



Utah Ophthalmology Society Regional Winter Meeting Exhibitor

We are celebrating our *40th Utah Ophthalmology Society Annual Conference* and would be honored if you join us! Our 2019 meeting will be held in the beautiful Salt Lake City valley, at the Sheraton Hotel and Convention Center on March 1, 2019.

Healthcare organizations, pharmaceutical companies, device manufacturers, insurance companies, and other vendors are invited to participate as exhibitors and sponsors of the conference. The UOS extends opportunities for exhibit displays, and sponsorship of specific aspects of the meeting. Networking and recognition opportunities are abundant for health-related and consumer businesses that participate.

Exhibitors who partner with the UOS receive:

- One 8 x 10 exhibit booth piped and draped, with signage, includes admission for 2 attendees
- Display time with ophthalmologists and ophthalmic technicians and nurses
- Breakfast, lunch and refreshment breaks with attendees
- Dinner with ophthalmologists when adding additional sponsorship
- Recognition of organization prior to, at the event, and post conference.
- Discounted group hotel rate
- Attendee contact lists (no personal emails included)
- Inclusion of Company Name on the Exhibit Sign at entrance

Please review the enclosed exhibitor information and make plans soon to participate at this important meeting of the Utah ophthalmology community. If you have any questions or would like further information on the meeting or sponsorship opportunities, contact me at annette@utahmed.org.

Please take a moment to look over the information included in this packet. Please complete pages 3 and 4 and return with payment.

If you have any further questions feel free to contact Annette: annette@utahmed.org or visit our website at www.utaheyemds.org

Annette Mahler
Utah Ophthalmology Society Executive Director

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Location

Sheraton Hotel Conference
Center 150 W. 500 S.
Salt Lake City, Utah 84101

Hotel Phone: 800-325-3535 or local: 801-401-2000

Reserve Hotel Rooms Online

<https://www.starwoodmeeting.com/Book/UOS2019>

Parking and Location

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 \$120.00 plus tax. Our rooms tend to sell out so reserve early.

Shipping and Power

Shipping and Power are not included in your exhibit booth. There are separate forms for each. PSAV will handle the electrical 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.

Dates and Deadlines

- Jan 26 **Early Registration Discount Ends**– Early registration and payment for all exhibit booth and sponsorships must be received by 5:00 PM (MST)
- Jan 27 Exhibitor Registration **increases** \$300 per booth
- Feb 8 **Last day to register and pay for an exhibit booth- no exceptions**
- Feb 28 Exhibit Move In 1pm-5pm (if you cannot make this timeframe, you must plan to arrive and have booth setup by 7:00 am March 2 or your booth will be forfeited and can be re-assigned.
- March 1 Booths must be in place by 7:00 am or you will forfeit your booth- Conference runs 7:30 am- 5:30 PM
Exhibit breakdown following last break from scientific sessions or from 3:30 - 5:00 PM - Please do not dismantle booth prior to this time!

General

- The Utah Ophthalmology Society (UOS) reserves the right to exercise its sole discretion in the acceptance or refusal of exhibit applications. 2. Exhibit space is limited to two attendees; an additional \$300 charge per person applies for a maximum of four attendees per booth. The UOS reserves the right to assign all exhibit space and rental.
- Each exhibit booth size is 8'x10'. Exhibit space includes space rental, standard pipe and drape, booth identification sign, general security service, and other exhibitor benefits. To allow an unobstructed view of neighboring exhibits, backdrops and decorations are not permitted to exceed eight feet in height, nor can they protrude more than 48 inches from the back-wall line.
- Participants may not schedule other events such as breakfast, luncheons, or dinners during official UOS program hours or while the UOS Conference & Exposition are in progress unless UOS grants express permission.
- Extremely loud noises such as bells, sirens, buzzers, excessively loud voices, etc. will not be permitted in order to maintain a businesslike atmosphere
- Distribution of pamphlets, brochures, or advertising matter must be confined to the Exhibit Space.

