

 ASCRS
**GLAUCOMA
DAY 2020**

Sponsored by the ASCRS Glaucoma
Clinical Committee

 ASCRS
**REFRACTIVE
DAY 2020**

Sponsored by the ASCRS Refractive
Surgery Clinical Committee

ASCRS SUBSPECIALTY DAY 2020 EXHIBITOR GUIDE

ASCRSRefractiveDay.org

ASCRSGlaucomaDay.org

May 15, 2020

2020 INVITATION TO EXHIBIT

Dear Exhibitor:

We are pleased to invite you to exhibit at the 2020 ASCRS Subspecialty Day programs on Friday, May 15, 2020.

This exhibit hall – which is open to all attendees of ASCRS Glaucoma Day and ASCRS Refractive Day– offers a unique opportunity for exhibitors to connect with the most important target market for your company’s products and services. These one-day educational programs attracted a combined total of over 2,300 ophthalmologists and healthcare professionals in 2019.

2019 attendance totals included Cornea Day. The World Cornea Congress VIII, which meets every 5 years, will precede the 2020 ASCRS Subspecialty Day and Annual Meeting. Please contact me at jbarbera@ascrs.org for exhibit information or visit <http://www.corneasociety.org/world-cornea-congress-viii>

2019 ATTENDANCE PROFILE

Ophthalmologists	2,205
Healthcare Professional	100
Industry (Non-Exhibitor)	45
Total Attendance	2,350

Thank you for your support and interest in participating in our educational programs.



Jamie Barbera
Exhibits Manager
ASCRS ASOA

EXHIBIT DATES/HOURS

Friday, May 15, 2020 7:00 a.m.–4:00 p.m.

SPACE ASSIGNMENT

ASCRS Subspecialty Day exhibits are an extension of the continuing education program. To be accepted by ASCRS, the products and services should be related to ophthalmic or medical administrative fields.

Table top exhibits will be assigned space on a first-come, first-serve basis. Exhibit space is limited; thus companies are limited to one tabletop space. Requests for additional tabletop spaces will be reviewed on an individual basis.

ASCRS reserves the right to reconfigure the exhibit hall floor plan and reassign any exhibiting company at any time. Should the affected exhibitor cancel their space as a result of his booth reassignment, space payments will be refunded in full provided the exhibits manager receives the written cancellation within the designated time frame. The affected exhibitor must submit his cancellation notification in writing within 5 days of notification of space reassignment.

The exhibit hall will be open for ASCRS Glaucoma Day and ASCRS Refractive Day attendees only:

Morning and afternoon food and beverage will be provided in the hall.

Exhibitors for ASCRS Subspecialty Day will have access to the session rooms with an ASCRS Subspecialty Day exhibitor badge, providing there is seating open for attendees.

BOOTH SPACE GUIDELINES

Exhibits are for disseminating information and displaying products that can easily fit within the allotted tabletop exhibit space. The maximum height of products and display materials on the table may not exceed 7ft. from the floor, nor can the products wrap around to produce any type of sidewall or blocking line of sight to another exhibit table. All exhibitors are required to keep their materials within their exhibit space.

Portable, pop-up back walls are permitted as long as it fits within the confines of your 6ft table space.

All exhibits are subject to review on-site and modification where necessary.

Custom-built booth displays are strictly prohibited. Any requests to substitute the 6' table with equipment must be made in writing no less than 30 days in advance of the exhibition. Please note that the exhibit hall configuration is subject to approval by the local fire marshal.

LASERS & POTENTIALLY HAZARDOUS LIGHTS

Any exhibitor who will be utilizing or displaying lasers or other hazardous optical sources will be required to review the ASCRS Laser Safety Guidelines and submit the Laser Safety Use form by March 17, 2020.

IMPORTANT DATES TO REMEMBER

Booth applications will be accepted until the exhibit area is sold out. Subspecialty Day booths payments are required to be submitted in full with the application.

December 17

Last day to cancel exhibit space without incurring a penalty

December 18, 2019-January 17, 2020

Booth cancellation will forfeit 30% of total booth fee

December 2

Exhibitor badge registration open

December 2

Exhibitor Service Kit available online

January

Exhibit space assignments emailed

January 18, 2020-March 17, 2020

Booth cancellation will forfeit 50% of total booth fee

March 18-showsite

Booth cancellation will forfeit 100% of total booth fee

March 17

Laser safety use form due

April 24

Mailing sample with pre-registration list request form due. No lists will be run after this date.

