



**LIVE IN PERSON**

# ***Current Concepts in Dermatology***

**March 10-13, 2022 JW Marriott Orlando Grande Lakes**

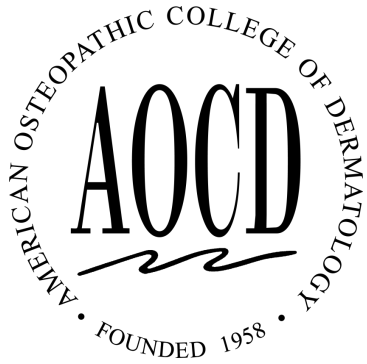
**4040 Central Florida Pkwy Orlando, FL 32837**

## ***Spring Meeting Prospectus***



**Visit [events.aocd.org](https://events.aocd.org)**

**Information is subject to change**



**American Osteopathic College of Dermatology**

P.O. Box 7525 Kirksville, MO 63501

Office: 660-665-2184 Fax: 660-627-2623

[www.aocd.org](http://www.aocd.org)

We are excited to get back to the good old days of those live in-person meetings, and what better place than Orlando Florida in March. Yes March 10th through the 13th will be our Spring New Concepts in Dermatology meeting and expo. The J.W. Marriott Orlando Grande Lakes will be the host hotel for this meeting and expo.

We had hoped to get back to normal last fall in Denver, but COVID peaked causing our board to once again move our meeting to a virtual setting. We had a great line up of vendors ready to meet and show off new products and just visit with our members.

Our last in-person meeting was in February of 2020 right before the country shut down and our lives changed forever. I have seen so many of the people I deal with change, or change companies. This will be a great time to introduce, or re-introduce yourself to our members and show us what is new. Expo Central was just gaining in popularity when the live meetings got canceled. It is a great way to show your wares and make new friends. It starts every morning with breakfast with the vendors. Breakfast served in the expo hall, with seating to accommodate all in attendance. It continues with all day break service in the hall with morning, lunch and afternoon breaks from the general sessions. Thursday is ended with a happy hour in the hall, and Friday is capped off with a reception for all to attend.

AOCD takes great pride in offering a slower paced and more relaxed meeting atmosphere. We are a family friendly meeting, and Orlando offers great family adventures. This time of year is also spring break time so we expect lots of families showing up now that it is safer to travel. The hotel is working hard alongside of the AOCD to make this a very special time.

Please note that you and your company have access to our special room discounts offered by the hotel as well as other considerations. If Denver is any sign of these times we expect to fill up fast so don't delay. You can also check out the added benefits of becoming an annual sponsor as well as up to date event information at [events.aocd.org](http://events.aocd.org).

Thank you for your time And we hope to see you in Orlando.

John Wise

Director of Events & Information Technology

**JW Marriott Orlando Grande Lakes**  
**4040 Central Florida Parkway**  
**Orlando, Florida 32837**



AOCD has made arrangements for a reduced nightly room rate of \$275.00. Rooms in the JW Marriott Orlando Grande Lakes Hotel block are limited and available on a first come-first served basis. Guests may call **407-206-2300**. Toll Free # **800-266-9432**. The reservation cut-off date is **February 8, 2022**.

<https://book.passkey.com/go/AOCD2022>

Pets not allowed. This hotel has a smoke-free policy. On-site parking, fee: \$29 daily. Valet parking, fee: \$37 daily. Parking fees are subject to change without notice.

**Daily Resort Fee Inclusions:** Over \$206 value for only **\$25/day plus tax in addition to the room rate of \$319.00.**

Guests can take advantage of several wonderful amenities while staying at our Orlando hotel. The resort fee includes the following:

1. Shuttle Transportation to SeaWorld, Walt Disney World and Universal Orlando (24-hour advance reservations required)
2. Enhanced High Speed Guest Room Internet
3. Unlimited Local and Domestic Long Distance Phone Calls
4. Mountain Bike Rental at Grande Lakes Sports (two bikes, one hour/day/room)
5. Driving Range Privileges
6. Daily Kids Activities\*\*
7. Two Pool Floats at the JW Marriott® Lazy River Pool
8. Fitness Center Classes (one/day/room)



## Directions:

Orlando International Airport (MCO), Hotel direction: 10 miles SW Mears Shuttle Service; fee: \$20 (one way); reservation required

Estimated taxi fare: \$50 (one way) Exit north to SR-528 West. SR-528 is a toll road. Travel to exit 3 for John Young Parkway South/SR-423 and turn left. Follow the parkway to Whisper Lakes Boulevard and turn right. Continue on the boulevard to the resort's main gate.

