



Better Together 2018 Booth Information

Thank you for joining us at Better Together 2018, MSD's Healthcare Innovation & Technology Conference! Please review the information below regarding your expo booth.

Expo Install Schedule

You may set up your booth for the Expo on **Wednesday, January 24th, from 7:00 – 11:00 a.m.**

Dismantling Schedule

You may not begin to dismantle your booth until the Expo is complete. Dismantling will take place **Wednesday, January 24th, from 5:00 – 6:00 p.m.**

Booth Materials

If you are a Premier, Platinum, or Gold Sponsor, you may keep the fabric portion of your backdrop and podium, compliments of MSD. ***Please note: the backdrop and podium frames are property of MSD and must be left in your Expo space.***

Shipping

Total Event Network will store and deliver all shipments for your Expo booth. Shipments can be received at their warehouse Monday through Friday from 9:00 a.m. – 4:00 p.m. They can also store empty boxes and crates, as well as ship out freight.

You will receive an email from Total Event Network with your login credentials for their online portal. Labels and shipping instructions will be provided within this portal.

Audio/Visual

Orders must be submitted to PSAV 72 hours in advance to ensure delivery. Please complete form included in this packet and email it to Pablo.Medero@psav.com.

Electrical Needs

Do you need power for your booth? You can complete the order form included in this packet or place your order online at www.edlen.com.

Additional Questions?

Please contact MSD Travel Headquarters
7:00 a.m. to 7:00 p.m. CT, Monday through Friday
Toll-free: (800) 323-4560
Email: MSDconference@itagroup.com

Thank you again for helping us make MSD's Better Together 2018 a success. We hope to see you again next year!

BETTER TOGETHER

MSD'S HEALTHCARE INNOVATION +
TECHNOLOGY CONFERENCE

PSAV - Fontainebleau Miami Beach Exhibitor Form

Contact Information		Payment	
Company Name:	Location:	Pre-payment must accompany all orders unless prior arrangements have been made. Please choose payment method from list below:	
Ordered By:	Onsite Contact:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Diner's Club <input type="checkbox"/> American Express	
Credit Card Billing Address:		Charge to: Group Name _____ Master # _____	
City, State, Zip:	Email Address:	Card Holder's Name:	
Phone #:		Credit Card #:	Expiration Date:
Setup Date & Time:	Booth #	CCV2/CID #	Date:
Removal Date & Time:		Signature:	

EQUIPMENT	QUANTITY	x DAILY COST	x DAYS	= TOTAL	
FOLLOWING ITEMS DO NOT REQUIRE LABOR:					*PSAV is the official provider of all on-property AV & Production needs. * Please call for any additional equipment and labor not listed. * Orders must be submitted 72 hours prior to ensure prompt delivery. * Cancellation Policy > 1 week: 10% of total < 1 week: 50% of total Within 24hrs 100% of total
Laptop		\$250.00		\$ -	
Wireless Powerpoint Clicker W/Laser Pointer		\$70.00		\$ -	
HDMI Cable		\$35.00		\$ -	
Power Strip and Extension Cord		\$40.00		\$ -	
White Board		\$80.00		\$ -	
iPad		\$150.00		\$ -	
Flipchart Package w/pad and markers		\$75.00		\$ -	
Sticky Back Flipchart Package		\$95.00		\$ -	
FOLLOWING PACKAGES REQUIRE \$100 LABOR:					
32" Monitor & Stand		\$370.00		\$ -	
55" Monitor & Stand		\$800.00		\$ -	
70" Monitor & Stand		\$1,135.00		\$ -	
Sound system with 2 speakers, 2 stands, 1 mixer and 1 wired podium microphone		\$497.00		\$ -	
Black & White Printer + 1 ream of paper		\$325.00		\$ -	
*Cabana TV's are for cable television only. Submit completed forms to the below email addresses: Pablo.Medero@PSAV.com					
				Subtotal	
				Service Charge 23%	\$ -
				Labor \$ if applicable	\$ -
				Tax 7%	\$ -
TOTAL					
Fontainebleau Miami Beach 4441 Collins Avenue Miami Beach, FL 33140 305.695.4858					

