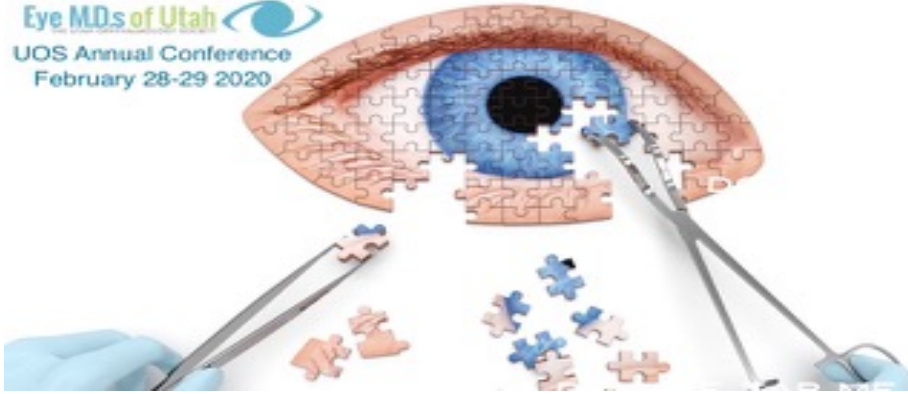


Eye MDs of Utah
UOS Annual Conference
February 28-29 2020



Utah Ophthalmology Society Regional Winter Conference

Exhibitor Registration

Our 2020 meeting will be held in Salt Lake City, Utah on **February 28, 2020**

Healthcare organizations, pharmaceutical companies, device manufacturers, insurance companies, and other vendors are invited to participate as exhibitors and sponsors of the conference.

Networking and recognition opportunities are abundant for health related and consumer businesses.

Exhibitors Receive:

- One 8 x 8 exhibit booth piped and draped.
- Discounted group hotel rate.
- Company name included on special exhibit sign and booth signage.
- Prize drawing requiring your signature on ticket.
- Breakfast, lunch and refreshment breaks with ophthalmologists, and ophthalmic clinicians.
- Recognition of organization prior to as well as at the Event and post conference.

We have a very limited number of premium booths available directly across from where the physicians meet. If you are interested in one of these booths, they will go very quickly. We urge you to make payment soon to obtain a premium booth.

Please review the enclosed exhibitor information and make plans soon to participate at this important meeting of the Utah ophthalmology community. Both meeting rooms are typically filled to maximum. Average attendance is 120+ physicians and 260+ technicians. The registration form is on page 4 of this document

If you have any questions or would like further information on the meeting or sponsorship opportunities, contact annette@utahmed.org.

Annette Mahler
Utah Ophthalmology Society Executive Director

General Information

Hotel Rooms Online – group rate available until February 6, 2020

[Sheraton Hotel Room Reservation Link](#)

Conference Location: Sheraton Hotel Conference Center 150 W. 500 S. Salt Lake City, Utah 84101
Hotel Phone: 800-325-3535 or local: 801-401-2000

Parking

Salt Lake City International Airport is a 10-minute drive from the hotel. Free parking, with easy in and out, making the hotel conference center an exhibitor favorite. A dedicated exhibit area, with food service flowing throughout for maximum exposure. Room block February 28-March 2 at the Sheraton hotel is \$132.00 plus tax. Our room block ends three weeks prior to the meeting and tends to sell out quickly. Reserve early if you plan to stay at the event location.

Shipping and Power

Shipping and Power are not included in your exhibit booth. There are separate forms for each. PSAV will handle booth electricity and AV needs and Modern Display will handle shipping and any additional decorating or booth items.

- Power -We have included forms from PSAV to order electricity and AV. The cost of a basic 6 outlet strip is \$30. The exhibit areas are carpeted.
- Shipping – Please use the attached form to arrange shipping through Modern Display
- **Shipping directly to the hotel is not allowed and you will risk loss of your items.**

Dates and Deadlines

- Jan 27 **Early Registration Ends and cost goes up \$300 per booth**– Early registration and payment for all exhibit booth and sponsorships must be received by 5:00 PM (MST)
- Jan 28 Exhibitor Registration **increases** \$300 per booth
- Feb 6 Last day to reserve hotel rooms at our block rate of \$132
- Feb 7 **Last day to register and pay for an exhibit booth- no excepti**
- Feb 27 Exhibit Move In 1 pm-4 pm (if you cannot make this timeframe, you must plan to arrive and have booth setup by 7:00 am Feb. 28 or your booth will be forfeited and can be re-assigned.
- Feb 28 Booths must be in place by 7:00 am or you will forfeit your booth, UOS reserves the right to allow another vendor to move into your booth location- Conference times are:
7:30 am- 5:30 pm. Exhibit breakdown following last break of meeting sessions or from 3:30 - 5:00 PM - Please do not dismantle booth prior to this time!

Exhibit Terms and Conditions

SPACE - The space contracted is to be used solely for the Exhibitor whose name appears on the Contract. The Exhibitor shall not sublet or assign any portion of same without the written consent of the UOS. Sponsors receive prime display locations and exhibitor space is assigned by the UOS on a first-come, first-served basis as signed applications and monies are received by the UOS office. Two chairs per table are included.

ALL PROMOTIONAL MATERIALS, COLLATERAL OR ACTIVITIES must be confined within the limits of the Exhibitor's purchased space. Per CME regulations such materials are not permitted in the meeting room or at the meeting registration desk and may not be delivered to attendees' hotel rooms.

