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## EXHIBITOR INFORMATION

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### Business of Retina 2025

3/28/25 – 3/30/25

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**\*\*Please note:** Exhibit form must be completed by ALL Exhibitors. Click [here](#) to access and complete form. If the form is not completed in its entirety, boxes WILL NOT be handled by the hotel.

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#### SHIPPING DETAILS IF SHIPPING TO THE HOTEL

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Packages and conference materials can no earlier than **Monday, March 24<sup>th</sup>**.

- Delivery of boxes and pallets to the hotel is subject to a receiving/handling fee.
- All incoming/outgoing packages and special deliveries are priced as follows:
  - \$5.00 per box.
  - Boxes or Crates 100 lbs. or over: \$75.00
  - Pallets up to 500 lbs. - \$125 per pallet; over 500 lbs. - \$200 per pallet
  - ***Our Billing Coordinator will email a Sertifi Link. Please check the junk email file if needed. This process is not complete until payment is made via the link in advance to your arrival***
- PLEASE TRACK YOUR PACKAGES ahead of time.
- All shipments & deliveries must be addressed in the following format:

Loews Atlanta Hotel  
1065 Peachtree St. N.E.  
Atlanta, GA 30309  
ATTN: Cliff P. – Event Manager  
Conference Name: Business of Retina 2025  
Exhibitor's Company Name: [Enter Company Name](#)  
(optional) Onsite Contact Name: [Enter Contact Name](#)

If boxes are sent without consent of a Hotel Representative an extra labor fee for storing and delivering to function room of large shipments of boxes is charged based on amount of time spent by our staff handling these materials.

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#### AUDIO-VISUAL/ELECTRICITY

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If you require electricity at your booth, or have any other A/V needs please use this [link](#) to order from Encore.

If you have any questions or need something not listed, please contact Joe Munsey at [joseph.munsey@encoreglobal.com](mailto:joseph.munsey@encoreglobal.com)

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#### EXHIBITION DATES AND HOURS/EXHIBIT HALL LOCATION

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- **Event Dates:** 3/28/25 – 3/30/25
- **Location:** Loews Atlanta Hotel, Atlanta, Georgia.
- **Exhibitor Area:** Overlook – Located on "C" level (14<sup>th</sup> floor) of the Loews Atlanta Hotel. All meeting space is on the hotel conference floor, level C.
- **Setup:** Friday, 3/28 from 2:00pm to 11:00pm
- **Tear-down:** Sunday, 3/30 from 12:00pm to 6:00pm

## EXHIBITOR INFORMATION

### EXHIBIT HALL BREAKDOWN

- All exhibitor booths must be dismantled by **6:00pm** on **Sunday, 3/30**. Any materials left unattended may be discarded.
- Please bring return shipping labels with tracking numbers for your return shipments. The hotel does not provide boxes, tape, etc. Arrangements for all return shipping should be done prior to your departure through the hotel's Business Center. The hotel is not responsible for dismantling/packing/shipping your exhibit material.
- The Hotel cannot hold outgoing freight at the loading dock. Please ensure all materials are picked up at the conclusion of the exhibits.
- Individual must provide completed FedEx or UPS shipping Label
- UPS pick-ups must be pre-arranged by the shipper directly with UPS. The Hotel cannot arrange UPS pick-ups on your behalf.

### IF YOU ARE A LOCAL EXHIBITOR

*Vendors or guests arriving to the hotel with boxes or equipment must schedule times with the main contact to bring their packages through the Loading Dock. No boxes or equipment can be brought in through the valet/ lobby area. Unscheduled load ins may not be able to access the building.*

*If you are planning on using the loading dock a COI is required, please contact Cliff Panagiotopoulos – Loews Hotel Event Manager at: [cpanagiotopoulos@loewshotels.com](mailto:cpanagiotopoulos@loewshotels.com)*

### Loews Hotel Loading Dock Instructions:

The "1065" Loading Dock is located between 12th & 11th Streets on Juniper. The entrance to the loading dock is on Juniper St toward 11th St. Proceed south from 12th St. on Juniper (one way) and turn right into the dock entrance before you get to 11th street.

Proceed down the ramp to the main dock area and check in with Loews Security upon arrival. This will be found on your left-hand side at the top of the ramp.

Parking for unloading can be found outside of the Security Office for Loews. **12'6" Maximum height & 26ft length** to enter the loading dock. All vendors must sign in with security to get a vendor pass to be inside of the Loews.

Inside Loews: Enter inside loading dock area and make a left, then another left to get to the freight elevators (there are two). Take the freight elevators to the "C" level and exit elevators left into the kitchen area and then left again into conference/ballroom area.

After unloading you will need to park your vehicle in the Loews Self- Parking Garage. Please note that the height of the self-parking garage is 6' 7". If your vehicle does not fit in this self-parking garage you will need to find alternate parking outside of the hotel.

### QUESTIONS?

Please send any updates, concerns, or questions ***regarding the event*** to Sam Zerang – [sam.zerang@asrs.org](mailto:sam.zerang@asrs.org)  
Please be sure to reference your company name and the main contact.