Fall 2022
EXPO CENTRAL
SHOW KIT

AMERICAN OSTEOPATHIC COLLEGE OF DERMATOLOGY
FOUNDED 1958
Fall 2022
New Trends in Dermatology Meeting & Expo

Deadlines

Poster submission     8/1 (with payment)
Poster approval       8/15
Product theater speaker announcement  8/15
Ad submission for Expo Guide   8/19 (sponsors only)
AOCD room block closes    8/29
Scan & Win purchase       9/2
Vendor Registration      9/ 9
Encore support request   9/12
Vendor payment          9/12
Badge name submission    9/15
WHEN: Wednesday September 21st - September 25th
WHERE: The Westin Denver Downtown 1672 Lawrence St. Denver, CO 80202
EXHIBIT SETUP: Wednesday, September 21st starting @ 7:00 AM
DISMANTLE: Saturday, September 23rd after 6:00 PM

Wednesday Sept. 21, 2022
12:00 PM Expo opens
12:00 PM - 12:30 PM Break
3:30 PM - 4:00 PM Break

Thursday Sept. 22, 2022
8:00 AM Expo opens
10:00 AM - 10:30 PM Break
3:00 PM - 3:30 PM Break
5:00 PM - 6:00 PM Happy Hour

Friday Sept. 23, 2022
8:00 AM Expo opens
10:00 AM - 10:30 PM Break
3:00 PM - 3:30 PM Break
5:00 PM - 6:00 PM Happy Hour

Saturday Sept. 24, 2022
8:00 AM Expo opens
10:00 AM – 10:30 AM Break
3:30 PM – 4:00 PM Break
5:00 PM – 6:00 PM Happy Hour
6:00 PM Tear down
EXHIBITOR SERVICES REQUEST FORM

Must be received a minimum of seven (7) business days prior to your arrival.

Please email back form to Event Manager:

<table>
<thead>
<tr>
<th>Conference Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Exhibitor Information:

Company Name: ____________________________________________________________

On-site Contact Name: ________________________________ Booth #: ________

Company Address: ________________________________________________________

City: ___________________________ State: _______ Zip: __________________

Phone: ________________________ Fax: ________________________ E-mail: ________________

Bill to:  Guest room ☐ Credit Card ☐

Credit Card Information: ☐ Check box if requesting an emailed secure credit card link

Email address for receipt: ________________________________

DIRECTIONS TO WESTIN DENVER DOWNTOWN [at the TABOR CENTER] LOADING DOCK

All loading and unloading of displays, exhibits and packages must take place through the loading dock. No items may be unloaded from the front drive, through the main entrance to the hotel.

The Loading dock is accessed from Larimer Street, one block for the main entrance of the Westin Denver Downtown. Enter the loading dock on the left hand side of Larimer (Larimer is a one-way street) – marked TABOR CENTER TRUCK ENTRANCE. Please note that this entrance doubles as a parking garage entrance as well. Make sure to turn into the first entrance on the left. Vehicles cannot be left on the loading dock. After delivery, they must be parked in a designated parking area. Any vehicle left parked in an unauthorized area for a prolonged period of time will be subject to towing at owner’s expense. The maximum height in the dock is 12 feet 6 inches.

If delivery is to occur after business hours, push the intercom at the dock entrance. A security officer will ask you to identify the number of vehicles, name of your company or event, driver’s first & last name and a license plate number.

BOX HANDLING

Packages for meetings may be delivered to the Hotel no earlier than three business days prior to the function date. A package processing charge will be applied for all incoming items. The following scale will apply:

- Envelopes $5.00 each
- Boxes 1-25 lbs $10.00 each
- Case/Crates $50.00 each
- 26-50 lbs $20 each
- Pallets $100.00 each
- 51+ lbs $35 each

These charges cover the cost of labor, processing, receiving, tracking, storing and moving. Any box shipments expected to exceed 75 items must be handled through a drayage company.
Product Specs

Banner Specs  (due to AOCD office 2 weeks before meeting)

Mobile Phone Banner
640 x 150 pixels, PNG, JPEG, and GIF (animations not supported on iOS)

Tablet/Online Banner
\552 x 150 pixels, PNG, JPEG, and GIF (animations not supported on iOS)
Please include URL for banner link

Expo Guide ad size  (due to AOCD office 2 weeks before meeting)
Full page  7.5” x 9.5”
Half page  7.5” x 4.5”
Quarter page 3.5” x 4.5”
Submitted in jpeg or png format

Company Logo or any product logos
300 x 300 pixels jpeg or PNG
SHIPPING INSTRUCTIONS

- Incoming boxes may be delivered to the Hotel no earlier than three business days prior to the event.
- Address incoming boxes as follows:
  
  **Name of person claiming package on-site**
  
  **Conference Name**
  
  The Westin Denver Downtown
  
  1672 Lawrence Street
  
  Denver, CO 80202
  
  **Attn: Meeting & Event Manager**

- All outgoing boxes must be packed, sealed, and labeled by shipper. FedEx picks up M-F. Shippers will need to schedule pick up with UPS or 3rd party carrier.

If you are shipping an item that requires special handling or that is larger than 3 feet square or heavier than 200 lbs., please contact your Event Manager at least one week in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made. Additional charges may apply.

AUDI O VISUAL EQUIPMENT & POWER

For special requests or additional equipment, please email Justin Craney at Justin.craney@encoreglobal.com.

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

<table>
<thead>
<tr>
<th>MONITORS</th>
<th>QTY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>46&quot; Monitor w/Floor Stand</td>
<td></td>
<td>$761.47 per day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISCELLANEOUS</th>
<th>QTY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td></td>
<td>$282.03 per day</td>
</tr>
<tr>
<td>Wired Internet (per line)</td>
<td></td>
<td>$239.39 per day</td>
</tr>
<tr>
<td>Wifi (per connection)</td>
<td></td>
<td>$25.20 per day</td>
</tr>
</tbody>
</table>

EXHIBITOR POWER PACKAGE

<table>
<thead>
<tr>
<th>Power Type</th>
<th>QTY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>120V - 15 AMP</td>
<td></td>
<td>$189.62</td>
</tr>
</tbody>
</table>

Includes Power Strip & Extension Cord
Includes Service Charge & Tax

SPECIAL REQUESTS

To guarantee equipment availability and advanced rate, this order form should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.

TAX EXEMPTIONS: 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% 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 to include installation, drayage, and tax.

Labor, tax, and/or service charge will apply. 