ALL BOOTHS and decorations MUST concur with the facility regulations, city ordinances, and local fire codes. Any violations may result in the removal of any materials found to be in violation. Materials for booth decorations and construction must consist of fire-resistant material.

1. IN EVENT EXHIBITION IS NOT HELD - The UOS shall not be liable for any damages or expense incurred by Exhibitors in the event the show is delayed, interrupted, or not held as scheduled.
2. SECURITY - Security will not be provided in the exhibit area. Exhibitors are urged to remove all valuables during non-exhibit hours. Exhibitor agrees that neither the UOS, nor the facility management is financially liable for theft, damage, loss, or disappearance of any kind. The UOS recommends all Exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. Please read carefully the coverage provided by decorators and shipping companies to
3. if additional coverage is necessary. Any additional security must be arranged by the Exhibitor at his own expense, directly from the facility. The facility will be locked during the time that exhibits are not being shown; however, certain facility employees will have access to the space for cleaning, etc.
4. LIABILITY - Exhibitor agrees that neither the UOS, nor its representatives, will be responsible for any injury, loss, or damage that may occur to the Exhibitor, the Exhibitor's employees, family, or associates, or property from any cause whatsoever. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage, or injury.
5. CANCELLATIONS - Cancellations received by email or mail by 2/07/20 receive a full refund minus \$60 administrative fee. No refunds are provided for cancellations after that date.
6. ELECTRICITY – PSAV our audio visual company will provide electricity to your booth for \$30, there is a separate for to complete.
7. SIGNAGE - An identification sign will be provided for each table.
10. SHIPPING - Vendors are responsible for ALL arrangements in the shipping of exhibits. Please bring your company's own shipping forms and account number in order to make your own shipping arrangements. Shipping information will be sent with a confirmation to the "Company Contact" listed on the application.

ASSOCIATION CONTACT

For additional information, please contact

Annette Mahler, Utah Ophthalmology Society - 310 E 4500 S, Suite 500, SLC, UT 84107-4250

Email: annette@utahmed.org

Fax: 801-747-0851 Phone: Office (801) 747-3500 choose extension 236

UOS Tax ID#: 74-2506447

BOOTH TYPE & Costs exhibit and meeting space map on last page

Premium Booth Space – Booths 1, 2, 3, 4, 5 Located Directly across from the physician room	\$2400.00 per booth Maximum of 3 representatives per booth
Booths located in the exhibit hall 6-26	\$1200.00 per booth Maximum of 2 representatives per booth
Additional booth attendees over two	\$300.00 per person
Late fee applies after February 7, 2020	\$500 per booth for late fee
Cancellations are allowed with a \$60 cancellation fee if requested by email or mail by February 7th. Beginning February 8, 2020, a 50% fee will be charged for cancellations. No cancellations or refunds are accepted for any reason after February 10, 2020.	

REGISTRATION FORM for EXHIBITS

RETURNING FORM AND PAYMENT - Please email or fax this form to annette@utahmed.org. Fax: 801-747-0851

If paying by check, please email or fax this form with a copy of the check prior to mailing.

We will assign your booth upon receipt of the credit card information or a copy of the check sent by email or fax.

Be sure to include our suite number on the address for sending a check.

UOS is hereby authorized to reserve space for our use in the exhibit area of the 2020 Utah Ophthalmology Society Annual Meeting on February 28, 2020.

Payment must be received prior to February 3, 2020 to ensure acknowledgement in printed materials.

Forms received after February 7, 2020, will incur a \$500 late fee. No registration will be accepted after Feb. 14, 2020.

Please choose one of two options for booth.

One 8' X 8' booth \$1,200
Includes 6' Table with 2 chairs and attendance for up to two reps. Booth located in exhibit hall.

One 8 x 8 Premium booth space \$2400.00
Includes 6' table, priority location next to classrooms, attendance for up to three representatives.

Please print

Company/Organization Name: _____ Amount \$ _____

Card Type: Visa ____ American Express ____ Master Card _____

Card Number: _____ Security Code: _____ Expiration Date: _____

Cardholder name _____

Card Billing Address-include city, state and zip: _____

Signature of Cardholder: _____ Date: _____

Company Contact Person if other than cardholder: _____ Email: _____

Market Competitors you would prefer not to be placed near: _____

List Company Representative(s) attending the meeting (individual representative information for contact and name badges) Use additional sheet if necessary. Please update the UOS office as soon as possible as representative names are changed prior to the meeting. Please print. *Most information going forward will go to the listed email address below.*

Name: _____ Name: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Premium Booths numbered 1-5 will be assigned to first 5 paid companies who send payment and receive notice that they are one of the first 5 companies to do so. Regular booths numbered 6-26 will be assigned in order of receipt of payment. Booths will be assigned by the UOS following receipt of full payment. No booths may be assigned prior to full payment. Independent sales representatives must register separately.

- Tables may be shared between two independent representatives for an additional fee of \$600.00
- Please do not plan to leave or dismantle your booth prior to the last break of the day.
Breakdown will begin after the last meeting break on the day of the conference.
- All exhibit equipment and materials must be moved out by 6:00 pm.
- Please do not ask to attend the physician sessions.

Sheraton Conference Area Map

All physician & technician sessions will take place in the Canyons Ballroom. Physicians in the Bryce Ballroom and Technicians in Canyon Ballroom. Booths 1-5 are locate directly in front of the meeting rooms. Booths assigned by payment date received.

