*Fort Worth, Texas 76102*

*To the Attention of:*

*(Connie Dawson, Conf. Planning Manager)*

### **And**

*(Name of the guest on site or exhibitor designated to receive the items)*

*Reference:* *Name of Meeting(NPACE)*

*Date of Meeting(2/19-2/22)*

*Box #\_\_ of \_\_ (Ex. Box #1 of 4)*

*\*This information is not for groups utilizing an exhibitor company\**

**FedEx Kinko's Office Print Center - 901 Houston St Fort Worth, TX 76102 (817) 348-8899**

Due to limited storage, materials should not arrive more than 2 days prior to your conference. For return shipping, labels with billing information must be affixed to all boxes. Shipping charges will not be placed on master account.

Handling in/outbound Charges are:

\$5.00 per Box

\$75.00 per Exhibitor Trunk

\$125.00 per Pallet

# EXHIBITOR PRICE GUIDE

## VIDEO EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
DVD Player	\$85			
21" LCD Monitor	\$155			
46" LCD Monitor w/stand	\$400			
52" LCD Monitor w/stand	\$550			
60" LED Monitor w/stand	\$600			
LCD Projector (WXGA) w/stand & 6' Screen	\$765			
Other monitor and screen sizes available, please call for a quote.			Subtotal	

## SOUND EQUIPMENT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Computer Speakers	\$40			
Powered Speaker (100W)	\$100			
Wireless Microphone Handheld/Lavaliere	\$175			
Custom systems available, please call for a quote.			Subtotal	

## ELECTRICAL SUPPORT

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Desktop Computer	\$350			
Laptop, PC	\$200			
Laptop, MAC	\$400			
Custom system available, please call for a quote.			Subtotal	

Video Equipment Subtotal \_\_\_\_\_

Sound Equipment Subtotal \_\_\_\_\_

Computer Equipment Subtotal \_\_\_\_\_

**(Before taxes service charge and/or labor) EQUIPMENT SUBTOTAL** \_\_\_\_\_

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.

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# EXHIBITOR PRICE GUIDE

## STANDARD WIRED INTERNET SERVICES (SHARED)

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Single user/device shared ethernet	\$150			
Additional user/device	\$100			
				Subtotal

## WIRELESS INTERNET SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Access point activation/WiFi connection (1st device)	\$49.95			
Additional user/device	\$19.95			
				Subtotal

## SPECIAL NETWORK SERVICES BY REQUEST

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Higher Bandwidth Caps - Available (current per user - 6Mbps)	\$55/each add'l Mbps			
Dedicated Bandwidth	Please Call			
VLAN Configuration	Please Call			
Static IP	Please Call			
Managed Switches	Please Call			
Custom items available	Please Call			
				Subtotal

## TELECOMMUNICATIONS SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Polycom Speakerphone	\$125			
				Subtotal

Standard Wired Internet Services Subtotal	_____
Wireless Internet Services Subtotal	_____
Special Network Services by Request Services Subtotal	_____
Telecommunication Services Subtotal	_____
<b>(Before taxes service charge and/or labor) EQUIPMENT SUBTOTAL</b>	_____

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# EXHIBITOR PRICE GUIDE

## ELECTRICAL SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
<b>120 VOLT SINGLE PHASE SERVICE</b>				
5 Amp 120v (includes extension cord and power strip)	\$75			
20 Amp 120v(dedicated)	\$100			
<b>208 VOLT THREE PHASE SERVICE</b>				
30 Amp 208v	N/A			
60 Amp circuit	N/A			
100 Amp circuit	N/A			
200 Amp circuit	N/A			
400 Amp circuit	N/A			
Power strips	\$15			
25' Extension cord	\$15			
50' Extension cord	\$20			
IMPORTANT: Electrical Services and/or extensive set-ups may require labor. Please call you Encore representative for details.			Subtotal	