## Transportation:

Mears Transportation is the preferred and reliable limo service for the JW Marriott Orlando Grande Lakes. <http://mearstransportation.com/>

Enjoy shuttle service from our hotel to SeaWorld® Orlando. Visit Orlando's most popular

attractions with ease from our luxury hotel near International Drive. Climb aboard our convenient shuttle service to Walt Disney World®, Universal Orlando® and SeaWorld®.

Play a round of golf at the resort or head to the Mall at Millenia for a day of upscale shopping.

## Car Rental:

Hertz Car Rental on property

4000 Central Florida Pwky

Orlando, FL 32837

Phone: +1-407-393-4784





# J.W. Marriott Orlando Grande Lakes



# Welcome to EXPO CENTRAL

## EXHIBIT INFORMATION

You are cordially invited to exhibit at this educational meeting of the American Osteopathic College of Dermatology. The scientific program will be varied and have broad appeal for dermatologists.

Physicians attending this conference will be eligible for an anticipated 15-21 Category 1-A continuing medical education credits approved by the AOCD/AOA. An The American Osteopathic College of Dermatology AOCD designates this live activity for a maximum of 21 *AMA PRA Category 1 Credit(s)*<sup>™</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

## Why Exhibit?

The overall purpose of the convention is to educate osteopathic dermatology physicians about the latest techniques and trends in dermatology and to provide opportunities for professional networking. Exhibitors and other contributors to this continuing medical education program receive recognition through special mailings to members and are listed in the AOCD Newsletter and Conference Program. Our new concept (**EXPO CENTRAL**) allows for an exhibit area with all day break service and area for attendees to socialize with vendors and other attendees. It is expected that the available space will fill quickly, so please reserve your space as soon as possible to assure your participation. Space will be on a "first come first served" basis. Since this is our first live in-person meeting in a while we will be expecting approximately 400 dermatologists, dermatology residents, medical students, speakers and staff from throughout the United States to attend this conference. We will also be hosting a free reception for even more time for vendors to mix with attendees.



