

40TH INTER-AMERICAN COURSE
An Advanced Course in Clinical
Ophthalmology



EXHIBITORS' INFORMATION

November 4 – November 7, 2018
DoubleTree by Hilton Miami Airport Hotel
Miami, Florida

November 2017

Dear Exhibitor:

We invite you to participate in Bascom Palmer Eye Institute's 40th Inter-American Course in Clinical Ophthalmology, scheduled for November 4 – November 7, 2018 at the DoubleTree by Hilton Miami Airport, 711 NW 72nd Avenue, Miami, Florida. We designed the course for practicing ophthalmologists, with maximum emphasis on practical approaches to selected clinical problems.

The Inter-American Course has enjoyed 39 years of success. Judging by the ever-increasing number of commercial exhibitors each year, we conclude that the course provides companies with a unique marketing opportunity to reach a broad spectrum of active and well-established ophthalmologists from Latin America, the Caribbean and Spain.

The 2018 program will focus on glaucoma, cataracts, diabetic retinopathy, pediatric ophthalmology, retina and vitreous surgery, PDT, refractive surgery, plastic surgery, among other topics, with the participation of invited speakers and of the Bascom Palmer Eye Institute faculty. It is the only ongoing bilingual - English-Spanish - university-sponsored course in clinical ophthalmology with professional simultaneous translation.

Booths will be filled on a first-come, first-served basis **upon receipt of payment**. Space is limited so we encourage you to reserve early.

We hope to see you in November 2018!

Cordially,



Eduardo C. Alfonso, MD
Professor and Chairman
Department of Ophthalmology
Bascom Palmer Eye Institute
University of Miami Miller School of Medicine

APPLICATION AND CONTRACT FOR EXHIBIT BOOTH SPACE

This will serve as authorization to reserve space for the "40th Inter-American Course in Clinical Ophthalmology," November 4 – November 7, 2018 at DoubleTree by Hilton Miami Airport Hotel. Booth rental fees are: \$2000 (1 booth) \$3500 (2 booths) \$5000 (3 booths). Please make check payable to: Bascom Palmer Eye Institute/Curso and mail to the address below, or you may pay by credit card.

The following is our booth preference:

1st choice - Booth # _____

2nd choice - Booth # _____

3rd choice - Booth # _____

Name of Cardholder: _____
Credit Card: MasterCard Visa American Express
Card No. _____
Expiration Date: _____ Security Code : _____
Signature: _____ Billing Zip Code : _____

Exhibit booths are assigned according to date of **receipt of full payment**, number of booths reserved, and previous record of exhibiting. Every attempt will be made to accommodate requests, but the Course reserves the right to relocate booth assignments in order to develop a compact, well-orchestrated show.

We the undersigned agree to comply with the instructions for Exhibitors as attached.

Company Name: _____

Contact Name: _____

Name of Sales Representative: _____

Authorized Signature: _____

Address: _____

City/State/Zip: _____

Phone Number: () _____

Fax: () _____ email: _____

We require a standard booth identification sign, which should read:

(Exhibiting Company Name)

Products: _____

I wish to be near: _____ away from _____

Please complete and return to:
40th Inter-American Course
Bascom Palmer Eye Institute
1400 NW 10th Avenue, Suite 508
Miami, Florida 33136
Attn: Karen Davila
TEL: (305) 326-6110
FAX: (305) 326-6518

SPACE IS LIMITED - REGISTER EARLY

RULES AND REGULATIONS FOR EXHIBITING

SPACE ASSIGNMENTS

Applications for exhibit space are subject to the approval of the Committee of Exhibits. The course reserves the right to relocate booth assignments if necessary, in order to develop a compact, well-knit show.

SET UP & DISMANTLING

Exhibit Hall will be available for setting up exhibits between 12 noon and 5 p.m. Saturday, November 3, 2018. All exhibits must be installed, ready for opening by 7:30 a.m. Sunday, November 4, 2018.

Any exhibit not unpacked by this time will be placed in storage and can be returned only after the exhibits close on the first day of exhibiting (Sunday), or may be ordered set up by the exhibit management and the cost charged to the exhibitor.

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PLEASE NOTE: No refuse, such as empty cartons, may be placed in the aisles after the final sweeping of the aisles in the exhibit area. Exhibitors are urged not to litter the floor in the booths or aisles after the cleaning of the public area.
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Exhibits must be staffed at all times during the hours of exhibits. As a courtesy to the physicians and your fellow exhibitors, the Committee on Exhibits requests strict adherence to the opening and closing hours. Deliveries or removal of equipment must be made before or after exhibit hours.

EXHIBIT HOURS

Set Up:
Saturday, Nov. 3 12:00 noon-5:00 p.m.

Exhibits open:
Sunday, Nov. 4 8:00 a.m. - 5:30 p.m.
Monday, Nov. 5 7:00 a.m. - 5:00 p.m.
Tuesday, Nov. 6 7:00 a.m. - 5:00 p.m.
Wednesday, Nov. 7 7:00 a.m. - 4:00 p.m.

Dismantle:
Wednesday, Nov. 7 4:00 p.m. - 8:00 p.m.

