



ASRS 41st Annual Meeting Exhibit Booth and Advertising Contract

To guarantee participation in the ASRS 41st Annual Meeting, a signed contract (including the exhibitor initials on pages 1-3) with full payment must be received no later than **March 10, 2023**.

EXHIBITOR INFORMATION

Please print clearly

Company name as it should appear on meeting literature _____

Complete mailing address _____

City _____ State or Province _____ ZIP or postal code _____ Country _____

First and last name of company contact assigned to this meeting _____

Title _____

Email _____ Phone _____

Specify product(s) to be exhibited _____

EXHIBIT SPACE FEES

I understand that corporate representative badges must be purchased separately. Initials _____

All exhibit space must be purchased in multiples of 10 square feet (sq ft). Exhibit space is \$100 per sq ft. Amount Enclosed

- STANDARD Inline or island:
 - 10' x 10': \$10,000 10' x 20': \$20,000 10' x 30': \$30,000 \$ _____
 - 20' x 20' island: \$40,000 Other ____ x ____ \$ _____
- NON-PROFIT
 - 10' x 10': \$5,000 \$ _____

EXHIBIT BOOTH PLACEMENT

Companies to avoid: _____

Companies preferred in close proximity: _____

Every effort will be made to accommodate the preferences listed; however, no guarantees can be made.

DIGITAL AND RELATED ADVERTISING

- E-blasts during Annual Meeting \$2,500
Deadline: June 23, 2023. Copy must be approved by June 30, 2023.
- Room drops (per day) \$1,000
Deadline: June 23, 2023
Commercial supporter provides room drops and delivery fees.

See prospectus for details and additional opportunities.

CONTINUED ...

RETINA TIMES ADVERTISING

4-color process

(Rates shown here are exhibitor rates; for non-exhibitor advertising, please visit www.asrs.org/retina-times/advertise.)

- Half page (horizontal or vertical) \$ 4,820
- Full page 6,425
- 2-page spread 10,700
- 2-page furnished insert* 9,225
- 4-page furnished insert* 10,295
- Cover tip or bellyband* 11,365
- Inside front cover and facing page ... 13,925
- Page facing masthead 6,965
- Page facing table of contents 6,965
- Inside back cover 7,500
- Outside back cover 9,105

*Rates shown are for printed inserts, cover tips, and bellybands provided by the advertiser. For production specifications, see www.asrs.org/publications/retina-times/advertise. For pricing to have *Retina Times* print the materials, contact Managing Editor Susan Raef at susan.raef@asrs.org.

ASRS initials _____ Exhibitor initials _____

ASRS 41st Annual Meeting Exhibit Booth and Advertising Contract

PAGE 2 OF 4

PAYMENT METHOD All fees MUST be paid in US dollars

I have enclosed the following amount (including the total of booth space and advertising costs) \$ _____
in the form of:

CHECK payable to American Society of Retina Specialists

Account Number _____

Expiration date _____

Cardholder's name as it appears on the credit card _____

Credit card billing address if different from that stated on page 1 _____

Street _____

State/Province _____ ZIP/Postal code _____

Cardholder's signature _____

Amex MasterCard VISA

3- or 4-digit printed code _____

on back of VISA and MasterCard/on front of Amex

City _____

Country _____

CANCELLATION POLICY

Exhibit booth rental space may be cancelled, in writing, on or before March 24, 2023 with a full refund minus a \$200 handling fee. Cancellations received from March 25-31, 2023 will be honored, minus a handling fee equal to 50% of the total fee. There will be no refunds for cancellations after March 31, 2023 regardless of cause, except in the instance of force majeure.

All cancellation requests must be in writing and sent to:

American Society of Retina Specialists
20 N. Wacker Drive, Suite 2030
Chicago, IL 60606
Phone: 312.578.8760
Email: sam.zerang@asrs.org

Regulations and Guidelines

SPACE UTILIZATION AND CONSTRUCTION

Exhibitors will have a pipe and drape booth constructed at the ASRS's cost. Exhibitors erecting their own displays are responsible for any costs incurred for carpentry, electrical, or display assistance. The Seattle Convention Center (SCC) takes no responsibility for loading, unloading, and deposit of materials. Exhibitors shall arrange their displays so they do not obstruct other exhibits. Aisles must be kept clear.

Display materials must extend no further than the footprint assigned to that exhibit. Display areas should be arranged so that attendants will be within the space assigned. It is forbidden to nail, tape, or hang materials on any of the exhibition hall walls. All freestanding exhibition displays must be self-supporting and cannot utilize the SCC's walls, ceilings, or columns for support. Any damage to the SCC, external or internal, caused by exhibitor participation and display will be charged to the exhibitor.