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 01/01/18



The Power People

ELECTRICAL EXHIBITION SERVICES
 16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

COMPANY:		BTH #	
EVENT:	MSD Better Together Conference		
FACILITY:	Fontainebleau Miami Beach		
DATES:	January 22-26, 2018	EVENT #	018116MI

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America
Wire Transfer:
 ABA#: 026009593 Acct: 33855214
International Wire Transfer:
 Swift Code: BOFAUS3N Acct: 33855214

*** \$25 processing fee MUST be included with transfer.**

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214
 6900 Westcliff Drive, Las Vegas, NV 89145
 Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

VISA **MASTER CARD** **AMX** **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:						CITY:			ST:		ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN

AUTHORIZED SIGNATURE

PRINT NAME

DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUB TOTAL	
7% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 01/01/18

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EVENT:	MSD Better Together Conference		
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DATES:	January 22-26, 2018	EVENT #	018116MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

LIGHTING

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of inline booths. Time and material applies to all other locations.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	86.00	129.00	_____
1000 WATTS (10 AMPS)	_____	_____	123.00	184.00	_____
1500 WATTS (15 AMPS)	_____	_____	144.00	216.00	_____
2000 WATTS (20 AMPS)	_____	_____	165.00	247.00	_____
MISC. REQUIREMENTS					

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

ARM LIGHT (Only mounts to hard wall structures)	_____	95.00	143.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	77.00	116.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	154.00	230.00	_____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	23.00	_____
POWER STRIP	_____	23.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	88.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	160.00	_____

PLACE TOTAL HERE

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

EMAIL: _____ PHONE: _____

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

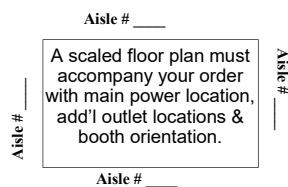
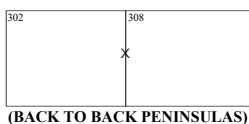
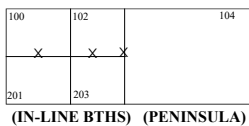
The "Method of Payment" form must be completed and returned with this order form.

TERMS & CONDITIONS

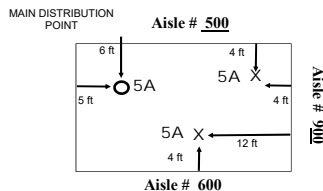
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

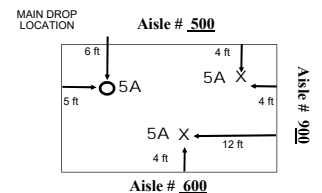
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



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DATES:	January 22-26, 2018	EVENT #	#018116MI

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|---|
| 1. Electrical distribution under carpet | 6. Overhead power distribution |
| 2. Data/network cable under carpet | 7. Overhead coaxial (network) cable distribution |
| 3. Connection of all 208V or higher services | 8. Assembly & Installation of lighting hung from truss or ceiling |
| 4. Wiring of overhead signs | 9. Hardwiring of any electrical apparatus |
| 5. Installation of lighting requiring tools for installation | |

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

- Island Booths should provide the following information on their floor plan or Electrical Layout Form:
 - Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
 - Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Identify a main power location. Power is distributed from that point. Power may come from the ceiling.
- Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.
- Date you will begin building your booth _____ Estimated time _____
- Are you renting your carpet through the decorator Yes _____ No _____ Bringing own _____
- Show Site Contact with authority to make additions or changes to your order:
Contact Name _____
Contact Company _____
Contact Cell # _____
- By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



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SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time	88.00 per hour
Monday-Friday 8:00 AM - 4:30 PM, excluding holidays	
Overtime	160.00 per hour
Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays	

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed

