

26th Annual Business of Retina Meeting Exhibitor and Corporate Support Contract March 28-30, 2025

Loews Atlanta Hotel, Atlanta, GA

To guarantee participation in the 26th Annual Business of Retina Meeting, a signed and initialed contract with full payment must be received no later than February 28, 2025. Exhibit space and sponsorship opportunities are subject to availability.

Company Name: _____

Official Representative: _____

First name: _____

Last Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____

EXHIBIT SPACE

☐ **Exhibit space: \$1,500**

The exhibitor fee of \$1,500 includes one tabletop exhibit, consisting of one six-foot draped table, 2 chairs, and waste basket, company description in seminar handouts and post-show registration mailing list. Please note: the mailing list will only include attendees who have opted in to receive communications from corporate partners.

ADVERTISING OPPORTUNITIES

Advertising opportunities are only open to exhibiting companies

☐ **E-Blast: \$700**

E-Blasts are sent by ASRS on behalf of the exhibitor the week of the Business of Retina Meeting and can include company name, web address, and up to three lines of ASRS-approved text. One per company.

☐ **Hotel Room Drops: \$300**

Exhibitor provides room drops and delivery fees.

COMMERCIAL SUPPORT OPPORTUNITIES

Companies providing commercial support must complete a separate Letter of Agreement (LOA) no later than March 14, 2025.

☐ **Premier Support: \$12,000**

Acknowledgement of commercial support in course advertising, signage and electronic syllabus; verbal acknowledgement by course director, acknowledgement in walk-in slides, and 3 complimentary all-access badges

☐ **Standard Support: \$7,500**

Acknowledgement of commercial support in course advertising, signage and electronic syllabus, acknowledgement in walk-in slides, and 2 complimentary all-access badges.

☐ **Breakout Session Support: \$10,000 per breakout (More information to come; Contact ASRS to inquire)**

Acknowledgement of commercial support in course advertising, signage and electronic syllabus; verbal acknowledgement by course director, acknowledgement in walk-in slides.

EXHIBIT TERMS

1. Badges are not included in the exhibit fee. All company representatives staffing the exhibit booth and/or attending the conference must register at the non-member rate. Please register online at <https://www.asrs.org/education/2025-business-of-retina-meeting>
 2. All additional services such as electrical needs and shipping and handling are the responsibility of the exhibitor.
 3. Exhibit 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 judgement of the ASRS. If you want to be located near a specific company, or if there are companies that you want to avoid, please detail your request here. We will do our best to accommodate the preferences listed, however, no guarantees can be made.
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4. Set up will take place from 2:00PM – 6:00PM Friday, March 28. Exhibits will be open from Saturday, March 29 at 7:00 AM through Sunday, March 30 at 12:00 PM. Tear down of exhibits will take place from 12:00 – 1:00PM on Sunday, March 30 at the conclusion of the program.
 5. No security will be provided for the exhibits. All materials are the responsibility of each exhibitor.
 6. Exhibit space may be cancelled, in writing, on or before February 28, 2025 with a full refund minus a \$100 handling fee. Cancellations received from March 1-14, 2025 will be honored, minus a handling fee equal to 50% of the total fee. There will be no refunds for cancellations after March 14, 2025 regardless of cause, except in the instance of force majeure.
 7. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment and other property brought onto the premises of the Hotel and shall indemnify and hold harmless the ASRS as well as the Hotel and all of its servicing agents, servants and employees from any and all such losses, damages and claims.
 8. 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.
 9. Companies providing commercial support: ASRS will ensure that the source of support from the corporate supporter is disclosed to the participants. This disclosure will not include the use of a trade name, a product-group message, or include corporate logos or slogans.
 10. Please be advised that the hosting of any meetings or events that conflict with the ASRS program is prohibited. All events held over the dates of the ASRS Business of Retina Meeting must be reviewed and approved by ASRS before promotion and implementation can occur.

Please initial to confirm you are in agreement with the below:

____ We understand that the signer of the contract for exhibit space 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.

____ I agree and acknowledge that I am undertaking such participation in ASRS events and activities as my own free and intentional act, and I am fully aware that possible physical injury might occur to me as a result of my participation in these events. I give this acknowledgement freely and knowingly and that I am, as a result, able to participate in ASRS events, as I do hereby assume responsibility for my own well-being. I also agree not to allow any other individual to participate in my place.

____ I understand that company representatives staffing the exhibit booth and/or attending the conference must register at the non-member rate.

Signed: _____, _____
Official Representative / Exhibiting Company Date

Signed: _____, _____
Official Representative / ASRS Date

PAYMENT OF EXHIBIT AND ADVERTISING FEES
Full Amount Due upon Receipt

If paying by check, please make check payable to American Society of Retina Specialists in US dollars.

To make payment by Visa, MasterCard or American Express, please complete the following information. All information listed below is required in order to process payment.

Visa/MasterCard/AmEx Number: _____ Exp. _____ / _____

3 or 4 digit security code: _____

Name as it appears on card (Please print): _____

Billing address for card: _____
Street Suite or Apt. Number

City, State, Zip Code

Amount to be billed to card: \$_____ (full payment expected when contract is submitted)

Authorized Signature for credit card: _____

An administrative charge of \$100 will be assessed for any cancellation.

Please send completed form with payment for delivery no later than February 28, 2025 to:

Sam Zerang, Director of Corporate Relations

Email: Sam.Zerang@asrs.org

Mail check payments (USD only) to: American Society of Retina Specialists, PO Box 8289, Carol Stream, IL 60197-8289

Phone: (312) 578-8760