Installation and Dismantling

- The Utah Ophthalmology Society outlines specific move-in and breakdown times in the Exhibitor Services Manual. No part of an exhibit may be dismantled or abandoned during open exhibit hall hours. If spaces are not vacated within the specified breakdown period, The Utah Ophthalmology Society reserves the right to remove materials and charge for all moving, storage, shipping, and other expenses to the participant. UOS will not be liable if such removal causes damage to materials.

Payment Information

- This application shall become binding upon receipt by UOS and will constitute a binding contract upon the applicant, subject to the terms, conditions, and regulations set forth in this contract. All monies are due and payable upon signing of the contract. Exhibit space must be paid in full before Exhibitor is allowed entry into the Exposition Hall for setup.

Use of Space, Subletting of Space

- No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitors display. Parent or subsidiary companies are an exception.

Exhibitor Cancellation

- Space cancellations are accepted in writing only to UOS. Cancellation requests postmarked on or before **February 9, 2019** will be charged a service fee of 50%. The full contract amount is payable, and no refunds will be made for any cancellation postmarked after 5:00 pm (MST) on **February 11, 2019**.

Cancellation of Conference

- If UOS is canceled due to fire, strikes, government regulations, acts of God, or other causes beyond the control of UOS, UOS and its representatives shall not be held liable for failure to hold the Convention & Exposition as scheduled, and UOS shall determine the amount of exhibit fees to be refunded.
- The participant agrees that UOS shall have the right to make such rules and regulations or changes in arrangements, as it shall deem necessary and to amend it from time to time. UOS shall have the final determination and enforcement of all rules, regulations and conditions.

Release of Responsibility

- Neither UOS, the Sheraton Hotel management, nor any of the officers or staff members of UOS nor of the Sheraton Hotel shall be held responsible for the safety of the participants, or their property from theft, fire, accident, or other causes. Participants are advised to consult their insurance brokers for proper coverage on display material from the time it leaves their companies' premises until its return. Neither UOS, the Sheraton Hotel, nor any of their officers, agents, employees, or representatives shall be held accountable or liable for, and the same are hereby released from accountability or liability for, any damage, loss, harm, or injury to any person affiliated with, or any property of, the applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, accident, or other causes. Neither UOS nor the Sheraton management will obtain insurance against any such damage, loss, harm, or injury.
- Participants hereby agree to indemnify, defend, and protect UOS and the Sheraton management from any and all claims, demands, suits, or liability for any damage, loss, harm, or injury to any person affiliated with, or any property of, the applicant or any of its officers, agents, employees, or other representatives, including but not limited to claims of damage in loss to property, or from or out of any damage, loss, harm, or injury to the person or any property of the participant or any of its officers, agents, employees, or other representatives.
- Participants or their agents may not allow any articles to be brought into the Sheraton Hotel; or any act done on the premises that will invalidate the insurance or increase the premium on the policies held by the management of the Sheraton Hotel nor permit anything to be done by their employees through which act the premises, property, or equipment of the other participants will be damaged. Participants must also comply with all union rules and regulations as they apply to the movement of freight and the setup and dismantling of exhibits. No signs or articles may be affixed, nailed, or otherwise attached to walls, doors, etc. in such a manner as to damage them. All space is rented subject to these restrictions.
- Violations of these rules will annul the participant's contract, and participant will be held liable for any damage resulting from such violation. These Terms and Conditions are part of the contract between exhibitor and UOS. UOS respectfully requires full cooperation of the exhibitors in their observance of them. All points not covered are subject to the decision of UOS management.

Name of authorized representative

Email of authorized representative

Please list additional Email Addresses for those you wish to receive meeting updates

	Email
	Email

Sheraton Conference Area Map

All physician & technician sessions will take place in the Canyons Ballroom. They are separated by an airwall between the 2 groups.

Premium Booths numbered 1-5 to 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 payment receipt

- ALL Booths will be assigned by the UOS following receipt of 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.
- Our ACCME accreditation does not allow exhibitors or non-registered physicians or others in the scientific sessions. Please do not ask to attend the physician sessions