May 1

Giveaway item approval deadline

May 13-15

Exhibitor registration open

May 14

Exhibit installation 1:00–5:00 p.m.

May 15

Exhibit hall open 7:00 a.m.–4:00 p.m.

May 15

Exhibit dismantle 4:00–6:00 p.m.

ASCRS SUBSPECIALTY DAY TABLE TOP EXHIBIT DISPLAY GUIDELINES

Exhibitors will be asked to remove any exhibits not in compliance with these guidelines

YOUR EXHIBIT SPACE INCLUDES:

- One draped table, 6' long x 2' deep x 30" High. The table is topped in a black skirt.
- Standard ID sign on your table. 11" long x 17" high.
- Two chairs
- One wastebasket

YOU ARE RESPONSIBLE FOR ORDERING ELECTRIC AND INTERNET IF NEEDED AT YOUR EXHIBIT TABLE.

IMPORTANT NOTE REGARDING ELECTRIC:

Electric can be ordered; however, you **MUST** notify the ASCRS Exhibits Manager, Jamie Barbera in advance so that your table is assigned near electric ports. Please advise when submitting your application.

FLOOR COVERING

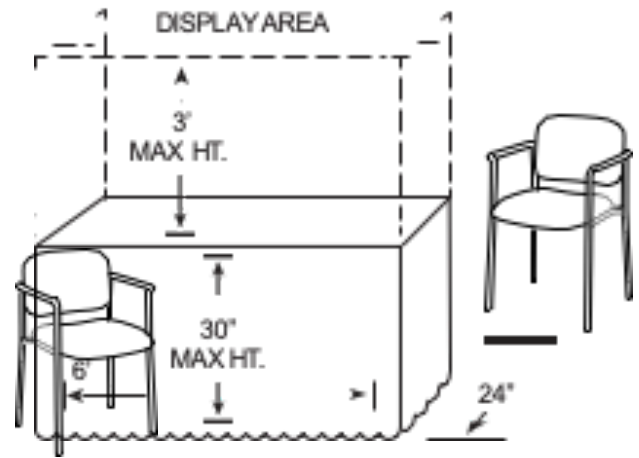
The exhibit hall for ASCRS Subspecialty Day will be carpeted, and companies are prohibited from providing their own floor covering.

HANGING SIGNS

Hanging signs are not permitted within the ASCRS Subspecialty Day exhibit area.

TABLE DISPLAY GUIDELINES:

- Table top height may not exceed 7ft, exhibit fixtures, signage, products, etc. must be placed on top of the table top.
- Equipment carts are permitted in lieu of provided table.
- Carts must not exceed display area limits of 66" high x 6' long x 24" deep.
- Display space may not extend beyond the table surface.
- Signs or banners reaching a maximum of 6' long x 30" high may be hung from the drape on the front of the table.
- Maximum height permitted on top of the table is 3" high.



YOUR TABLE TOP IS YOUR ONLY DISPLAY SPACE

- The Exhibit area is carpeted, no other flooring is allowed.
- Free standing signage is permitted **BEHIND** your table only not next to it.
- Pop-up displays are permitted on top of your table or behind it, not next to your table.
- Additional furniture will not be permitted, nor will ordering additional chairs or a different size tables be permitted.

EXHIBIT SPACE RENTAL FEES

Fee: \$5,000

Items included in the booth fee are:

Two (2) complimentary ASCRS Subspecialty Day exhibitor badges

1250 priority points toward exhibiting at the 2021 ASCRS Annual Meeting will apply for your participation in Subspecialty Day

Company listing in the show issue of EyeWorld News Magazine
Company listing in the ASCRS Subspecialty Day Final Program
Company listing in the meetings app

ASCRS accepts American Express, Discover Card, MasterCard, VISA, Checks, and wire transfers.

PAYING BY CHECK:

Checks are to be made out to the American Society of Cataract and Refractive Surgery.

Checks are to be drawn on U.S. bank accounts only.

Check payments must accompany a copy of your booth space application and may be mailed to:

ASCRS
Attn: Exhibits Manager 4000 Legato Road, Suite 700
Fairfax, VA 22033

WIRE TRANSFER:

THE TRANSACTION FEE MUST BE INCLUDED IN THE TOTAL WIRE AMOUNT.

ASCRS IS NOT RESPONSIBLE FOR THIS AMOUNT AND YOU WILL BE BILLED FOR THE BALANCE.

Please ask your banking institution for the transaction fee amount to include. Wire details will not be provided until completed booth space application has been submitted.

Please contact the exhibits manager for wire instructions.

