

Agreement of General Terms

August 22-25, 2024

Women in Ophthalmology (WIO) provides opportunities for companies to display products, publications, and services that are deemed applicable to the field of ophthalmology. 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.

Exhibit Space

The primary purpose of exhibits is for disseminating information and displaying products that can easily fit into your designated space. The maximum height of products and display materials may not exceed 10', nor can they wrap around to produce any type of sidewall. All exhibits are subject to show site review and modification where necessary, at the exhibitor's expense. Entertainment, food, alcohol, and raffles are prohibited.

All exhibits must be set up by show opening time on August 23, 2024. **WIO reserves the right to resell the space of any exhibiting company not present by show opening, and no refunds will be made.**

Assignment of Space

WIO reserves the right to assign all exhibit space. Exhibitors may request not to be placed adjacent to a particular company if this request is made on this reservation form. WIO will make reasonable efforts to assign exhibit space away from the company indicated, but guarantees cannot be made.

Exhibiting companies will be placed in the virtual platform / online directory in alphabetical order. Leveled Sponsors will receive special recognition.

Payments, Changes, and Cancellations

Payment for exhibitor reservation fees is due in full within 30 days of the invoice date. Failure to meet terms may result in lost exhibition space. Payments can be made by check (payable in US funds and drawn on a US bank) or credit card (MasterCard, Visa, or AMEX).

Sub-leasing of exhibit space is NOT permitted. Two companies may not share the same Booth space.

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 1, 2024. Refunds less a \$500 administrative fee will be made if exhibit is cancelled prior to July 1, 2024. No refunds will be provided after that date.

Shipping

All arrangements for shipping, handling, and onsite/preshow storage of exhibit materials must be made through the show management services company.

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.

Exhibit Setup/Tear Down & Exhibiting Hours

Please refer to the Sponsorship Prospectus for a tentative schedule. Exhibits must remain set up and available for viewing during exhibition hours. Please note, times are subject to change. The final exhibiting hours will be provided in a final confirmation that will be sent to you in July 2024.

Removal of Trunks and 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 23, prior to the floor opening.

Exhibit Space Staff

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

Badges

Each exhibiting company receives complimentary exhibitor badges as set out in the Sponsorship Prospectus. Additional badges may be purchased online at the current rate. Refer to the cancellation and refund policy published on the WIO website.

SUPPORT THE WIO SUMMER SYMPOSIUM

RESERVE EXHIBIT SPACE

REQUEST ANCILLARY SPACE

Exhibitor Housing

Exhibitors may reserve housing in WIO's room block ONLY AFTER REGISTERING FOR THE MEETING. A confirmation email is sent once a registration is processed and will include instructions on how to reserve your room.

Products/Services Displayed

Exhibitors may display only products and services that they regularly manufacture or sell. At the request of WIO, an exhibitor shall remove any product, publication, or service included in the displays which are deemed inappropriate.

Selling of Products and Services

The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. Sales and order-taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Products for sale must be the exhibitors' own unaltered, marketed products, and the products or services must be pertinent to the attendees' professional interest. WIO reserves the right to restrict sales activities that it deems inappropriate or unprofessional.

Drawings & Raffles

Drawings and Raffles may be conducted by an exhibitor provided the following conditions are met:

- The item(s) to be awarded is/are modest in value and/or educational in nature.
- All professional (non-industry) attendees must be eligible to enter the drawing/raffle.
- No purchase is necessary.
- The exhibitor is responsible for notifying the winner and making the arrangements for the prize transfer.

It is the exhibitor's responsibility to decide what types of activities are appropriate based on their own compliance office and standards of industry conduct. Exhibitors are responsible for compliance with all state and local laws. Exhibitors are also expected to follow the AMA, PhRMA, and AdvaMed guidelines for interactions with healthcare professionals.

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 exhibit space assignment decisions.

Display of Non-FDA Approved Drugs and 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-Investigational 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 and Advertising

Exhibitors may not use the name of 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 prior WIO approval.

WIO prohibits the solicitation of any program speaker or registrant, for the distinct purpose of securing interviews or manuscripts. Exhibitors who violate this rule will be asked to leave immediately.

Photography and Taping of Exhibits and Program Policy

Attendees wishing to photograph or videotape a technical exhibit must secure permission from the exhibiting company before doing so. No portion of a scientific program may be photographed, audio-taped, or videotaped without the express written consent of the WIO Board of Directors, CEO, and/or Executive Committee.

Security and Insurance

Storage of materials can be arranged through the show management services company. 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.

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.

SUPPORT THE WIO SUMMER SYMPOSIUM

RESERVE EXHIBIT SPACE

REQUEST ANCILLARY SPACE

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, or for breach or nonperformance of any provision of this Agreement.

WIO shall in no event be liable to an exhibitor for any direct or consequential damages, and exhibitors understand and agree that the sole liability of WIO to the exhibitor will be a refund of any amount paid by the exhibitor.

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.

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 as it was received.

Safety Restrictions

All display materials and contents must conform in all respects to applicable safety, health, and fire codes in addition to the rules of the Hotel. 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 and booth-related equipment must be left accessible and in full view at all times. Any operational lasers must conform to appropriate safety precautions. No unshielded laser beam delivery is permitted anywhere 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, parts of a display, or products that it deems not suitable, unsafe, not in accordance with these regulations, or not acceptable with professional ethics as determined by the WIO.

Ancillary Meetings and 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.

Exhibiting Rules and Regulations

If any exhibiting company fails to observe the policies, terms, rules, 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 of space for future WIO meetings.

Contract

The Exhibitor online reservation form is considered complete when submitted with the following:

- Approval of this Agreement and General Terms for Exhibits
- Completed Reservation Form
- Payment in Full - by credit card, (Visa/MC/AMEX) check, or draft in United States of America dollars (U.S.\$) payable to WIO within 30 days of invoice receipt

Electronic Signature/Acceptance of this Agreement and General Terms for Exhibits means that the exhibitor has read, understood, and agreed to be bound by all of the policies, terms, rules, and regulations governing the display of products, publications, or services at this meeting. Any matters not specified in this agreement shall be resolved at the sole discretion of the WIO Meetings Manager.

SUPPORT THE WIO SUMMER SYMPOSIUM

RESERVE EXHIBIT SPACE

REQUEST ANCILLARY SPACE