



*Contact Lens Association of Ophthalmologists™
An International Educational Association*

APPLICATION FOR EXHIBIT SPACE INTERNATIONAL CONTACT LENS SUMMIT (ICLS)

Hyatt Regency Hotel, Montreal, Canada
September 24–26, 2009

Please review this entire document carefully. It includes important information and requirements for your company's participation in the exhibition. Available exhibit space is very limited and, as a result, company exhibits will be limited to a maximum of two spaces. Further, CLAO will assign exhibit space based upon order of receipt of this signed agreement.

Signed applications must be accompanied by payment in full. An Acknowledgement of Receipt Card will be sent to confirm receipt of your complete application or to notify you of missing items that are delaying the processing of your application.

Exhibitors may display only those products and services that they regularly manufacture or sell. CLAO may withhold approval of the exhibition of products or services if it determines, in its sole discretion, that they do not further the educational, scientific, or practice needs of Association members. At the request of CLAO, an exhibitor shall immediately remove any unapproved product or service included in a display.

Hotel Function Space

CLAO has reserved function space at the meeting hotel from Wednesday, September 23, through Saturday, September 26, 2009. No conflicting functions are allowed by CLAO prior to or during the International Contact Lens Summit requirements.

Exhibit Space/Fees

The exhibit space is ten feet wide by eight feet deep (ceiling height is eight feet). Electrical is included with each display and will be provided if requested. Exhibitors may bring a floor display or a six-foot draped table will be provided for table-top exhibits if requested. The exhibit fee is \$2,500. There is a maximum of two exhibit spaces for any exhibiting company.

Terms of Payment

Meeting Exhibit Space Applications received by CLAO must be paid in full via check (U.S. funds drawn on a U.S. bank only), wire transfer, or credit card. Applications will not be processed until the appropriate payment has been received.

Cancellation of Exhibit Space

Notification of an exhibitor's decision to cancel assigned exhibit space must be submitted in writing. An exhibitor may cancel its participation without penalty until Friday, June 19, 2009. A refund due as a result of cancellation will be processed at the time of the cancellation. CLAO's receipt of an exhibitor's notice of cancellation from Saturday, June 20, through Friday, July 10, subjects the exhibitor to a cancellation penalty equal to 30 percent of the total cost of space assigned. CLAO's receipt of an exhibitor's notice of cancellation after Friday, July 10, 2009, subjects the exhibitor to a cancellation penalty equal to 100 percent of the total cost of space assigned.

Exhibit Hours

Thursday, September 24, 2009

8:00 am – 2:30 pm Booth Set Up
2:30 pm – 3:00 pm Afternoon Break
5:00 pm – 7:00 pm Exhibitor Reception

Friday, September 25, 2009

9:30 am – 10:15 am Morning Break
11:45 am – 1:00 pm Lunch
2:30 pm – 3:15 pm Afternoon Break
4:30 pm – 7:00 pm Exhibitor Reception

Saturday, September 26, 2009

9:30 am – 10:15 am Morning Break
12:15 pm – 1:30 pm Lunch
3:00 pm – 3:45 pm Afternoon Break
3:45 pm Exhibit Break Down

Rules for Exhibitors

In addition to the preceding policies, terms, and rules specified in this document, the following policies, terms, and rules must be adhered to by each exhibiting company and its representatives and agents.

Access to Exhibits

During show days, an exhibitor who has a proper badge may enter the exhibits two hours prior to the opening of the exhibits and may remain in the hall one hour after the close of exhibits. Meetings in the exhibit hall with medical attendees and other individuals not associated with the exhibits may take place only during official exhibit hours. These individuals must have proper badges and cannot gain access to the exhibits except during official exhibit hours.

One exhibitor may not enter another exhibitor's exhibit without the other exhibitor's approval. CLAO representatives and employees shall have free access to any exhibit at all times in the performance of their assigned duties.

Accreditation Council for Continuing Medical Education (ACCME) Guidelines

No commercial promotional materials shall be displayed or distributed in the same room immediately before, during, or immediately after an educational activity certified for credit takes place. **Representatives of commercial supporters may attend an educational activity, but they may not engage in sales activities while in the room where the educational activity takes place.**

Badges

To gain admittance to the exhibit areas, all company employees, representatives, and guests are required to wear the official meeting badge at all times while on the Meeting Hotel premises. The badge must not be altered, added to, or defaced in any manner. A company badge will not be accepted in lieu of the official exhibitor badge. Those found swapping badges must surrender the badges and will be escorted from the premises.

Booth Occupancy

Exhibit space not occupied and claimed before opening of the Exhibit Area will make the company ineligible for exhibiting at future CLAO meetings. Two or more companies may not share the same exhibit space, unless previously approved by the CLAO Home Office. Exhibitors may not sublet any portion of exhibit space assigned to their company.

Exhibit 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. Each exhibit space entitles the company to two representative badges.

Care of Facility

Exhibitors may not install any permanent fixtures or deface the building, and upon conclusion of the Joint Meeting they must leave the exhibit space in the same condition that it was received.

Photographing and Videotaping

An exhibitor may photograph or videotape his or her own exhibit before or after exhibit hours. Security arrangements for such activities must be made in advance, at the exhibitor's expense. An exhibitor may not photograph or videotape any other company's exhibit or presentation.

Sales

The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. Consistent with this professional interest, order-taking and sale of exhibited products will be permitted, provided that transactions are conducted in an appropriately professional and businesslike manner. If an exhibitor sells a product on the exhibit floor that cannot be carried out of the exhibit hall by hand, arrangements must be made to have the product shipped to the customer. Attendees will not be allowed on the exhibit floor after the exhibit hall closes on Saturday, September 26. Exhibitors who sell and deliver product in the exhibit hall may be required to obtain city occupational licenses. It is the responsibility of each exhibitor to secure any licenses or permits that might be required and to collect and remit all city and state (province) sales taxes. CLAO reserves the right to restrict sales activities that it deems inappropriate or unprofessional.

Smoking

CLAO prohibits smoking in all meeting and exhibit areas.

Violations

In the event of an egregious violation, or any repeated failure to observe the policies, terms, rules, and regulations outlined in this document, CLAO reserves the right to terminate the exhibit on-site.

We have read and agree to all the terms stated in this Exhibitor Application Form.

Name of Company

Company Representative
(Print Name and Title)

Signature

Date

CLAO
2025 Woodlane Drive
St. Paul, MN 55125 USA
 Phone: (877) 501-3937 / (651) 731-7245 / FAX: (651) 731-0410
 E-Mail: eyes@clao.org



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An International Educational Association

ICLS Exhibitor Application Form

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ / _____ / _____

PHONE/FAX: (____) _____ (____) _____

E-MAIL: _____

_____ One Exhibit \$2,500.00 _____ Two Exhibits \$5,000.00 \$_____ Total Amount Due

_____ Please provide electrical _____ Please provide a six-foot draped table
_____ We plan to bring a floor display

Name(s) of Company Representatives Who Will Be Attending the ICLS
(Names will appear on their meeting badges exactly as written below.)

Rep 1: _____
Phone Number: _____
E-Mail: _____

Rep 2: _____
Phone Number: _____
E-Mail: _____

PAYMENT: Visa MasterCard American Express Discover

Card Number: _____

Card Expiration Date: _____ Security Code: _____

Name on Card: _____

Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Check Enclosed (make payable to "CLAO" and send to address listed below).

Check must be drawn from a U.S. bank using U.S. funds.

Wire Transfer. Please call CLAO at (877) 501-3937 for wire transfer information.

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