



JULY 12 – 14, 2025

THE ARIZONA BILTMORE

(2400 E. Missouri Avenue, Phoenix, Arizona 85016)

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IMPORTANT DATES

June 6		Tabletop display assignment available
June 13		Pre-event attendee list available
June 25	<i>Deadline</i>	Register to Attend
June 25	<i>Deadline</i>	Book Hotel Room in UCA block Book Hotel Room – The Arizona Biltmore
July 10	<i>Deadline</i>	Order from Encore (ie. electric at tabletop display) Encore Order Form
July 9 - 12		Shipments should arrive at the hotel Shipping Instructions and Pricing

REGISTRATION

REGISTER TO ATTEND (BY JUNE 25)

[Complete Registration via this link](#)

BOOK HOTEL ROOM (BY JUNE 25)

[Book your hotel room via this link](#)

TRAVEL ARRANGEMENTS

Arrival	Plan to arrive at the hotel before 4 pm, Saturday July 12 , to attend the opening night networking event
Departure	Plan to depart from the hotel after 12:00 pm, Monday, July 14
Airport	Phoenix Sky Harbor International Airport (15-20 minute drive to hotel)

SCHEDULE OF EVENTS

Saturday, July 12	6:00 – 8:00 pm	Networking Dinner
Sunday, July 13	8:00 – 9:00 am	Breakfast
	9:00 – 12:00 pm	Meetings <i>*Meetings are concurrent sessions of Clinical Advisory Group and Delegates Council; you may attend either/both, but if moving among sessions, please wait to change rooms until after lunch to avoid disruption</i>
	12:00 – 1:00 pm	Lunch
	1:00 – 4:00 pm	Meetings
	1:30 – 3:30pm	Setup Solutions.Showcase Tabletop Display
	4:30 – 6:00pm	Solutions.Showcase Reception
		Dinner On Own <i>*You may invite attendees to join you for a dinner hosted by you. Make reservations for 6:30pm or later.</i>
	by 10:30 pm	Takedown Solutions.Showcase Tabletop Display
Monday, July 14	8:00 – 9:00 am	Breakfast
	9:00 – 11:30 am	Meetings <i>*We encourage you to stay the duration, as the wrap-up and ad-hoc working group sign-ups take place at the end. It's an opportunity to keep your involvement going year-round on an ad-hoc committee.</i>

SOLUTIONS.SHOWCASE FAQs

TABLETOP DISPLAY SPECIFICATIONS

Your tabletop display includes:

- 6-ft table (tablecloth and skirted), 2 chairs
- Pre-conference attendee list (1x use, subject to usage guidelines)

ELECTRICITY, A/V ORDER FORM (BY JULY 10)

Electricity is NOT included but available to purchase directly from the hotel, based on available hotel options.

If you require electricity for your tabletop display, please complete the online Encore order form and coordinate your needs directly with the hotel.

ENCORE ORDER FORM

- [Encore EventNow | Audio Visual Solutions | Order Online \(encoreglobal.com\)](#)

SETUP AND CLEANUP AGENDA

Setup	Sunday, July 13, 1:30 pm – 3:30 pm <i>*Setup must be completed by 3:30 pm</i>
Solutions.Showcase Reception	4:30 pm – 6:00 pm
Cleanup	Sunday, July 13 by 10:30 pm <i>*All materials must be removed by this time</i>

TABLETOP DISPLAY ASSIGNMENT

The Solutions.Showcase Reception will be held in the Gold Room. Your table for display setup will be indicated with a sign at your table.

The Solutions.Showcase Reception room diagram with your tabletop display location will be shared by June 6.

To accommodate additional partners, there is a possibility that we may make some adjustments to the final floor plan with assigned spacing. UCA reserves the right to rearrange the floor plan/assigned tabletops should it become necessary.

TABLETOP HANDOUTS OR GIVEAWAYS

Small tokens and/or handouts may be distributed from booths without prior approval. No food for consumption, refreshments or beverages may be distributed at the booth.

SHIPPING INFORMATION (BY JULY 9 – 12)

Plan to ship directly to the hotel's on-site FedEx Shipping Office. Packages should arrive 3 – 4 days prior to the event date to avoid additional storage fees.

[View Shipping Instructions and Pricing](#)

PRE-EVENT ATTENDEE LIST

The attendee list will be shared by June 13.

The pre-event attendee list may be used one time prior to the event to promote your participation in The Assembly. This list may not be added to your database. This list will contain only the information the attendee gave UCA permission to share.



Arizona Biltmore Resort 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 **602.956.1464**. 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 Arizona Biltmore Resort (AZB)
2400 E Missouri Ave
Phoenix, AZ 85016
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Arizona Biltmore Resort (AZB)
2400 E Missouri Ave
Phoenix, AZ 85016
Phone: 602.956.1464
Fax: 602.956.1619
Email: usa5716@fedex.com

Operating Hours
Mon.–Fri.: 7:30 a.m. - 5:00 p.m.
Saturday: 9:00 a.m. - 2:00 p.m.
Sunday: 8:00 a.m. - 12:00 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.



Arizona Biltmore Resort 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 **602.956.1999** ; 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.	\$4.00	\$7.00
0.0–1.0 lb.	\$4.00	\$7.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$25.00	\$30.00
30.1–40.0 lbs.	\$30.00	\$36.00
40.1–50.0 lbs.	\$35.00	\$42.00
50.1–60.0 lbs.	\$40.00	\$48.00
60.1–150.0 lbs.	\$55.00	\$66.00
Pallets & crates*	–	\$150.00 or \$0.80/lb. > 187 lbs.

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.

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 \$0.80/lb. > 187 lbs., which is applied to each pallet/crate handled.

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.



HCO Parcel Management Credit Card Authorization Shipment Form

Instructions

It is essential that we protect the security of our customer's credit card data and personal information. This includes the processing, handling and storing of a customer's credit card, credit card data and/or receipt. The use of the Credit Card Authorization Form (CCAF) is restricted to Parcel Management locations only and the transaction must be completed (tendered in OTP/FPOS) immediately after the pickup or delivery has occurred and the credit card information must be disposed of in the Iron Mountain shredding bin.

Sender's Information:

Ship to this Address: <input type="checkbox"/> Yes or No <input type="checkbox"/>	
Name:	
Address:	
City:	State:
Zip Code:	Phone Number:
Email Address:	

Recipient's Information:

Name:	
Address:	
City:	State:
Zip Code:	Phone Number:
Email Address:	
Signature Required: <input type="checkbox"/> Yes or No <input type="checkbox"/>	

Delivery Options:

Overnight (Next Business Day): <input type="checkbox"/> First <input type="checkbox"/> Priority <input type="checkbox"/> Standard	2 Day: <input type="checkbox"/> AM <input type="checkbox"/> Standard <input type="checkbox"/> Ground/Home Delivery	Declared Value:
<input type="checkbox"/> Express Saver (3 Bus. Day)		

----- DETACH AND SHRED IMMEDIATELY AFTER THE TRANSACTION IS TENDERED -----

FedEx Account #	Fedex Office Account #
Name on Credit Card/ Account Holder:	Credit Card Type : <input type="radio"/> Visa <input type="radio"/> Master Card <input type="radio"/> AMEX <input type="radio"/> Discover
	Expiration Date Security Code Billing Zip Code:
Credit Card Number :	Account Holder Signature :