**AMERICAN OSTEOPATHIC COLLEGE OF DERMATOLOGY**

# EXPO CENTRAL "What's Happening"

**WHEN:** Thursday through Saturday, March 10 - 13 2022

**WHERE:** JW Marriott Orlando Grande Lakes, Orlando, FL

**EXHIBIT SETUP:** Thursday March 10, 2022 from 7:00 am until 9:30 am

**DISMANTLE:** Saturday, March 12, 2022 from 4:00 pm until 5:00 pm

## EXHIBIT HOURS:

**Thursday March 10, 2022 Expo hours 9:30 am - 6:30 pm**

9:30 a.m. – 10:00 am Break

12:00 noon - 1:00 pm Lunch

3:00 p.m. - 3:30 p.m. Break

**Friday March 11, 2022 Expo hours 7:00 am - 6:00 pm**

7:00 am - 8:00 am Breakfast

9:00 am - 9:30 am Break

11:30 am - 1:00 pm lunch

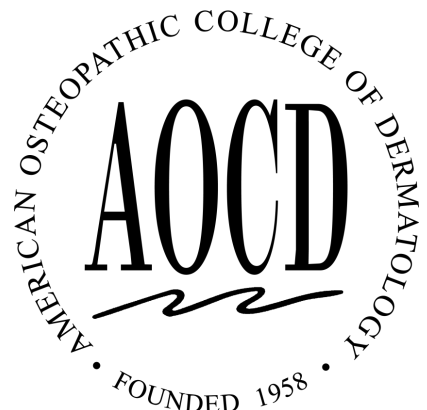
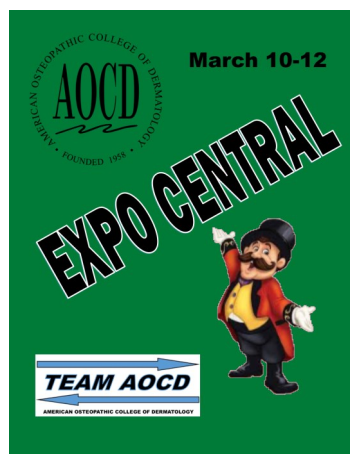
3:30 pm - 4:00 pm Break

**Saturday March 12, 2022 Expo hours 7:00 am - 4:00 pm**

7:00 am - 8:00 am Breakfast

11:00 am - 1:00 pm Lunch

3:00 pm - 3:30 pm Break





## **Grantor Attendance Policy:**

Representatives of commercial supporters may attend an educational activity but may not engage in promotional activities while in the room where the CME activity takes place. No commercial promotional materials shall be displayed or distributed in the same room as the CME activity.

Exhibits are permitted at AOCD meetings; however, they shall not influence nor interfere with the presentation of the CME activity.

## **Giveaways and Promotional Items:**

The AOCD requests compliance with all applicable industry, state and federal regulatory and governmental agency guidelines (AMA, PhRMA, OIG, FDA, FCC, FTC, AdvaMed, etc.).

Acceptable giveaways should primarily entail a benefit to patients, be related to the physician's work and should not be of substantial value. Giveaways may only be distributed from the exhibitor's booth and may not be mailed to attendees after the meeting or delivered to outside locations during the meeting.

Prize contests, awards, drawings, raffles or lotteries of any kind held at any time or place within the auspices of the meeting are not permitted. Attendees may not be registered for drawings, raffles or lotteries which might be conducted after the AOCD Spring Meeting. Gaming devices of any description are not permitted in the exhibit hall. The AOCD, in its sole discretion, shall have the right to prohibit the distribution of any samples it deems objectionable or otherwise inappropriate.

## **Outside Sponsor/Vendor activities:**

Sponsors and vendors are not allowed to hold promotional events during certain times that could affect attendance of AOCD activities.

This years restrictions are:

**Thursday March 10, 2022 5:30 pm until 6:30 pm**

**Friday March 11, 2022 7:00 am until 8:00 am**

**Friday March 11, 2022 6:00 pm until 8:30 pm**

**Saturday March 12, 2022 7:00 am until 8:00 am**

***Sorry, our time with attendees!***



## Cancellation and Refund Policy:

Full refunds (less \$100 processing fee) are available if requested in writing at least two weeks prior to the date of the program start. **The AOCD is not responsible for “acts of god” such as inclement weather, delays in airline travel or governmental restrictions on travel due to national emergencies. Refunds will not be made if participants are delayed or unable to attend because of these issues.**

## Business Center:

The hotel’s state-of-the-art business center offers a wide range of 24-hour secretarial and support services, including faxing, photocopying, printing and courier service.

## Check-in and Check-out:

Check-in: 4:00 PM, Check-out: 11:00 AM

Express Check-in, Express Checkout, Video Review Billing, Video Checkout

## On Site Security:

The AOCD is not responsible for any loss or damage to exhibitor property.



## **Exhibitor Information Table Top Exhibit Fees**

Entire Conference: \$3,000.00

Included in the exhibiting fees is one six foot table, draped and skirted, two chairs, up to 6 conference registrations, if booking rooms using the AOCD room block at conference rate, at the JW Marriott Orlando Grande Lakes. Access to electricity will be provided by request at an additional fee. Each company should provide the necessary information to the shipping department at the hotel for shipment of packages both to and from the conferences. The AOCD will not be responsible for these charges.

### **Exhibiting Schedule:**

Each day will feature breakfast with the vendors at 7:00 am. A break area will be provided throughout the conference in the expo area and will provide our physicians with the opportunity to explore Expo Central. On Friday, March 11, 2022 we will have our reception from 6:30 pm - 8:30 pm. This event is open to members and their families, as well as exhibitors and is the perfect opportunity for exhibitors to mingle with attendees and establish relationships in an informal setting.

### **Badges:**

Badges for pre-registered exhibit personnel will not be mailed prior to the conference. Exhibitor badges will be available for pickup during registration hours and will be held under the company name. Exhibitors are encouraged to wear their own company supplied name badges.

### **Product Theaters:**

Product theaters are Non-CME events and must be held in designated locations at scheduled times. These events are limited due to time. The price for a product theater is dependent upon the sponsorship level. The cost of these events are listed on the next page of this prospectus or contact [jwise@aocd.org](mailto:jwise@aocd.org)

Please contact the AOCD at [jwise@aocd.org](mailto:jwise@aocd.org) for exhibitor room floor plan, shipping order forms and electricity order forms. All current vendor information can be found at : [events.aocd.org](https://events.aocd.org)



	Diamond	Platinum	Gold	Silver	Bronze	Pearl	Vendor
Investment	\$ 30,000.00	\$ 25,000.00	\$ 20,000.00	\$ 15,000.00	\$ 10,000.00	\$ 5,000.00	
Meeting options							
Product Theater	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00
Booth	included	included	\$ 500.00	\$ 750.00	\$ 1,000.00	\$ 1,500.00	\$ 3,000.00
Up size booth	included	included	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00
News letter options							
Sponsor spotlight	each qtr	twice year	once year	\$ 500.00	\$ 750.00	\$ 1,000.00	\$ 2,000.00
News Spotlight	each qtr	twice year	once year	\$ 500.00	\$ 750.00	\$ 1,000.00	\$ 2,000.00
Product Spotlight	each qtr	twice year	once year	\$ 500.00	\$ 750.00	\$ 1,000.00	\$ 2,000.00
App options							
Banner	1 included	1 included	1 included	\$ 1,000.00	\$ 1,250.00	\$ 1,500.00	\$ 2,000.00
Push Notification	1 included	1 included	1 included	\$ 500.00	\$ 150.00	\$ 750.00	\$ 1,000.00
Survey	1 included	1 included	1 included	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00

# Sponsorship Levels



**EXHIBITOR APPLICATION FORM**  
**AOCD New Trends in Dermatology Meeting & Expo**  
**Spring Orlando, FL March 10-13 2022**

To ensure exhibit space, complete this application and mail to PO Box 7525, Kirksville, MO 63501 or fax to 660-627-2623. Deadline for receipt of exhibit fee is **Friday, February 11, 2022**. Space is assigned as a "first come first served" basis. **Exhibitors are prohibited in scheduling outside events during AOCD Meeting events.**

ONLINE REGISTRATION IS ALSO AVAILABLE [HERE](#)

Exhibit Fee:    \$3,000.00

Gratis	Diamond, Platinum Corporate Sponsors
\$500.00	Gold Corporate Sponsors
\$750.00	Silver Corporate Sponsors
\$1,000.00	Bronze Corporate Sponsor
\$1,500.00	Pearl Corporate Sponsor

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

Company Contact Email \_\_\_\_\_

\_\_\_\_\_ Entire Conference \$3,000.00

\_\_\_\_\_ **I will require electricity, internet, telephone, etc. (additional fees may apply)**

\_\_\_\_\_ I have enclosed a check.

\_\_\_\_\_ Please bill my credit card for the amount \$ \_\_\_\_\_

**\*Please contact [jwise@aocd.org](mailto:jwise@aocd.org) for a credit card payment form\***

**Cancellation and Refund Policy:**

Full refunds (less \$100 processing fee) are available if requested in writing at least one month prior to the date of the program. The AOCD is not responsible for "acts of god" such as inclement weather, delays in airline travel or governmental restrictions on travel due to national emergencies. Refunds will not be made if participants are delayed or unable to attend because of these issues.

**On Site Security:** The AOCD is not responsible for any loss or damage to exhibitor property.

**Vendors should be sure to pack their own tape, shipping labels, box cutters, and any tools needed for assembly of exhibit display. The AOCD staff does not supply this.**

**Badges:**

Badges are not be mailed prior to the conference. Exhibitor badges will be available for pickup during registration hours and will be held under the company name. Exhibitors are encouraged to wear their own company-supplied name badges.

Exhibitor Representatives Attending (additional reps, please contact AOCD)

_____	_____
Name	Email

_____	_____
Name	Email

If you are unsure at this time of the representatives who will be attending this meeting, forward their name(s) at your earliest convenience so that appropriate information can be sent to them. Please make checks payable to: AOCD, PO Box 7525, Kirksville, MO 63501.

## AOCD Current Concepts in Dermatology Sponsorship Registration Form

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

On-Site Contact \_\_\_\_\_ Email Address \_\_\_\_\_

<input type="checkbox"/> Daily Breakfast in the Exhibit Hall	\$5,000 per breakfast
<input type="checkbox"/> Beverage Break Stations	\$3,000 per break
<input type="checkbox"/> Custom Room Keys	\$5000
<input type="checkbox"/> Water Bottles	\$5000
<input type="checkbox"/> Coffee Sleeves & Beverage Napkins	\$2,000
<input type="checkbox"/> Attendee Conference Tote Bag	\$6,000
<input type="checkbox"/> T-Shirts	\$7,000
<input type="checkbox"/> Registration Portfolios	\$3,000
<input type="checkbox"/> Lanyards and Badge Supplies	\$5000
<input type="checkbox"/> Bag Inserts	\$3000 (must be received by September 1 at the AOCD office.)
<input type="checkbox"/> Reception Activity Sponsor	\$3000 (photo booth, DJ, caricature artist, other)

Total Amount Enclosed \$ \_\_\_\_\_

Payment Information: Check Enclosed ☐ Bill my credit card for the amount \$ \_\_\_\_\_

Please contact [jwise@aocd.org](mailto:jwise@aocd.org) for a credit card authorization form.

Please return form by fax at 660-627-2623, or by email to: [jwise@aocd.org](mailto:jwise@aocd.org) or by mail to:

AOCD  
PO Box 7525  
Kirksville, MO 63501

### CONDITIONS

Ancillary Promotional Activities: no promotional activities will be permitted in the same room or oblige path as the educational activity.  
No product advertisements will be permitted in the program room.

The Company agrees to abide by all requirements of the AOA Guidelines for Relationships between Accredited Sponsors and Company of CME as well as all requirements of the **ACCME Standards for Commercial Support**.

The **American Osteopathic College of Dermatology** agrees to:

- 1) abide by the ACCME and AOA Guidelines for Relationships between Accredited Sponsors and Company of CME;
- 2) acknowledge support from the Company in program brochures, syllabi, and other program materials, and
- 3) upon request, furnish the Company a report concerning the expenditure of the funds provided.

\_\_\_\_\_  
Company Representative (print name) Email

\_\_\_\_\_  
Company Representative Title

\_\_\_\_\_  
Signature Date

AOCD: **Marsha A. Wise** [mwise@aocd.org](mailto:mwise@aocd.org)  
Executive Director

\_\_\_\_\_  
Signature Date



## JW Marriott & Ritz-Carlton Orlando, Grande Lakes 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 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 407.226.0305. Package deliveries should only be scheduled after the recipient has completed the check-in process.

### Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)  
c/o FedEx Office at **the hotel location**  
(Hotel Address)  
(City, State, Zip Code)  
(Convention / Conference / Group / Event Name)

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

**FedEx Office Business Center**  
JW Marriott Orlando, Grande Lakes  
4040 Central Florida Parkway  
Orlando, FL 32837  
**Phone:** 407.226.0305  
**Fax:** 407.226.0632  
**Email:** usa5047@fedex.com

**Operating Hours**  
**Mon.–Fri.:** 7 a.m. - 7 p.m.  
**Saturday:** 7 a.m. - 4 p.m.  
**Sunday:** 7 a.m. - 4 p.m.

### 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.





## JW Marriott & Ritz-Carlton Orlando, Grande Lakes 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 407.226.0305 ; 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

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$2.00	\$5.00
0.0–1.0 lb.	\$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.	\$35.00	\$50.00
60.1–150.0 lbs.	\$35.00	\$70.00
Pallets & crates*	–	\$150.00 or \$0.75/lb. > 200 lbs.