Electrical Services Subtotal \_\_\_\_\_

**(Before taxes service charge and/or labor) EQUIPMENT SUBTOTAL** \_\_\_\_\_

**Exhibit Rental Reservation GRAND TOTAL**

Equipment TOTAL \_\_\_\_\_

Networking/Telecom TOTAL \_\_\_\_\_

Electrical TOTAL \_\_\_\_\_

**(Before taxes service charge and/or labor) GRAND TOTAL** \_\_\_\_\_

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# EXHIBITOR PRICE GUIDE

## LABOR SERVICE RATES

HOURS	RATE
8am to 6pm	\$75
6pm to 12am	\$112.50
12am to 8am	\$150
Holidays	\$150

## FUNCTION SPACE

FUNCTION SPACE	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH
Start Date & Time:					
End Date & Time:					

## CLIENT/EXHIBITOR INFORMATION

Event Name	Event Location	
Exhibitor	Booth#	
Contact Name	Email Address	
Address	Phone #	
Fax#	City	
State	Zip	Delivery Date

Please contact Encore Event Technologies for delivery. Exhibitor must be present to sign for order at time of delivery. You must notify our representative that you are at your booth and have electrical power in place.

Pick-up Date: \_\_\_\_\_

Exhibitor is responsible for equipment until it is picked up by an Encore representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

### Comments

- ADVANCED PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.
- TOTALS DO NOT INCLUDE TAXES OR SERVICE CHARGES.
- Equipment listed is a partial inventory. Additional equipment is available upon request.
- Custom sizes and/or specification are also available. Please call for a quote.

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# EXHIBITOR PRICE GUIDE

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW

## EQUIPMENT TERMS AND CONDITIONS

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Union labor costs, if applicable, are not included in equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

## TELECOMMUNICATIONS TERMS AND CONDITIONS

1. It is understood that Encore Event Technologies does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that Encore shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless Encore from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.
2. The total order cost will be billed to the form of payment specified above.
3. Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.
4. You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.
5. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure. Please contact your sales manager for pricing on Encore provided available options.
6. All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be removed only by Encore at the close of the meeting.
7. All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.
8. Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.
9. You agree to remain entirely liable for all activities conducted through the network connections.

10. The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.
11. These terms and conditions supersede all previous representations, understandings, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Encore at any time.
12. No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.
13. You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.
14. If you are uncertain of your requirements or of any changes, you must notify an Encore representative.

## ELECTRICAL REGULATIONS

1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an Encore Event Technologies representative. Encore Event Technologies will not be responsible for any damage or lost equipment, component, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Encore Event Technologies representative.
2. All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
3. All production companies are to provide pig tails and cables to designated power location.
4. All equipment connected by Omni Hotels must comply with NEC, Federal, State, & local codes.
5. All cords, plugs, and power strips must be UL listed..
6. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Authorized Signature: \_\_\_\_\_  
(Required)

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## CREDIT CARD AUTHORIZATION FORM

Name of Guest or Organization \_\_\_\_\_

Cardholder Name *(please print)* \_\_\_\_\_

Cardholder Phone Number \_\_\_\_\_

Please identify credit card below *(check one)*

American Express

MasterCard

Carte Blanche

Discover

Diners Club

Visa

JCB

Credit Card Account Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Description of services: All Charges \_\_\_\_\_

Exhibit Booth \_\_\_\_\_

Advance Deposit \_\_\_\_\_

Audio Visual \_\_\_\_\_

Other \_\_\_\_\_

Date of Event: \_\_\_\_\_

*I hereby authorize Encore Event Technologies to apply costs for the above listed items/services to the credit card identified above. I also acknowledge that Omni Hotels will process my credit card and authorize Omni Hotels to apply charges on behalf of Encore Event Technologies.*

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_ Auth. Code \_\_\_\_\_

*Address to which statement and charge voucher to be sent:*

Name \_\_\_\_\_

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

Address \_\_\_\_\_

City, State \_\_\_\_\_ Postal Code \_\_\_\_\_

*Credit Card Authorization not valid if cardholder name, signature and name on card above do not match. Please include copy of card if being card is not present at time of charges. Fax Completed form to 817-886-4547, attention to Encore Event Technology.*