SAFETY RESTRICTIONS

All display materials and contents must conform in all respects to applicable safety, health, and fire codes in addition to the rules of the SCC. All materials used within the display, for decoration, or any displayed products shall be flame retardant. Biohazardous materials are prohibited. Safety and fire exits and stand-related equipment must be left accessible and in full view at all times.

Any operational lasers must conform to appropriate safety precautions. No unshielded laser beam delivery is permitted anywhere within the display, and must be fully housed with wavelength absorbent materials.

The ASRS reserves the right to prohibit or require the removal of any display, exhibit, parts of a display, or products that it deems not suitable, unsafe, not in accordance with these regulations, or not acceptable with professional ethics as determined by the ASRS.

MUSIC AND SOUND RESTRICTIONS

Public address, sound-producing or amplifying devices, which project sound beyond the exhibitor's stand, are prohibited. ASCAP and BMI laws apply to the ASRS 41st Annual Meeting and prohibit the playing of copyrighted music without appropriate licensing.

HOSPITALITY SUITES AND PROMOTIONALS

Hospitality suites are prohibited without written prior authorization by the ASRS. Publicizing hospitality suites during the meeting sessions is prohibited. Prizes, promotional and giveaway items are permitted. Exhibitors shall assume responsibility for delivery of prizes. Any promotional/giveaway items utilizing the name of the ASRS require prior written authorization. Exhibitors are prohibited from serving food and/or alcohol or distributing giveaways that include food and/or alcohol not purchased from the SCC caterer.

CONTINUED ...

ASRS initials _____

Exhibitor initials _____

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SPEAKERS' FORUMS AND WET LAB COURSES

Speakers' Forums and wet lab courses at the exhibition stands are allowable only by prior written authorization from the ASRS. Any company wishing to engage and publicize any educational activities as part of their exhibition should contact the meeting management for approval.

SATELLITE EVENTS AND USE OF ASRS LOGO

Please be advised that the hosting of any satellite events that conflict with ASRS-sponsored events is strictly prohibited. All events held over the dates of the ASRS Annual Meeting must follow the guidelines listed on the Satellite Symposium application and must be reviewed and approved by ASRS before promotion and implementation can occur. This applies to all events, whether they are held at ASRS-contracted facilities or elsewhere.

Blackout dates and times are subject to change. The following dates and times are off-limits for holding satellite events:

Friday, July 28:	12:45 PM-midnight	Monday, July 31:	7:30 AM-midnight
Saturday, July 29:	7:30 AM-6:00 PM	Tuesday, August 1:	7:30 AM-11:00 AM
Sunday, July 30:	7:30 AM-6:00 PM		

Use of the ASRS logo and/or ASRS 41st Annual Meeting logo in conjunction with promotional materials is strictly forbidden. Unauthorized use of any of the ASRS name, logo, or reference to the 41st Annual Meeting may result in legal action. Companies or organizations and companies found to be in violation of the above policy may result in not being allowed to participate in future meetings, loss of attendance benefits, or possible legal action. Please see the 2023 Satellite Symposium Application for additional information. Attendance and support at the ASRS 41st Annual Meeting automatically constitutes agreement with this policy.

ON-SITE SALES

The sales and exchange of purchased goods on the exhibit floor is permitted. Telephone hookups for credit card authorization are not provided by the ASRS as part of the exhibit fee, but can be arranged in advance directly with the SCC. All phone line installation and usage fees are to be paid by the exhibitor.

SECURITY

The ASRS 41st Annual Meeting will provide an on-premises security guard during hours when the Exhibit Hall is closed. The presence of security guards is to aid the exhibiting companies in security, not to guarantee the safety of items. The ASRS shall be held harmless for any loss, theft, or damage of items. No security guards will be present during the day when the Exhibit Hall is open. Companies are responsible for their own exhibition space at all hours. Neither the ASRS nor the SCC provides insurance for displays and equipment. Private insurance of displays and contents by exhibitors is encouraged. Exhibitors shall provide to the ASRS all insurance and/or policy riders in which the ASRS is listed as a coinsured.