Dismantling of exhibits may commence at 4:00 p.m., Wednesday, November 7, 2018, and not before. All exhibits must be removed from the exhibit area by 8 p.m. No packing of equipment or dismantling of exhibits, etc. will be permitted until the official closing time. Exhibits left in place at 8 p.m. will be removed by the Official Service Contractor at exhibitor's expense.

IMPORTANT: To avoid damage to your equipment or display, please remain with your exhibit until your crates are returned and your material is packed. Bascom Palmer Eye Institute, the 40th Inter-American Course in Clinical Ophthalmology, the DoubleTree by Hilton Miami Airport and Expo Convention Contractors will not assume any responsibility for loss or damage to exhibits, equipment, personal belongings, etc.
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EQUIPMENT AND SERVICES AVAILABLE

BOOTH FURNISHINGS

Each booth will contain the following equipment:

- Flameproof drapes (10'x 10' booth) with*
- 10' high wall and 3' high side walls*
- 2 upholstered chairs*
- 1 wastebasket*
- 1 - 6' draped table*
- One (1) one-line identification sign (7" x 44")*
- Containing the Exhibitor's name, if ordered*
- on application for exhibit space.*

Electrical service is not included in the fee

Special furniture, rugs, signs, etc. may be obtained from the Official Service Contractor, Expo Convention Contractors, 15959 NW 15th Avenue Miami, FL 33169, Miami, FL, telephone number (305) 751-1234. Special order forms for standard furnishing will be forwarded to each exhibitor in advance by Expo. In order to ensure prompt delivery to the booth of all equipment and/or furnishings required, all exhibitors are urged to forward their orders to Expo Convention Contractors at least one month in advance of opening date. All furnishings ordered by exhibitors will be at their own expense.

LABOR

Labor will be available from the Official Service Contractor, Expo Convention Contractors. Straight time labor rates are charged during the hours of 8:00 a.m. to 4:30 p.m. on weekdays; overtime is charged at all other times.

FIRE REGULATIONS

In order to comply with local fire ordinance requirements, all decorative material must be flame resistant. Materials meeting these requirements are available to exhibitors by Expo Convention Contractors.

No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any booth.

REGISTRATION FOR EXHIBITORS

Identification badges will be issued to representatives of exhibiting firms possessing proof of their affiliation. Each representative of any exhibiting company must wear the official badge at all times while in the exhibit area. Identification badges may be made only in the name of the company shown on the application for space. The Exhibitor Registration Desk will be open from 1:00 pm – 5:00 pm on Saturday. Exhibitors must have a badge to enter the exhibit area, meeting room and dining room.

Please provide us with a list of your representatives attending the meeting prior to **October 5, 2018**. **A maximum of four representatives per booth will be allowed. Daily luncheon tickets for two company representatives will be issued.** Please note this is a sit down dinner only and no "to go boxes" or "boxed lunches" will be provided. Please make arrangements with your personnel to make the designated times when lunch will be served daily.

INSURANCE

Exhibitors are urged to take out a portal-to-portal rider available at a nominal cost on their own insurance policy protecting them against loss through theft, fire, damage, etc.

SHIPPING INSTRUCTIONS

All shipments must be *PREPAID*. Advance shipment will be accepted **no later than October 26, 2018**. After this date a 25% late fee will be added. All shipments must be consigned as follows:

Show Name: 40th Inter-American Course

Your Company Name: _____

Booth #: _____

Expo Convention Contractors, Inc.

15959 NW 15th Avenue

Miami, FL 33162

Delivery of the shipment to the booth, removal of empty crates at close of show, and delivery of out shipment to the loading platform for pick-up will be provided by Expo Convention Contractors.

Exhibitors will be forwarded Shipping Information and Handling Rate Sheets in advance of show opening date. Necessary Bills of Lading will be available for exhibitors and freight placed on outgoing carriers. Bills of lading for all shipments must be mailed to Expo Convention Contractors as soon as shipment is made. Exhibitors are urged to cooperate in this matter, to ensure proper receipt and handling of their equipment. **The DoubleTree by Hilton Miami Airport will refuse all exhibit materials sent to the Hotel, except for Direct Shipment to:**

DoubleTree by Hilton Miami Airport
C/O Expo Convention Contractors, Inc.
711 NW 72nd Avenue
Miami, FL 33126

GENERAL CONDUCT

The following practices are prohibited by decision of the Committee on Exhibits:

1. Noisy electrical or mechanical apparatus, interfering with other exhibitors.
2. Operation of X-ray or laser equipment.
3. Canvassing or distributing any material outside the exhibitor's own space
4. Sub-leasing of exhibit space.
5. The use of billboard advertisements and/or display of signs outside of the exhibit area.
6. Soliciting participation in surveys, or otherwise harassing registrants.
7. Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the exhibit hours.
8. Contests, lotteries, raffles or games of chance may only be held with the approval of the Exhibit Committee.
9. The use of open audio systems is discouraged. Requests to use an open audio system must be approved by the Exhibit Committee and the exhibitor must agree to discontinue its use if the sound level is deemed to be objectionable to the registrants or adjacent exhibitors.
10. Entry in another exhibitor's booth without permission.
11. Photographing or examining another exhibitor's equipment without permission.
12. Food and/or beverages are not to be served by exhibitors in the exhibit area, except with approval of Exhibit Committee.

