



Exhibitor Application



Company Name: _____

Address: _____

Exhibit Staff (person we should register for the conference): _____

Email: _____ Phone: _____

Administrative Contact (if different from above): _____

Email: _____ Phone: _____

Requirements:

1. Please provide a company description for printed program book (not more than 50 words):

2. Send company logo to Lauren Ecke, Meeting and Marketing Coordinator, lecke@wionline.org.

Exhibit fee: Please include payment in the amount of **\$2,500** when submitting this form. Payment is accepted in the form of a check (made payable to Women in Ophthalmology, N83 W13410 Leon Road Menomonee Falls, WI 53051) or via credit card (Visa, MasterCard, American Express). WIO tax exempt #: 13-3524151.

The exhibit fee includes **one** complimentary meeting registration.

If paying by credit card:

Card Type: _____ Card Number: _____

3 digit security code: _____ Expiration date: _____ Name on card: _____

Printed Name: _____ Signature: _____ Date: _____

Exhibit Information

Exhibit Hours

Friday, August 11	7:00 am – 1:30 pm
Saturday, August 12	7:00 am – 1:30 pm

Booth Set Up:	August 10, Noon – 4:00 pm
Booth Tear Down:	August 12, 2:00 – 4:00 pm

Networking Opportunities

Friday, August 11

Breakfast	7:00 – 8:00 am
Coffee Break	10:00 – 10:45 am
Lunch	12:30 – 1:30 pm
Networking Events	2:00 – 9:00 pm

Saturday, August 12

Breakfast	7:00 – 8:00 am
Coffee break	10:00 – 10:45 am
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Important Dates & Deadlines

Exhibitor Application Deadline:	July 12, 2017
Exhibitor Service/Product Description Deadline:	July 12, 2017
Final Program Advertising Reservation Deadline:	July 19, 2017
Exhibitor Staff Registration Deadline:	July 19, 2017

Exhibit Application

Full payment of exhibit booth fees must accompany the Exhibitor Application. Your completed Exhibit Application indicates intent to exhibit and is considered a contract once payment is received. The application fee includes **one** complimentary meeting registration.

Exhibit Cancellation

If an exhibitor wishes to cancel or reduce exhibit space, written notification must be sent on company letterhead to Lauren Ecke, at the WIO Executive Office. If written notification is received by:

- May 19, 2017: A refund will be granted, minus a \$150 processing fee per table top space ordered.
- May 20 – June 16, 2017: A 50% refund will be granted.
- After June 16, 2017: No refunds will be granted.

It is the exhibitor's responsibility to cancel any other arrangements made in connection with exhibiting, including hotel reservations, etc.

Exhibit Listing for Final Program

Product/service descriptions and company contact information must be received by July 12 in order to be included in the printed program. Descriptions of 50 words or less should be sent to Lauren Ecke, Meeting and Marketing Coordinator lecke@wionline.org by July 12, 2017. Exhibit descriptions longer than 50 words will be edited.

Failure to Occupy Space

Exhibitors not occupying booth space by 6:30 am on Friday, August 11, 2017, will forfeit their booth space without refund. The space may be resold or used at the sole discretion of WIO. Each booth will consist of an eight-foot table, linens and two chairs. WIO and/or the Rancho Bernardo Inn will not be held responsible for any loss or damage to exhibitor property.

Compliance

Demonstrations, canvassing, live interviews, market research, etc., may not interfere with normal traffic flow nor infringe on neighboring exhibits. Demonstrations will not be permitted outside of the exhibitor's assigned booth space. Any demonstrations must be pre-approved by WIO. Canvassing or distribution of advertising material by an exhibitor will not be permitted outside of the exhibitor's booth space.

WIO Logo Usage

The name, logo and acronym of Women in Ophthalmology are proprietary marks. Any use of these marks is strictly prohibited, for any purpose, without written permission and approval of WIO. Permission to use the name, logo and acronym of Women in Ophthalmology must be requested at least two weeks prior to the printing or intended usage of the mark(s). Written requests for

logo usage should include a clear description of how the name, logo or acronym will be used as well as a sample of the intended piece. If approval is granted, an electronic sample of the WIO logo will be made available.

Food & Beverage

WIO must be notified of an exhibitor's intent to distribute food or beverage items in the exhibition area. All such items must be approved by WIO and ordered through WIO. Exhibitors are not permitted to bring in outside food or beverage.

Giveaways & Contests

In accordance with AMA ethical guidelines regarding gifts to physicians, exhibitors must limit promotional items to products of benefit to patients or those which can be used during the Summer Symposium or in the professional activities of the delegate. Items such as golf tees, stuffed animals, etc., are not acceptable giveaways. Prizes, contests, awards, drawing, raffles, or lotteries of any kind, held at any time or place within the WIO Summer Symposium must be pre-approved, in writing, by the WIO Executive Office. Gaming devices of any description are not allowed in the exhibition area.

Indemnification and Insurance

The exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend, and save WIO, Rancho Bernardo Inn and their employees and agents harmless against all claims, losses, and damages to persons or property, government charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or part thereof, excluding any such liability caused by the negligence of said parties, employees or agents. In addition, the exhibitor acknowledges that neither WIO nor the Rancho Bernardo Inn maintains insurance covering the exhibitor's property and that it is the responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor. Exhibitors wishing to insure their exhibit materials and goods against damage by fire, accident or loss of any kind must do so at their own expense. Every exhibitor is responsible for obtaining insurance in such amounts deemed appropriate to comply with its obligations here under.

No Smoking

Smoking is prohibited in the Exhibit Hall or any meeting rooms.

Photography/Videotaping

Videotaping and photography within the exhibition area is prohibited except by the official WIO photographer, unless approved in advance by WIO. Exhibitors wishing to employ an outside vendor to videotape or photograph their own exhibit booth, activities, personnel, etc., must submit a written request no later than June 16, 2017.