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 \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 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.

### 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.



GRANDE LAKES  
ORLANDO



## Encore Exhibitor Order Form 2021

Encore is proud to serve as the in-house provider for Audio Visual Services at the Grande Lakes Orlando.

### VIDEO EQUIPMENT (Daily Rate)

(Other Items Available on Request)

*Labor Included*

Equipment	Advanced Order Rate	Standard Order Rate	QTY	# of Days	Total
20" LCD Flat Screen Monitor	\$225	\$282.50			
46" LCD Monitor and Floor Stand	\$640	\$870			
55" LCD Monitor and Floor Stand	\$850	\$1,080			
60" LCD Monitor and Floor Stand	\$995	\$1,225			
70" LCD Monitor and Floor Stand	\$1,260	\$1,605			
VGA/HDMI Cable (Please Specify)	\$32	\$36			
3k Lumen Projector	\$505	\$620			
Flip Chart Package	\$80	\$102			
Extension Cord and Power Strip	\$42	\$51			

### LAPTOPS (Daily Rate)

All Laptops include Windows XP office 2010 RW/DVD	\$255	\$312.50			
Computer Audio Package (Includes mixer and speaker)	\$402	\$517			

### BASIC INTERNET (1 Day Rate - Internet for Duration of Show)

Wired High Speed Internet	\$282.50	\$365			
Wireless High Speed Internet	\$170	\$270			

(Customized Packages Available)

**Advance Show Rates Cut Off 14 Days Prior to Start of Show**

Please Send Orders to the Following:  
GrandeLakesAudioVisuals@psav.com

### AUDIO EQUIPMENT (Daily Rate)

*Labor Included*

Equipment	Advanced Order Rate	Standard Order Rate	QTY	# of Days	Total
Powered speaker w/ stand	\$219.50	\$277			
Wireless Microphone Pkg.	\$230	\$287.50			
[ ] Lavalier [ ] Handheld					

### LIGHTING (Daily Rate)

*Labor Included*

LED Uplight Package - 6 lights	\$1,190	\$1,305			
GOBO Lighting Package	\$649	\$879			

**Sales Tax : 6.5%**  
**Hotel Service Charge : 26%**  
**Will Be Added to All Orders**

ADDITIONAL COMMENTS:

### EXHIBITOR BOOTH POWER

Standard placement is the back of an in-line booth; labor is included in below pricing.  
1 Day Rate - Power for Duration of Show

120 VOLT	Advanced Order Rate	Standard Order Rate	QTY Drops	# of Show Days
5 amp (500 watts)	\$190	\$300		
10 amp (1000 watts)	\$250	\$390		
15 amp (1500 watts)	\$280	\$435		
20 amp (2000 watts)	\$305	\$475		

**Sales Tax : 6.5%**  
**Hotel Service Charge : 26%**  
**Will Be Added to All Orders**

### EXHIBITOR INFORMATION

Show Name:	Start date:	End date:	# Show Days:
Company Name:	Preferred Setup Time:		
Onsite Contact:	Room/Exhibit Booth #		
Street Address:	City & State:	Zip code:	
Telephone Number:	Email Address:		
Ordered By:	Print Cardholder's Name:	Billing Zip code:	

To protect our customers' payment card information Encore abides by PCI DSS and other applicable policies and standards. Encore will reach out to you via phone to confirm payment information and enter any required information directly into our secure payment system. Encore will not maintain a written copy of your credit card information nor ask for your CVS Security code at any time. I agree that should the Grande Lakes Event Technology department be unable to process the credit card given via phone, an alternate method of payment will be provided.

**FOR ALL YOUR  
UP TO DATE  
INFO:**

**events.aocd.org**

