

**25<sup>th</sup> Annual Business of Retina Meeting Exhibitor Contract  
March 8-10, 2024**

Gila River Resort, Wild Horse Pass in Phoenix, Arizona

To guarantee participation in the 25<sup>th</sup> Annual Business of Retina Meeting, a signed and initialed contract with full payment must be received no later than February 9, 2024. 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 TERMS**

1. **Exhibit Fee: \$1,500**
2. 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/25th-annual-business-of-retina-meeting>.
3. 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.
4. All additional services such as electrical needs and shipping and handling are the responsibility of the exhibitor.
5. 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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6. Set up will take place from 2:00PM – 6:00PM Friday, March 8. Exhibits will be open from Saturday, March 9 at 7:00 AM through Sunday, March 10 at 12:00 PM. Tear down of exhibits will take place from 12:00 – 1:00PM on Sunday, March 10 at the conclusion of the program.
7. No security will be provided for the exhibits. All materials are the responsibility of each exhibitor.
8. Exhibit space may be cancelled, in writing, on or before February 9, 2024 with a full refund minus a \$100 handling fee. Cancellations received from February 10-16, 2024 will be honored, minus a handling fee equal to 50% of the total fee. There will be no refunds for cancellations after February 17, 2024 regardless of cause, except in the instance of force majeure.

9. 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.
10. 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.
11. 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.

**ADDITIONAL ADVERTISING OPPORTUNITIES**

- 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.

*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**

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*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 9, 2024 to:**  
Sam Zerang, Director of Corporate Relations  
**Email:** Sam.Zerang@asrs.org

**Mail:** American Society of Retina Specialists, 20 N. Wacker Drive, Suite 2030, Chicago, IL 60606

**Phone:** (312) 578-8760