LIABILITY

By exhibiting at the ASRS 41st Annual Meeting, the exhibitor, for and on behalf of itself, its employees, agents, invitees, and each other, releases and waives any and all claims, demands or actions against the ASRS, the Program Committee, its officers, directors, employees, agents and invitees. In addition, exhibitor agrees to hold harmless and indemnify the ASRS, the Program Committee, its officers, directors, employees, and agents, and each of them for any and all claims, demands or actions arising out of or as a result of any act of omission on the part of the exhibitor, its officers, directors, employees, agents or invitees, and each of them as a result of its exhibit or otherwise related to the ASRS 41st Annual Meeting.

The ASRS is not liable for any injury related to the construction and display of any products at the meeting. Exhibitor shall indemnify and hold harmless the ASRS 41st Annual Meeting and its servicing agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal, or display of exhibits.

ASSIGNMENT OF EXHIBIT SPACE

Exhibit booth locations will be assigned by the ASRS, which reserves the right to rearrange the floor plan at any time. The ASRS also reserves the right to relocate any exhibitors should it become necessary for causes beyond the control of the ASRS or advisable in the best judgment of the ASRS. The signing of the contract constitutes full agreement with these assignment policies and procedures.

FAILURE TO OCCUPY SPACE

Any space not occupied by 7:00 PM on July 28, 2023 shall be deemed forfeited by the exhibitor and no refund shall be paid. The ASRS may reassign such space, at its discretion, without any obligation to the forfeiting exhibiting company.

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PRE-SHIPMENT OF MATERIALS

Detailed information on shipment will be provided by Levy Exposition Services, the contracted trade show company retained by the ASRS, in the Exhibitor Services Manual.

INSTALLATION/REMOVAL OF EXHIBITS

Installation of displays must take place from 9:00 AM-5:00 PM on July 28, 2023. All exhibits will be reviewed by the meeting management prior to the opening of the Exhibit Hall on July 29, 2023. All exhibits must remain in place until the Exhibit Hall closes on July 31, 2023. All exhibits must be completely torn down and removed within the tear-down timeframe listed in the Levy Exposition Services manual. Dismantling of exhibits is strictly prohibited during general session hours. Any materials and displays not dismantled by the conclusion of scheduled tear-down will be removed and discarded at the company's expense.

NAME BADGES

All attending company representatives must register at the corporate rate and display a name badge at all times during Exhibit Hall hours. Badges will be required for entry into the Exhibit Hall from 7:00 AM on Saturday, July 29, 2023 through closing of the Exhibit Hall on Monday, July 31, 2023. Transfer of a name badge from one company representative to another is not allowed. The ASRS shall have control over all admission policies. Badges will be used for entry into the Exhibit Hall, Scientific Sessions and Social Events.

RESPONSIBILITY CLAUSE

Exhibitor assumes responsibility and agrees to indemnify and defend the ASRS, its Board of Directors and the SCC, employees and agents against any claims or expenses arising out of the use of the exhibition premises.

The Exhibitor understands that neither the ASRS nor the SCC maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Exhibitors are to maintain comprehensive general liability insurance in the amount not less than \$2,000,000.00, combined single limit for personal injury and property damage. The SCC and the ASRS shall be named as additional insureds on the policy for the length of the event. Certificates of insurance may be requested by the ASRS at any time prior to the event.

ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION (ACCME) GUIDELINES

No commercial promotional materials shall be displayed or distributed in the same room immediately before, during, or after an educational activity certified for credit takes place. Representatives of commercial companies may attend an educational activity, but they may not engage in sales activities while in the room where the educational activity takes place.

Support of ASRS Continuing Medical Education (CME) activities does not influence the ASRS's booth space assignment decisions.

TERMS OF ASSIGNMENT

We understand that the signer of this contract or the designee shall be the official representative of the exhibitor and shall have the authority to certify representatives and act on behalf of the exhibitor in all negotiations. This contract and related future mailings will be sent to the signer with copies to the designated additional contact for matters pertaining to the exhibits.

We agree to abide by the ASRS 41st Annual Meeting Exhibitor Regulations & Guidelines, which are made a part of this contract by reference and fully incorporated herein. We agree that this contract is subject to terms and conditions of the 2023 lease agreement of exhibit space between the contracted trade show company and the ASRS. This is not a binding contract until signed by an official representative of the ASRS.

Signed: _____ / /
Official Representative/Exhibiting Company Month Day Year

Signed: _____ / /
Official Representative/ASRS Month Day Year

Please send completed form with payment for delivery no later than March 10, 2023 to:

Sam Zerang, Director of Corporate Relations: sam.zerang@asrs.org

If paying by check, please mail to: American Society of Retina Specialists, PO Box 772559, Detroit, MI 48277-2559 USA

QUESTIONS? Phone 312.578.8760 | sam.zerang@asrs.org