

# Summer Symposium Exhibiting Policies

## EXHIBITOR HOUSING

Exhibitor housing at the Portola Hotel & Spa opens in April 2023. The housing link will be emailed to you once your conference registration is processed.

## SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

The contracted exhibitor services company will provide drayage. They will receive crated exhibits and exhibit material at their warehouse, store them for up to 30 days prior to August 24, 2023, deliver to the exhibit hall, remove, store, and return empty containers, and reload for outbound shipment. Please note that storage is only for trunks and crates. Giveaways, product literature, etc., must be stored under your table. If an item does not fully fit under your table, it must be handled by the drayage company. You will be notified by the contracted company when the exhibitor service kit is available. The JW Marriott Marco Island does not permit shipments to be delivered directly to the hotel.

## EXHIBIT SPACE

The exhibit hall is designed for 6' x 30" tabletop exhibits and 10' x 10' booths. Please refrain from bringing exhibits that are larger than your allotted space. Large items that are placed on the floor can be intrusive to other exhibitors by blocking or impeding attendees from getting to other exhibit tables. If a large item that is critical to your exhibit will not fit on your 6' table or in your 10' x 10' booth space, you must contact WIO prior to the meeting so proper placement on the exhibit floor can be assessed. You may be required to rent a second space to accommodate the floor item. Items not cleared with WIO prior to arrival may not be allowed to be set up.

You may choose your exhibit space by selecting up to 3 preferred locations on the provided floorplan. Payment in full is required to receive final confirmation of your space. Your space will remain available until payment is processed. Once registration opens, the exhibit hall floorplan will be updated frequently to reflect available space. You will be placed in your top pick based on space availability and receipt of payment. All exhibitors will receive final notification of their exhibit space and any updates to the exhibitor schedule, via email, in late July or early August. WIO reserves the right to accept or reject, in its sole discretion, any request to exhibit, and to determine the eligibility of any proposed exhibit.

## CARE OF FACILITY

Exhibitors may not install any permanent fixtures or deface the building and, upon conclusion of the show, must leave the exhibit space in the same condition it was received.

## DISPLAY OF NON-FDA APPROVED DRUG & DEVICES

Any investigational product that is graphically depicted within the exhibit must: (1) contain only objective statements about the product; (2) contain no claims of safety, effectiveness or reliability; (3) contain no comparative claims to other marketed products; (4) be accompanied by directions for becoming an investigator and a list of investigator responsibilities; (5) contain the statement "Caution- Investigated Device- Limited to Investigational Use" in prominent size and placement; and (6) not be sold, or be the subject of order taking, until approved. Signage that is easily visible is to be placed near the devices themselves and on any graphics depicting the device stating clearly any FDA limitations on its use.

## PUBLICITY & ADVERTISING

Exhibitors may not use the name of the Women in Ophthalmology (WIO), or any of its symbols, logos, or trademarks in any manner representing that the exhibitor or its products or services are approved, endorsed, associated or affiliated with WIO, without WIO approval. WIO prohibits the solicitation of any program speaker or registrant, for the distinct purposes of securing interviews or manuscripts. Exhibitors who violate this rule will be asked to leave immediately.

## SAFETY RESTRICTIONS

All display materials and content must conform in all respects to applicable safety, health and fire codes in addition to the rules of the hotel and/or convention center. All materials used within the display, for decoration, or any displayed products shall be flame retardant. Bio-hazardous materials are prohibited. Safety and fire exits must be left accessible at all times. Any operational lasers must conform to appropriate safety precautions. No unshielded laser beam delivery is permitted within the display and must be fully housed with wavelength absorbent materials. WIO reserves the right to prohibit or require the removal of any display (all or part of), exhibit or products that it deems not suitable, unsafe not in accordance with these regulations, or not acceptable with professional ethics as determined by WIO.

SUPPORT THE WIO SUMMER SYMPOSIUM

RESERVE EXHIBIT SPACE

REQUEST ANCILLARY SPACE

## ACCME GUIDELINES

No commercial promotional materials shall be displayed or distributed in the educational space before, during, or after a CME activity. Representatives of commercial supporters may not engage in sales activities while in the room where educational activity takes place. Support of WIO CME activities does not influence WIO booth space assignment decisions.

## ELECTRICAL, AUDIO/VISUAL AND INTERNET NEEDS

Should your tabletop exhibit or booth require electricity, audio/visual equipment or internet please fill out and return the proper forms provided by WIO. If you need to speak with someone, please contact the onsite audio-visual company directly. Electrical and/or audio-visual services will NOT automatically be set up in the exhibit hall.

## REMOVAL OF TRUNKS & CRATES

All trunks, crates, boxes or any other items used to transport items for your tabletop exhibit must be removed from the exhibit hall floor and placed in storage by 6:00am on Friday, August 25, 2023, prior to the floor opening.

## SECURITY & INSURANCE

Exhibitors are encouraged to take security precautions to protect their own property. Each exhibitor carries the responsibility of maintaining adequate insurance coverage against injury to persons, damage to or loss of property.

## EXHIBITING RULES & REGULATIONS

If any exhibiting company fails to observe the policies, terms and regulations outlined in this agreement or is deemed by WIO to have engaged in unfair or deceptive practices in connection with the exhibit, WIO reserves the right to terminate the exhibit onsite without refunding fees and to refuse assignment or space for future WIO meetings.

## PAYMENT, CHANGES & CANCELLATIONS

Payment in full is due at the time of exhibitor invoicing. Notification of an exhibitor's decision to cancel or downgrade a tabletop/booth exhibit space must be submitted in writing to WIO no later than July 18, 2023. Refunds less a \$500 administrative fee will be made if exhibit is cancelled prior to July 18, 2023. No refunds will be provided after that date. Sub-leasing of exhibit space is NOT permitted. All exhibits must be set up by show opening time on August 24, 2023. WIO reserves the right to resell the space of any exhibiting company not present by show opening, and no refunds will be made.

## LIABILITY

WIO will bear no liability for personal injuries or property loss or damage to an exhibitor, its employees, contractors or business invitees, regardless of the cause, unless such injury or damage results from the gross negligence or intentional wrongful acts of WIO. Each exhibitor, in reserving space, agrees to indemnify, defend and hold harmless WIO from any and all claims, liability, damages or expenses (including attorney's fees) asserted against them or incurred by them as a result of, in connection with, or arising from any loss of or damage to property, or injury to persons resulting from, arising out of, or in any way connected with the negligence or wrongful acts or omissions of the exhibitor or its agents or employees, contractors, or business invitees. All exhibits must be in compliance with all local, state and federal statutes, ordinances, rules, orders and regulations that are in force or applicable during the meeting, including without limitation, the Americans with Disabilities Act of 1992, and as amended.

## SALES & GIVEAWAYS

Sales are permitted provided that transactions are conducted in an appropriate, professional and businesslike manner. WIO reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Entertainment, food, alcohol and raffles are prohibited. Onsite sales are also dependent upon state and city tax laws. It is the responsibility of each exhibitor to secure any licenses or permits that might be required and collect and remit all city and state sales taxes.

## BOOTH STAFF

Exhibits must be staffed during exhibit hours. Booth staff members are expected to dress and conduct themselves in a professional manner, consistent with a medical meeting.

## ANCILLARY MEETINGS & EVENTS

Exhibitors may not plan, be part of, or encourage WIO attendee participation in any functions during the WIO session or events.

Exhibitors planning events during the Summer Symposium must contact the WIO Meetings Manager to request space. All space requests will be vetted through WIO for approval. To request space, please contact [info@wioonline.org](mailto:info@wioonline.org).

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