



Exhibitor Prospectus

Who Attends?

Four internationally renowned educators will be presenting cutting-edge information for the practicing ophthalmologists. Ophthalmic medical personnel will also be in attendance. Anticipated attendance for this meeting is expected to be 200 physicians and 480 ophthalmic assistants/technicians from throughout the Pacific Northwest.

Where?

The Conference Center

800 Convention Place

Seattle, Washington 98101

Tel - 206.694.5030

Fax - 206.694.5398

http://www.wsctc.com/our_space/conf_center.aspx

When?

March 23, 7:00 AM – 6:30 PM (*Move In, Thursday 3/22/2012: 1:00 – 5:00 PM and Friday 3/23/2012 6:00 AM – 7:00 AM; Move Out, Friday 3/23/2012: 6:30 – 7:00 PM*)

What All Do I Get?

- Two complimentary exhibit representative passes
- Table Top: 6' x 30" display table, one chair (Standard Registration) **OR** Booth Space: 8 x 10 booth w/pipe & drape, one chair (Premium Registration)
- Print acknowledgement on posters and in the conference e-syllabus
- Exhibitor ribbons for your representative name badges
- Complimentary breakfast, snacks, and lunch during the conference
- Participation at the President's Reception Friday, March 23, 5:30 – 7:00 PM

What Does the Schedule Look Like?

7:00 AM – Registration / Breakfast / Visit Exhibitors

8:00 AM – 9:40 AM – First Session

9:40 AM – 10:10 AM – Coffee / Visit Exhibits

10:10 AM – 12:00 PM – Second Session

12:00 PM – 2:00 PM – Lunch / Visit Exhibits

2:00 PM – 3:20 PM – Third Session

3:20 PM – 3:50 PM – Coffee / Visit Exhibits

3:50 PM – 5:15 PM – Fourth Session

5:15 PM – Reception

Where Can I Stay?

Hyatt at Olive 8
1635 8th Avenue | Seattle, WA 98101
www.olive8.hyatt.com

To make your reservations at The Hyatt at Olive 8, call **888-421-1442** and ask for the **WAEPS 2012 Annual Meeting** Special Guest Room Rate: **\$159 – King Bed/Single Double Occupancy.**

Special Regulations

Vendors with equipment displays, or 10'-wide floor mount displays, are *required to purchase a 8 x 10 booth*. Table top exhibits will be located in the prefunction lobby area and are limited to table mounted displays, and one pop-up floor display no more than 3' wide. Pop up displays cannot be placed on either side of your table, nor block the view of other exhibit tables. Floor mount displays and chair must be placed flush against the wall, behind exhibit table.

What If I Need Electricity?

If you need electricity at the booth, please contact Edlen Electrical Exhibition Services.
Mark Galstaun, Electrical Account Manager; mgalstaun@edlen.com
206-781-2411 ; Fax 206-781-2270

Can I See Who Is Attending?

A hard copy list of attendees will be provided at the conference. An electronic mailing list of attendees, excluding phone, fax and email addresses is available after the meeting upon request.

How Many Representatives Can Attend?

All exhibitor representatives must be registered. Two registrations are included with your exhibitor agreement. There is a \$150.00 fee for each additional representative, unless included in a sponsorship package. Exhibitors are welcome to join attendees for the continental breakfast, lunch, and morning and afternoon snacks.

Shipping – In Bound

We're waiting on the Conference Center event managers for the details. If you need shipping services, please let us know when you register so we can ensure you receive the information.

Shipping – Out Bound

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Confirmation / Booth/Table Assignments

Contact show management below if you have not received an exhibitor confirmation within 10 days of submitting your exhibitor agreement. You will be notified of your exhibit space assignment no later than February 17, 2012. Assignments to be based on level of sponsorship, exhibit location purchased, exhibit type/size, followed by first come basis.

Show Management Questions

Amanda Watne, WAEPS Exhibit Coordinator
Phone: 206-956-3650
Fax: 206-441-5863
Email: ajw@wsma.org

Exhibit Practices and Regulations

- The Washington Academy of Eye Physicians & Surgeons (WAEPS) reserves the right to restrict exhibits, without refund, which may be falsely entered.

- Distribution of literature, samples, etc., in the exhibit area by firms that are not participating as paid exhibitors is strictly prohibited.
- No subletting of space is permitted without the consent of WAEPS Exhibit Coordinator, Amanda Watne, at ajw@wsma.org.
- Exhibitors are responsible for shipping, storage, and installation of exhibit materials, and all costs involved thereby.
- **Cancellations received before February 1, 2012 will be charged a \$250 service fee. No Refunds for cancellations received after February 1, 2012.**
- WAEPS and The Conference Center do not guarantee against theft, vandalism or otherwise.
- It is expressly understood that exhibitors shall indemnify and hold harmless WAEPS and The Conference Center of all liability (damage or accident) that might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits, or in display of exhibits.
- In the event of fire, strikes, or other uncontrollable circumstances, the contract for space will not be binding.
- It is expressly understood that WAEPS will not pay for special equipment, facilities and services ordered by technical exhibitors.
- Electrical and other apparatus must be operated so that the noise does not interfere with other exhibitors.
- All electrically wired display material must comply with requirements of the National Board of Fire Underwriters.
- Aisles must be kept clear. To this end, exhibits must be arranged so that exhibitors and their representatives will be within their exhibit space.
- Care must be taken by the exhibitor not to deface or destroy any part of the exhibit areas. In the event of property damage caused by him/her, the exhibiting company will be held responsible.
- Use of the name "Washington Academy of Eye Physicians & Surgeons" or that of any officer of said Association, in recommendation of a product or services, is expressly prohibited.
- Table space not occupied by the close of the exhibit installation period as specified above, will be forfeited by the exhibitor, and this space may be resold, reassigned or used by the conference management.