CANCELLATION POLICY

Cancellation of assigned booth space must be submitted in writing to the exhibits manager. Cancellations will not be taken on the phone.

Upon cancellation of exhibit space, exhibitor is responsible for canceling any hotel rooms and/or meeting space that may have been on hold.

Exhibitors canceling after booth space has been contracted will forfeit a percentage of the total space fee based on the following schedule:

- 150 days from show date (December 17, 2019)–120 days from show date (January 17, 2020) forfeit 30% of total booth fee
- 119 days from show date (January 18, 2020)–60 days from show date (March 17, 2020) forfeit 50% of total booth fee
- 59 days from show date (March 18, 2020)–0 days from show date forfeit 100% of total booth fee

Exhibitors that fail to agree to (pay) the cancellation fee will not be permitted to exhibit at future ASCRS meetings until the balance is paid in full.

OUTSTANDING BALANCES/PAYMENTS DUE

Companies that have an outstanding balance due from a previous meeting for booths or marketing purchases will not be permitted to exhibit until the balance is paid in full.

OFFICIAL HOTELS

The official housing management company for ASCRS is onPeak.

Housing opened on-site at the 2019 ASCRS Annual Meeting in San Diego. and is open to all exhibiting companies.

ONPEAK

Domestic Phone: (800) 370-8282
International Phone: (312) 527-7300
Email: ascrs-asa@onpeak.com

ASCRS has contracted rooms in Boston, MA for the 2020 Annual Meeting. These hotels are considered "official" hotels.

ANY HOTELS NOT LISTED HERE ARE NOT WITHIN THE ASCRS BLOCK AND ARE NOT PROTECTED BY ONPEAK AND ASCRS.

PRIORITY POINTS FOR HOUSING

Exhibitors are required to secure all sleeping rooms through onPeak. In doing so, exhibitors have the ability to accrue or lose priority points.

Exhibitors that utilize onPeak for 100% of their housing needs receive ten (10) times their booth square feet in priority points toward the 2021 Annual Meeting. Exhibitors who do not utilize onPeak their housing needs will lose priority points for the 2021 Annual Meeting equal to 50% of their total booth square feet. Please see the priority points section of the Exhibitor Prospectus for more details on how priority points are calculated.

SECURING HOUSING

In order to secure your exhibitor room(s) or block, you will need to submit your request online. This will notify onPeak of your requested housing needs and on which nights you will need them for your staff.

Any exhibitor requesting a room block of 20 rooms or more will be required to accept the terms of the ASCRS Attrition Agreement along with their Exhibitor Room Block Request online.

ASCRS reserves the right to make adjustments to your room block based on your organization's history of rooms reserved vs. rooms utilized. Any request for an increase in excess of 5% of your total room pick-up from the previous year will only be granted when extenuating circumstances exist; this is subject to approval by the exhibits manager.

The exhibitor room blocks will be limited at some locations.

A Maximum of 30 rooms can be booked at the following hotels:

- Westin Waterfront
- Renaissance Waterfront

For all other hotels, onPeak/ASCRS will try and accommodate each groups needs based on availability as best as possible. Your group may need to be split up between multiple hotels.

When requesting any type of suite, please note that it will count for more than one room hotel allotment.

A one-bedroom suite will count as two rooms and a two-bedroom suite will count as three rooms.

All requests for suites that will be used as sleeping rooms must go through onPeak.

Hospitality Suite requests for the purpose of meetings or entertaining must be requested through the Affiliate Function Process. Please see guidelines in the Exhibitor Prospectus for more details on Affiliate Functions or contact Jamie Barbera for details. jbarbera@ascrs.org

ROOM ASSIGNMENT AND CONFIRMATION

All housing assignments will be made in the order they are received. If your hotel choices are not available, an assignment will be made in a hotel comparable to your requested choices.

ONPEAK WILL SEND YOU A CONFIRMATION OF YOUR HOTEL ASSIGNMENT AFTER THE CUT OFF TIME PERIOD.

You will be able to distinguish email communications from onPeak, the official housing management company, as they will have the ASCRS 2020 official meeting logo within the communication and official onPeak seal.

There are many companies that try to pose as the official ASCRS housing management company. Please contact ASCRS directly if you are uncertain of the designation of a company that has been contacting you.

ROOMING LISTS:

Exhibitor group block rooming lists are due to onPeak by March 6, 2020.

RULES & REGULATIONS

ASCRS Show Rules & Regulations detailed within the 2020 ASCRS Exhibitor Guide are in effect.

AFFILIATE FUNCTIONS & MEETING SPACE

All meeting space requests are subject to the Meeting Space Guidelines & Procedures. Please refer to the affiliate functions information in the Exhibitor Prospectus or contact Jamie Barbera, at jbarbera@ascrs.org for more details.

INSTALLATION OF EXHIBITS

Installation hours:

Thursday, May 14 1:00–5:00 p.m.

All exhibit crates must be empty and tagged and removed for storage no later than 5:00 p.m.

Display space not claimed and occupied by 5:00 p.m. on Thursday, May 14, may be canceled or reassigned without notification or refund.

If the exhibit is on hand, ASCRS reserves the right to assign labor to set up any display that is not in the process of being erected by 4:30 p.m. on this day and/or order the removal of all display materials and crates not in the process of being set up by 4:30 p.m. on this day.

The charge for labor to complete either of these options will be billed to the exhibitor and ASCRS shall have no liability for such work. Labor within the booth can be provided either through an exhibitor appointed contractor (EAC) or Freeman. All individuals working in the hall must be badged at all times.

ALL INSTALLATION MUST BE COMPLETED AND BE SHOW READY BY 5:00 P.M., THURSDAY, MAY 14, 2020

Exhibit booths must be staffed during all open show hours.

Exhibitor badges for ASCRS Subspecialty Day will grant access to the ASCRS Glaucoma Day and ASCRS Refractive Day session rooms. CME credits cannot be claimed with exhibitor badges.

DISMANTLE OF EXHIBITS

Dismantle hours:

Friday, May 15 4:00-6:00 p.m.

All exhibitor displays or materials left in the hall after 6p.m. will be packed and shipped at the discretion of ASCRS and all applicable service charges will be applied to the exhibitor of record.

IN NO CASE WILL DISMANTLING BE ALLOWED BEFORE 4 P.M., ON THIS DAY.

If exhibitor violates this regulation, they may lose priority points for future booth assignments or may be denied exhibit space in future trade expositions.

Please book your travel arrangements accordingly.

ASCRS SUBSPECIALTY DAY TABLE TOP EXHIBIT AGREEMENT FORM

Please review the Tabletop Display Guidelines on the previous page. You are required to sign and return this form to Jamie Barbera at jbarbera@ascrs.org along with your booth contract in order for it to be considered complete.

I have read and agree to comply with the ASCRS Subspecialty Day Exhibit Guidelines. I understand ASCRS and Freeman reserves the right to require modifications to my table top exhibit on-site should it be deemed out of compliance.

NAME _____

COMPANY _____

SIGNATURE _____

DATE _____

Please return to Jamie Barbera along with your booth contract
Email: jbarbera@ascrs.org
Fax: (703) 547-8840

ASCRS SUBSPECIALTY DAY EXHIBIT SPACE APPLICATION

MAY 15, 2020 • BOSTON, MA • BOSTON CONVENTION AND EXHIBITION CENTER

Please tell us which program your company's focus is towards - Please check all that apply:

ASCRS GLAUCOMA DAY ASCRS REFRACTIVE DAY

COMPANY INFORMATION — PUBLISHED IN THE FINAL.

COMPANY NAME

ADDRESS 1

CITY

STATE

ZIP

COUNTRY

PHONE

WEBSITE

CONTACT INFORMATION (FOR INTERNAL USE ONLY)

CEO/PRESIDENT

MARKETING CONTACT

MARKETING CONTACT EMAIL

EXHIBIT CONTACT

TITLE

EXHIBIT CONTACT PHONE

EXHIBIT CONTACT EMAIL

PAYMENT METHOD—PLEASE CHECK ONE.

VISA MasterCard AMEX Discover Check Wire Transfer (wire transfer fee must be included)

AMOUNT ENCLOSED \$

ACCOUNT NUMBER

EXPIRATION DATE

CODE

NAME OF CARDHOLDER

SIGNATURE OF CARDHOLDER

AUTHORIZATION: Contracts will not be processed unless signed and include payment. I am an authorized representative of the company with full power and authority to sign and deliver this application and contract. The company listed on this application agrees to comply with all the policies, rules, and regulations contained in the Exhibitor Prospectus and all policies, rules, and regulations adopted after publication of the guide.

AUTHORIZED OFFICER SIGNATURE

DATE

Please complete the application/contract as well as the company listing information and mail, fax or email to:

Mail: ASCRS/Attn: Jamie Barbera/SDEX Fax: (703) 547-8840

Email: jbarbera@ascrs.org 4000 Legato Rd., Suite 700 Fairfax, VA 22033

